

BOARD AGENDA

INDEPENDENT SCHOOL DISTRICT 191

Burnsville High School Senior Campus
Diamondhead Education Center
Regular Meeting
September 10, 2015
6:30 PM

(6:00 Listening Session with Director Jim Schmid)

I. Call to Order

- A. Welcome the Public
- B. Pledge of Allegiance
- C. Introduce New Student Representative Maedin Abegaz

II. Business Meeting

A. Approval of Agenda

B. Consent Agenda

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. Minutes 3
- 2. Human Resource Report 8
- 3. Donations 12
- 4. June Payroll, Claims, Receipts and Investments 14
- 5. July Payroll, Claims, Receipts and Investments 45
- 6. Approve, on a Second Reading Basis, Board Policies 405: *Veteran's Preference (Rescind GCDCA)*, 407: *Employee Right to Know-Exposure to Hazardous Substances (Rescind GBED)*, 408: *Subpoena of a School District Employee (Rescind GBLAC)*, 414: *Mandated Reporting of Child Neglect or Physical or Sexual Abuse*, 415: *Mandated Reporting of Maltreatment of Vulnerable Adults*, 422: *Policies Incorporated by Reference*, 423: *Employee-Student Relationships (Rescind 423-R)*, 424: *License Status*, and 509: *Enrollment of Nonresident Students-Regulation* 72

III. New Business

- A. Receive a Report on the First Day of School 104
Presenter: Dr. Joe Gothard, Superintendent
Time: 5 minutes
- B. Approve the 2015-16 Burnsville High School Athletic and Activity Handbook 105
Presenter: Jeff Marshall, Athletic and Activities Director
Time: 5 Minutes
- C. Approve the 2015-16 Burnsville High School Athletic Department Coaches Handbook 117
Presenter: Jeff Marshall, Athletic and Activities Director
Time: 5 Minutes
- D. Approve, on a First Reading Basis, Policy 613: *Graduation Requirements* and rescind Policy IKF 132

Presenter: Dave Helke, Principal

Time: 10 Minutes

- E. Approve, on a First Reading Basis, Board Policies 409: *Employee Publications, Instructional Materials, Inventions, and Creations* (Rescind GCQB and GCQB-R), 425: *Professional Development* (Rescind GCL & GCL-R), 501: *School Weapons Policy*, 503: *Student Attendance* (Rescind JE & JE-R), 504: *Student Dress and Appearance*, 505: *Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees*, 506: *Student Discipline* (Rescind JFC & JFC-R), 512: *School Sponsored Student Publications and Activities*, and 513: *Student Promotion, Retention, Acceleration and Program* (Rescind IKE, IKE-R and JECA). 146

Presenter: Dr. Joe Gothard, Superintendent

Time: 10 Minutes

- F. Approve the 2015-2020 Strategic Roadmap 243
Presenter: Cindy Amoroso, Assistant Superintendent
Time: 5 Minutes

IV. Reports

- A. Committee Reports 247
B. Student Representative
C. Superintendent
D. Board Members

V. Adjourn

School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
August 13, 2015

The meeting of the Board of Education was called to order by Chair VandenBoom at 6:30 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center.

Call to Order

Directors Currier, Alt, Luth, Hill, Schmid, Sweep and Chair VandenBoom were present. Others in attendance were Superintendent Gothard, administrators, staff and members of the public.

Attendance

VandenBoom welcomed the audience and asked Hill to lead the Pledge of Allegiance.

Pledge of Allegiance

Moved by Schmid, seconded by Sweep, to approve the agenda. Motion carried unanimously (7, 0).

Agenda

Moved by Alt, seconded by Currier, to approve the consent agenda:

Consent Agenda

- Minutes of the June 25, 2015 board meeting
- Approve personnel recommendations for C. Bellmont, J. Anderson, J. Becker, J. Dippel, T. Ebenhoh, B. Gatzmeyer, S. Handricks, M. Mallinger, D. Mancini, A. Martin, M. McDowell, G. Reid, P. Roehl, M. Schmeichel, A. Schmidtke, A. Schroeder, C. Sherbrooke, K. Stone, H. Van Buskirk, C. Hendrickson, S. Pettinelli, G. Sylvester, C. Baranauckas, A. Werner-Dempsey, R. Gilray, E. Byrne, H. Magner, A. McNeil, B. Rolf, J. Swenson, B. Wiley, M. Abdiwahab, C. Anderson, W. Bluhm, T. Ellis, G. Heinsen, M. McClellan, A. Piotrowski, R. Pope, F. Strauss, C. Willis, L. Griffin, P. Reiher, K. Scalzo, A. Tusa, J. Babiash, A. Dolney, D. Peterson, E. Wood, S. Didde, J. Henry, N. Brolin, J. DeShaw, J. Carlson, C. Goldenstein, C. Morgan, K. Nurminen, T. Olson, P. Renner, S. Sether, V. Varpness and N. Wilkins.
- Adopt a resolution to approve and accept donations.
- Approve change order #1 for the 2015 Sky Oaks Elementary School Alterations Project in the amount of \$7,107.00.
- Approve change order #1 for the 2015 Diamondhead Education Center Early Childhood Program Alterations Project in the amount of \$16,602.63.
- Approve change order #1 for the 2015 Roof Rehabilitation at Rahn Elementary School and Eagle Ridge Junior High School in the amount of (\$5,810.00).

Minutes
Personnel

Donation
Change Orders

- Approve change orders #1, #2, #3 and #4 for the 2015 Pavement Rehabilitation Project at William Byrne Elementary and Marion W Savage Elementary Schools in the combined amount of \$23,554.20.
- Approve change orders #001, #003, #004, #005, #006 for the 2015 Additions and Alterations to Burnsville High School Bid Package #1.

Motion carried unanimously (7, 0).

Moved by Hill, seconded by Sweep, to approve the Ice Arena Lease with the City of Burnsville for the 2015-2016 year in the amount of \$89,522.40 for a total of 407 hours of ice time. Motion carried unanimously after discussion (7, 0).

Ice Arena Lease

Moved by Luth, seconded by Schmid, to approve a five year land lease agreement with Burnsville High School Black and Gold Alumni Foundation. Motion carried unanimously after discussion (7, 0).

Land Lease with BHS Black and Gold Alumni

Moved by Currier, seconded by Hill, to award the Burnsville High School Bid Package #3 to said contractors and authorize the signing of contracts with said contractors. Motion carried unanimously after discussion (7, 0).

Bid Package # 3

Moved by Schmid, seconded by Currier, to award the base bid of \$214,000.00 for the ISD 191 Paging System Replacements project to Olympic Communications, Inc. Motion carried unanimously after discussion (7, 0).

ISD 191 Paging

Moved by Alt, seconded by Luth, to approve the Long-Term Facilities Maintenance Revenue Application. Motion carried unanimously after discussion (7, 0).

Long-Term Facilities

Moved by Currier, seconded by Hill, to adopt the resolution approving Intermediate School District No. 917's Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects In the District's Application for Long-Term Facility Maintenance Revenue. Motion carried unanimously after discussion (7, 0).

917 Resolution

Moved by Luth, seconded by Schmid, to approve lease financing for Chromebooks for a 34 month period in the amount not to exceed \$400,000 and authorize the Executive Director of Business Services to finalize the lease documents. Motion carried unanimously after discussion (7, 0).

Chromebooks

Moved by Schmid, seconded by Alt, to approve procurement of technology Chromebooks, carts, and accessories through TIES Master Price Agreement with HP Inc. in the amount of \$340,908.30 for 1310 G3 Chromebooks, 27 Carts, and accompanying set-up and accessories. Motioned carried after discussion (6, 0 with Luth abstaining).

Procurement of Chromebooks

Moved by Schmid, seconded by Currier, to approve on a first reading basis, Board Policies 405: *Veteran's Preference*, 407: *Employee Right to Know-Exposure to Hazardous Substances*, 408: *Subpoena of a School District Employee*, 414: *Mandated Reporting of Child Neglect or Physical or Sexual Abuse*, 415: *Mandated Reporting of Maltreatment of Vulnerable Adults*, 422: *Policies Incorporated by Reference*, 423: *Employee-Student Relationships*, 424: *License Status*, 427: *Workload Limits for Certain Special Education Teachers* and 509: *Enrollment of Nonresident Students-Regulation*. Rescind policies GCDCA, GBED, GBLAC and 423-R and refer Policy 206: *Public Participation in School Board Deliberations* back to the Policy Review Committee. Amended Motion carried unanimously after discussion (7, 0).

Polices

Received verbal reports from Superintendent Gothard and Chair VandenBoom.

Reports

Moved by Sweep, seconded by Currier, to adjourn at 8:28 p.m. to a closed session to discuss negotiation strategies as permitted by Minn. Statute § 13D.03. Motion carried unanimously (7, 0).

Adjourn to closed session

September 10, 2015

DeeDee Currier, clerk

Date Approved

**Closed Session Notes
INDEPENDENT SCHOOL DISTRICT 191
August 13, 2015**

This meeting will be closed as permitted by Minnesota Statutes, §13D.03 to discuss ISD 191's labor negotiation strategies.

Preliminary

The closed session was called to order by Chair VandenBoom at 8:35 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center.

Call to Order

Members present: Directors Luth, Alt, Currier, Schmid, Hill, Sweep and Chair VandenBoom. Dr. Gothard, S. Sovine, L. Rider and J. Kenney were also present.

Attendance

The purpose of the meeting was to discuss the negotiation strategies related to BEA.

Agenda

Hill left the meeting at 9:04 p.m. and returned to the meeting at 9:06 p.m.

The closed session adjourned at 9:23 p.m.

Adjourn

September 10, 2015

DeeDee Currier, clerk

Date Approved

School Board Retreat Minutes
INDEPENDENT SCHOOL DISTRICT 191
August 17 2015

The meeting of the Board of Education was called to order by Chair VandenBoom at 8:00 a.m. at Emerson Process Management, 6021 Innovation Blvd., Shakopee, MN 55379.

Call to Order

Directors Currier, Alt, Hill, Schmid, Sweep and Chair VandenBoom were present. Others in attendance were Superintendent Gothard, J. Kenney and Emerson employees.

Attendance

Director Luth arrived at 8:23 a.m. Director VandenBoom left the meeting at 9:37 a.m. and returned at 9:39 a.m.

Administrators L. Rider, Dr. Stanley, C. Amoroso, D. Johnson, T. Umhoefer, S. Sovine and Dr. Funston joined the meeting from 11:45 a.m. to 2:00 p.m.

The purpose of the retreat was annual planning and touring Emerson Process Management.

Purpose

The retreat adjourned at 4:00 p.m.

Adjourn

September 10, 2015

DeeDee Currier, clerk

Date approved

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

TO: Members, Board of Education
Joe Gothard, Superintendent

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: September 10, 2015

RE: Recommended Personnel Changes

**Certified
Appointment**

Nicholi Ashland	*Replacement- Teacher, SPED, 1.0 FTE, EN, effective 8/25/15
Ashley Booker	*Replacement-School Social Worker, 1.0 FTE, EN and VV, effective 9/14/15
Nancy Branch	-Replacement-Long Term Substitute, SPED, 1.0, RAHN, effective 8/25/15
Laura Buske	-Replacement-Teacher, Science, .40 FTE, NJH, effective 8/25/15
Emily Challans	*Replacement-Teacher, ECFE, .70 FTE, DEC, effective 8/31/15
Kristina Faust-Horm	*Replacement-School Psychologist, 1.0 FTE, SPED Cluster, effective 8/25/15
Kristen Lorincz	-Replacement-Teacher, ESL, 1.0 FTE, WB, effective 8/25/2015
Grace Manz	*Replacement-Teacher, Science, 1.0 FTE. Rahn, effective 8/25/15
Marnie McInnis	-Replacement-Teacher, Speech, 1.0FTE, SPED Cluster, effective 8/25/15
Ashly Mickelson	*Replacement – Long Term Substitute, Teacher, 1.0 FTE, HV, effective 8/31/2015 - TBD
Nancy Mosher	*Replacement-Long Term Substitute, 1.0 FTE, WB, effective 8/31/15 - TBD
Tamra Paschall	*Replacement-Teacher, Science, 1.0 FTE, MJH, effective 8/25/15
Jane Phillips	*Replacement-Teacher, FACS, .80 FTE, NJH, effective 8/25/15

*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 09/10/2015

Laura Scott	*Replacement –Teacher, SPED, 1.0 FTE, BHS, effective 8/25/15
Michelle Seaman	-Replacement –Long Term Substitute, Work Experience Coordinator, 1.0 FTE, District Wide, effective 8/25/2019
Dwight Schmidt	*Replacement-Long Term Substitute, FACS, 1.0 FTE, ERJH, effective 9/2/15 - 11/6/15
Lynnette Simpson	*Replacement-Long Term Substitute, Teacher, Music, 1.0 FTE, HB, effective 8/31/15-TBD
Kathryn Tanner	*Replacement-Long Term Substitute, Teacher, Physical Education, .80 FTE, NJH, effective 8/31 -11/6/15
Kathleen Torralba	*Replacement –Long Term Substitute, Teacher, 1.0 FTE, SO, effective 8/31/15-10/14/15
Joanna Weber	-Replacement –Teacher, SPED,1.0 FTE, BHS, effective 8/25/15

**Certified
Change in Assignment**

Tara Orstad	-Assignment changes to Teacher, Science, 1.0 FTE, ERJH, effective 7/1/15
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Recall from Layoff

Anne Werner-Dempsey	-Replacement-Revised FTE, Teacher ,Chemistry, 1.0 FTE, BHS, effective 8/25/15
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Resignation

Tara Hart-Bohnen	-Teacher-Title I, Sky Oaks, effective 8/13/15
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**Classified
Appointment**

Sacdiyo Abdullahi	-New-Cultural Liaison, 8 hrs/day, District Wide, effective 8/31/15
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Mary Baker	-New-Food Service Associate, 3 hrs/day, BHS, effective 9/2/15
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Lori Bjork	New-EA Level II, 2.25 hrs/day, WB, effective 9/8/15
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Janet Gulden	*Replacement-TLT Coordinator, 8 hrs/day, DEC, effective 9/14/15
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Cheryl Kerner	*New-EA Level IV, 8 hrs/day, EN, effective 9/1/15
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Ross Larson	*Replacement- Food Service Manager, 7.5 hrs/day, GP, effective 9/9/15
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Alexandra McLaughlin	*New-EA, Level IV, 4hrs/day, BHS, effective 8/25/15
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Paul Milhaupt	*New-EA, Level III, 6.75 hrs/day, ST, effective 9/8/15
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*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 09/10/2015

Candi Ruthig	*Replacement-Food Service Associate, 3.75hrs/day, BHS, effective 9/8/15
Stephanie Schumacher	-New-EA Level IV, 6.5 hrs/day, ECSE, effective 9/1/15
Kirstan Sondergaard-Smith	*Replacement-AVID Tutor, effective 2015/16 school year
Maryan Ugas	*New-Cultural Liaison, 2hrs/day, HV, effective 9/8/15
Hanifa Walli	*Replacement-Food Service Associate, 3 hrs/day, NJH, effective 9/14/15

**Classified
Change in Assignment**

Trudy Bliese	*Assignment changes to Food Service Associate, 3.25 hrs/day, MWS, effective 9/8/15
Polly Burns	*Assignment changes to Food Service Manager, 7 hrs/day, MWS, effective 9/1/15
Laurie Cook	*Assignment changes to Food Service Associate, 3.75 hrs/day, EN, effective 9/2/15
David Lake	*Assignment changes to Building Lead Custodian, 8hrs/day, BHS, effective date 9/8/15
Mariana Quintana	*Assignment changes to Cultural Liaison, 8 hrs/day, District-Wide, effective 8/31/15
Pam Reiher	*Assignment changes-Revised to Registrar, 8hrs/day, BHS, effective 8/3/15
Kristin Scalzo	-Assignment changes-Revised to Secretary Level 3 Long Term Sub, 8 hrs/day, ERJH, effective 8/11/15
Michael Wolfram	*Assignment changes to Level 2 Custodian, 8 hrs/day, BHS, effective 8/24/15
Edward Zeimet	*Assignment changes to Operations and Maintenance Supervisor, 8 hrs/day, District Wide, effective 8/24/15

Resignation

Melinda Cizinski	*Food Service Associate, MJH, effective 8/31/15
Tam Friestad	*EA, SPED Cluster, effective 8/23/15
Renee Gustafson	*EA, HB, effective 9/1/15
Stacey Hess	*Food Service Associate, MWS, effective 8/21/15
Rebecca Betting	-Food Service Associate, MJH, effective 8/19/15
Kathleen McAllister	-Food Service Associate, NJH, effective 8/16/15

Community Education

Megan Berchild	-Coordinator I, DEC, effective 8/31/15
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*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 09/10/2015

Sarah Lechner

-Program Supervisor, DEC, effective 8/31/15

Jessica Meyer

*Program Supervisor, DEC, effective 8/31/15

Change in Assignment

Amy McCusker

*Assignment changes to CE Coordinator I, 7 hrs/day, DEC, effective 8/31/15

**Coaches/Co-Curricular
Appointment**

Micael Armstrong

*Replacement-B-Squad Girls Basketball Coach, BHS, effective Winter Season

Melanie Kroll

*Replacement-Assistant Cheerleading Coach, BHS, effective Year Round`

Brianna Nelson

*Assistant Dance Team Coach, BHS, effective Fall Season



**Agenda II.B.3
September 10, 2015**

To: Members, Board of Education
Dr. Joe Gothard, superintendent

From: Lisa K. Rider, Executive Director of Business Services

Date: September 3, 2015

Re: Donations

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

RESOLUTION TO APPROVE AND ACCEPT DONATIONS

WHEREAS,

1. School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and
2. Minnesota Statute 123B.02 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 gift, 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 September 10, 2015.

Dr. DeeDee Carrier
Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
7/1/2015	Tien Cai	Harriet Bishop Elementary	To beautify the gardens at Harriet Bishop	Plants, soil amendments, equipment rental, edging, sign, and hours of labor
6/30/2015	Wells Fargo	Hidden Valley Elementary	Wells Fargo Matching Gifts Program	\$60.00 to be used towards HV beautification & playground fund
8/14/2015	Metcalf PTO	Joseph Nicollet Junior High School	PTO Grant PBIS	\$494.37
8/14/2015	PTO	John Metcalf Junior High	PTO Grant FACS Donation	\$500.00
8/14/2015	Metcalf PTO	John Metcalf Junior High	PTO Grant Drama Donation	\$1,395.00
8/11/2015	Erickson Aamodt Orthodontics	John Metcalf Junior High	Student Planner Donation	\$400.00
8/14/2015	Chason-BP Cedar Diffley	John Metcalf Junior High	BP Fundraiser Donation	\$99.75
8/19/2015	Leo Clark	William Byrne Elementary	School supply donation	School supply donation

Total monetary contributions to accept: **\$2,889.12**



**Agenda II.B.4
Sept. 10th, 2015**

TO: Dr. Joe Gothard, Superintendent and Board of Education

FROM: Lisa K. Rider, Executive Director of Business Services

DATE: Sept. 10th, 2015

RE: June Payroll, Claims and Receipts

RECOMMENDATION: That the Board approves June payroll checks numbered 718151-718191, and Direct Deposit notices numbered 575586-581798, in the net amount of \$4,964,256.31. June & July claims to date represented by checks numbered 440647-441060, 1013458-1013624, 118-120, and 101075-101100 and wire transfers and adjustments totaling \$8,932,170.88. Also, that the Board accepts June receipts of \$12,508,660.84 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$118,386,040.87 as of June 30th, 2015.

June payroll, wire transfers, claims and receipts have been prepared under the direction of Gordon Winterlin, Director of Accounting, and are presented for approval by the School Board. I would be glad to answer any questions.

LKR/mw

**INDEPENDENT SCHOOL DISTRICT 191
FINANCIAL REPORT
JUNE 2015**

Cash Receipts

Receipts		\$12,467,251.74
Miscellaneous Adjustments		\$41,409.10

TOTAL JUNE CASH RECEIVED 12,508,660.84

CASH DISBURSEMENTS

Jun

Regular Payroll Checks	718151-718191	
Direct Deposit Notices	575586-581798	\$4,964,256.31

May Payables previously approved:	\$312,602.11
Jun Claims previously approved:	\$890,892.68

Jun Claims:	440647-440696	
	440758-440844	
	1013458-1013565	
	101075-101082	\$1,140,234.07

Jun Wire Transfers	\$5,120,047.56
Miscellaneous Adjustments	\$0.00

TOTAL JUN CASH DISBURSED 12,428,032.73

TOTAL EXPENSES TO BE APPROVED

Jun Cash Disbursed	\$12,428,032.73
Less: Items Previously Approved	-\$1,203,494.79

Plus: Jun Payables	440697-440757	
Checks	440943-440994	\$399,567.56

Jul Claims:	440862-440889	
Checks	440925-440942	
	441029-441060	
	1013612	
	101089-101091	
	101099-101100	\$1,028,677.30

June Claims	440845-440861	
	440890-440924	
	440995-441028	
	118-120	
	1013566-1013611	
	1013613-1013624	
	101083-101088	
	101092-101098	\$1,243,644.39

TOTAL TO BE APPROVED 13,896,427.19

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 06/30/2015</u>
GENERAL FUND	\$697,184.28	\$30,382,051.19	\$31,079,235.47
OPEB	\$69,756.76	\$9,684,062.00	\$9,753,818.76
OPEB EQUITY INV THROUGH JUNE 30, 2015	\$47,222.79	\$4,560,122.20	\$4,607,344.99
2015A SCHOOL BUILDING BONDS	\$86,409.38	\$63,621,500.91	\$63,707,910.29
2012A ALT FACILITIES	\$3,460,545.39	\$2,249,378.90	\$5,709,924.29
ALT FACILITY FUND	\$3,527,807.07	\$0.00	\$3,527,807.07
	\$7,888,925.67	\$110,497,115.20	\$118,386,040.87

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

As of: 6/30/15

PMA Financial Network, Inc.

2135 CityGate Lane
7th Floor
Naperville, Illinois 60563
Telephone . 630-657-6400
Facsimile . 630-718-8701

BURNSVILLE ISD 191 / GENERAL FUND

2960

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$697,184.28	\$697,184.28	
TS	209272	1	5/6/15	7/28/15	MN TRUST TERM SERIES	\$3,750,767.47	\$3,750,000.00	0.090
CD	187971	1	7/25/13	7/29/15	CAPSTONE BANK - AL	\$249,964.95	\$248,000.00	0.394
CD	187972	1	7/25/13	7/29/15	COMMUNITY STATE BANK - OK	\$249,946.92	\$248,200.00	0.350
CD	187973	1	7/25/13	7/29/15	ONEWEST BANK, NA	\$249,939.12	\$247,900.00	0.409
CD	196232	1	5/6/14	7/29/15	MB FINANCIAL BANK / COLE TAYLOR BANK (N)	\$200,615.08	\$200,000.00	0.250
CD	196751	1	5/22/14	7/29/15	BANK OF THE OZARKS	\$249,592.27	\$249,000.00	0.205
CD	196752	1	5/22/14	7/29/15	ONB BANK AND TRUST COMPANY	\$249,880.87	\$249,300.00	0.201
CD	188312	1	7/30/13	7/30/15	BOFI FEDERAL BANK	\$249,036.05	\$247,300.00	0.351
TS	210373	1	6/3/15	8/7/15	MN TRUST TERM SERIES	\$5,000,890.42	\$5,000,000.00	0.100
CD	197022	1	5/30/14	8/13/15	PACIFIC ENTERPRISE BANK	\$249,901.05	\$249,300.00	0.200
CD	197023	1	5/30/14	8/13/15	MODERN BANK, NATIONAL ASSOCIATION	\$249,901.06	\$249,300.00	0.200
CD	196230	1	5/6/14	11/6/15	FIRST UTAH BANK	\$249,997.60	\$248,900.00	0.298
CD	196231	1	5/6/14	11/6/15	EAGLEBANK / VIRGINIA HERITAGE BANK	\$249,809.74	\$248,900.00	0.248
CD	196750	1	5/22/14	11/23/15	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$2,261,292.20	\$2,252,800.00	0.250
TS	209285	1	5/6/15	12/29/15	MN TRUST TERM SERIES	\$1,000,779.18	\$1,000,000.00	0.120
SEC	33790	1	1/23/15	1/22/16	Bank Of Baroda Certificate of Deposit	\$248,000.00	\$248,000.00	0.300
SEC	33793	1	1/23/15	1/22/16	Firstmerit Bank NA Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
TS	209624	1	5/19/15	1/26/16	MN TRUST TERM SERIES	\$961,313.23	\$960,451.19	0.130
CD	193379	1	1/30/14	1/27/16	MECHANICS SAVINGS BANK	\$249,928.83	\$247,700.00	0.453
CD	195418	1	4/2/14	1/27/16	ABC BANK / AUSTIN BANK OF CHICAGO	\$249,991.37	\$248,700.00	0.285
CD	195419	1	4/2/14	1/27/16	NATIONAL BANK OF COXSACKIE	\$249,992.64	\$248,900.00	0.241
CD	195420	1	4/2/14	1/27/16	EAST WEST BANK	\$249,912.05	\$248,800.00	0.246
CD	195421	1	4/2/14	1/27/16	ORRSTOWN BANK	\$249,992.66	\$248,900.00	0.241
CD	196228	1	5/6/14	1/27/16	FAR EAST NATIONAL BANK	\$100,466.68	\$100,000.00	0.270
CD	196229	1	5/6/14	1/27/16	FINANCIAL FEDERAL BANK	\$249,306.09	\$248,400.00	0.211
CD	196274	1	5/8/14	1/27/16	EAST WEST BANK	\$4,049,392.45	\$4,030,000.00	0.280
CD	196749	1	5/22/14	1/27/16	ACCESS NATIONAL BANK	\$249,956.86	\$248,700.00	0.300
CD	205378	1	1/20/15	1/27/16	AFFILIATED BANK	\$249,999.29	\$249,130.00	0.342
CD	205379	1	1/20/15	1/27/16	FIRST COMMONS BANK NA	\$249,997.37	\$249,350.00	0.248
CD	205380	1	1/20/15	1/27/16	FIRST ADVANTAGE BANK- TN	\$249,996.05	\$249,380.00	0.242
CD	205381	1	1/20/15	1/27/16	BANKVISTA	\$249,979.27	\$249,110.00	0.342
CD	205382	1	1/20/15	1/27/16	BREMER BANK, NA	\$249,991.75	\$249,230.00	0.300
SEC	33791	1	1/28/15	1/28/16	Santander Bank, N.A. / Sovereign Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.300
CD	193377	1	1/30/14	2/1/16	SEASIDE NATIONAL BANK & TRUST	\$249,934.94	\$247,700.00	0.450
CD	193378	1	1/30/14	2/1/16	PRIVATE BANK - MI	\$249,932.47	\$247,400.00	0.510
CDR	193423	1	2/6/14	2/4/16	Landmark Bank, N.A.	\$243,372.87	\$241,235.77	0.449
CDR	193423	2	2/6/14	2/4/16	Standing Stone National Bank	\$243,372.87	\$241,235.77	0.449
CDR	193423	3	2/6/14	2/4/16	First State Bank	\$243,372.87	\$241,235.77	0.449
CDR	193423	4	2/6/14	2/4/16	Norway Savings Bank (MHC)	\$243,372.87	\$241,235.77	0.449
CDR	193423	5	2/6/14	2/4/16	F&M Bank and Trust Company	\$243,372.87	\$241,235.77	0.449
CDR	193423	6	2/6/14	2/4/16	Citizens Security Bank & Trust Company	\$217,609.47	\$215,698.61	0.449
CDR	193423	7	2/6/14	2/4/16	Southern Bank	\$217,291.71	\$215,383.64	0.449
CDR	193423	8	2/6/14	2/4/16	LegacyTexas Bank / ViewPoint Bank (MHC)	\$140,667.23	\$139,432.01	0.449

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
CDR	193423	9	2/6/14	2/4/16	Mutual of Omaha Bank	\$124,399.26	\$123,306.89	0.449
CD	194320	1	3/3/14	3/14/16	POST OAK BANK, NA	\$249,914.78	\$247,900.00	0.400
CD	194321	1	3/3/14	3/14/16	PREMIER BANK	\$249,927.32	\$248,100.00	0.362
CD	194322	1	3/3/14	3/14/16	INDEPENDENT BANK / BANK OF HOUSTON	\$249,965.07	\$248,200.00	0.350
CD	194323	1	3/3/14	3/14/16	STATE BANK OF DAVIS	\$249,932.51	\$248,200.00	0.348
CD	194324	1	3/3/14	3/14/16	LENA STATE BANK	\$249,927.31	\$248,200.00	0.342
CD	208545	1	4/2/15	4/1/16	STATE BANK OF INDIA (NY)	\$249,952.09	\$249,300.00	0.262
CD	208546	1	4/2/15	4/1/16	BANCO POPULAR NORTH AMERICA	\$82,505.75	\$82,300.00	0.250
CD	208547	1	4/2/15	4/1/16	BANCO POPULAR NORTH AMERICA	\$84,210.00	\$84,000.00	0.250
CD	208548	1	4/2/15	4/1/16	BANCO POPULAR NORTH AMERICA	\$83,207.50	\$83,000.00	0.250
SEC	34466	1	4/9/15	4/6/16	Bank Of India Certificate of Deposit	\$248,000.00	\$248,000.00	0.351
SEC	34467	1	4/16/15	4/15/16	Synovus Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
CD	210440	1	6/3/15	6/2/16	COMMUNITY CAPITAL BANK OF VIRGINIA	\$249,951.11	\$249,300.00	0.261
CD	210441	1	6/3/15	6/2/16	MRV BANKS	\$249,902.84	\$249,300.00	0.242
CD	210442	1	6/3/15	6/2/16	TOMATOBANK NA	\$249,446.88	\$248,800.00	0.260
CD	210443	1	6/3/15	6/2/16	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$249,946.37	\$249,200.00	0.300
CD	210444	1	6/3/15	6/2/16	HIAWATHA BANK AND TRUST COMPANY	\$249,927.34	\$249,200.00	0.292
CD	208542	1	4/2/15	7/26/16	METROPOLITAN COMMERCIAL BANK	\$249,959.80	\$249,000.00	0.293
CD	208543	1	4/2/15	7/26/16	ROCKFORD B&TC	\$249,959.80	\$249,000.00	0.293
CD	208544	1	4/2/15	7/26/16	GREAT MIDWEST BANK	\$249,946.44	\$249,300.00	0.197
SEC	34831	1	6/12/15	12/12/16	Berkshire Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.517

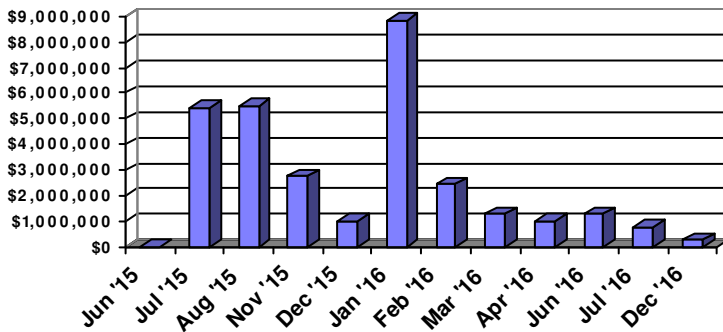
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> \$31,173,997.19 \$31,079,235.47

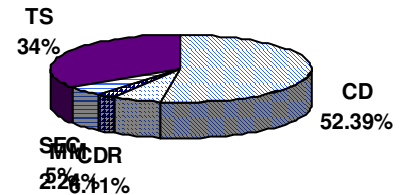
Time and Dollar Weighted Portfolio Yield: 0.284 %

Weighted Average Portfolio Maturity: 153.41 Days

MM: 2.24%
 CD's: 52.39%
 CP: 0.00%
 SEC: 4.79%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 6/30/15

PMA Financial Network, Inc.

2135 CityGate Lane
7th Floor
Naperville, Illinois 60563
Telephone . 630-657-6400
Facsimile . 630-718-8701

BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$69,756.76	\$69,756.76	
CD	181996	1	1/16/13	1/19/16	BANK OF THE WEST	\$249,980.28	\$246,200.00	0.510
CD	181997	1	1/16/13	1/19/16	MIDLAND STATES BANK	\$206,595.48	\$203,800.00	0.456
CD	182847	1	2/19/13	2/19/16	EAST BOSTON SAVINGS BANK	\$249,956.54	\$245,900.00	0.550
CD	182848	1	2/19/13	2/19/16	BRIDGEWATER BANK	\$249,899.41	\$245,800.00	0.556
CD	186939	1	6/21/13	6/21/16	FIFTH THIRD BANK	\$155,206.99	\$152,000.00	0.703
CD	187204	1	6/27/13	6/27/16	FIFTH THIRD BANK	\$92,008.39	\$90,000.00	0.743
SEC	29761	1	6/28/13	6/28/16	BMW Bank Of North America Certificate of Deposit	\$249,000.00	\$249,000.00	0.753
CD	208035	1	3/24/15	6/30/16	CFG COMMUNITY BANK	\$249,921.56	\$248,500.00	0.450
CD	208036	1	3/24/15	6/30/16	IDB BANK- NY	\$100,497.94	\$100,000.00	0.392
CD	208037	1	3/24/15	6/30/16	GBC INTERNATIONAL BANK	\$203,045.66	\$202,500.00	0.212
SEC	34379	1	3/30/15	6/30/16	Safra National Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.360
CD	187467	1	7/2/13	7/5/16	FIRST CAPITAL BANK	\$249,919.20	\$244,400.00	0.750
CD	187468	1	7/2/13	7/5/16	LUANA SAVINGS BANK	\$248,891.44	\$245,200.00	0.500
SEC	31043	1	10/23/13	10/24/16	Sallie Mae Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.155
CD	187466	1	7/2/13	11/14/16	DAKOTA COMMUNITY BANK	\$249,965.13	\$244,200.00	0.700
CD	192889	1	1/13/14	1/13/17	FAR EAST NATIONAL BANK	\$144,811.46	\$140,800.00	0.949
SEC	23783	1	12/20/10	2/1/17	Woodridge Illinois Taxable	\$150,000.00	\$150,000.00	3.350
SEC	30736	1	9/25/13	9/25/17	Cit Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.508
CD	205079	1	1/8/15	1/8/18	FIRST FREEDOM BANK	\$164,252.21	\$159,400.00	1.012
CD	205080	1	1/8/15	1/8/18	TRUSTONE FINANCIAL FEDERAL CREDIT UNION	\$249,684.73	\$241,600.00	1.111
CD	205081	1	1/8/15	1/8/18	HIBERNIA BANK	\$207,054.62	\$201,000.00	1.003
CD	192888	1	1/13/14	1/16/18	INDUSTRIAL & COMMERCIAL BANK OF CHINA	\$210,686.40	\$200,000.00	1.332
SEC	33742	1	1/14/15	1/16/18	Goldman Sachs Bank USA Certificate of Deposit	\$248,000.00	\$248,000.00	1.404
CD	205817	1	2/3/15	2/5/18	ADIRONDACK BANK	\$240,475.35	\$234,000.00	0.921
CD	205818	1	2/3/15	2/5/18	FIRST NB OF MCGREGOR	\$102,681.43	\$100,000.00	0.891
CD	205819	1	2/3/15	2/5/18	FIRST NATIONAL BANK	\$249,815.96	\$243,000.00	0.932
SEC	33857	1	2/5/15	2/5/18	Ally Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.154
CD	182782	1	2/15/13	2/15/18	PLAINS COMMERCE BANK	\$249,902.70	\$236,400.00	1.142
CD	208034	1	3/24/15	3/26/18	PEAPACK-GLADSTONE BANK	\$208,860.51	\$203,000.00	0.960
SEC	30731	1	9/25/13	9/25/18	Discover Bank Certificate of Deposit	\$247,000.00	\$247,000.00	2.013
SEC	30738	1	9/25/13	9/25/18	Compass Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.962
CD	192886	1	1/13/14	1/14/19	M.Y. SAFRA BANK	\$248,142.42	\$228,500.00	1.717
CD	192887	1	1/13/14	1/14/19	STEARNS BANK NA (N)	\$248,500.88	\$230,700.00	1.542
SEC	28287	1	10/9/12	1/15/19	Lakewood Township NJ Ref	\$630,000.00	\$630,000.00	1.580
SEC	28397	1	11/15/12	8/15/19	DENTON TX INDEP SCH DIST TXBL -REF -SER C	\$1,000,000.00	\$1,000,000.00	1.520
SEC	28355	1	10/19/12	10/1/19	COOK CNTY IL HIGH SCH DIST #205 THORNTON TWP	\$350,000.00	\$350,000.00	1.939
SEC	28316	1	10/15/12	10/15/19	ABERDEEN TWP NJ REF	\$390,000.00	\$390,000.00	1.570
SEC	28317	1	10/16/12	12/1/19	FAIRFIELD & UNION OH LOCAL SCH DIST	\$330,000.00	\$294,162.00	1.620



Total Portfolio Report CAR

As of: 6/30/15

PMA Financial Network, Inc.

2135 CityGate Lane
7th Floor
Naperville, Illinois 60563
Telephone . 630-657-6400
Facsimile . 630-718-8701

BURNSVILLE ISD 191 / 2012A ALT FACILITY

5070

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$3,460,545.39	\$3,460,545.39	
SDA					Savings Deposit Account - CITIBANK (SDA)	\$78.90	\$78.90	
TS	210405	1	6/3/15	7/28/15	MN TRUST TERM SERIES	\$1,000,135.62	\$1,000,000.00	0.090
TS	210374	1	6/3/15	8/7/15	MN TRUST TERM SERIES	\$1,000,178.09	\$1,000,000.00	0.100
CD	196866	1	5/28/14	8/31/15	FREEPOR STATE BANK	\$249,928.38	\$249,300.00	0.200
Total Amount -->						\$5,710,866.38	\$5,709,924.29	

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Time and Dollar Weighted Portfolio Yield: 0.116 %

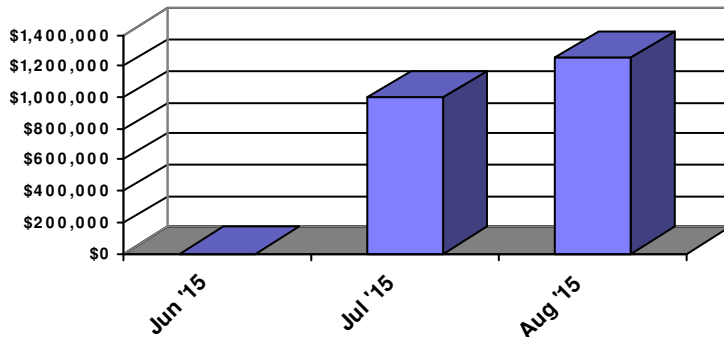
Weighted Average Portfolio Maturity: 14.27 Days

MM: 60.61%

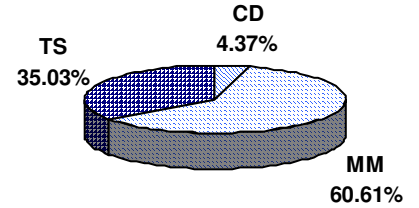
CD's: 4.37%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



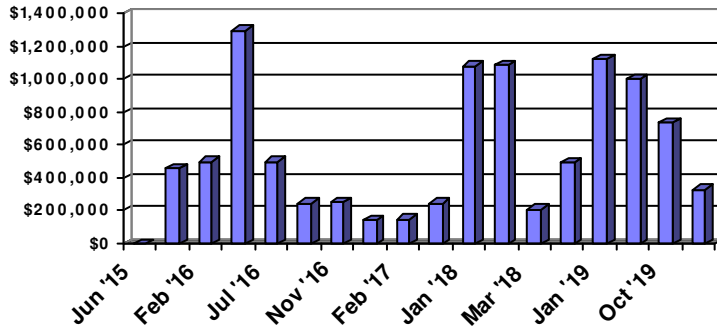
Portfolio Allocation by Transaction Type

Type	Trans SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.</i>					Total Amount -->	\$9,933,513.45	\$9,753,818.76

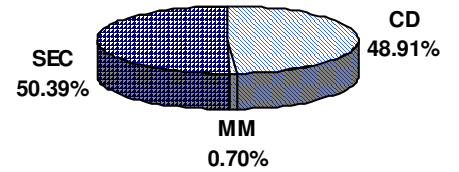
Time and Dollar Weighted Portfolio Yield: 1.392 %

Weighted Average Portfolio Maturity: 901.07 Days

MM: 0.72%
CD's: 50.10%
CP: 0.00%
SEC: 49.18%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 6/30/15

PMA Financial Network, Inc.

2135 CityGate Lane
7th Floor
Naperville, Illinois 60563
Telephone . 630-657-6400
Facsimile . 630-718-8701

BURNSVILLE ISD 191 / ALT FACILITY FUND

5298

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$3,527,807.07	\$3,527,807.07	
Total Amount -->						\$3,527,807.07	\$3,527,807.07	

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Time and Dollar Weighted Portfolio Yield: 0.000 %

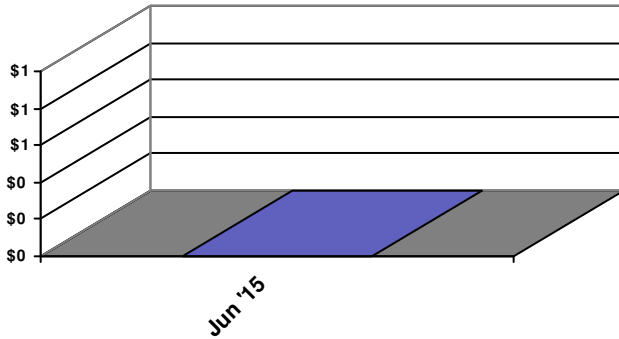
Weighted Average Portfolio Maturity: 0.00 Days

MM: 100.00%

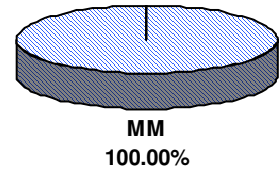
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 6/30/15

PMA Financial Network, Inc.

2135 CityGate Lane
7th Floor
Naperville, Illinois 60563
Telephone . 630-657-6400
Facsimile . 630-718-8701

BURNSVILLE ISD 191 / 2015A BONDS

5762

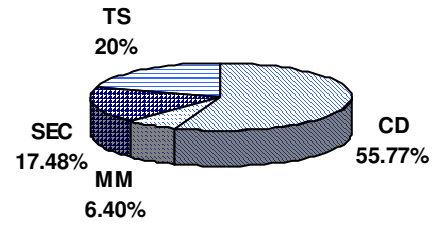
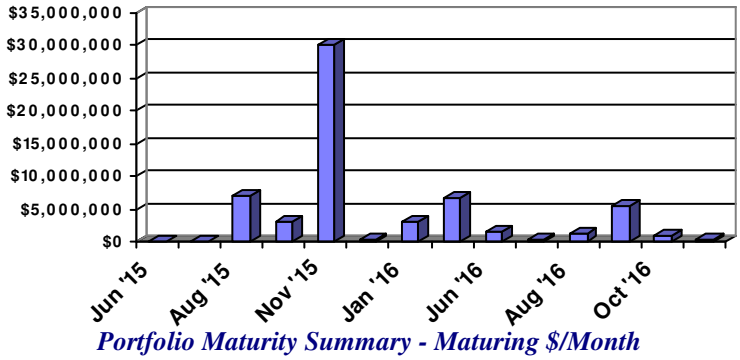
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$86,409.38	\$86,409.38	
SDA					Savings Deposit Account - CITIBANK (SDA)	\$4,001,700.91	\$4,001,700.91	
TS	210375	1	6/3/15	8/7/15	MN TRUST TERM SERIES	\$7,001,246.58	\$7,000,000.00	0.100
TS	210387	1	6/3/15	9/28/15	MN TRUST TERM SERIES	\$3,001,057.81	\$3,000,000.00	0.110
CD	209382	1	5/12/15	11/12/15	PENTAGON FEDERAL CREDIT UNION	\$30,054,448.89	\$30,000,000.00	0.360
SEC	34635	1	5/15/15	12/1/15	WILMETTE IL	\$270,000.00	\$270,000.00	0.200
TS	209625	1	5/19/15	1/26/16	MN TRUST TERM SERIES	\$3,002,692.61	\$3,000,000.00	0.130
CD	209399	1	5/12/15	5/11/16	FIRST NATIONAL BANK OF PARK FALLS	\$249,263.58	\$248,400.00	0.348
SEC	34641	1	5/14/15	5/12/16	IOWA ST HGR EDU LOAN AUTH RANS-UNIV OF DUBUQUE	\$4,900,000.00	\$4,900,000.00	0.550
SEC	34615	1	5/15/15	5/13/16	First Niagara Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.251
CD	209360	1	5/8/15	5/19/16	FIELDPOINT PRIVATE BANK & TRUST	\$249,900.26	\$249,000.00	0.351
CD	209361	1	5/8/15	5/19/16	BANK OF CHINA	\$249,993.70	\$249,200.00	0.308
CD	209362	1	5/8/15	5/19/16	FARMERS & MERCHANTS UNION BANK	\$249,951.19	\$249,200.00	0.292
CD	209363	1	5/8/15	5/19/16	IDB BANK- NY	\$148,446.13	\$148,000.00	0.292
SEC	34614	1	5/20/15	5/20/16	Bankunited, NA Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
SEC	34616	1	5/20/15	5/20/16	Investors Bank (mhc) Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
SEC	34617	1	5/13/15	6/1/16	waukee ia csd	\$725,000.00	\$725,000.00	0.350
SEC	34625	1	5/14/15	6/15/16	UMATILLA SD 008R-A	\$330,000.00	\$330,000.00	0.370
CD	209397	1	5/12/15	6/16/16	OREGON COMMUNITY BANK & TRUST	\$249,334.69	\$248,400.00	0.343
CD	209398	1	5/12/15	6/16/16	ASIAN PACIFIC NATIONAL BANK	\$249,253.06	\$248,300.00	0.349
CD	209396	1	5/12/15	7/21/16	SUMMIT BANK - OR	\$249,173.29	\$248,100.00	0.363
SEC	34620	1	5/13/15	8/1/16	Huntsville AL	\$150,000.00	\$150,000.00	0.370
CD	209381	1	5/12/15	8/18/16	HIGHLAND BANK	\$1,004,437.22	\$1,000,000.00	0.349
SEC	34624	1	6/4/15	9/1/16	GEARY CNTY KS UNIF SCH DIST #475	\$555,000.00	\$555,000.00	0.400
SEC	34628	1	6/1/15	9/1/16	NORTH CENTRL WI TECH CLG DIST	\$1,540,000.00	\$1,540,000.00	0.400
SEC	34618	1	6/4/15	9/10/16	LEAVENWORTH CNTY KS UNIF SCH DIST #458	\$995,000.00	\$995,000.00	0.540
CD	209358	1	5/8/15	9/15/16	GLOBAL BANK	\$249,986.60	\$249,000.00	0.292
CD	209359	1	5/8/15	9/15/16	MIDDLEFIELD BANKING COMPANY	\$249,918.22	\$249,100.00	0.242
CD	209379	1	5/12/15	9/15/16	HIGHLAND BANK	\$249,969.88	\$248,300.00	0.499
CD	209380	1	5/12/15	9/15/16	HIGHLAND BANK	\$755,742.08	\$751,700.00	0.399
SEC	34619	1	5/13/15	9/15/16	MONROE CNTY PA	\$275,000.00	\$275,000.00	0.460
SEC	34621	1	5/14/15	9/15/16	BRISTOL TWP PA	\$500,000.00	\$500,000.00	0.450
CD	209365	1	5/11/15	10/21/16	BRIDGEWATER BANK	\$1,005,875.25	\$1,000,000.00	0.406
CD	209357	1	5/8/15	11/17/16	SONABANK	\$249,995.36	\$248,100.00	0.499

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.</i>						Total Amount --> \$63,793,796.69	\$63,707,910.29	

Time and Dollar Weighted Portfolio Yield: 0.373 %

Weighted Average Portfolio Maturity: 180.13 Days

MM: 6.42%
CD's: 55.93%
CP: 0.00%
SEC: 17.24%



June 2015

Wire Transfers

Date	From	To	Amount	For
060115	MSDLAF	State of Minnesota	3,307.60	May 30th Payroll - Child Support
060115	MSDLAF	Internal Revenue Service	756,934.10	May 30th Payroll - Federal Taxes
060115	MSDLAF	State of Minnesota	122,307.03	May 30th Payroll - State Taxes
060115	MSDLAF	Medica	98,549.47	Health Insurance
060315	MSDLAF	Medica	233,790.48	Health Insurance
060415	Dakota County	MSDLAF	100.00	Rental Refund Cam SAC
060415	Scott County	MSDLAF	1,903,945.14	School/State Advance
060415	MSDLAF	Delta Dental	19,773.20	Dental Insurance
060515	MSDLAF	Corporate Health	11,495.12	Medical Claims
060515	MSDLAF	Corporate Health	27,753.42	Flex Claims
060515	Dakota County	MSDLAF	6,064,000.00	Current Tax Advance
060515	MSDLAF	US Bank	100,000.00	US Bank P-Card prefunding wire
060515	MSDLAF	Wells Fargo	179,410.12	Wells Fargo lease payment
061015	MSDLAF	Medica	306,589.89	Health Insurance
061015	MSDLAF	Delta Dental	14,689.07	Dental Insurance
061115	State of Minnesota	MSDLAF	10,740.98	MN State - MMB
061115	MSDLAF	TRA	344,267.51	May 30th Payroll - TRA
061115	MSDLAF	PERA	103,850.62	May 30th Payroll - PERA
061215	MSDLAF	Corporate Health	16,135.74	Medical Claims
061215	MSDLAF	Corporate Health	14,419.38	Flex Claims
061215	MSDLAF	Neopost	5,000.00	Postage
061515	MSDLAF	People's Bank	201,320.49	June 15th Payroll - TSA
061615	MSDLAF	State of Minnesota	3,369.50	June 15th Payroll - Child Support
061615	MSDLAF	Internal Revenue Service	770,107.65	June 15th Payroll - Federal Taxes
061615	MSDLAF	State of Minnesota	125,369.35	June 15th Payroll - State Taxes
061715	MSDLAF	Medica	330,333.23	Health Insurance
061715	MSDLAF	Delta Dental	21,248.28	Dental Insurance

June 2015

Wire Transfers

Date	From	To	Amount	For
061815	State of Minnesota	MSDLAF	2,577.71	MN State - MMB
061915	MSDLAF	Corporate Health	13,331.75	Medical Claims
061915	MSDLAF	Corporate Health	17,274.07	Flex Claims
061915	State of Minnesota	MSDLAF	3,492,593.84	MN State - MMB
062215	Scott County	MSDLAF	456,485.34	2015 1st half settlement
062415	MSDLAF	Delta Dental	20,172.73	Dental Insurance
062415	MSDLAF	Medica	351,036.81	Health Insurance
062515	State of Minnesota	MSDLAF	39,068.73	MN State - MMB
062615	MSDLAF	Corporate Health	17,331.21	Medical Claims
062615	MSDLAF	Corporate Health	12,873.72	Flex Claims
062615	MSDLAF	TRA	381,393.91	June 15th Payroll - TRA
062615	MSDLAF	PERA	101,727.38	June 15th Payroll - PERA
062915	State of Minnesota	MSDLAF	17,722.91	MN State - MMB
063015	MSDLAF	People's Bank	296,873.90	June 30th Payroll - TSA wire
060215	MSDLAF	PMA	5,000,000.00	Funds Transfer
060315	5800 Max	5800 Liquid	5,000,000.00	Funds Transfer
060315	5800 Liquid	Self Insurance	1,334,824.78	Funds Transfer
060315	5800 Liquid	Self Insurance	205,102.28	Funds Transfer
060315	5800 Liquid	Flex	39,528.80	Funds Transfer
060315	5800 Liquid	Flex	39,487.13	Funds Transfer
060415	S/A	5800 Liquid	408.75	Funds Transfer

June 2015

Wire Transfers

Date	From	To	Amount	For
060415	S/A	5800 Liquid	960.00	Funds Transfer
061115	S/A	5800 Liquid	93.47	Funds Transfer
061115	S/A	5800 Liquid	100.00	Funds Transfer
061115	S/A	5800 Liquid	900.00	Funds Transfer
061115	S/A	5800 Liquid	928.25	Funds Transfer
061115	S/A	5800 Liquid	2,938.00	Funds Transfer
061115	S/A	5800 Liquid	400.00	Funds Transfer
061115	S/A	5800 Liquid	2,018.00	Funds Transfer
061115	5800 Liquid	S/A	897.00	Funds Transfer

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013458		\$20.70	06/17/15	88888	5728	SAUERMANN-PAGE, KARIN G
1	1013459		\$34.79	06/17/15	88888	7829	ROCZNIAK, EUGENE A
1	1013460		\$31.18	06/17/15	88888	8543	TOLLERUD, TERESA JO
1	1013461		\$25.36	06/17/15	88888	8871	NASH, STEPHANIE
1	1013462		\$75.00	06/17/15	88888	9355	SCHMID, CHERYL
1	1013463		\$26.45	06/17/15	88888	9670	ROBOLE, VICKI M
1	1013464		\$116.96	06/17/15	88888	9835	MORTINSON, ELIZABETH
1	1013465		\$128.61	06/17/15	88888	10311	MATHYS, SANDRA
1	1013466		\$153.78	06/17/15	88888	10401	ODEGARD, ELISA
1	1013467		\$26.72	06/17/15	88888	10805	MEUSER, TERESA
1	1013468		\$146.93	06/17/15	88888	11306	PETERSON, KERI
1	1013469		\$92.46	06/17/15	88888	11462	VAURIO, SONYA
1	1013470		\$28.99	06/17/15	88888	11739	PARISEAU, MARCIA L
1	1013471		\$83.03	06/17/15	88888	11739	PARISEAU, MARCIA L
1	1013472		\$33.35	06/17/15	88888	11807	MAKI, CATHY
1	1013473		\$2.42	06/17/15	88888	11895	WITTENKELLER, JANE E
1	1013474		\$423.46	06/17/15	88888	12294	RUMPZA, LAURIE
1	1013475		\$111.99	06/17/15	88888	12944	STRAND, NATHAN R
1	1013476		\$41.18	06/17/15	88888	13156	MORRIS, ANGELA J
1	1013477		\$168.48	06/17/15	88888	13692	NIEMIEC, ALICIA
1	1013478		\$15.18	06/17/15	88888	14000	MCCLELLAN, MELISSA E
1	1013479		\$29.95	06/17/15	88888	14138	THOMPSON, SALOUA
1	1013480		\$25.93	06/17/15	88888	14242	TOFTE, ALISSA G
1	1013481		\$13.46	06/17/15	88888	15133	MOBERG, CARLENE
1	1013482		\$60.72	06/17/15	88888	16194	SCALZO, KRISTIN
1	1013483		\$20.13	06/17/15	88888	16345	WALCZAK, CHERYL M
1	1013484		\$9.95	06/17/15	88888	16345	WALCZAK, CHERYL M
1	1013485		\$35.42	06/17/15	88888	17296	SWENSON, JENELLE M
1	1013486		\$25.93	06/17/15	88888	17324	MALONE, MEGGAN J
1	1013487		\$75.90	06/17/15	88888	17565	PETRI, KATHRYN E
1	1013488		\$21.22	06/17/15	88888	17716	NEWBY, MATTHEW
1	1013489		\$12.70	06/17/15	88888	18097	MAGNER, HEIDI
1	1013490		\$109.83	06/17/15	88888	18288	REMSING, JODY L
1	1013491		\$104.14	06/17/15	88888	18306	REICHERT, KRISTEN K
1	1013492		\$30.42	06/17/15	88888	18310	THOMPSON, DAVID P
1	1013493		\$165.09	06/17/15	88888	18353	MORRISSEY, MICHELLE M
1	1013494		\$135.91	06/17/15	88888	18353	MORRISSEY, MICHELLE M
1	1013495		\$56.24	06/17/15	88888	18536	SPAUDLING, SHEILA J
1	1013496		\$249.34	06/17/15	88888	1214	LEONARD, RICHARD JOHN
1	1013497		\$139.52	06/17/15	88888	2469	LAWELLIN, MARCIA
1	1013498		\$86.00	06/17/15	88888	2469	LAWELLIN, MARCIA

27

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013499		\$3.63	06/17/15	88888	5747	CORDAHL, AMBER
1	1013500		\$59.96	06/17/15	88888	6482	DAHLER, ELOISE J
1	1013501		\$38.53	06/17/15	88888	7298	BRENNAN, CAROL ANN
1	1013502		\$93.00	06/17/15	88888	7303	HRIMNAK, JOSEPH MICHAEL
1	1013503		\$57.91	06/17/15	88888	7304	GOSSMAN, LISA ANN
1	1013504		\$75.00	06/17/15	88888	7314	GAMBUCCI, ANN MARIE
1	1013505		\$75.98	06/17/15	88888	7314	GAMBUCCI, ANN MARIE
1	1013506		\$37.03	06/17/15	88888	9267	HOLDEN, MATTHEW J
1	1013507		\$38.53	06/17/15	88888	9302	BOHR, JENNIFER L
1	1013508		\$7.19	06/17/15	88888	10142	HOLCOMBE, SARA J
1	1013509		\$60.00	06/17/15	88888	12319	CIN, STEPHANIE P
1	1013510		\$56.04	06/17/15	88888	12319	CIN, STEPHANIE P
1	1013511		\$59.92	06/17/15	88888	12319	CIN, STEPHANIE P
1	1013512		\$26.76	06/17/15	88888	12319	CIN, STEPHANIE P
1	1013513		\$59.05	06/17/15	88888	13406	ALLEN, SUSAN M
1	1013514		\$300.00	06/17/15	88888	14112	HARTL, ARAN J
1	1013515		\$29.16	06/17/15	88888	14147	KLINNERT, ELIZABETH
1	1013516		\$15.99	06/17/15	88888	14479	KIBLER, JEANNE
1	1013517		\$36.92	06/17/15	88888	14594	HEWETT, THOMAS
1	1013518		\$70.50	06/17/15	88888	14623	JOHNSHOY, JANET
1	1013519		\$104.31	06/17/15	88888	14949	CHRISTENSON, ANNE
1	1013520		\$52.61	06/17/15	88888	14984	JENSEN, AMANDA LYNN
1	1013521		\$66.53	06/17/15	88888	15381	KRAL, MELISSA M
1	1013522		\$49.76	06/17/15	88888	15691	KING, LAURIE J
1	1013523		\$232.76	06/17/15	88888	15691	KING, LAURIE J
1	1013524		\$56.64	06/17/15	88888	17002	KOPP, ELIZABETH A
1	1013525		\$115.76	06/17/15	88888	17076	AHO, ELLA N
1	1013526		\$23.62	06/17/15	88888	17212	ALLMAN, KELLIE R
1	1013527		\$18.29	06/17/15	88888	17216	CHOUANARD, MARY E
1	1013528		\$53.30	06/17/15	88888	17246	CANTON, EMILIE J
1	1013529		\$87.92	06/17/15	88888	17322	CZAPAR, KELLY N
1	1013530		\$12.85	06/17/15	88888	17767	JACOBSON, DANIEL
1	1013531		\$38.64	06/17/15	88888	18003	GOELDNER, DREW S
1	1013532		\$222.75	06/17/15	88888	18155	GEDNALSKI, ELLEN
1	1013533		\$135.65	06/17/15	88888	18325	DIETRICH, KELLY J
1	1013534		\$51.24	06/17/15	88888	18374	GROVER, HOPE A
1	1013535		\$70.15	06/17/15	88888	18388	JORGENSON, STEPHANIE
1	1013536		\$60.95	06/17/15	88888	18533	BURKART, PAULA J
1	1013537		\$236.84	06/17/15	88888	18545	KROHN, JULIE C
1	1013538		\$40.00	06/24/15	88888	3670	JOHNSON, GLENN A.
1	1013539		\$150.71	06/24/15	88888	7314	GAMBUCCI, ANN MARIE

28

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013540		\$112.99	06/24/15	88888	12806	CORBAY, STEPHANIE A
1	1013541		\$17.29	06/24/15	88888	15922	DUNN, RUTH C
1	1013542		\$35.36	06/24/15	88888	16015	EICHTEN, HEIDI J
1	1013543		\$76.25	06/24/15	88888	16617	HANSEN, MARIE C
1	1013544		\$222.07	06/24/15	88888	16735	GORTON, RACHEL
1	1013545		\$20.00	06/24/15	88888	17865	KEGEL, STANLEY H
1	1013546		\$400.00	06/24/15	88888	17994	GOTHARD, JOSEPH M
1	1013547		\$200.00	06/24/15	88888	18043	AMOROSO, CYNTHIA
1	1013548		\$56.00	06/24/15	88888	18112	CIZINSKI, MELINDA
1	1013549		\$115.00	06/24/15	88888	18297	KOCH, REBECCA M
1	1013550		\$200.00	06/24/15	88888	18391	JOHNSON, DOUGLAS A
1	1013551		\$168.48	06/24/15	88888	7268	MESARCHIK, MARY L
1	1013552		\$33.99	06/24/15	88888	9501	MOSEY, PATRICIA
1	1013553		\$173.00	06/24/15	88888	11805	NELSON, AMY MAI-LEE
1	1013554		\$101.10	06/24/15	88888	12283	NELSON, MICHELLE L
1	1013555		\$175.67	06/24/15	88888	12901	MCCUE, MICHELLE
1	1013556		\$12.00	06/24/15	88888	12901	MCCUE, MICHELLE
1	1013557		\$2.99	06/24/15	88888	12901	MCCUE, MICHELLE
1	1013558		\$87.40	06/24/15	88888	13441	TESMER, RUSSELL
1	1013559		\$200.00	06/24/15	88888	16166	RIDER, LISA K
1	1013560		\$11.05	06/24/15	88888	16431	WARD, KARI M
1	1013561		\$51.87	06/24/15	88888	17204	WALKER, ETHAN D
1	1013562		\$200.00	06/24/15	88888	17487	SOVINE, STACEY
1	1013563		\$59.10	06/24/15	88888	17562	SAHLI, SCOTT J
1	1013564		\$200.00	06/24/15	88888	18287	STANLEY, STACIE L
1	1013565		\$200.00	06/24/15	88888	18405	WINTERLIN, GORDON D
1	1013566		\$28.83	07/01/15	88888	7763	RISTEAU, JOSEPH S
1	1013567		\$124.05	07/01/15	88888	8088	KONOPA, STACEY
1	1013568		\$52.90	07/01/15	88888	12023	MCCARTHY, BRIGID M
1	1013569		\$0.01	06/30/15	88888	12901	MCCUE, MICHELLE
1	1013570		\$53.46	07/01/15	88888	14534	BABIASH, JENNIFER
1	1013571		\$1,360.00	07/01/15	88888	14984	JENSEN, AMANDA LYNN
1	1013572		\$173.08	07/01/15	88888	17169	VAUGHT, ELIZABETH C
1	1013573		\$172.50	07/01/15	88888	17554	WELKE, ASHLEY L
1	1013574		\$81.69	07/01/15	88888	17663	HARTMAN, DANIEL
1	1013575		\$37.66	07/01/15	88888	18063	LEHMKUHL, AMY
1	1013576		\$58.84	07/01/15	88888	18069	MCLAUGHLIN, MARILEE
1	1013577		\$64.49	07/01/15	88888	18070	BORER, BARBARA
1	1013578		\$32.95	07/01/15	88888	18215	WATKINS, DAVID
1	1013579		\$67.16	07/01/15	88888	18317	NESBURG BUSSE, RENAE
1	1013580		\$49.00	07/01/15	88888	18421	DELGADILLO, LUZ
1	1013581		\$16.30	07/08/15	88888	2051	DEERING, KARI

29

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013582		\$294.63	07/08/15	88888	4356	SIMON, GLENN D.
1	1013583		\$47.90	07/08/15	88888	5573	WEILER, ROBERT M
1	1013584		\$11.97	07/08/15	88888	6326	NEPSUND, CYNTHIA J
1	1013585		\$10.35	07/08/15	88888	8309	HENDRIX, EUGENIA M
1	1013586		\$38.52	07/08/15	88888	8309	HENDRIX, EUGENIA M
1	1013587		\$88.67	07/08/15	88888	9777	HENRY, JOEL E
1	1013588		\$20.70	07/08/15	88888	11739	PARISEAU, MARCIA L
1	1013589		\$308.00	07/08/15	88888	12901	MCCUE, MICHELLE
1	1013590		\$377.82	07/08/15	88888	12901	MCCUE, MICHELLE
1	1013591		\$54.74	07/08/15	88888	13381	NESVIG, ERIKA
1	1013592		\$1,360.00	07/08/15	88888	14138	THOMPSON, SALOUA
1	1013593		\$124.49	07/08/15	88888	14534	BABIASH, JENNIFER
1	1013594		\$324.00	07/08/15	88888	14751	KELLER, KATIE
1	1013595		\$58.34	07/08/15	88888	15112	NELSON, TARA A
1	1013596		\$324.00	07/08/15	88888	15386	ORLICH-SULLIVAN, MEGAN
1	1013597		\$63.54	07/08/15	88888	15922	DUNN, RUTH C
1	1013598		\$33.12	07/08/15	88888	16683	HREHA, JUSTIN T
1	1013599		\$44.16	07/08/15	88888	16789	KRONABETTER, JULIE R
1	1013600		\$324.00	07/08/15	88888	16999	RENKEN, CARISSA M
1	1013601		\$216.60	07/08/15	88888	17015	MARTIN, APRIL LYNN
1	1013602		\$33.12	07/08/15	88888	17161	WEATHERFORD, ANDREA M
1	1013603		\$14.60	07/08/15	88888	17175	FUNSTON, KATHY L
1	1013604		\$324.00	07/08/15	88888	17542	SMITH, JACQUELINE J
1	1013605		\$213.61	07/08/15	88888	18004	SHORT, NICHOLE
1	1013606		\$45.00	07/08/15	88888	18094	KO, SEUKHWAN
1	1013607		\$52.90	07/08/15	88888	18189	LINDBERG, CHARLOTTE
1	1013608		\$35.31	07/08/15	88888	18265	BROWN, JACKLYN D
1	1013609		\$131.05	07/08/15	88888	18320	CHESLA, PATRICK J
1	1013610		\$72.62	07/08/15	88888	18545	KROHN, JULIE C
1	1013611		\$14.43	07/08/15	88888	18599	OLATOYE, OMOTOKE
1	1013612		\$688.00	07/09/15	88888	18310	THOMPSON, DAVID P
1	1013613		\$122.48	07/15/15	88888	7255	HAUER, PAMELA A
1	1013614		\$8.05	07/15/15	88888	7572	KAISER, TANYA J
1	1013615		\$53.36	07/15/15	88888	12806	CORBAY, STEPHANIE A
1	1013616		\$141.32	07/15/15	88888	14534	BABIASH, JENNIFER
1	1013617		\$182.24	07/15/15	88888	15992	ELLISON, NICHOLAS
1	1013618		\$46.92	07/15/15	88888	18325	DIETRICH, KELLY J
1	1013619		\$63.93	07/15/15	88888	11212	PROECHEL, WENDY
1	1013620		\$18.98	07/15/15	88888	15179	WENDORF, ERIC S
1	1013621		\$20.83	07/15/15	88888	15856	TOUSIGNANT, HOLLY
1	1013622		\$25.30	07/15/15	88888	16574	ROBASSE, CHRISTINE M

30

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440647	Clear	\$89.00	06/19/15	29239	0	ADMINISTRATIVE PROFESSIONAL TODAY
4	440648	Clear	\$4,720.40	06/19/15	28551	0	ADVANCED IMAGING SOLUTIONS
4	440649	Clear	\$57.50	06/19/15	06215	0	AIRPORT TAXI, INC.
4	440650	Clear	\$380.00	06/19/15	29230	0	BISTODEAU, KAREN
4	440651	Clear	\$15.50	06/19/15	28404	0	BOOTH LAW GROUP PLLC
4	440652	Clear	\$80.58	06/19/15	00016	2494	BURKHART, MALIA
4	440653	Clear	\$1,636.47	06/19/15	02519	0	CENTERPOINT ENERGY
4	440654	Clear	\$1,825.07	06/19/15	02519	3	CENTERPOINT ENERGY SERVICES, INC.
4	440655	Clear	\$771.94	06/19/15	02781	5	CENTURYLINK
4	440656	Clear	\$9.02	06/19/15	26565	1	COMCAST
4	440657	Clear	\$2,698.02	06/19/15	00502	0	CORNERSTONE COPY CENTER
4	440658	Clear	\$240.00	06/19/15	21336	0	CSD
4	440659		\$172.36	06/19/15	00645	0	CUB FOODS
4	440660		\$54.00	06/19/15	00000	7203	D'AIGLE, BARBARA
4	440661	Clear	\$43.64	06/19/15	00837	1	DEMCO, INC.
4	440662	Clear	\$657,120.29	06/19/15	28300	1	DURHAM SCHOOL SERVICES
4	440663	Clear	\$2,599.38	06/19/15	02333	1	EARTHGRAINS BAKING CO. INC.
4	440664	Clear	\$1,079.40	06/19/15	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	440665	Clear	\$800.00	06/19/15	28834	0	FUSION LEARNING LLC
4	440666	Clear	\$168.00	06/19/15	00000	7202	GONZALEZ, ERIKA
4	440667	Clear	\$35,720.00	06/19/15	28786	0	HANOVER RESEARCH COUNCIL
4	440668	Clear	\$305.00	06/19/15	28495	0	HEALTH RISK STRATEGIES, LLC
4	440669	Clear	\$5,177.50	06/19/15	01436	2	HEINEMANN EDUCATIONAL BOOKS
4	440670	Clear	\$18,889.16	06/19/15	00862	5	HERFF JONES GRADUATE SERVICES
4	440671		\$64.05	06/19/15	00001	1664	HURST, ALLISON
4	440672	Clear	\$2,899.80	06/19/15	02483	0	INTEGRA TELECOM
4	440673	Clear	\$736.70	06/19/15	07460	0	KELVIN
4	440674		\$158.88	06/19/15	00016	1612	KOCON, MELANIE
4	440675		\$750.00	06/19/15	29238	0	KYLE E TENNIS, LLC
4	440676	Clear	\$432.00	06/19/15	26890	0	LOVLIE, CHRISTINE
4	440677		\$60.00	06/19/15	24879	0	PEREZ, MELISSA M.
4	440678	Clear	\$156.00	06/19/15	26529	0	PLAIN, SUSAN
4	440679		\$2,406.44	06/19/15	29158	0	REID, GUYNEL
4	440680		\$377.30	06/19/15	07711	0	ROLANDO, NORMAN
4	440681		\$20.00	06/19/15	09588	4	SAVAGE, CITY OF
4	440682		\$158.88	06/19/15	00014	1193	SCHATZ, DARCY
4	440683	Clear	\$1,083.36	06/19/15	03532	2	SCHMITT MUSIC
4	440684	Clear	\$505.10	06/19/15	20185	0	SHIRTY SOMETHING
4	440685		\$306.75	06/19/15	07755	0	SIOUX TRAIL PTO
4	440686	Clear	\$60.00	06/19/15	29231	0	SIVONGSAY, KHAMBAY
4	440687	Clear	\$288.00	06/19/15	25672	0	SPECIAL DELIVERY OF MINNESOTA, INC
4	440688	Clear	\$21.63	06/19/15	00000	9695	STEARNS, FRANCES

31

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440689	Clear	\$5,250.00	06/19/15	29229	0	STEPHENS, DIANA
4	440690	Clear	\$5,107.55	06/19/15	08203	1	TIES
4	440691	Clear	\$7,588.39	06/19/15	04417	1	US FOODS INC
4	440692	Clear	\$13.00	06/19/15	24860	2	WESTERN PSYCHOLOGICAL SERVICES
4	440693		\$475.00	06/19/15	29232	0	WOLVES, WOODS & WILDLIFE
4	440694	Clear	\$238.32	06/19/15	23552	0	WONG, ANASTASIA
4	440695		\$288.00	06/19/15	24245	0	YOUTH ENRICHMENT LEAGUE
4	440696	Clear	\$75.00	06/19/15	29233	0	ZANY & ZEN, LLC
4	440697		\$544.56	07/01/15	01982	0	ADHESIVE LABEL
4	440698		\$2,323.73	07/01/15	28147	1	AGROPUR
4	440699	Unissued	\$0.00	07/01/15	28147	1	AGROPUR
4	440700	Unissued	\$0.00	07/01/15	28147	1	AGROPUR
4	440701		\$1,538.00	07/01/15	25114	0	ALL PRO SOUND
4	440702		\$14,375.00	07/01/15	00249	1	APPLE COMPUTER INC.
4	440703		\$404.00	07/01/15	00106	0	AQUA ENGINEERING, INC.
4	440704		\$154.06	07/01/15	00428	0	ARAMARK
4	440705		\$2,216.14	07/01/15	00098	1	ASCD
4	440706		\$2,899.90	07/01/15	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	440707		\$396.60	07/01/15	00477	0	BIX PRODUCE COMPANY
4	440708		\$652.47	07/01/15	00172	1	BLICK ART MATERIALS
4	440709		\$3,411.02	07/01/15	26720	0	BLUE BELL ENTERPRISES, INC.
4	440710		\$1,993.46	07/01/15	04701	0	CATALYST GRAPHICS, INC.
4	440711		\$915.84	07/01/15	20289	1	CDW GOVERNMENT, INC.
4	440712		\$3,034.03	07/01/15	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	440713		\$912.00	07/01/15	26949	0	FAIRFIELD GLASS & WINDOW, INC.
4	440714		\$24.98	07/01/15	23054	1	FASTENAL
4	440715		\$601.00	07/01/15	28598	0	FLAGSHIP RECREATION LLC
4	440716		\$335.80	07/01/15	04387	1	GRAINGER
4	440717		\$1,616.18	07/01/15	09046	0	HI TECH REFRIGERATION
4	440718		\$1,503.13	07/01/15	09318	1	HILLYARD INC - MINNEAPOLIS
4	440719		\$5,740.66	07/01/15	25854	1	HOCKENBERGS
4	440720		\$240.00	07/01/15	29071	0	JOBS FOUNDATION/TECH DUMP
4	440721		\$15,000.00	07/01/15	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	440722		\$244.65	07/01/15	06207	1	L.L. BEAN, INC.
4	440723		\$18.98	07/01/15	02203	0	LAKESHORE LEARNING MATERIALS
4	440724		\$11,527.65	07/01/15	27253	0	LANDS BEST FOODS LLC
4	440725		\$120.00	07/01/15	02319	0	LAVAN FLOOR COVERING CO.
4	440726		\$150.00	07/01/15	05077	0	LOCKSAFE INC.
4	440727		\$1,094.50	07/01/15	02196	0	MACKIN EDUCATIONAL RESOURCES
4	440728		\$997.50	07/01/15	29190	1	MAKERBOT INDUSTRIES LLC
4	440729		\$7,829.74	07/01/15	25369	0	MIDWEST PLAYGROUND CONTRACTORS

32

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
							INC
4	440730		\$18,116.00	07/01/15	22012	0	MIDWEST PLAYSAPES INC
4	440731		\$100.00	07/01/15	07914	2	MN DEPT OF LABOR AND INDUSTRY
4	440732		\$221.76	07/01/15	02544	1	MTI DISTRIBUTING CO.
4	440733		\$1,675.30	07/01/15	25372	4	NCS PEARSON INC
4	440734		\$1,755.29	07/01/15	02489	1	OFFICE DEPOT COMPANY
4	440735	Unissued	\$0.00	07/01/15	02489	1	OFFICE DEPOT COMPANY
4	440736	Unissued	\$0.00	07/01/15	02489	1	OFFICE DEPOT COMPANY
4	440737	Unissued	\$0.00	07/01/15	02489	1	OFFICE DEPOT COMPANY
4	440738		\$105.00	07/01/15	28650	0	ONE BEAT CPR + AED
4	440739		\$1,324.24	07/01/15	03073	1	PRO-ED
4	440740		\$943.00	07/01/15	28785	1	PRODOCON, INC
4	440741		\$662.26	07/01/15	03101	0	PUMP AND METER SERVICE, INC.
4	440742		\$100.04	07/01/15	05511	0	RED WING SHOE STORE
4	440743		\$215.98	07/01/15	21851	0	RED WING SHOE STORE
4	440744		\$860.00	07/01/15	25729	0	RENT N' SAVE PORTABLE SERVICES
4	440745		\$42.00	07/01/15	28528	0	ROCK HARD LANDSCAPE SUPPLY
4	440746		\$41.53	07/01/15	25097	1	SCHOOL SPECIALTY INC
4	440747		\$60.00	07/01/15	29200	0	SP CONTROLS, INC.
4	440748		\$107.96	07/01/15	29172	0	SQUIRRELS, LLC
4	440749		\$1,986.82	07/01/15	09222	0	ST. CROIX RECREATION CO. INC.
4	440750		\$325.45	07/01/15	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	440751		\$78.24	07/01/15	03703	0	SUPREME SCHOOL SUPPLY
4	440752		\$1,108.07	07/01/15	22123	1	TOTAL FILTRATION SERVICES, INC.
4	440753		\$1,357.87	07/01/15	03802	0	TRIO SUPPLY
4	440754		\$22,185.00	07/01/15	04498	2	TRUGREEN PROCESSING CENTER
4	440755	Unissued	\$0.00	07/01/15	04498	2	TRUGREEN PROCESSING CENTER
4	440756		\$116.00	07/01/15	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	440757		\$68.85	07/01/15	22496	0	WILLIAM V. MACGILL & CO.
4	440758		\$97.20	06/26/15	29147	0	ANDERSON, JENNA
4	440759		\$279.00	06/26/15	00249	1	APPLE COMPUTER INC.
4	440760		\$20.00	06/26/15	00016	2935	BARRINGER, AMY
4	440761	Clear	\$10,294.24	06/26/15	08358	0	BERTELSON TOTAL OFFICE SOLUTIONS
4	440762		\$171.00	06/26/15	26589	0	BRANDT, BEN
4	440763		\$100.00	06/26/15	00016	2936	CALVIN, JEN
4	440764		\$248.82	06/26/15	01025	0	CAMP ST. CROIX
4	440765		\$318.40	06/26/15	28973	0	CASPERSON, JULIE
4	440766		\$4,623.10	06/26/15	02519	0	CENTERPOINT ENERGY
4	440767		\$5,645.58	06/26/15	28504	0	CORPORATE HEALTH SYSTEMS, INC.
4	440768		\$12,456.76	06/26/15	07393	3	DAKOTA COUNTY FINANCIAL SERVICES
4	440769		\$20.00	06/26/15	00000	8673	DIGGAN, KRIS

33

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440770		\$4,575.00	06/26/15	29028	0	DIKEL, WILLIAM
4	440771		\$20.00	06/26/15	00016	2391	DONCHETZ, TINA
4	440772		\$8,840.00	06/26/15	29242	0	DRANKWALTER, LESTER
4	440773		\$150.00	06/26/15	01006	0	EDINA HIGH SCHOOL
4	440774		\$20.00	06/26/15	00000	5493	EMERY, TIM
4	440775		\$3,804.00	06/26/15	E5682	0	FECKE, KAY L
4	440776		\$3.12	06/26/15	01463	0	FEDEX
4	440777		\$24,999.00	06/26/15	01475	0	FRIEDGES LANDSCAPING, INC.
4	440778		\$49.00	06/26/15	09591	0	GAGNON, DANIEL
4	440779		\$20.00	06/26/15	00016	2937	GLEASON, TOM
4	440780		\$20.00	06/26/15	00016	2938	HADDORFF, RYAN
4	440781		\$20.00	06/26/15	00016	2939	HAMBLIN, DOUGLAS
4	440782		\$1,000.00	06/26/15	00016	2934	HARRISON, MARISSA
4	440783	Clear	\$1,971.90	06/26/15	07139	0	HASTINGS BUS COMPANY
4	440784		\$256.00	06/26/15	29007	0	HEARN, JANNESSA L
4	440785		\$257.31	06/26/15	00862	3	HERFF JONES, INC.
4	440786		\$160.00	06/26/15	27822	0	INGLES, PEGGY
4	440787		\$14.16	06/26/15	27225	0	K&K EXPRESS, LLC
4	440788		\$67.50	06/26/15	00016	2780	KAULS, ELENA
4	440789		\$20.00	06/26/15	00016	2940	KEATING, MARK
4	440790	Clear	\$64,910.12	06/26/15	27633	0	KELLY SERVICES, INC.
4	440791	Clear	\$700.00	06/26/15	08356	1	KENNEDY & GRAVEN, CHARTERED
4	440792		\$20.00	06/26/15	00016	2941	KRUMWIEDE, KARA
4	440793		\$1,000.00	06/26/15	00016	2942	KRUSE, KAYLA
4	440794	Clear	\$4,941.78	06/26/15	08682	2	LIFETOUCH
4	440795	Clear	\$2,058.40	06/26/15	25512	0	MAYER ARTS, INC.
4	440796		\$20.00	06/26/15	00016	2944	MCMAHON, VINCENT
4	440797	Clear	\$1,558.67	06/26/15	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	440798		\$125.00	06/26/15	29244	0	MINNESOTA HIGH SCHOOL CYCLING LEAGUE
4	440799	Clear	\$650.00	06/26/15	07914	2	MN DEPT OF LABOR AND INDUSTRY
4	440800	Unissued	\$0.00	06/26/15	07914	2	MN DEPT OF LABOR AND INDUSTRY
4	440801	Clear	\$273.54	06/26/15	02540	0	MN SCHOOL BOARDS ASSOCIATION (MSBA)
4	440802		\$106.50	06/26/15	22209	0	MOL, JANET
4	440803	Clear	\$665.00	06/26/15	28020	0	MURPHY MANAGEMENT CONSULTANTS
4	440804		\$4,219.40	06/26/15	04476	0	NATIONAL TREASURE KUNG FU INC
4	440805	Clear	\$684.00	06/26/15	26298	2	NCS PEARSON
4	440806		\$2,500.00	06/26/15	02136	1	NORMANDEALE COMMUNITY COLLEGE
4	440807	Clear	\$1,188.00	06/26/15	29243	0	NORTHERN, GERRI
4	440808		\$252.90	06/26/15	29234	0	OPPORTUNITY SERVICES, INC.
4	440809	Clear	\$600.00	06/26/15	00016	2945	PALACIOS, DANNETT

34

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440810		\$20.00	06/26/15	00016	2754	PFIFFNER, AMY
4	440811		\$156.00	06/26/15	26529	0	PLAIN, SUSAN
4	440812		\$20.00	06/26/15	00001	1618	PLUNTZ, ALISON
4	440813		\$60.00	06/26/15	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	440814	Clear	\$2,874.24	06/26/15	28477	0	RJM PRINTING
4	440815		\$205.80	06/26/15	28168	0	ROARK, RICHARD JEFFREY
4	440816		\$9,165.00	06/26/15	26796	0	SAFEWAY DRIVING SCHOOL
4	440817		\$70.00	06/26/15	20491	0	SAVAGE, DAWN
4	440818	Clear	\$20.00	06/26/15	00016	2946	SHEARER, BRENDA
4	440819		\$24.35	06/26/15	00000	9695	STEARNS, FRANCES
4	440820		\$1,600.00	06/26/15	25734	0	SWANEE'S MUSIC INC
4	440821		\$290.20	06/26/15	28502	0	THE MCDOWELL AGENCY, INC.
4	440822		\$124.00	06/26/15	03986	0	THE TROPHY HOUSE, INC.
4	440823		\$1,500.00	06/26/15	00016	2933	THOMAS, MADELINE
4	440824	Clear	\$20.00	06/26/15	00016	2947	THOMPSON, ALLISON
4	440825		\$184.00	06/26/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440826	Clear	\$12,443.14	06/26/15	04417	1	US FOODS INC
4	440827		\$105.00	06/26/15	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	440828		\$1,302.00	06/26/15	02439	0	VALLEY WEST SEWING CENTER
4	440829		\$1,000.00	06/26/15	00016	2943	WOLFE, COURTNEY
4	440830		\$71,388.48	06/29/15	21261	0	ANDERSON BUS COMPANY, INC.
4	440831		\$29.50	06/29/15	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	440832		\$1,930.00	06/29/15	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	440833		\$183.65	06/29/15	00673	0	BURNSVILLE, CITY OF
4	440834		\$270.00	06/29/15	28260	0	CHOY, SERGIO R.
4	440835		\$172.50	06/29/15	04248	0	GEYEN, JULIE
4	440836		\$184.00	06/29/15	23866	0	MESSERLI & KRAMER PA
4	440837		\$700.00	06/29/15	29237	0	MY SWEET PATOOTIE
4	440838		\$128.00	06/29/15	08769	0	NCPERS MINNESOTA
4	440839		\$500.00	06/29/15	29171	0	PERFORMANT RECOVERY INC
4	440840		\$227.00	06/29/15	28277	0	ROBERT J. BRUNO, LTD
4	440841		\$11,844.16	06/29/15	09588	1	SAVAGE, CITY OF
4	440842		\$7,346.60	06/29/15	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	440843		\$481.00	06/29/15	02813	5	US DEPARTMENT OF EDUCATION
4	440844		\$161.80	06/29/15	04549	0	ZEE MEDICAL
4	440845		\$10,064.85	07/02/15	28551	0	ADVANCED IMAGING SOLUTIONS
4	440846		\$2,300.00	07/02/15	22082	0	HEACOX, DIANE
4	440847		\$3,763.30	07/02/15	09012	3	IND. SCHOOL DIST. 270
4	440848		\$1,700.00	07/02/15	29246	0	INGINA, LLC
4	440849		\$238.32	07/02/15	00016	2119	JOHNSON, KARIN
4	440850		\$45.00	07/02/15	01718	0	LAKES COUNTRY SERVICE COOPERATIVE

35

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440851		\$40,996.27	07/02/15	28503	1	LINA
4	440852		\$1,523.37	07/02/15	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	440853		\$1,607.05	07/02/15	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	440854		\$21,379.59	07/02/15	23848	0	SFM
4	440855		\$789.00	07/02/15	21008	0	TLC SPECIAL TRANSPORTATION
4	440856		\$947.01	07/02/15	03802	0	TRIO SUPPLY
4	440857		\$11.77	07/02/15	21190	0	TROUSIL, WANDA
4	440858		\$96.13	07/02/15	04172	0	UNITED PARCEL SERVICE
4	440859		\$6,287.78	07/02/15	04417	1	US FOODS INC
4	440860		\$11.59	07/02/15	02776	0	XCEL ENERGY
4	440861		\$317.76	07/02/15	23405	0	YANTA, REBECCA
4	440862		\$4,260.00	07/03/15	22517	0	AMI IMAGING SYSTEMS, INC.
4	440863		\$800.00	07/03/15	00075	4	ANOKA HENNEPIN ISD #11
4	440864		\$528.00	07/03/15	00098	1	ASCD
4	440865		\$4,750.00	07/03/15	25207	0	COGAN, TOM
4	440866		\$60.00	07/03/15	26227	0	COMMISSION ON DIETETIC REGISTRATION
4	440867		\$758.00	07/03/15	29235	0	FISLER DATA, LLC
4	440868		\$130.00	07/03/15	01657	1	GTS EDUCATIONAL EVENTS
4	440869		\$59.00	07/03/15	29245	0	ILA
4	440870		\$59,437.75	07/03/15	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	440871		\$7,692.00	07/03/15	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
4	440872		\$5,011.58	07/03/15	26241	0	M&E REALTY COMPANY
4	440873		\$1,579.00	07/03/15	09181	1	MN ADMINISTRATOR FOR SPECIAL EDUCATION (MASE)
4	440874		\$4,572.00	07/03/15	09181	0	MN ASSOC OF SCHOOL ADMINISTRATORS (MASA)
4	440875		\$110.00	07/03/15	02634	6	MN ASSOC OF SCHOOL BUSINESS OFFICIALS (MASBO)
4	440876		\$6,070.00	07/03/15	08338	0	MN ASSOC OF SECONDARY SCHOOL PRINCIPAL(MASSP)
4	440877		\$170.00	07/03/15	08014	0	MN ASSOC OF SECRETARIES TO THE PRINCIPA(MASP)
4	440878		\$80.00	07/03/15	08014	0	MN ASSOC OF SECRETARIES TO THE PRINCIPA(MASP)
4	440879		\$3,798.00	07/03/15	03288	1	MN LITERACY COUNCIL
4	440880		\$150.00	07/03/15	26124	0	MN TEACHERS OF TRANSPORTATION&INDUSTRIAL AREAS
4	440881		\$135.00	07/03/15	09120	0	NATIONAL CURRENT EVENTS LEAGUE
4	440882		\$27,738.95	07/03/15	27783	1	NAVIANCE, INC.
4	440883		\$86,021.00	07/03/15	09421	1	NORTHWEST EVALUATION ASSOCIATION (NWEA)
4	440884		\$9,928.75	07/03/15	02475	3	PCS REVENUE CONTROL SYSTEMS, INC.
4	440885		\$63,630.00	07/03/15	23848	0	SFM
4	440886		\$15,080.00	07/03/15	21396	0	STAFF DEVELOPMENT FOR EDUCATORS

36

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
							(SDE)
4	440887		\$4,650.00	07/03/15	27742	0	STRATEGIC SOURCE INC
4	440888		\$450.00	07/03/15	04153	0	U.S. POSTMASTER
4	440889		\$2,000.00	07/03/15	29156	0	WILDERNESS INQUIRY
4	440890		\$231.00	07/09/15	29248	0	ACHIEVE MOORE LLC
4	440891		\$33,126.00	07/09/15	06215	0	AIRPORT TAXI, INC.
4	440892		\$451.99	07/09/15	27586	0	AMERICAN OFFICE PRODUCTS
4	440893		\$292.02	07/09/15	08837	0	BEST WESTERN PREMIER NICOLLET INN
4	440894		\$15.50	07/09/15	28404	0	BOOTH LAW GROUP PLLC
4	440895		\$209.36	07/09/15	02519	0	CENTERPOINT ENERGY
4	440896		\$380.11	07/09/15	27319	0	CEREBELLUM CORPORATION
4	440897		\$60.00	07/09/15	25919	0	CORDOVA, LETICIA
4	440898		\$111.00	07/09/15	00502	0	CORNERSTONE COPY CENTER
4	440899		\$60.00	07/09/15	20524	0	DEWALD, RINA C.
4	440900		\$309.00	07/09/15	09272	2	ECM PUBLISHERS, INC.
4	440901		\$3.12	07/09/15	01463	0	FEDEX
4	440902	Void	\$1,000.00	07/09/15	00016	2950	FOX, ISABEL
4	440903		\$2,191.25	07/09/15	20540	0	GARDEN & ASSOCIATES, INC
4	440904		\$290.84	07/09/15	00016	2948	HACKENMUELLER, JESSI
4	440905		\$12,101.54	07/09/15	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	440906		\$1,000.00	07/09/15	00016	2949	JOHNSON, SAMUEL
4	440907		\$168.00	07/09/15	20523	0	JONES, SCOTT
4	440908		\$69.25	07/09/15	27225	0	K&K EXPRESS, LLC
4	440909		\$518.28	07/09/15	27633	0	KELLY SERVICES, INC.
4	440910		\$180.00	07/09/15	08356	1	KENNEDY & GRAVEN, CHARTERED
4	440911		\$175.00	07/09/15	29222	0	KNIGN, LLC
4	440912		\$952.00	07/09/15	08112	0	MEDICINE LAKE TOURS
4	440913		\$3,542.40	07/09/15	28476	0	METROPOLITAN STATE UNIVERSITY
4	440914		\$1,000.00	07/09/15	00016	2951	MOLL, NINA
4	440915		\$1,000.00	07/09/15	29126	0	PHAM, ANH THU TRAN
4	440916		\$5,285.00	07/09/15	27745	0	PLADSON ENVIRONMENTAL, INC.
4	440917		\$343.00	07/09/15	07711	0	ROLANDO, NORMAN
4	440918		\$323.76	07/09/15	27563	0	SHRED RIGHT
4	440919		\$20.99	07/09/15	00000	9695	STEARNS, FRANCES
4	440920		\$232.50	07/09/15	27465	0	SUMMER, JULIE ANNA
4	440921		\$129.40	07/09/15	28502	0	THE MCDOWELL AGENCY, INC.
4	440922		\$7,244.75	07/09/15	26627	0	THE PLAYS THE THING PRODUCTIONS
4	440923		\$1,000.00	07/09/15	08798	23	UNIVERSITY OF MINNESOTA, TWIN CITIES
4	440924		\$325.00	07/09/15	24793	0	WATCH ME DRAW! LLC
4	440925		\$59.00	07/10/15	00098	1	ASCD
4	440926		\$11,712.00	07/10/15	00281	0	ASSOCIATION OF METROPOLITAN SCHOOL DIST

37

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440927		\$865.00	07/10/15	26763	1	CoSN
4	440928		\$11.50	07/10/15	00001	1665	DIERBERGER, SHERRY
4	440929		\$3,000.00	07/10/15	28279	0	ELECTRIC CITIZEN LLC
4	440930		\$750.00	07/10/15	08502	0	HAYNES, TRICIA
4	440931		\$600.00	07/10/15	01038	0	HEALTH CONSULTANTS FOR CHILD CARE
4	440932		\$1,170.00	07/10/15	29246	0	INGINA, LLC
4	440933		\$214,518.25	07/10/15	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	440934		\$133,075.88	07/10/15	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
4	440935		\$244.50	07/10/15	04999	0	LRP PUBLICATIONS
4	440936		\$5,350.00	07/10/15	28137	1	MARSH & MCLENNAN AGENCY - RJF DIVISION
4	440937		\$896.00	07/10/15	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	440938		\$13,895.00	07/10/15	02540	0	MN SCHOOL BOARDS ASSOCIATION (MSBA)
4	440939		\$20,677.75	07/10/15	26836	0	RELIANCE COMMUNICATIONS LLC
4	440940		\$9,375.00	07/10/15	09588	1	SAVAGE, CITY OF
4	440941		\$3,394.01	07/10/15	03369	0	SEXTON PRINTING
4	440942		\$5,942.00	07/10/15	02315	7	UNITED STATES TREASURY
4	440943		\$892.26	07/16/15	28147	1	AGROPUR
4	440944		\$454.15	07/16/15	00106	0	AQUA ENGINEERING, INC.
4	440945		\$77.94	07/16/15	00428	0	ARAMARK
4	440946		\$93.45	07/16/15	03931	0	BERRY COFFEE COMPANY
4	440947		\$22,702.82	07/16/15	08358	0	BERTELSON TOTAL OFFICE SOLUTIONS
4	440948		\$932.93	07/16/15	00477	0	BIX PRODUCE COMPANY
4	440949		\$46.00	07/16/15	26720	0	BLUE BELL ENTERPRISES, INC.
4	440950		\$724.84	07/16/15	04655	0	BROWN'S ICE CREAM CO.
4	440951		\$1,240.87	07/16/15	00454	0	BRYAN ROCK PRODUCTS INC
4	440952		\$56.26	07/16/15	25732	1	CARSON-DELLOSA PUBLISHING COMPANY, LLC
4	440953		\$9,133.69	07/16/15	03622	1	CENGAGE LEARNING
4	440954		\$282.00	07/16/15	27640	0	COMMERCIAL KITCHEN SERVICES
4	440955		\$1,050.00	07/16/15	29228	1	CUMMINS NPOWER LLC
4	440956		\$118,050.00	07/16/15	27092	0	CUSTOM EDUCATION SOLUTIONS
4	440957		\$209.76	07/16/15	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	440958		\$158.00	07/16/15	01064	2	EARL F. ANDERSEN
4	440959		\$223.40	07/16/15	01078	0	ELECTRO WATCHMAN, INC.
4	440960		\$389.00	07/16/15	26949	0	FAIRFIELD GLASS & WINDOW, INC.
4	440961		\$21,721.78	07/16/15	26109	0	FIELD ENVIRONMENTAL CONSULTING, INC.
4	440962		\$7,085.00	07/16/15	01436	2	HEINEMANN EDUCATIONAL BOOKS
4	440963		\$9,519.77	07/16/15	09318	1	HILLYARD INC - MINNEAPOLIS
4	440964		\$517.95	07/16/15	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	440965		\$1,062.70	07/16/15	27703	0	HUMERATECH

38

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	440966		\$524.75	07/16/15	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	440967		\$257.39	07/16/15	02203	0	LAKESHORE LEARNING MATERIALS
4	440968		\$5,272.65	07/16/15	28752	0	LOWERY MCDONNELL COMPANY
4	440969		\$2,164.40	07/16/15	02196	0	MACKIN EDUCATIONAL RESOURCES
4	440970		\$255.70	07/16/15	27932	1	MATHESON TRI-GAS, INC.
4	440971		\$1,591.80	07/16/15	06563	1	MCGRAW-HILL COMPANIES
4	440972		\$1,937.25	07/16/15	08999	1	MEI TOTAL ELEVATOR SOLUTIONS
4	440973		\$20,440.00	07/16/15	22012	0	MIDWEST PLAYSAPES INC
4	440974		\$525.00	07/16/15	08702	0	MOBILE HEALTH SERVICES LLC
4	440975		\$1,701.68	07/16/15	02544	1	MTI DISTRIBUTING CO.
4	440976		\$171.13	07/16/15	03519	0	NAPA AUTO PARTS
4	440977		\$336.73	07/16/15	02489	1	OFFICE DEPOT COMPANY
4	440978		\$1,767.31	07/16/15	02220	2	PITSCO EDUCATION
4	440979		\$602.00	07/16/15	25589	1	PLAYPOWER LT FARMINGTON INC.
4	440980		\$298.87	07/16/15	03073	1	PRO-ED
4	440981		\$844.23	07/16/15	28785	1	PRODOCON, INC
4	440982		\$256.00	07/16/15	03101	0	PUMP AND METER SERVICE, INC.
4	440983		\$1,780.00	07/16/15	21744	0	QUALITY AIR MECHANICAL, INC.
4	440984		\$125.00	07/16/15	05511	0	RED WING SHOE STORE
4	440985		\$118.99	07/16/15	21851	0	RED WING SHOE STORE
4	440986		\$871.71	07/16/15	03537	1	SCHOOL HEALTH SUPPLY CO., INC.
4	440987		\$4,012.09	07/16/15	03587	1	SIMPLEX GRINNELL
4	440988	Void	\$12,415.00	07/16/15	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	440989		\$152.00	07/16/15	22618	0	TEE JAY NORTH, INC.
4	440990		\$479.04	07/16/15	02899	0	TESSMAN COMPANY
4	440991		\$775.06	07/16/15	22123	1	TOTAL FILTRATION SERVICES, INC.
4	440992		\$1,501.00	07/16/15	04498	2	TRUGREEN PROCESSING CENTER
4	440993		\$5,180.00	07/16/15	29177	0	TWIN CITY OUTDOOR SERVICES
4	440994		\$213.97	07/16/15	04243	2	VIKING ELECTRIC SUPPLY, INC.
4	440995		\$1,200.00	07/17/15	28363	0	ACET, INC.
4	440996		\$9,852.98	07/17/15	28551	0	ADVANCED IMAGING SOLUTIONS
4	440997		\$732.03	07/17/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	440998		\$15,905.63	07/17/15	04226	0	BURNSVILLE, CITY OF
4	440999	Unissued	\$0.00	07/17/15	04226	0	BURNSVILLE, CITY OF
4	441000		\$408.70	07/17/15	24807	1	CHIP SHOPPE, THE
4	441001		\$65,749.01	07/17/15	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	441002		\$238.32	07/17/15	22759	0	DAVIDSON, JUDI
4	441003		\$10,396.65	07/17/15	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	441004		\$844.70	07/17/15	01002	0	EAGAN, CITY OF
4	441005		\$365.00	07/17/15	27736	0	GLOBAL COMMUNICATIONS WIRING & SERVICES
4	441006		\$235.00	07/17/15	00575	0	GROTH MUSIC COMPANY

39

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441007		\$983.03	07/17/15	07139	0	HASTINGS BUS COMPANY
4	441008		\$2,784.97	07/17/15	02483	0	INTEGRA TELECOM
4	441009		\$3,455.07	07/17/15	27633	0	KELLY SERVICES, INC.
4	441010		\$17.48	07/17/15	00016	2861	KINNEY, ETHAN
4	441011		\$14,816.09	07/17/15	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	441012		\$56,500.00	07/17/15	27702	0	MORCON CONSTRUCTION INC.
4	441013		\$1,190.00	07/17/15	22324	0	MULTILINGUAL WORD, INC.
4	441014		\$250.00	07/17/15	29203	1	NCS PEARSON, INC
4	441015		\$20.00	07/17/15	02489	1	OFFICE DEPOT COMPANY
4	441016		\$1,686.00	07/17/15	29234	0	OPPORTUNITY SERVICES, INC.
4	441017		\$135.00	07/17/15	03508	4	PARK NICOLLET HEALTH SERVICES
4	441018		\$660.00	07/17/15	20125	2	PREMIER AGENDAS
4	441019		\$5,009.55	07/17/15	09588	0	SAVAGE, CITY OF
4	441020		\$13,303.66	07/17/15	23848	0	SFM
4	441021		\$89.00	07/17/15	00000	7204	SHANNON, NIKKI
4	441022		\$12,415.00	07/17/15	05995	1	STRATEGIC EQUIPMENT AND SUPPLY
4	441023		\$20.00	07/17/15	00000	7205	THOMAS, SUSAN
4	441024		\$342.00	07/17/15	21008	0	TLC SPECIAL TRANSPORTATION
4	441025		\$243.16	07/17/15	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	441026		\$9,495.82	07/17/15	00535	1	VERIZON WIRELESS
4	441027		\$19.46	07/17/15	04243	2	VIKING ELECTRIC SUPPLY, INC.
4	441028		\$13,701.93	07/17/15	02776	0	XCEL ENERGY
4	441029		\$24.00	07/18/15	00000	7206	BJORKE, ERIC
4	441030		\$45,584.02	07/18/15	20289	1	CDW GOVERNMENT, INC.
4	441031		\$266.02	07/18/15	02781	5	CENTURYLINK
4	441032		\$9.02	07/18/15	26565	1	COMCAST
4	441033		\$29.85	07/18/15	00502	0	CORNERSTONE COPY CENTER
4	441034		\$700.00	07/18/15	02325	0	DAKOTA VALLEY SYMPHONY
4	441035		\$1,091.00	07/18/15	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	441036		\$1,000.00	07/18/15	00016	2950	FOX, ISABEL
4	441037		\$89.00	07/18/15	00000	7207	HENTGES, ANN
4	441038		\$775.00	07/18/15	28603	1	HUMANeX VENTURES LLC
4	441039		\$114.75	07/18/15	02483	0	INTEGRA TELECOM
4	441040		\$810.00	07/18/15	25512	0	MAYER ARTS, INC.
4	441041		\$184.00	07/18/15	23866	0	MESSERLI & KRAMER PA
4	441042		\$495.00	07/18/15	09177	0	MINNESOTA SAFETY COUNCIL
4	441043		\$549.00	07/18/15	02634	6	MN ASSOC OF SCHOOL BUSINESS OFFICIALS (MASBO)
4	441044		\$75.00	07/18/15	22397	0	MN BOARD OF SCHOOL ADMINISTRATORS (MBSA)
4	441045		\$299.00	07/18/15	00476	0	MN SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

40

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441046		\$510.00	07/18/15	29171	0	PERFORMANT RECOVERY INC
4	441047		\$95.00	07/18/15	08653	3	PHI DELTA KAPPA INTERNATIONAL
4	441048		\$227.00	07/18/15	28277	0	ROBERT J. BRUNO, LTD
4	441049		\$66,900.00	07/18/15	29250	0	SCHOOLGY
4	441050		\$415.00	07/18/15	29249	0	SKYVIEW RANCH, LLC
4	441051		\$112.00	07/18/15	25672	0	SPECIAL DELIVERY OF MINNESOTA, INC
4	441052		\$11.00	07/18/15	00000	9695	STEARNS, FRANCES
4	441053		\$2,031.00	07/18/15	21008	0	TLC SPECIAL TRANSPORTATION
4	441054		\$5,000.00	07/18/15	04153	1	U.S. POSTMASTER
4	441055		\$245.00	07/18/15	08798	22	UNIVERSITY OF MINNESOTA
4	441056		\$481.00	07/18/15	02813	5	US DEPARTMENT OF EDUCATION
4	441057		\$16,448.31	07/18/15	04417	1	US FOODS INC
4	441058	Unissued	\$0.00	07/18/15	04417	1	US FOODS INC
4	441059		\$191.54	07/18/15	20007	0	WASTE MANAGEMENT
4	441060		\$130.00	07/18/15	29165	0	WENCK CONSTRUCTION, INC.
Check Count	414	Grand Total	\$2,747,047.28				

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013623		\$120.12	07/15/15	88888	18071	MCPARLAND, SHANNON
1	1013624		\$59.05	07/15/15	88888	18334	SHANLEY, SARAH J
Check Count	167	Grand Total	\$18,394.50				

42

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	101075		\$11,984.50	06/25/15	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101076		\$20,832.00	06/25/15	04400	0	BESTER BROS TRANSFER & STORAGE CO
3	101077		\$2,400.00	06/25/15	03101	0	PUMP AND METER SERVICE, INC.
3	101078		\$1,206.00	06/25/15	03587	1	SIMPLEX GRINNELL
3	101079		\$5,062.50	06/25/15	27356	0	TERHAAR, ARCHIBALD, PFEFFERLE & GRIEBEL, LLP
3	101080		\$22,186.78	06/25/15	29165	0	WENCK CONSTRUCTION, INC.
3	101081		\$8,236.28	06/26/15	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101082		\$1,000.00	06/26/15	23241	0	RYAN MECHANICAL, INC.
3	101083		\$3,183.90	07/09/15	20320	1	NORTHERN AIR CORPORATION
3	101084		\$55,663.00	07/09/15	29165	0	WENCK CONSTRUCTION, INC.
3	101085		\$29,088.00	07/10/15	26142	0	DENNIS ENVIRONMENTAL OPERATIONS
3	101086		\$77,472.50	07/10/15	29211	0	DERAU CONSTRUCTION, LLC
3	101087		\$6,020.63	07/10/15	01078	0	ELECTRO WATCHMAN, INC.
3	101088		\$21,595.25	07/10/15	27745	0	PLADSON ENVIRONMENTAL, INC.
3	101089		\$5,090.40	07/08/15	00673	0	BURNSVILLE, CITY OF
3	101090		\$45,263.82	07/13/15	07914	3	MN DEPT OF LABOR AND INDUSTRY
3	101091		\$71,636.65	07/15/15	07914	0	MN DEPT OF LABOR AND INDUSTRY
3	101092		\$222,119.97	07/16/15	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101093		\$203,365.85	07/16/15	27702	0	MORCON CONSTRUCTION INC.
3	101094		\$6,200.00	07/16/15	27888	1	NORTHERN TECHNOLOGIES, INC.
3	101095		\$3,695.39	07/16/15	08308	0	SUNDE LAND SURVEYING, LLC.
3	101096		\$30,516.75	07/16/15	29165	0	WENCK CONSTRUCTION, INC.
3	101097		\$153,464.90	07/17/15	22015	0	CM CONSTRUCTION COMPANY, INC.
3	101098		\$5,187.49	07/17/15	26109	0	FIELD ENVIRONMENTAL CONSULTING, INC.
3	101099		\$25,750.00	07/18/15	27619	1	SRI CONSULTANTS, INC.
3	101100		\$172.00	07/17/15	01016	0	DAKOTA COUNTY TREASURER-AUDITOR
Check Count	26	Grand Total	\$1,038,394.56				

43

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
6	118		\$1,205.00	07/15/15	08315	0	MEADOW GREEN LAWN & LANDSCAPE
6	119		\$5,735.82	07/15/15	20320	0	NORTHERN AIR CORPORATION (NAC)
6	120		\$1,346.16	07/15/15	26086	0	ORKIN COMMERCIAL SERVICES
Check Count	3	Grand Total	\$8,286.98				

44



**Agenda II.B.5
Sept. 10th, 2015**

TO: Dr. Joe Gothard, Superintendent and Board of Education
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: Sept. 10th, 2015
RE: July Payroll, Claims and Receipts

RECOMMENDATION: That the Board approves July payroll checks numbered 718196-718224, and Direct Deposit notices numbered 581819-583038, in the net amount of \$3,699,661.94. June, July, & Aug claims to date represented by checks numbered 441061-441555, 1013625-1013655, and 101101-101112 and wire transfers and adjustments totaling \$9,022,220.67. Also, that the Board accepts July receipts of \$2,027,088.23 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$115,362,495.90 as of July 31, 2015.

July payroll, wire transfers, claims and receipts have been prepared under the direction of Gordon Winterlin, Director of Accounting, and are presented for approval by the School Board. I would be glad to answer any questions.

LKR/mw

**INDEPENDENT SCHOOL DISTRICT 191
FINANCIAL REPORT
JULY 2015**

Cash Receipts

Receipts	\$2,027,088.23
Miscellaneous Adjustments	

TOTAL JULY CASH RECEIVED

2,027,088.23

CASH DISBURSEMENTS

Jul

Regular Payroll Checks	718196-718224	\$3,699,661.94
Direct Deposit Notices	581819-583038	

Jun Payables previously approved:	\$399,567.56
Jul Claims previously approved:	\$890,892.68
Jun Claims previously approved:	\$1,243,644.39

Jul Claims:	441061	\$238,727.20
	441245-441277	
	441365-441405	
	1013636-1013652	
	101104-101106	

Jul Wire Transfers	\$7,326,221.80
Miscellaneous Adjustments	\$7,484.04

TOTAL JUL CASH DISBURSED

13,806,199.61

TOTAL EXPENSES TO BE APPROVED

Jul Cash Disbursed	\$13,806,199.61
Less: Items Previously Approved	

Plus: Jul Payables	441278-441338	\$190,742.44
Checks	441474-441555	

Aug Claims:	441406-441420	\$555,327.07
Checks	441438-441462	
	101107-101112	

June Claims	441062-441244	\$703,718.12
	441339-441364	
	441421-441437	
	441463-441473	
	1013625-1013635	
	1013653-1013655	
	101101-101103	

TOTAL TO BE APPROVED

15,255,987.24

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 07/31/2015</u>
GENERAL FUND	\$4,108,336.93	\$24,942,351.19	\$29,050,688.12
OPEB	\$84,182.98	\$9,863,756.69	\$9,947,939.67
OPEB EQUITY INV THROUGH JUNE 30, 2015	\$47,222.79	\$4,560,122.20	\$4,607,344.99
2015A SCHOOL BUILDING BONDS	\$2,903,435.01	\$60,119,915.98	\$63,023,350.99
2012A ALT FACILITIES	\$2,456,478.28	\$2,748,778.90	\$5,205,257.18
ALT FACILITY FUND	\$3,527,914.95	\$0.00	\$3,527,914.95
	<u>\$13,127,570.94</u>	<u>\$102,234,924.96</u>	<u>\$115,362,495.90</u>

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



Total Portfolio Report CAR

As of: 7/31/15

PMA Financial Network, Inc.

2135 CityGate Lane
7th Floor
Naperville, Illinois 60563
Telephone . 630-657-6400
Facsimile . 630-718-8701

BURNSVILLE ISD 191 / GENERAL FUND

2960

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$4,108,336.93	\$4,108,336.93	
TS	210373	1	6/3/15	8/7/15	MN TRUST TERM SERIES	\$5,000,890.42	\$5,000,000.00	0.100
CD	197022	1	5/30/14	8/13/15	PACIFIC ENTERPRISE BANK	\$249,901.05	\$249,300.00	0.200
CD	197023	1	5/30/14	8/13/15	MODERN BANK, NATIONAL ASSOCIATION	\$249,901.06	\$249,300.00	0.200
CD	196230	1	5/6/14	11/6/15	FIRST UTAH BANK	\$249,997.60	\$248,900.00	0.298
CD	196231	1	5/6/14	11/6/15	EAGLEBANK / VIRGINIA HERITAGE BANK	\$249,809.74	\$248,900.00	0.248
CD	196750	1	5/22/14	11/23/15	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$2,261,292.20	\$2,252,800.00	0.250
TS	209285	1	5/6/15	12/29/15	MN TRUST TERM SERIES	\$1,000,779.18	\$1,000,000.00	0.120
SEC	33790	1	1/23/15	1/22/16	Bank Of Baroda Certificate of Deposit	\$248,000.00	\$248,000.00	0.300
SEC	33793	1	1/23/15	1/22/16	Firstmerit Bank NA Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
TS	209624	1	5/19/15	1/26/16	MN TRUST TERM SERIES	\$961,313.23	\$960,451.19	0.130
CD	193379	1	1/30/14	1/27/16	MECHANICS SAVINGS BANK	\$249,928.83	\$247,700.00	0.453
CD	195418	1	4/2/14	1/27/16	ABC BANK / AUSTIN BANK OF CHICAGO	\$249,991.37	\$248,700.00	0.285
CD	195419	1	4/2/14	1/27/16	NATIONAL BANK OF COXSACKIE	\$249,992.64	\$248,900.00	0.241
CD	195420	1	4/2/14	1/27/16	EAST WEST BANK	\$249,912.05	\$248,800.00	0.246
CD	195421	1	4/2/14	1/27/16	ORRSTOWN BANK	\$249,992.66	\$248,900.00	0.241
CD	196228	1	5/6/14	1/27/16	FAR EAST NATIONAL BANK	\$100,466.68	\$100,000.00	0.270
CD	196229	1	5/6/14	1/27/16	FINANCIAL FEDERAL BANK	\$249,306.09	\$248,400.00	0.211
CD	196274	1	5/8/14	1/27/16	EAST WEST BANK	\$4,049,392.45	\$4,030,000.00	0.280
CD	196749	1	5/22/14	1/27/16	ACCESS NATIONAL BANK	\$249,956.86	\$248,700.00	0.300
CD	205378	1	1/20/15	1/27/16	AFFILIATED BANK	\$249,999.29	\$249,130.00	0.342
CD	205379	1	1/20/15	1/27/16	FIRST COMMONS BANK NA	\$249,997.37	\$249,350.00	0.248
CD	205380	1	1/20/15	1/27/16	FIRST ADVANTAGE BANK- TN	\$249,996.05	\$249,380.00	0.242
CD	205381	1	1/20/15	1/27/16	BANKVISTA	\$249,979.27	\$249,110.00	0.342
CD	205382	1	1/20/15	1/27/16	BREMER BANK, NA	\$249,991.75	\$249,230.00	0.300
SEC	33791	1	1/28/15	1/28/16	Santander Bank, N.A. / Sovereign Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.300
CD	193377	1	1/30/14	2/1/16	SEASIDE NATIONAL BANK & TRUST	\$249,934.94	\$247,700.00	0.450
CD	193378	1	1/30/14	2/1/16	PRIVATE BANK - MI	\$249,932.47	\$247,400.00	0.510
CDR	193423	1	2/6/14	2/4/16	Landmark Bank, N.A.	\$243,372.87	\$241,235.77	0.449
CDR	193423	2	2/6/14	2/4/16	Standing Stone National Bank	\$243,372.87	\$241,235.77	0.449
CDR	193423	3	2/6/14	2/4/16	First State Bank	\$243,372.87	\$241,235.77	0.449
CDR	193423	4	2/6/14	2/4/16	Norway Savings Bank (MHC)	\$243,372.87	\$241,235.77	0.449
CDR	193423	5	2/6/14	2/4/16	F&M Bank and Trust Company	\$243,372.87	\$241,235.77	0.449
CDR	193423	6	2/6/14	2/4/16	Citizens Security Bank & Trust Company	\$217,609.47	\$215,698.61	0.449
CDR	193423	7	2/6/14	2/4/16	Southern Bank	\$217,291.71	\$215,383.64	0.449
CDR	193423	8	2/6/14	2/4/16	LegacyTexas Bank / ViewPoint Bank (MHC)	\$140,667.23	\$139,432.01	0.449
CDR	193423	9	2/6/14	2/4/16	Mutual of Omaha Bank	\$124,399.26	\$123,306.89	0.449
CD	194320	1	3/3/14	3/14/16	POST OAK BANK, NA	\$249,914.78	\$247,900.00	0.400
CD	194321	1	3/3/14	3/14/16	PREMIER BANK	\$249,927.32	\$248,100.00	0.362
CD	194322	1	3/3/14	3/14/16	INDEPENDENT BANK / BANK OF HOUSTON	\$249,965.07	\$248,200.00	0.350
CD	194323	1	3/3/14	3/14/16	STATE BANK OF DAVIS	\$249,932.51	\$248,200.00	0.348
CD	194324	1	3/3/14	3/14/16	LENA STATE BANK	\$249,927.31	\$248,200.00	0.342
CD	208545	1	4/2/15	4/1/16	STATE BANK OF INDIA (NY)	\$249,952.09	\$249,300.00	0.262
CD	208546	1	4/2/15	4/1/16	BANCO POPULAR NORTH AMERICA	\$82,505.75	\$82,300.00	0.250

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
CD	208547	1	4/2/15	4/1/16	BANCO POPULAR NORTH AMERICA	\$84,210.00	\$84,000.00	0.250
CD	208548	1	4/2/15	4/1/16	BANCO POPULAR NORTH AMERICA	\$83,207.50	\$83,000.00	0.250
SEC	34466	1	4/9/15	4/6/16	Bank Of India Certificate of Deposit	\$248,000.00	\$248,000.00	0.351
SEC	34467	1	4/16/15	4/15/16	Synovus Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
CD	210440	1	6/3/15	6/2/16	COMMUNITY CAPITAL BANK OF VIRGINIA	\$249,951.11	\$249,300.00	0.261
CD	210441	1	6/3/15	6/2/16	MRV BANKS	\$249,902.84	\$249,300.00	0.242
CD	210442	1	6/3/15	6/2/16	TOMATOBANK NA	\$249,446.88	\$248,800.00	0.260
CD	210443	1	6/3/15	6/2/16	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$249,946.37	\$249,200.00	0.300
CD	210444	1	6/3/15	6/2/16	HIAWATHA BANK AND TRUST COMPANY	\$249,927.34	\$249,200.00	0.292
CD	208542	1	4/2/15	7/26/16	METROPOLITAN COMMERCIAL BANK	\$249,959.80	\$249,000.00	0.293
CD	208543	1	4/2/15	7/26/16	ROCKFORD B&TC	\$249,959.80	\$249,000.00	0.293
CD	208544	1	4/2/15	7/26/16	GREAT MIDWEST BANK	\$249,946.44	\$249,300.00	0.197
SEC	34831	1	6/12/15	12/12/16	Berkshire Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.517

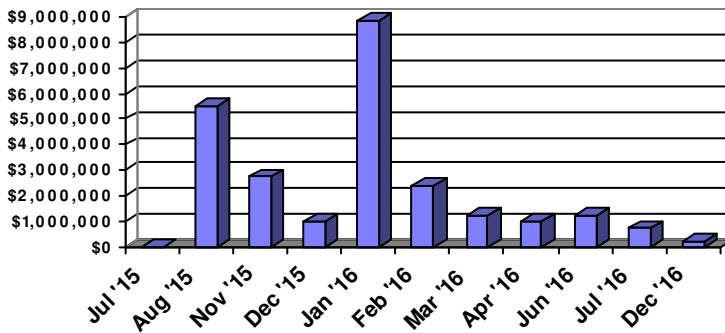
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> \$29,135,407.11 \$29,050,688.12

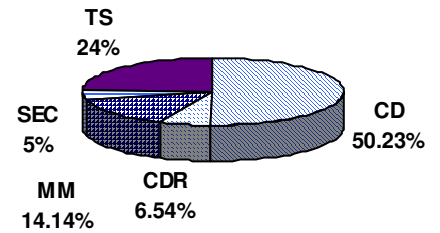
Time and Dollar Weighted Portfolio Yield: 0.296 %

Weighted Average Portfolio Maturity: 132.20 Days

MM: 14.14%
CD's: 50.23%
CP: 0.00%
SEC: 5.13%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 7/31/15

PMA Financial Network, Inc.

2135 CityGate Lane
7th Floor
Naperville, Illinois 60563
Telephone . 630-657-6400
Facsimile . 630-718-8701

BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

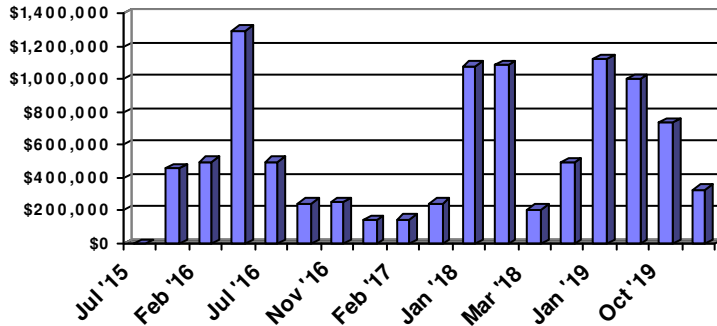
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$84,182.98	\$84,182.98	
CD	181996	1	1/16/13	1/19/16	BANK OF THE WEST	\$249,980.28	\$246,200.00	0.510
CD	181997	1	1/16/13	1/19/16	MIDLAND STATES BANK	\$206,595.48	\$203,800.00	0.456
CD	182847	1	2/19/13	2/19/16	EAST BOSTON SAVINGS BANK	\$249,956.54	\$245,900.00	0.550
CD	182848	1	2/19/13	2/19/16	BRIDGEWATER BANK	\$249,899.41	\$245,800.00	0.556
CD	186939	1	6/21/13	6/21/16	FIFTH THIRD BANK	\$155,206.99	\$152,000.00	0.703
CD	187204	1	6/27/13	6/27/16	FIFTH THIRD BANK	\$92,008.39	\$90,000.00	0.743
SEC	29761	1	6/28/13	6/28/16	BMW Bank Of North America Certificate of Deposit	\$249,000.00	\$249,000.00	0.753
CD	208035	1	3/24/15	6/30/16	CFG COMMUNITY BANK	\$249,921.56	\$248,500.00	0.450
CD	208036	1	3/24/15	6/30/16	IDB BANK- NY	\$100,497.94	\$100,000.00	0.392
CD	208037	1	3/24/15	6/30/16	GBC INTERNATIONAL BANK	\$203,045.66	\$202,500.00	0.212
SEC	34379	1	3/30/15	6/30/16	Safra National Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.360
CD	187467	1	7/2/13	7/5/16	FIRST CAPITAL BANK	\$249,919.20	\$244,400.00	0.750
CD	187468	1	7/2/13	7/5/16	LUANA SAVINGS BANK	\$248,891.44	\$245,200.00	0.500
SEC	31043	1	10/23/13	10/24/16	Sallie Mae Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.155
CD	187466	1	7/2/13	11/14/16	DAKOTA COMMUNITY BANK	\$249,965.13	\$244,200.00	0.700
CD	192889	1	1/13/14	1/13/17	FAR EAST NATIONAL BANK	\$144,811.46	\$140,800.00	0.949
SEC	23783	1	12/20/10	2/1/17	Woodridge Illinois Taxable	\$150,000.00	\$150,000.00	3.350
SEC	30736	1	9/25/13	9/25/17	Cit Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.508
CD	205079	1	1/8/15	1/8/18	FIRST FREEDOM BANK	\$164,252.21	\$159,400.00	1.012
CD	205080	1	1/8/15	1/8/18	TRUSTONE FINANCIAL FEDERAL CREDIT UNION	\$249,684.73	\$241,600.00	1.111
CD	205081	1	1/8/15	1/8/18	HIBERNIA BANK	\$207,054.62	\$201,000.00	1.003
CD	192888	1	1/13/14	1/16/18	INDUSTRIAL & COMMERCIAL BANK OF CHINA	\$210,686.40	\$200,000.00	1.332
SEC	33742	1	1/14/15	1/16/18	Goldman Sachs Bank USA Certificate of Deposit	\$248,000.00	\$248,000.00	1.404
CD	205817	1	2/3/15	2/5/18	ADIRONDACK BANK	\$240,475.35	\$234,000.00	0.921
CD	205818	1	2/3/15	2/5/18	FIRST NB OF MCGREGOR	\$102,681.43	\$100,000.00	0.891
CD	205819	1	2/3/15	2/5/18	FIRST NATIONAL BANK	\$249,815.96	\$243,000.00	0.932
SEC	33857	1	2/5/15	2/5/18	Ally Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.154
CD	182782	1	2/15/13	2/15/18	PLAINS COMMERCE BANK	\$249,902.70	\$236,400.00	1.142
CD	208034	1	3/24/15	3/26/18	PEAPACK-GLADSTONE BANK	\$208,860.51	\$203,000.00	0.960
SEC	30731	1	9/25/13	9/25/18	Discover Bank Certificate of Deposit	\$247,000.00	\$247,000.00	2.013
SEC	30738	1	9/25/13	9/25/18	Compass Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.962
CD	192886	1	1/13/14	1/14/19	M.Y. SAFRA BANK	\$248,142.42	\$228,500.00	1.717
CD	192887	1	1/13/14	1/14/19	STEARNS BANK NA (N)	\$248,500.88	\$230,700.00	1.542
SEC	28287	1	10/9/12	1/15/19	Lakewood Township NJ Ref	\$630,000.00	\$630,000.00	1.580
SEC	28397	1	11/15/12	8/15/19	DENTON TX INDEP SCH DIST TXBL -REF -SER C	\$1,000,000.00	\$1,000,000.00	1.520
SEC	28355	1	10/19/12	10/1/19	COOK CNTY IL HIGH SCH DIST #205 THORNTON TWP	\$350,000.00	\$350,000.00	1.939
SEC	28316	1	10/15/12	10/15/19	ABERDEEN TWP NJ REF	\$390,000.00	\$390,000.00	1.570
SEC	28317	1	10/16/12	12/1/19	FAIRFIELD & UNION OH LOCAL SCH DIST	\$330,000.00	\$294,162.00	1.620

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.</i>						Total Amount -->	\$9,947,939.67	\$9,768,244.98

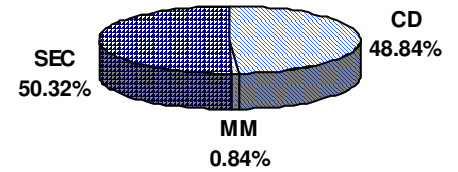
Time and Dollar Weighted Portfolio Yield: 1.399 %

Weighted Average Portfolio Maturity: 869.00 Days

MM: 0.86%
CD's: 50.03%
CP: 0.00%
SEC: 49.11%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 7/31/15

PMA Financial Network, Inc.

2135 CityGate Lane
7th Floor
Naperville, Illinois 60563
Telephone . 630-657-6400
Facsimile . 630-718-8701

BURNSVILLE ISD 191 / 2012A ALT FACILITY

5070

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$2,456,478.28	\$2,456,478.28	
SDA					Savings Deposit Account - CITIBANK (SDA)	\$78.90	\$78.90	
TS	210374	1	6/3/15	8/7/15	MN TRUST TERM SERIES	\$1,000,178.09	\$1,000,000.00	0.100
CD	196866	1	5/28/14	8/31/15	FREEPORT STATE BANK	\$249,928.38	\$249,300.00	0.200
CD	212782	1	7/3/15	9/1/15	PEOPLES BANK - TX	\$249,941.09	\$249,900.00	0.100
CD	212783	1	7/3/15	9/1/15	THE FIRST, NA	\$249,933.26	\$249,900.00	0.081
CD	212778	1	7/3/15	10/1/15	TEXAS CAPITAL BANK	\$249,961.62	\$249,900.00	0.100
CD	212779	1	7/3/15	10/1/15	LANDMARK COMMUNITY BANK	\$249,961.63	\$249,900.00	0.100
CD	212780	1	7/3/15	10/1/15	INDEPENDENCE BANK- MT	\$249,961.63	\$249,900.00	0.100
CD	212781	1	7/3/15	10/1/15	ASSOCIATED BANK, NA (N)	\$249,961.63	\$249,900.00	0.100

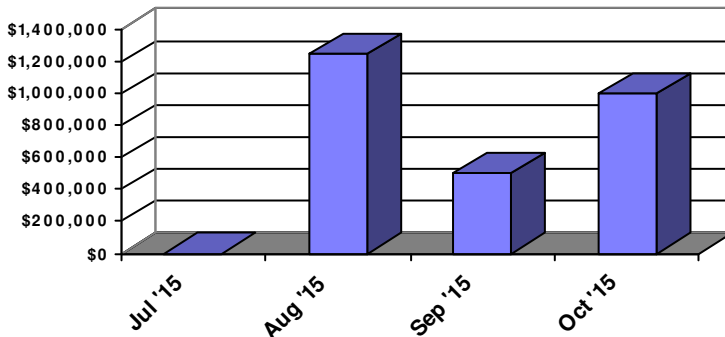
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> **\$5,206,384.51** **\$5,205,257.18**

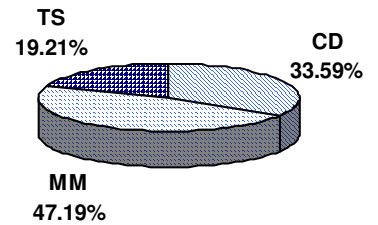
Time and Dollar Weighted Portfolio Yield: **0.107 %**

Weighted Average Portfolio Maturity: **17.81 Days**

MM: 47.19%
CD's: 33.59%
CP: 0.00%
SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 7/31/15

PMA Financial Network, Inc.

2135 CityGate Lane
7th Floor
Naperville, Illinois 60563
Telephone . 630-657-6400
Facsimile . 630-718-8701

BURNSVILLE ISD 191 / ALT FACILITY FUND

5298

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$3,527,914.95	\$3,527,914.95	
Total Amount -->						\$3,527,914.95	\$3,527,914.95	

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Time and Dollar Weighted Portfolio Yield: 0.000 %

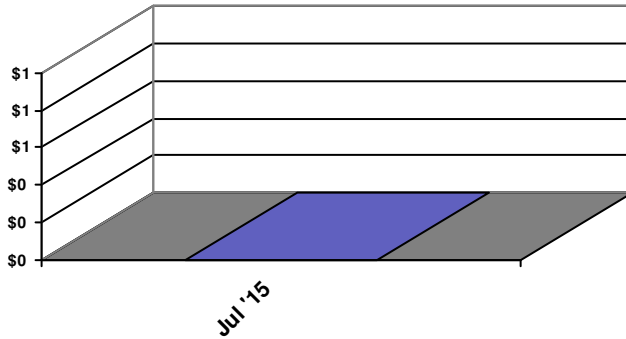
Weighted Average Portfolio Maturity: 0.00 Days

MM: 100.00%

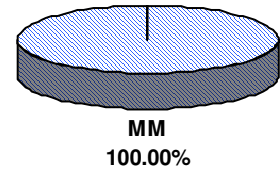
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 7/31/15

PMA Financial Network, Inc.

2135 CityGate Lane
7th Floor
Naperville, Illinois 60563
Telephone . 630-657-6400
Facsimile . 630-718-8701

BURNSVILLE ISD 191 / 2015A BONDS

5762

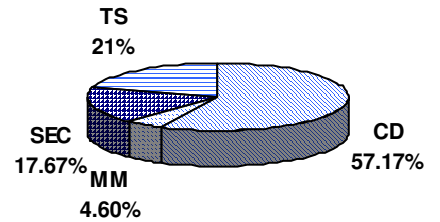
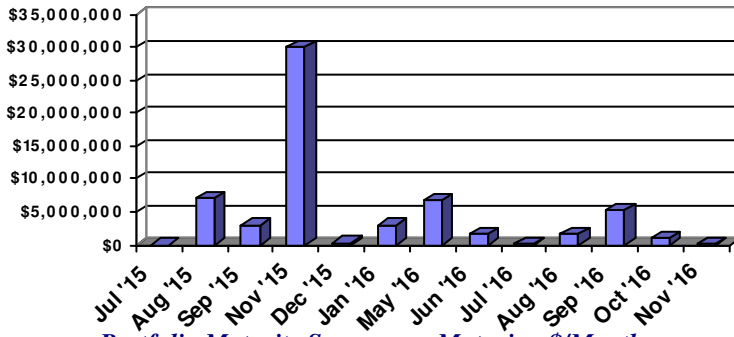
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$2,903,435.01	\$2,903,435.01	
SDA					Savings Deposit Account - CITIBANK (SDA)	\$1,815.98	\$1,815.98	
TS	210375	1	6/3/15	8/7/15	MN TRUST TERM SERIES	\$7,001,246.58	\$7,000,000.00	0.100
TS	210387	1	6/3/15	9/28/15	MN TRUST TERM SERIES	\$3,001,057.81	\$3,000,000.00	0.110
CD	209382	1	5/12/15	11/12/15	PENTAGON FEDERAL CREDIT UNION	\$30,054,448.89	\$30,000,000.00	0.360
SEC	34635	1	5/15/15	12/1/15	WILMETTE IL	\$270,000.00	\$270,000.00	0.200
TS	209625	1	5/19/15	1/26/16	MN TRUST TERM SERIES	\$3,002,692.61	\$3,000,000.00	0.130
CD	209399	1	5/12/15	5/11/16	FIRST NATIONAL BANK OF PARK FALLS	\$249,263.58	\$248,400.00	0.348
SEC	34641	1	5/14/15	5/12/16	IOWA ST HGR EDU LOAN AUTH RANS-UNIV OF DUBUQUE	\$4,900,000.00	\$4,900,000.00	0.550
SEC	34615	1	5/15/15	5/13/16	First Niagara Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.251
CD	209360	1	5/8/15	5/19/16	FIELDPOINT PRIVATE BANK & TRUST	\$249,900.26	\$249,000.00	0.351
CD	209361	1	5/8/15	5/19/16	BANK OF CHINA	\$249,993.70	\$249,200.00	0.308
CD	209362	1	5/8/15	5/19/16	FARMERS & MERCHANTS UNION BANK	\$249,951.19	\$249,200.00	0.292
CD	209363	1	5/8/15	5/19/16	IDB BANK- NY	\$148,446.13	\$148,000.00	0.292
SEC	34614	1	5/20/15	5/20/16	Bankunited, NA Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
SEC	34616	1	5/20/15	5/20/16	Investors Bank (mhc) Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
SEC	34617	1	5/13/15	6/1/16	waukee ia csd	\$725,000.00	\$725,000.00	0.350
SEC	34625	1	5/14/15	6/15/16	UMATILLA SD 008R-A	\$330,000.00	\$330,000.00	0.370
CD	209397	1	5/12/15	6/16/16	OREGON COMMUNITY BANK & TRUST	\$249,334.69	\$248,400.00	0.343
CD	209398	1	5/12/15	6/16/16	ASIAN PACIFIC NATIONAL BANK	\$249,253.06	\$248,300.00	0.349
CD	209396	1	5/12/15	7/21/16	SUMMIT BANK - OR	\$249,173.29	\$248,100.00	0.363
SEC	34620	1	5/13/15	8/1/16	Huntsville AL	\$150,000.00	\$150,000.00	0.370
CD	209381	1	5/12/15	8/18/16	HIGHLAND BANK	\$1,004,437.22	\$1,000,000.00	0.349
CD	212776	1	7/3/15	8/18/16	FIRST HOME BANK	\$249,921.59	\$249,100.00	0.293
CD	212777	1	7/3/15	8/18/16	STRATFORD STATE BANK	\$249,915.94	\$249,200.00	0.251
SEC	34618	1	6/4/15	9/1/16	LEAVENWORTH CNTY KS UNIF SCH DIST #458	\$995,000.00	\$995,000.00	0.540
SEC	34624	1	6/4/15	9/1/16	GEARY CNTY KS UNIF SCH DIST #475	\$555,000.00	\$555,000.00	0.400
SEC	34628	1	6/1/15	9/1/16	NORTH CENTRL WI TECH CLG DIST	\$1,540,000.00	\$1,540,000.00	0.400
CD	209358	1	5/8/15	9/15/16	GLOBAL BANK	\$249,986.60	\$249,000.00	0.292
CD	209359	1	5/8/15	9/15/16	MIDDLEFIELD BANKING COMPANY	\$249,918.22	\$249,100.00	0.242
CD	209379	1	5/12/15	9/15/16	HIGHLAND BANK	\$249,969.88	\$248,300.00	0.499
CD	209380	1	5/12/15	9/15/16	HIGHLAND BANK	\$755,742.08	\$751,700.00	0.399
SEC	34619	1	5/13/15	9/15/16	MONROE CNTY PA	\$275,000.00	\$275,000.00	0.460
SEC	34621	1	5/14/15	9/15/16	BRISTOL TWP PA	\$500,000.00	\$500,000.00	0.450
CD	209365	1	5/11/15	10/21/16	BRIDGEWATER BANK	\$1,005,875.25	\$1,000,000.00	0.406
CD	209357	1	5/8/15	11/17/16	SONABANK	\$249,995.36	\$248,100.00	0.499

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.</i>						Total Amount -->	\$63,110,774.92	\$63,023,350.99

Time and Dollar Weighted Portfolio Yield: 0.380 %

Weighted Average Portfolio Maturity: 155.59 Days

MM: 4.61%
CD's: 57.33%
CP: 0.00%
SEC: 17.43%



Portfolio Maturity Summary - Maturing \$/Month

Portfolio Allocation by Transaction Type

July 2015

Wire Transfers

Date	From	To	Amount	For
070115	MSDLAF	US Bank	100,000.00	Prefunding wire for US Bank P-Card
070115	MSDLAF	US Bank	5,000.00	Prefunding wire for US Bank Payment Plus
070115	MSDLAF	State of Minnesota	3,369.50	June 30th Payroll - Child Support
070115	MSDLAF	Internal Revenue Service	1,257,755.38	June 30th Payroll - Federal Taxes
070115	MSDLAF	State of Minnesota	212,272.73	June 30th Payroll - State Taxes
070115	MSDLAF	Medica	41,026.30	Health Insurance
070115	MSDLAF	Preferred One	72,015.96	Health Insurance
070115	MSDLAF	Medica	316,075.94	Health Insurance
070215	State of Minnesota	MSDLAF	385,550.50	MN State - MMB
070615	MSDLAF	Corporate Health	10,742.81	Medical Claims
070615	MSDLAF	Corporate Health	4,464.42	Flex Claims
070615	Dakota County	MSDLAF	1,691,496.57	Curr-Delq-Forfeit
070615	MSDLAF	Delta Dental	32,109.46	Dental Insurance
070815	MSDLAF	Medica	403,014.67	Health Insurance
070915	State of Minnesota	MSDLAF	61,973.81	MN State - MMB
071015	MSDLAF	Corporate Health	17,896.73	Medical Claims
071015	MSDLAF	Corporate Health	12,267.49	Flex Claims
071315	MSDLAF	TRA	567,329.59	June 30th Payroll - TRA
071315	MSDLAF	State of Minnesota	104,084.82	June 30th Payroll - Retiree
071315	MSDLAF	PERA	113,692.92	June 30th Payroll - PERA
071515	State of Minnesota	MSDLAF	2,387.14	MN State - MMB
071515	State of Minnesota	MSDLAF	24,471.52	MN State - MMB
071515	MSDLAF	People's Bank	162,293.07	July 15th Payroll - TSA wire
071515	MSDLAF	Delta Dental	35,948.20	Dental Insurance
071515	MSDLAF	Medica	241,315.97	Health Insurance
071615	State of Minnesota	MSDLAF	38,629.41	MN State - MMB
071615	MSDLAF	State of Minnesota	3,369.50	July 15th Payroll - Child Support
071615	MSDLAF	Internal Revenue Service	659,234.61	July 15th Payroll - Federal Taxes
071615	MSDLAF	State of Minnesota	106,739.24	July 15th Payroll - State Taxes
071715	MSDLAF	Corporate Health	6,957.35	Medical Claims
071715	MSDLAF	Corporate Health	1,707.52	Flex Claims
072015	MSDLAF	Preferred One	52,121.33	Health Insurance
072115	State of Minnesota	MSDLAF	1,792.11	MN State - MMB
072215	MSDLAF	Medica	220,709.56	Health Insurance
072215	MSDLAF	Delta Dental	20,865.39	Dental Insurance

July 2015

Wire Transfers

Date	From	To	Amount	For
072315	State of Minnesota	MSDLAF	412,728.01	MN State - MMB
072715	MSDLF	Preferred One	63,122.72	Health Insurance
072715	MSDLAF	Wells Fargo	450.00	Bond Agent Fees
072715	MSDLAF	Wells Fargo	450.00	Bond Agent Fees
072815	MSDLAF	Wells Fargot	450.00	Bond Agent Fees
072815	MSDLAF	TRA	311,329.75	July 15th Payroll - TRA
072815	MSDLAF	PERA	98,589.19	July 15th Payroll - PERA
072915	MSDLAF	Delta Dental	14,607.93	Dental Insurance
072915	MSDLAF	Medica	48,685.92	Health Insurance
073015	State of Minnesota	MSDLAF	502,379.41	MN State - MMB
073115	State of Minnesota	MSDLAF	1,993.00	MN State - MMB
073115	MSDLAF	People's Bank	162,285.83	July 31st Payroll - TSA wire
073115	MSDLAF	Corporate Health	7,523.19	Medical Claims
073115	MSDLAF	Corporate Health	4,806.58	Flex Claims
071415	MSDLAF	Flex	39,475.95	Funds Transfer
071415	MSDLAF	Flex	5,106.01	Funds Transfer
071415	MSDLAF	Self Insurance	1,353,774.83	Funds Transfer
071415	MSDLAF	Self Insurance	211,340.78	Funds Transfer
072315	5800 Max	5800 Liquid	2,000,000.00	Funds Transfer

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1013625		\$29.00	07/22/15	88888	14811	THURBER, LAURIE
1	1013626		\$4,080.00	07/22/15	88888	17487	SOVINE, STACEY
1	1013627		\$41.70	07/22/15	88888	17542	SMITH, JACQUELINE J
1	1013628		\$22.06	07/22/15	88888	17562	SAHLI, SCOTT J
1	1013629		\$560.38	07/22/15	88888	18287	STANLEY, STACIE L
1	1013630		\$43.13	07/22/15	88888	18288	REMSING, JODY L
1	1013631		\$49.45	07/22/15	88888	18296	VAN OSDEL, BETHANY A
1	1013632		\$138.08	07/29/15	88888	11756	ERICKSON, CONSTANCE
1	1013633		\$1,436.88	07/29/15	88888	12579	STARKEY, MICHELE M
1	1013634		\$14.71	07/29/15	88888	15856	TOUSIGNANT, HOLLY
1	1013635		\$679.39	07/29/15	88888	16514	GRAFF, SALLY M
1	1013636		\$40.75	07/30/15	88888	9963	CLEVELAND, KATHRYN
1	1013637		\$12.45	07/30/15	88888	10323	MILLER, JILL ELIZABETH
1	1013638		\$11.00	07/30/15	88888	12413	SANDBERG, ANN
1	1013639		\$22.84	07/30/15	88888	15977	HEIM, WILLIAM V
1	1013640		\$88.59	07/30/15	88888	15977	HEIM, WILLIAM V
1	1013641		\$200.00	07/30/15	88888	16166	RIDER, LISA K
1	1013642		\$276.60	07/30/15	88888	16789	KRONABETTER, JULIE R
1	1013643		\$24.17	07/30/15	88888	16924	EDWARDS, COLLEEN JOAN
1	1013644		\$200.00	07/30/15	88888	17487	SOVINE, STACEY
1	1013645		\$15.93	07/30/15	88888	17938	CROWNHART, LINDSAY
1	1013646		\$400.00	07/30/15	88888	17994	GOTHARD, JOSEPH M
1	1013647		\$200.00	07/30/15	88888	18043	AMOROSO, CYNTHIA
1	1013648		\$41.00	07/30/15	88888	18068	REDIG, ESSIA M
1	1013649		\$200.00	07/30/15	88888	18287	STANLEY, STACIE L
1	1013650		\$200.00	07/30/15	88888	18391	JOHNSON, DOUGLAS A
1	1013651		\$200.00	07/30/15	88888	18405	WINTERLIN, GORDON D
1	1013652		\$118.29	07/30/15	88888	18595	PETERS, CAROLYN C
1	1013653		\$568.50	08/05/15	88888	11828	MARSHALL, JEFFREY
1	1013654		\$3,246.00	08/05/15	88888	14596	JENSEN, JENNIFER
1	1013655		\$22.20	08/05/15	88888	17462	TINKLENBERG, AARON D
Check Count	31	Grand Total	\$13,183.10				

57

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441061		\$100.00	07/21/15	16544	0	O'LEARY, TIMOTHY J
4	441062		\$300.00	07/22/15	00014	1366	ABATE, ELIZABETH OR DESTA, DANIEL
4	441063		\$250.00	07/22/15	00014	1395	ADAM, JEANNE
4	441064		\$300.00	07/22/15	00014	1204	AMIOT, MIKE
4	441065		\$250.00	07/22/15	00014	1347	ANDERSON, GREG
4	441066		\$300.00	07/22/15	00014	2291	ARACHTINGI, MICHAEL
4	441067		\$300.00	07/22/15	00014	1413	BALMER, KAREN
4	441068		\$250.00	07/22/15	00014	1038	BARROTT, NAOMI
4	441069		\$300.00	07/22/15	00014	1146	BEAN, MARY
4	441070		\$250.00	07/22/15	00014	1169	BEARTH, ROBIN
4	441071		\$250.00	07/22/15	00014	1152	BENITEZ, RITA
4	441072		\$250.00	07/22/15	00014	1350	BERGERSON, COLLEEN
4	441073		\$250.00	07/22/15	00014	1299	BERGSETH, BARB
4	441074		\$250.00	07/22/15	00014	1351	BILTZ, GREGORY
4	441075		\$300.00	07/22/15	00014	1414	BITTNER, BARBARA & NORBERT
4	441076		\$300.00	07/22/15	00014	1043	BITTNER, JIM
4	441077		\$250.00	07/22/15	00014	1379	BLOBAUM, JULIE
4	441078		\$300.00	07/22/15	00014	1239	BOLLER, COLLEEN
4	441079		\$250.00	07/22/15	00014	1298	BRAUN, KATHRYN
4	441080		\$250.00	07/22/15	00014	1046	BRICKWEG, CHRISTINE
4	441081		\$300.00	07/22/15	00014	2264	BRUNER, CONNIE
4	441082		\$300.00	07/22/15	00014	1171	CALCUTT, SANDRA
4	441083		\$300.00	07/22/15	00014	2266	CAO, PHONG
4	441084		\$300.00	07/22/15	00014	1394	CARLSON, DOUG
4	441085		\$250.00	07/22/15	00014	1055	CARLSON, HOLLY
4	441086		\$300.00	07/22/15	00014	1415	CHARLES, KRISTI
4	441087		\$250.00	07/22/15	00014	1393	CIMINO, DANA
4	441088		\$250.00	07/22/15	00014	2288	COLTON, LAURA
4	441089		\$250.00	07/22/15	00014	1354	COOK, ANNE
4	441090		\$300.00	07/22/15	00014	1293	CUNDIFF, DANIEL
4	441091		\$250.00	07/22/15	00014	2105	DEPIES, KIMBERLY
4	441092		\$250.00	07/22/15	00014	1380	DILL, ROSE
4	441093		\$250.00	07/22/15	00014	1416	DORAN, MEGHAN
4	441094		\$250.00	07/22/15	00014	1417	ELFERING, JEAN
4	441095		\$250.00	07/22/15	00014	1161	FARMER, SUSAN
4	441096		\$250.00	07/22/15	00014	1258	FEDOCK, LAURA
4	441097		\$250.00	07/22/15	00014	1418	FELAND, PAULA
4	441098		\$300.00	07/22/15	00014	1244	FIELDS, KARI
4	441099		\$250.00	07/22/15	00014	806	FLYNN, JOSEPH
4	441100		\$250.00	07/22/15	00014	1391	FORSHELL, JASMINE
4	441101		\$250.00	07/22/15	00014	2168	FOSSON, CHARLES
4	441102		\$250.00	07/22/15	00014	1144	FRAZIER, WENDY

58

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441103		\$300.00	07/22/15	00014	1086	GAPP, JAMES
4	441104		\$300.00	07/22/15	00014	1289	GILLARD, GARY & HOULE-GILLARD, YVONNE
4	441105		\$250.00	07/22/15	00014	1303	GLEASON, KATHLEEN
4	441106		\$250.00	07/22/15	00014	1320	GOMEZ, THERESA
4	441107		\$250.00	07/22/15	00014	1213	GOOD, JON
4	441108		\$250.00	07/22/15	00014	2173	GUSTAFSON, REX
4	441109		\$250.00	07/22/15	00014	2174	HAACK, STEVEN
4	441110		\$300.00	07/22/15	00014	1361	HAEG, LYN
4	441111		\$250.00	07/22/15	00014	2175	HAGENS, CYNTHIA
4	441112		\$300.00	07/22/15	00014	1382	HANK, MARK & SHERI
4	441113		\$250.00	07/22/15	00014	2002	HARDY, TRACY
4	441114		\$250.00	07/22/15	00014	1411	HILLESHEIM, LEAH
4	441115		\$300.00	07/22/15	00014	1284	HOEPPNER, CURT
4	441116		\$300.00	07/22/15	00014	2339	JACOBSON, CARRIE
4	441117		\$250.00	07/22/15	00014	1389	JOHNSON, BRYAN
4	441118		\$155.82	07/22/15	00014	1419	JOHNSON, HOLLIE
4	441119		\$300.00	07/22/15	00014	1282	JOHNSON, KRISTIN
4	441120		\$300.00	07/22/15	00014	1420	JOHNSON, LYNDSEY
4	441121		\$300.00	07/22/15	00014	1421	KING, DANETTE
4	441122		\$300.00	07/22/15	00014	1148	KIRATLI, REMZI
4	441123		\$250.00	07/22/15	00014	1185	KISPERT, SCOTT
4	441124		\$300.00	07/22/15	00014	2302	KLOCHAN, LYUDMILA
4	441125		\$250.00	07/22/15	00014	1280	KNICK, KELLI
4	441126		\$250.00	07/22/15	00014	1422	KOCON, MELANIE & TED
4	441127		\$250.00	07/22/15	00014	2033	KUPLIC, THERESA
4	441128		\$250.00	07/22/15	00014	1423	LARSEN, ASHLEY
4	441129		\$300.00	07/22/15	00014	1200	LAXEN, RUTHANNE
4	441130		\$250.00	07/22/15	00014	1236	LENHART, RANI
4	441131		\$250.00	07/22/15	00014	1251	LEONARD, HEATHER
4	441132		\$300.00	07/22/15	00014	2285	LEVOIR, PATRICK
4	441133		\$250.00	07/22/15	00014	2042	LODOEN, JAMES & TERESA
4	441134		\$300.00	07/22/15	00014	1252	LONG, ROSLYNN
4	441135		\$250.00	07/22/15	00014	1260	MAHOWALD, THOMAS
4	441136		\$300.00	07/22/15	00014	1397	MARSH, KATIE
4	441137		\$300.00	07/22/15	00014	1324	MARTELL, AMY
4	441138		\$300.00	07/22/15	00014	2310	MASLOW, KATHY
4	441139		\$300.00	07/22/15	00014	1410	MAYER, PAMELA
4	441140		\$250.00	07/22/15	00014	1424	MCDOWALL, DANIEL
4	441141		\$41.16	07/22/15	00014	1398	MCSWEENEY, PAM
4	441142		\$186.69	07/22/15	00014	1425	MELENDEZ HAGLUND, WANDA
4	441143		\$300.00	07/22/15	00014	1426	MINEA, NICOLE

59

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441144		\$300.00	07/22/15	00014	2241	MIXTER, JODY
4	441145		\$250.00	07/22/15	00014	492	MROZAK, LEO
4	441146		\$250.00	07/22/15	00014	113	NESHEIM, MAUREEN
4	441147		\$300.00	07/22/15	00014	1399	NICKLAUS, ANN
4	441148		\$300.00	07/22/15	00014	1612	NICKLAUS, ANNE
4	441149		\$250.00	07/22/15	00014	1400	O'KEEFE, PAULA
4	441150		\$250.00	07/22/15	00014	1330	OBBER, KIMBERLY
4	441151		\$250.00	07/22/15	00014	891	OLSON, CHARLENE
4	441152		\$250.00	07/22/15	00014	2312	OLSON, LINDA
4	441153		\$250.00	07/22/15	00014	1123	PALMER, HAL & JANE
4	441154		\$300.00	07/22/15	00014	325	PLUNTZ, RICHARD
4	441155		\$300.00	07/22/15	00014	2144	PODEWILS, NICHOLAS
4	441156		\$250.00	07/22/15	00014	2214	POPOVICH, SUE
4	441157		\$250.00	07/22/15	00014	1427	PORNSCHLOEGL, ROMELLE
4	441158		\$250.00	07/22/15	00014	1428	PROKOP, JILL
4	441159		\$250.00	07/22/15	00014	977	PUTZIER, PAUL OR VERONICA
4	441160		\$250.00	07/22/15	00014	2193	QUAST, JAMES
4	441161		\$300.00	07/22/15	00014	2194	RAY, JAYANN
4	441162		\$250.00	07/22/15	00014	1402	REBNEY, LISABETH
4	441163		\$300.00	07/22/15	00014	908	REINHARDT, JAMES
4	441164		\$300.00	07/22/15	00014	2248	REITER, VALERIE
4	441165		\$250.00	07/22/15	00014	1309	RETZLAFF, ROBERTA
4	441166		\$250.00	07/22/15	00014	1371	RINGLING, NANCY
4	441167		\$250.00	07/22/15	00014	1310	ROSZAK, RAELYNN
4	441168		\$300.00	07/22/15	00014	1312	SCHAEFER, SIMON
4	441169		\$250.00	07/22/15	00014	1373	SCHERTLER, WAYNE
4	441170		\$300.00	07/22/15	00014	1131	SCHMID, SHARRY
4	441171		\$300.00	07/22/15	00014	1224	SCHRANTZ, DIANE
4	441172		\$250.00	07/22/15	00014	2253	SHRADER, THERESA
4	441173		\$300.00	07/22/15	00014	1339	SMALLEY, MIKE
4	441174		\$250.00	07/22/15	00014	1429	STASKA, LEAH
4	441175		\$250.00	07/22/15	00014	1405	STORM, DANIELLE
4	441176		\$250.00	07/22/15	00014	1430	SUH, SUNGDAE
4	441177		\$300.00	07/22/15	00014	738	SWANSON, CHARLOTTE
4	441178		\$250.00	07/22/15	00014	1225	TAFESSE, MEKONNEN
4	441179		\$250.00	07/22/15	00014	1342	TERRIO, LIZANNE
4	441180		\$250.00	07/22/15	00014	2325	TEW, MELISSA
4	441181		\$300.00	07/22/15	00014	2255	THUROW, JOSHUA OR HEATHER
4	441182		\$250.00	07/22/15	00014	1273	TREIMER, JULIE
4	441183		\$300.00	07/22/15	00014	1034	TRITSCHLER, CAROLYN
4	441184		\$300.00	07/22/15	00014	2331	VALLIN, KURT
4	441185		\$250.00	07/22/15	00014	1431	VAZQUEZ, ASHLEY

69

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441186		\$250.00	07/22/15	00014	1432	VAZQUEZ, SOPHIA
4	441187		\$300.00	07/22/15	00014	1433	VOGEL, OKSANA
4	441188		\$250.00	07/22/15	00014	1407	VOXLAND, WILLIAM
4	441189		\$250.00	07/22/15	00014	1375	WALKER, ERIN
4	441190		\$250.00	07/22/15	00014	2128	WARNER, ROGER
4	441191		\$250.00	07/22/15	00014	344	WARSAME, KADRA
4	441192		\$300.00	07/22/15	00014	1314	WEAVER, KALLIE & MICHAEL
4	441193		\$300.00	07/22/15	00014	1434	WELSCH, TONI
4	441194		\$300.00	07/22/15	00014	1408	WHITE, ALISON
4	441195		\$300.00	07/22/15	00014	1275	WHITTENBURG, DAWN
4	441196		\$300.00	07/22/15	00014	1228	WILLARD, FRANCES OR MARTY
4	441197		\$300.00	07/22/15	00014	1345	WILLIAMS, REBECCA
4	441198		\$250.00	07/22/15	00014	997	WINTER, CAMILA
4	441199		\$250.00	07/22/15	00014	945	WOLNEY, PETER OR MONICA
4	441200		\$250.00	07/22/15	00014	2132	ZIEGLER, BRAD
4	441201		\$39.95	07/23/15	21633	1	AAPC PUBLISHING
4	441202		\$1,127.81	07/23/15	28551	0	ADVANCED IMAGING SOLUTIONS
4	441203		\$31.92	07/23/15	28147	1	AGROPUR
4	441204		\$15.00	07/23/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	441205		\$116.96	07/23/15	08358	0	BERTELSON TOTAL OFFICE SOLUTIONS
4	441206		\$175.04	07/23/15	00477	0	BIX PRODUCE COMPANY
4	441207		\$422.06	07/23/15	04655	0	BROWN'S ICE CREAM CO.
4	441208		\$3,645.24	07/23/15	02519	0	CENTERPOINT ENERGY
4	441209		\$174,092.75	07/23/15	28300	1	DURHAM SCHOOL SERVICES
4	441210		\$392.61	07/23/15	02333	1	EARTHGRAINS BAKING CO. INC.
4	441211		\$1,000.00	07/23/15	00016	2958	EAST CAROLINA UNIVERSITY
4	441212		\$175.00	07/23/15	20197	0	GARTLAND, MERLAJEAN
4	441213		\$825.00	07/23/15	04248	0	GEYEN, JULIE
4	441214		\$1,335.64	07/23/15	03372	0	HEALY AWARDS, INC.
4	441215		\$861.27	07/23/15	09046	0	HI TECH REFRIGERATION
4	441216		\$1,585.77	07/23/15	27633	0	KELLY SERVICES, INC.
4	441217		\$352.50	07/23/15	26743	0	KIDCREATE STUDIO
4	441218		\$500.00	07/23/15	00016	2957	LARSON, AMANDA
4	441219		\$1,000.00	07/23/15	00016	2956	LIEN, LINDA
4	441220		\$75.00	07/23/15	29218	0	MEACHAM, NICHOLAS
4	441221		\$558.60	07/23/15	24921	0	MECA SPORTSWEAR
4	441222		\$627.07	07/23/15	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	441223		\$70.00	07/23/15	22324	0	MULTILINGUAL WORD, INC.
4	441224		\$1,000.00	07/23/15	00016	2954	NGO, RANDY
4	441225		\$2,500.00	07/23/15	00016	2955	NHAN, BENJAMIN
4	441226		\$1,993.00	07/23/15	03268	0	PACER CENTER, INC.

61

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441227		\$1,215.00	07/23/15	03055	4	PITNEY BOWES
4	441228		\$1,000.00	07/23/15	00016	2953	RACEK, DEREK
4	441229		\$361.00	07/23/15	22918	0	SIGN PRODUCERS, INC.
4	441230		\$67,512.88	07/23/15	28611	0	SOUTHWEST METRO EDUCATIONAL CO
4	441231		\$4,591.02	07/23/15	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	441232		\$1,100.00	07/23/15	26627	0	THE PLAYS THE THING PRODUCTIONS
4	441233		\$2,238.00	07/23/15	21008	0	TLC SPECIAL TRANSPORTATION
4	441234		\$178.75	07/23/15	28962	1	TOPPERS PIZZA BURNSVILLE
4	441235		\$1,703.32	07/23/15	22123	1	TOTAL FILTRATION SERVICES, INC.
4	441236		\$431.33	07/23/15	29053	0	TWIN CITY MECHANICAL, INC.
4	441237		\$346.64	07/23/15	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	441238		\$1,000.00	07/23/15	08798	24	UNIVERSITY OF MINNESOTA - ROCHESTER
4	441239		\$1,000.00	07/23/15	08798	23	UNIVERSITY OF MINNESOTA, TWIN CITIES
4	441240		\$145.00	07/23/15	08595	0	UNIVERSITY OF MINNESOTA-TUITION
4	441241		\$1,000.00	07/23/15	00016	2952	UNIVERSITY OF MISSOURI
4	441242		\$1,000.00	07/23/15	22395	3	UNIVERSITY OF NORTH DAKOTA
4	441243		\$58.00	07/23/15	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	441244		\$580.00	07/23/15	04603	1	VARSITY SPIRIT FASHIONS
4	441245		\$219.00	07/24/15	00045	2	ASBO INTERNATIONAL
4	441246		\$30.00	07/24/15	26711	1	BURNSVILLE FIRE MUSTER
4	441247		\$33.95	07/24/15	00001	1666	CARLETON, KATHERINE
4	441248		\$510.27	07/24/15	02781	5	CENTURYLINK
4	441249		\$60.00	07/24/15	28260	0	CHOY, SERGIO R.
4	441250		\$240.00	07/24/15	25919	0	CORDOVA, LETICIA
4	441251		\$239.40	07/24/15	06013	0	CULLIGAN
4	441252		\$24,300.00	07/24/15	27092	0	CUSTOM EDUCATION SOLUTIONS
4	441253		\$750.00	07/24/15	29236	0	DALY, STEVE
4	441254		\$360.00	07/24/15	20524	0	DEWALD, RINA C.
4	441255		\$325.00	07/24/15	27841	3	EAST RIDGE WRESTLING BOOSTERS
4	441256		\$89.10	07/24/15	24675	3	ELDER RESOURCE ASSOCIATION
4	441257		\$1,595.00	07/24/15	20324	1	GURSTEL,STALOCH & CHARGO PA
4	441258		\$170.00	07/24/15	01856	0	IND. SCHOOL DIST. 271
4	441259		\$400.00	07/24/15	29251	0	INNOVATIONS IN EDUCATION CONSORTIUM
4	441260		\$113.00	07/24/15	27225	0	K&K EXPRESS, LLC
4	441261		\$1,833.85	07/24/15	27633	0	KELLY SERVICES, INC.
4	441262		\$440.00	07/24/15	09181	1	MN ADMINISTRATOR FOR SPECIAL EDUCATION (MASE)
4	441263		\$447.00	07/24/15	09181	0	MN ASSOC OF SCHOOL ADMINISTRATORS (MASA)
4	441264		\$896.00	07/24/15	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS

62

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
							ASSOC (MESPA)
4	441265		\$137.31	07/24/15	03519	0	NAPA AUTO PARTS
4	441266		\$1,000.00	07/24/15	28785	1	PRODOCON, INC
4	441267		\$231.00	07/24/15	00000	8790	RAYMO, JUDY
4	441268		\$20.00	07/24/15	00016	2769	SCHWARZ, DARCIÉ
4	441269		\$31.20	07/24/15	27563	0	SHRED RIGHT
4	441270		\$24,290.00	07/24/15	02217	1	SIEMENS INDUSTRY, INC.
4	441271		\$1,285.23	07/24/15	03587	1	SIMPLEX GRINNELL
4	441272		\$6,000.00	07/24/15	26921	0	SOUTH SUBURBAN CONFERENCE
4	441273		\$1,636.77	07/24/15	03802	0	TRIO SUPPLY
4	441274		\$5,196.95	07/24/15	28399	0	UNITED CEREBRAL PALSY SEGUIN (UCP SEGUIN)
4	441275		\$7,134.44	07/24/15	04417	1	US FOODS INC
4	441276		\$125.00	07/24/15	05320	12	WASC
4	441277		\$200.00	07/24/15	29252	0	YOUTH DANCE ENSEMBLE
4	441278		\$285.95	08/01/15	21489	1	ACCURATE LABEL DESIGNS
4	441279		\$4,299.31	08/01/15	28147	1	AGROPUR
4	441280	Unissued	\$0.00	08/01/15	28147	1	AGROPUR
4	441281	Unissued	\$0.00	08/01/15	28147	1	AGROPUR
4	441282		\$42.00	08/01/15	27249	1	AKT, INC.
4	441283		\$129.75	08/01/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	441284		\$1,775.54	08/01/15	03178	1	AQUA LOGIC, INC.
4	441285		\$117.13	08/01/15	00428	0	ARAMARK
4	441286		\$322.55	08/01/15	09833	0	ARMSTRONG MEDICAL INDUSTRIES, INC.
4	441287		\$28.44	08/01/15	00098	1	ASCD
4	441288		\$516.60	08/01/15	03197	0	ATTAINMENT CO., INC.
4	441289		\$127.60	08/01/15	00525	1	AutismShop.com
4	441290		\$117.95	08/01/15	03931	0	BERRY COFFEE COMPANY
4	441291		\$24.90	08/01/15	21653	0	BEYOND PLAY, LLC
4	441292		\$1,833.08	08/01/15	00477	0	BIX PRODUCE COMPANY
4	441293	Unissued	\$0.00	08/01/15	00477	0	BIX PRODUCE COMPANY
4	441294		\$4,499.28	08/01/15	00397	0	BRO-TEX, INC.
4	441295		\$43.45	08/01/15	28205	0	BROOKES PUBLISHING
4	441296		\$177.92	08/01/15	04655	0	BROWN'S ICE CREAM CO.
4	441297		\$150.00	08/01/15	00673	0	BURNSVILLE, CITY OF
4	441298		\$722.00	08/01/15	06651	0	CAMPBELL-LOGAN BINDERY
4	441299		\$5,277.95	08/01/15	20289	1	CDW GOVERNMENT, INC.
4	441300		\$370.61	08/01/15	25513	1	CHURCH OFFSET PRINTING, INC.
4	441301		\$371.94	08/01/15	00647	0	CROWN RENTAL, INC.
4	441302		\$40.00	08/01/15	00645	2	CUB FOODS
4	441303		\$99.03	08/01/15	00645	4	CUB FOODS
4	441304		\$18,955.30	08/01/15	00782	1	CURRICULUM ASSOCIATES, INC.

63

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441305		\$218.82	08/01/15	00837	1	DEMCO, INC.
4	441306		\$1,139.70	08/01/15	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	441307		\$390.00	08/01/15	07350	0	DOMINO'S PIZZA
4	441308		\$259.00	08/01/15	29247	0	ERGO DESKTOP
4	441309		\$103.58	08/01/15	04145	0	FREE SPIRIT PUBLISHING, INC.
4	441310		\$208.00	08/01/15	01541	1	GENERAL PARTS, LLC
4	441311		\$2,486.86	08/01/15	01458	1	GOPHER
4	441312		\$4,130.88	08/01/15	04387	1	GRAINGER
4	441313		\$426.00	08/01/15	28139	1	HEARTLAND PAYMENT SOLUTIONS
4	441314		\$2,555.60	08/01/15	01436	2	HEINEMANN EDUCATIONAL BOOKS
4	441315		\$599.61	08/01/15	09318	1	HILLYARD INC - MINNEAPOLIS
4	441316		\$42.61	08/01/15	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	441317		\$1,470.30	08/01/15	28877	0	INTERSTATE ALL BATTERY CENTER
4	441318		\$321.10	08/01/15	29176	0	IPEVO, INC.
4	441319		\$46.76	08/01/15	02058	1	JOHN HENRY FOSTER MINNESOTA, INC.
4	441320		\$64.75	08/01/15	06157	0	JONES SCHOOL SUPPLY COMPANY, INC.
4	441321		\$15,150.00	08/01/15	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	441322		\$398.85	08/01/15	02203	0	LAKESHORE LEARNING MATERIALS
4	441323		\$4,157.20	08/01/15	27253	0	LANDS BEST FOODS LLC
4	441324		\$440.00	08/01/15	20190	0	MANGRUM-STRICHART LEARNING RESOURCES
4	441325		\$492.28	08/01/15	02544	1	MTI DISTRIBUTING CO.
4	441326		\$299.98	08/01/15	25372	4	NCS PEARSON INC
4	441327		\$528.50	08/01/15	02489	1	OFFICE DEPOT COMPANY
4	441328		\$875.00	08/01/15	03695	0	OVERHEAD DOOR COMPANY OF THE NORTHLAND
4	441329		\$447.21	08/01/15	03116	1	PEARSON EDUCATION
4	441330		\$72.91	08/01/15	07235	0	REALLY GOOD STUFF
4	441331		\$544.45	08/01/15	03196	3	SCHOLASTIC INC.
4	441332		\$2,660.02	08/01/15	03587	1	SIMPLEX GRINNELL
4	441333		\$20.00	08/01/15	03553	0	SOUTHPAW ENTERPRISES, INC.
4	441334		\$139.59	08/01/15	28582	0	SOUTHWEST STRINGS
4	441335		\$589.73	08/01/15	03689	0	STATE SUPPLY CO., INC.
4	441336		\$314.00	08/01/15	00826	1	TIERNEY BROTHERS, INC.
4	441337		\$374.80	08/01/15	01237	1	TOYS FOR SPECIAL CHILDREN, INC.
4	441338		\$129.06	08/01/15	04204	4	VIRCO INC
4	441339		\$100.00	07/30/15	00017	0	AIM ELECTRONICS, INC.
4	441340		\$23.00	07/30/15	06215	0	AIRPORT TAXI, INC.
4	441341		\$333.50	07/30/15	27125	0	ALLEN, DARIEL J.
4	441342		\$303.20	07/30/15	00386	1	BARNES & NOBLE INC
4	441343		\$1,000.00	07/30/15	00016	2960	BERGSTEN, RILEY
4	441344		\$2,040.00	07/30/15	00673	0	BURNSVILLE, CITY OF

64

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441345		\$97.08	07/30/15	02519	0	CENTERPOINT ENERGY
4	441346		\$1,676.33	07/30/15	00502	0	CORNERSTONE COPY CENTER
4	441347		\$1,883.00	07/30/15	27288	0	DAKOTA UNLIMITED, INC.
4	441348		\$1,000.00	07/30/15	29105	0	DANG, IVY
4	441349		\$128.75	07/30/15	09272	2	ECM PUBLISHERS, INC.
4	441350		\$1,000.00	07/30/15	00016	2959	EHLERS, DREW
4	441351		\$368.21	07/30/15	24275	0	FAGERNESS, JOYCE
4	441352		\$1,000.00	07/30/15	00016	2961	FEE, AMANDA
4	441353		\$150.00	07/30/15	03622	2	GALE/CENGAGE LEARNING
4	441354		\$75,561.24	07/30/15	27811	0	HEADWAY EMOTIONAL HEALTH SERVICES
4	441355		\$1,000.00	07/30/15	00016	2962	HEIM, MARIE
4	441356		\$12.75	07/30/15	00862	3	HERFF JONES, INC.
4	441357		\$45.00	07/30/15	08543	6	MN DEPT OF HEALTH
4	441358		\$424.00	07/30/15	26466	0	MN HIGHWAY SAFETY & RESEARCH CENTER
4	441359		\$1,655.08	07/30/15	03026	3	P.E.R.A.
4	441360		\$789.00	07/30/15	27076	0	PROFORMA
4	441361		\$901.35	07/30/15	25729	0	RENT N' SAVE PORTABLE SERVICES
4	441362		\$3,339.90	07/30/15	28611	0	SOUTHWEST METRO EDUCATIONAL CO
4	441363		\$278.13	07/30/15	E7415	0	UMHOFER, THOMAS C
4	441364		\$150.00	07/30/15	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	441365		\$10,064.85	07/31/15	28551	1	ADVANCED IMAGING SOLUTIONS
4	441366		\$55.50	07/31/15	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	441367		\$354.00	07/31/15	22108	0	AYAQUICA, SHERI
4	441368		\$6,072.00	07/31/15	28803	0	BACKUPIFY, INC.
4	441369		\$1,253.90	07/31/15	03299	1	BSN SPORTS, INC.
4	441370		\$1,750.00	07/31/15	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	441371		\$30.00	07/31/15	26711	1	BURNSVILLE FIRE MUSTER
4	441372		\$30.00	07/31/15	26711	1	BURNSVILLE FIRE MUSTER
4	441373		\$250.00	07/31/15	21809	0	BURPEE, MIKE
4	441374		\$165.00	07/31/15	28260	0	CHOY, SERGIO R.
4	441375	Void	\$7,163.32	07/31/15	00502	0	CORNERSTONE COPY CENTER
4	441376		\$200.00	07/31/15	07857	4	DAKOTA COUNTY 4-H
4	441377		\$124.00	07/31/15	00000	9364	DAY, BARBARA
4	441378		\$21,235.00	07/31/15	05154	1	DISCOVERY EDUCATION
4	441379		\$49.00	07/31/15	00000	7118	HANSON, KENNETH
4	441380		\$140.00	07/31/15	20523	0	JONES, SCOTT
4	441381		\$38,512.03	07/31/15	28503	1	LINA
4	441382		\$15.00	07/31/15	00000	7209	LIPONIKY, ROSE
4	441383		\$192.00	07/31/15	26890	0	LOVLIE, CHRISTINE
4	441384		\$700.00	07/31/15	26229	0	MARCIO, STEVE
4	441385		\$1,440.00	07/31/15	25512	0	MAYER ARTS, INC.

65

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441386		\$316.05	07/31/15	27590	0	MCBRIDE, DEBORA
4	441387		\$184.00	07/31/15	23866	0	MESSERLI & KRAMER PA
4	441388		\$720.00	07/31/15	24659	0	MINNESOTA SWORD PLAY
4	441389		\$30.00	07/31/15	01596	12	MN DEPT OF EDUCATION
4	441390		\$84.00	07/31/15	26466	0	MN HIGHWAY SAFETY & RESEARCH CENTER
4	441391		\$200.00	07/31/15	03288	1	MN LITERACY COUNCIL
4	441392		\$9,000.00	07/31/15	21301	3	MN STATE UNIVERSITY-MANKATO
4	441393		\$1,530.00	07/31/15	29256	0	MRA-THE MANAGEMENT ASSOCIATION, INC.
4	441394		\$3,344.86	07/31/15	04476	0	NATIONAL TREASURE KUNG FU INC
4	441395		\$128.00	07/31/15	08769	0	NCPERS MINNESOTA
4	441396		\$500.00	07/31/15	29171	0	PERFORMANT RECOVERY INC
4	441397		\$1,751.46	07/31/15	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	441398		\$1,930.60	07/31/15	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	441399		\$227.00	07/31/15	28277	0	ROBERT J. BRUNO, LTD
4	441400		\$4,653.40	07/31/15	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	441401		\$445.00	07/31/15	25227	0	SOLBERG, STACY
4	441402		\$418.30	07/31/15	28502	0	THE MCDOWELL AGENCY, INC.
4	441403		\$7,068.04	07/31/15	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	441404		\$481.00	07/31/15	02813	5	US DEPARTMENT OF EDUCATION
4	441405		\$89.00	07/31/15	00000	7208	WELLNER, HOPE
4	441406		\$2,784.22	08/04/15	02483	0	INTEGRA TELECOM
4	441407		\$32,396.90	08/04/15	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
4	441408		\$5,075.17	08/04/15	26241	0	M&E REALTY COMPANY
4	441409		\$11,668.50	08/04/15	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	441410		\$595.40	08/04/15	09589	5	NEOPOST GREAT PLAINS
4	441411		\$193.98	08/04/15	09589	2	NEOPOST USA INC
4	441412		\$9,375.00	08/04/15	09588	1	SAVAGE, CITY OF
4	441413		\$20.00	08/04/15	09588	4	SAVAGE, CITY OF
4	441414		\$230.00	08/04/15	25672	0	SPECIAL DELIVERY OF MINNESOTA, INC
4	441415		\$4,650.00	08/04/15	27742	0	STRATEGIC SOURCE INC
4	441416		\$202,330.75	08/04/15	08203	1	TIES
4	441417		\$1,575.50	08/04/15	21008	0	TLC SPECIAL TRANSPORTATION
4	441418		\$3,660.73	08/04/15	04417	1	US FOODS INC
4	441419	Unissued	\$0.00	08/04/15	04417	1	US FOODS INC
4	441420		\$11.42	08/04/15	02776	0	XCEL ENERGY
4	441421		\$118.00	08/06/15	03931	0	BERRY COFFEE COMPANY
4	441422		\$500.00	08/06/15	29098	0	BOTZ, SYDNEY LAURA
4	441423		\$1,000.00	08/06/15	00016	2967	COX, DELANEY
4	441424		\$700.00	08/06/15	23990	0	FUTURA LANGUAGE PROFESSIONALS

66

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441425		\$99.10	08/06/15	00862	3	HERFF JONES, INC.
4	441426		\$2,865.55	08/06/15	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	441427		\$1,000.00	08/06/15	00016	2966	KUSNIEREK, ANDREW
4	441428		\$1,500.00	08/06/15	00016	2965	LIM, JASMINE
4	441429		\$784.97	08/06/15	02196	0	MACKIN EDUCATIONAL RESOURCES
4	441430		\$30.00	08/06/15	08865	10	METRO ECSU-REGION 11 ISD#920
4	441431		\$1,000.00	08/06/15	00016	2963	NOTERMANN, JACOB
4	441432		\$200.00	08/06/15	29209	0	RUSTAD, COURTNEY
4	441433		\$384.89	08/06/15	25097	1	SCHOOL SPECIALTY INC
4	441434		\$22.61	08/06/15	03703	0	SUPREME SCHOOL SUPPLY
4	441435		\$1,517.09	08/06/15	08203	1	TIES
4	441436		\$68.00	08/06/15	27429	1	TRANSWORLD SYSTEMS, INC.
4	441437		\$1,000.00	08/06/15	00016	2964	VUONG, SUNNY
4	441438		\$915.00	08/07/15	29258	0	AKERSON, ELIZABETH
4	441439		\$30.00	08/07/15	26711	1	BURNSVILLE FIRE MUSTER
4	441440		\$266.00	08/07/15	08957	1	BURNSVILLE ROTARY BREAKFAST
4	441441		\$266.02	08/07/15	02781	5	CENTURYLINK
4	441442		\$1,800.00	08/07/15	27322	0	CLIFTONLARSONALLEN, LLP
4	441443		\$9.02	08/07/15	26565	1	COMCAST
4	441444		\$7,169.91	08/07/15	00502	0	CORNERSTONE COPY CENTER
4	441445		\$9,873.66	08/07/15	28504	0	CORPORATE HEALTH SYSTEMS, INC.
4	441446		\$641.60	08/07/15	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	441447		\$379.00	08/07/15	29235	0	FISLER DATA, LLC
4	441448		\$975.00	08/07/15	04248	0	GEYEN, JULIE
4	441449		\$576.08	08/07/15	29255	0	GILLINGHAM, LLC
4	441450		\$130.00	08/07/15	01657	0	GOVERNMENT TRAINING SERVICES, INC.
4	441451		\$3,950.82	08/07/15	27633	0	KELLY SERVICES, INC.
4	441452		\$250.00	08/07/15	00014	2238	MCMANMON, GEORGE
4	441453		\$500.00	08/07/15	02491	0	MIDWEST BAND INSTRUMENT SERV.
4	441454		\$308.58	08/07/15	26724	0	MIDWEST MAILING SYSTEMS, INC.
4	441455		\$630.00	08/07/15	22324	0	MULTILINGUAL WORD, INC.
4	441456		\$2,000.00	08/07/15	08798	12	REGENTS OF THE UNIVERSITY OF MINNESOTA
4	441457		\$35.00	08/07/15	08894	1	SOUTH ST. PAUL SCHOOLS
4	441458		\$190.65	08/07/15	28502	0	THE MCDOWELL AGENCY, INC.
4	441459		\$130.00	08/07/15	00016	2796	THEP, SAMANTHA
4	441460		\$249.95	08/07/15	04025	0	U-HAUL MOVING & STORAGE
4	441461		\$188.00	08/07/15	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	441462		\$63.00	08/07/15	22327	0	WOLLAN, TOM SR.
4	441463		\$74.65	08/11/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	441464		\$46.50	08/11/15	28404	0	BOOTH LAW GROUP PLLC
4	441465		\$15,336.89	08/11/15	04226	0	BURNSVILLE, CITY OF

67

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441466	Unissued	\$0.00	08/11/15	04226	0	BURNSVILLE, CITY OF
4	441467		\$1,683.04	08/11/15	01880	5	IND. SCHOOL DIST. 194
4	441468		\$1,500.00	08/11/15	00016	2969	JOHNSON, LAUREN
4	441469		\$1,500.00	08/11/15	00016	2970	LYNCH, NICOLE
4	441470		\$53,873.95	08/11/15	02544	1	MTI DISTRIBUTING CO.
4	441471		\$2,493.73	08/11/15	20491	0	SAVAGE, DAWN
4	441472		\$31.20	08/11/15	27563	0	SHRED RIGHT
4	441473		\$24.50	08/11/15	03467	0	TAMS WITMARK MUSIC
4	441474		\$1,582.40	08/16/15	28147	1	AGROPUR
4	441475	Unissued	\$0.00	08/16/15	28147	1	AGROPUR
4	441476	Unissued	\$0.00	08/16/15	28147	1	AGROPUR
4	441477	Unissued	\$0.00	08/16/15	28147	1	AGROPUR
4	441478		\$65.60	08/16/15	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	441479		\$1,737.00	08/16/15	00249	1	APPLE COMPUTER INC.
4	441480		\$79.00	08/16/15	00106	0	AQUA ENGINEERING, INC.
4	441481		\$8,910.11	08/16/15	08358	0	BERTELSON TOTAL OFFICE SOLUTIONS
4	441482		\$2,357.95	08/16/15	00477	0	BIX PRODUCE COMPANY
4	441483	Unissued	\$0.00	08/16/15	00477	0	BIX PRODUCE COMPANY
4	441484		\$306.71	08/16/15	04655	0	BROWN'S ICE CREAM CO.
4	441485		\$2,775.00	08/16/15	00707	1	CARRIER CORPORATION
4	441486		\$3,306.74	08/16/15	20289	1	CDW GOVERNMENT, INC.
4	441487		\$1,836.00	08/16/15	26628	0	CENTRAL FIRE PROTECTION, INC.
4	441488		\$375.89	08/16/15	03866	0	CONTINENTAL CLAY COMPANY
4	441489		\$87.19	08/16/15	00576	1	DELTA EDUCATION
4	441490		\$165.60	08/16/15	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	441491		\$135.00	08/16/15	07350	0	DOMINO'S PIZZA
4	441492		\$222.30	08/16/15	01064	2	EARL F. ANDERSEN
4	441493		\$6,180.00	08/16/15	01078	0	ELECTRO WATCHMAN, INC.
4	441494		\$510.00	08/16/15	26949	0	FAIRFIELD GLASS & WINDOW, INC.
4	441495		\$212.25	08/16/15	26109	0	FIELD ENVIRONMENTAL CONSULTING, INC.
4	441496		\$287.80	08/16/15	01235	1	FLAGHOUSE INC.
4	441497		\$1,036.32	08/16/15	01458	1	GOPHER
4	441498		\$743.95	08/16/15	04387	1	GRAINGER
4	441499		\$185.00	08/16/15	01792	1	HAL LEONARD CORPORATION
4	441500		\$3,338.96	08/16/15	09318	1	HILLYARD INC - MINNEAPOLIS
4	441501		\$2,076.83	08/16/15	02235	2	HM RECEIVABLES CO LLC
4	441502		\$705.86	08/16/15	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	441503		\$680.00	08/16/15	29071	0	JOBS FOUNDATION/TECH DUMP
4	441504		\$523.00	08/16/15	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	441505		\$606.76	08/16/15	02203	0	LAKE SHORE LEARNING MATERIALS
4	441506		\$4,254.65	08/16/15	27439	1	LEARNING A-Z

68

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441507		\$3,007.03	08/16/15	04255	1	LOYOLA PRESS
4	441508		\$700.00	08/16/15	02196	0	MACKIN EDUCATIONAL RESOURCES
4	441509		\$1,319.50	08/16/15	28793	1	MANSFIELD OIL COMPANY
4	441510		\$263.69	08/16/15	27932	1	MATHESON TRI-GAS, INC.
4	441511		\$2,569.75	08/16/15	08999	1	MEI TOTAL ELEVATOR SOLUTIONS
4	441512		\$2,435.00	08/16/15	27063	0	MIDWEST BLINDS
4	441513		\$507.77	08/16/15	02544	1	MTI DISTRIBUTING CO.
4	441514		\$68.61	08/16/15	03519	0	NAPA AUTO PARTS
4	441515		\$31.03	08/16/15	02704	0	NASCO
4	441516		\$6.33	08/16/15	02489	1	OFFICE DEPOT COMPANY
4	441517		\$110.70	08/16/15	28883	0	OFFICESUPPLY.COM
4	441518		\$1,050.00	08/16/15	03695	0	OVERHEAD DOOR COMPANY OF THE NORTHLAND
4	441519		\$2,486.95	08/16/15	03116	1	PEARSON EDUCATION
4	441520		\$967.15	08/16/15	25372	5	PEARSON EDUCATION INC
4	441521		\$280.00	08/16/15	21744	0	QUALITY AIR MECHANICAL, INC.
4	441522		\$1,513.67	08/16/15	07235	0	REALLY GOOD STUFF
4	441523		\$1,409.27	08/16/15	23374	0	RECYCLE TECHNOLOGIES, INC.
4	441524	Unissued	\$0.00	08/16/15	23374	0	RECYCLE TECHNOLOGIES, INC.
4	441525		\$344.22	08/16/15	05511	0	RED WING SHOE STORE
4	441526		\$1,381.89	08/16/15	21851	0	RED WING SHOE STORE
4	441527		\$55.97	08/16/15	03364	0	REMEDIA PUBLICATIONS, INC.
4	441528		\$198.00	08/16/15	28528	0	ROCK HARD LANDSCAPE SUPPLY
4	441529		\$109.95	08/16/15	04605	0	SADDLEBACK EDUCATIONAL, INC.
4	441530		\$1,562.93	08/16/15	07194	1	SAGE PUBLICATIONS, INC.
4	441531		\$745.24	08/16/15	03196	3	SCHOLASTIC INC.
4	441532		\$204.47	08/16/15	03196	6	SCHOLASTIC INC.
4	441533		\$62.63	08/16/15	03537	1	SCHOOL HEALTH SUPPLY CO., INC.
4	441534		\$808.25	08/16/15	02397	2	SCHOOL MATE
4	441535		\$744.28	08/16/15	25097	1	SCHOOL SPECIALTY INC
4	441536		\$23,945.73	08/16/15	03587	1	SIMPLEX GRINNELL
4	441537	Unissued	\$0.00	08/16/15	03587	1	SIMPLEX GRINNELL
4	441538	Unissued	\$0.00	08/16/15	03587	1	SIMPLEX GRINNELL
4	441539		\$262.46	08/16/15	03689	0	STATE SUPPLY CO., INC.
4	441540		\$196.35	08/16/15	23094	0	STUDIES WEEKLY, INC.
4	441541		\$359.59	08/16/15	03658	0	SUBSCRIPTION SERVICES OF AMERICA INC.
4	441542		\$878.01	08/16/15	02434	0	SUCCESS BY DESIGN
4	441543		\$81.49	08/16/15	03703	0	SUPREME SCHOOL SUPPLY
4	441544		\$574.84	08/16/15	02899	0	TESSMAN COMPANY
4	441545		\$1,499.00	08/16/15	00826	1	TIERNEY BROTHERS, INC.
4	441546		\$10.94	08/16/15	01032	1	TREND ENTERPRISES, INC.
4	441547		\$32.20	08/16/15	04037	1	TRIARCO ARTS & CRAFTS

69

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	441548		\$648.34	08/16/15	03802	0	TRIO SUPPLY
4	441549		\$653.00	08/16/15	04498	2	TRUGREEN PROCESSING CENTER
4	441550		\$1,751.00	08/16/15	04498	0	TRUGREEN-CHEMLAWN
4	441551		\$827.40	08/16/15	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	441552		\$80.72	08/16/15	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	441553		\$1,340.00	08/16/15	04337	1	WENGER CORPORATION
4	441554		\$1,375.10	08/16/15	04377	0	WIGEN COMPANIES, INC. #86
4	441555		\$3,572.69	08/16/15	04484	1	ZANER-BLOSER
Check Count	495	Grand Total	\$1,202,000.07				

70

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	101101		\$186,284.65	07/29/15	04517	0	MCNAMARA CONTRACTING, INC.
3	101102		\$4,300.00	07/30/15	27888	1	NORTHERN TECHNOLOGIES, INC.
3	101103		\$375.00	07/30/15	27356	0	TERHAAR, ARCHIBALD, PFEFFERLE & GRIEBEL, LLP
3	101104		\$267.80	07/31/15	09272	2	ECM PUBLISHERS, INC.
3	101105		\$426.00	07/31/15	01078	0	ELECTRO WATCHMAN, INC.
3	101106		\$32,446.00	07/31/15	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
3	101107		\$2,900.00	08/07/15	28566	0	AHERN, PATRICK
3	101108		\$140,410.00	08/07/15	29211	0	DERAU CONSTRUCTION, LLC
3	101109		\$267.80	08/07/15	09272	2	ECM PUBLISHERS, INC.
3	101110		\$46,242.10	08/07/15	05805	0	HILLER'S FLOORING AMERICA
3	101111		\$3,749.31	08/06/15	01078	0	ELECTRO WATCHMAN, INC.
3	101112		\$55,663.00	08/06/15	29165	0	WENCK CONSTRUCTION, INC.
Check Count	12	Grand Total	\$473,331.66				

71



**Agenda II.B.6
September 10, 2015**

To: Board of Education, Members
From: Dr. Joe Gothard, Superintendent
Date: September 3, 2015
Re: Board Policies

RECOMMENDATION: Approve, on a second reading basis, Board Policies 405: *Veteran's Preference (rescind GCDCA)*, 407: *Employee Right to Know-Exposure to Hazardous Substances (rescind GBED)*, 408: *Subpoena of a School District Employee (rescind GBLAC)*, 414: *Mandated Reporting of Child Neglect or Physical or Sexual Abuse*, 415: *Mandated Reporting of Maltreatment of Vulnerable Adults*, 422: *Policies Incorporated by Reference*, 423: *Employee-Student Relationships (rescind 423-R)*, 424: *License Status*, 427: *Workload Limits for Certain Special Education Teachers* and 509: *Enrollment of Nonresident Students-Regulation*.

Administration and the Policy Review Committee have reviewed these policies and recommend approval on a second reading basis.

Policies are attached for your review.

Adopted: 7/2001
Reviewed: 8/13/2015
Revised: 8/27/2015
Rescinds: GCDCA

Burnsville-Eagan-Savage School District Policy 405

405 VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. Independent School District 191's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a nondisabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

- D. Eligibility for and application of veteran’s preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran’s preference.
- F. The school district’s policy is to use a 100-point hiring system to enable allocation of veteran’s preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran’s preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district’s personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran’s Preference)
 Minn. Stat. § 197.455 (Veteran’s Preference Applied)
 Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: Burnsville-Eagan-Savage School District Policy 401 (Equal Employment Opportunity)

Adopted: 7/2001
Reviewed: 8/13/2015
Revised: 8/27/2015
Rescinds: GBED

Burnsville-Eagan-Savage School District Policy 407

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a

significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: Burnsville-Eagan-Savage School District Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)

Burnsville-Eagan-Savage School District Policy 807 (Health and Safety Policy)

Adopted: 8/2006
Reviewed: 8/13/2015
Revised: 8/27/2015
Rescinds: GBLAC

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

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

2. Federal Law

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

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.

IV. APPLICATION AND PROCEDURES

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

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

Cross References: Burnsville-Eagan-Savage School District Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: 07/2001
Reviewed: 8/13/2015
Revised: 8/27/2015
Rescinds: GBHA

Burnsville-Eagan-Savage School District Policy 414

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and

depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- I. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- J. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- K. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- L. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.

- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing

safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a

reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear on the district website.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

XI. CONTACTS

The Individualized Student Services Office may be contacted regarding this policy at (952) 707-6261.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: Burnsville-Eagan-Savage School District Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: 7/2001
Reviewed: 8/13/2015
Revised: 8/27/2015
Rescinds: GBHAB

Burnsville-Eagan-Savage School District Policy 415

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs if any school personnel fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who have reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult’s will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.
- E. “Financial Exploitation” means a breach of a fiduciary duty by an actor’s unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor’s failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult’s funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult’s will for the profit or advantage of another.
- F. “Vulnerable Adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services at or from a licensed facility which serves adults as set forth in Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or home care provider service; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual’s ability to adequately provide the person’s own care without assistance or supervision and, because of the dysfunction or infirmity and

need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the designated county entity.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual

damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

VII. CONTACTS

The Human Resources Office can be contacted relative to this policy at (952) 707-2010.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

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 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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Adopted: 8/27/2015
Reviewed: 8/13/2015
Revised:
Rescinds:

Burnsville-Eagan-Savage School District Policy 422

422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

- Policy 102 Equal Educational Opportunity
- Policy 103 Complaints – Students, Employees, Parents, Other Persons
- Policy 206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
- Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student
- Policy 305 Policy Implementation
- Policy 505 Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
- Policy 507 Corporal Punishment
- Policy 510 Student Activities
- Policy 511 Student Fundraising
- Policy 517 Student Recruiting
- Policy 518 DNR-DNI Orders
- Policy 519 Interviews of Students by Outside Agencies
- Policy 524 Internet Acceptable Use and Safety Policy
- Policy 525 Violence Prevention
- Policy 610 Field Trips
- Policy 710 Extracurricular Transportation
- Policy 711 Video Recording on School Buses
- Policy 712 Video Surveillance Other Than on Buses
- Policy 802 Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References:

Cross References:

Adopted: 4/2001
Reviewed: 8/13/2015
Revised: 8/27/2015
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.
- 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 Burnsville-Eagan-Savage School District Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation 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 Board of Teaching 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.

VI. CONTACTS

The Executive Director of Human Resources may be contacted relative to this policy at (952) 707-2010.

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Minnesota Board of Teaching)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)
Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)
Minn. Stat. § 626.556 (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 8700.7500 (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: 8/27/2015
Reviewed: 8/13/2015
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Rescinds:

424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies through the Minnesota education licensing system available on the Minnesota Department of Education website that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent or designee will immediately investigate the circumstances surrounding the lack of

license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Highly Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References:

Adopted: 04/23/2015
Reviewed: 8/13/2015
Revised: 8/27/2015
Rescinds:

Burnsville-Eagan-Savage School District Policy 509

509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;

3. selling or soliciting the sale of a controlled substance while at school or a school function; or
 4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
 2. athletic or extracurricular ability of a student;
 3. disabling conditions of a student;
 4. a student's proficiency in the English language;
 5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.
- D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education (that enrollment form follows this policy).
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students and applications related to an approved integration and achievement plan must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website. Refer to 509R: Enrollment of Nonresident Students for the Variance/Open Enrollment process.
- F. Exclusion
1. Administrator's initial determination. If a school district administrator or the administrator designee knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator or the administrator designee will transmit the application to the superintendent with a recommendation of whether exclusion

proceedings should be initiated.

2. Superintendent's review. The superintendent or the superintendent's designee may make further inquiries. If the superintendent or designee determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent or designee determines that the applicant should be excluded, the superintendent or designee will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district,

who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

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

Adopted: 8/27/2015
Reviewed: 8/13/2015
Revised:
Rescinds:

509R ENROLLMENT OF NONRESIDENT STUDENTS

Variance/Open Enrollment Process

All students enroll through options 1, 2 or 3 below:

Option 1: No additional applications beyond registration are required for students who live inside the elementary school attendance boundary.

Option 2: Students desiring to enroll in an elementary school outside of their attendance area will need to complete a variance application for the school they desire to attend at the enrollment center. Applicants for magnet programs may need to complete additional information to meet entrance requirements and should contact the magnet program to initiate the enrollment process.

Option 3: Students desiring to enroll in an elementary school in ISD 191 who live outside of the district will need to complete an Open Enrollment application for the school they desire to attend at the enrollment center. Applicants for magnet programs may need to complete additional information to meet entrance requirements and should contact the magnet program to initiate the enrollment process.

Students currently attending a school regardless of the option in which they enrolled do not need to re-enroll.

If there is capacity at a grade level within a school, a lottery will occur to determine admission for new students enrolling through Options 2 - 3.

Current residents of ISD 191 will have priority in the selection process via Variance request:

- A. If there are more applicants than space available, a lottery will occur on the 5th of the month to determine entrance. Applicants with siblings in the requested building will get preference.
 1. If space is available in the building, the selected family's first choice will be granted.
 2. If space is not available, the selected family informed of other school(s) that have available space.
- B. If the applicant declines the offer for entrance they may;
 1. Be placed back in the pool for a later lottery if space becomes available;
 2. Or, withdraw their variance application and apply at a later date.
- C. Lotteries for Magnet Programs will occur once all required application materials are accepted for eligibility. Not every Magnet Program requires additional eligibility

components.

If space is still available within a building after the Variance lottery the selection process for Open Enrollments will be followed:

- A. If there are more applicants than space available, a lottery will occur on the 20th of the month to determine entrance. Applicants with siblings in the requested building will get preference.
 - 1. If space is available in the building, the selected family's first choice will be granted.
 - 2. If space is not available in first school and applicant designated a second and/or third choice, the following procedure will be followed:
 - 3. If space is available in the next building desired, the selected applicant's second choice will be granted.
 - 4. If space is not available in the second building and space is available in the next building desired, the selected applicant's third choice will be granted.

- B. If there is no space in any schools of choice or the applicant declines the offers they may;
 - 1. Be placed back in the pool for a later lottery if space becomes available;
 - 2. Or, withdraw their open enrollment application and apply at a later date.

- C. Lotteries for Magnet Programs will occur once all required application materials are accepted for eligibility. Not every Magnet Program requires additional eligibility components.

Cross References: Burnsville-Eagan-Savage School District Policy 509



**Agenda Item III.A
September 10, 2015**

To: Board of Education, Members
From: Superintendent Joe Gothard
Re: Report on First Day of School
Date: September 3, 2015

Superintendent Gothard will give a report on the first day of school.

TO: Members, Board of Education
Joe Gothard, Superintendent

Agenda Item III.B.

FROM: Jeff Marshall

DATE: September 10, 2015

RE: Burnsville High School Athletic and Activity Handbook

Recommendation: That the Board of Education approves the 2015-16 Burnsville High School Athletic and Activity Handbook.

Discussion

The Burnsville High School Athletic and Activity Handbook was created to increase awareness of the many different extracurricular and co-curricular opportunities available to students. Students who are involved in an activity are more connected to their school community and more likely to be successful academically. This handbook is distributed to all new students at the beginning of the school year and available online.

The handbook is updated annually to accurately reflect the opportunities available to students, information about the opportunities, and, in many cases, contact information.



BURNSVILLE HIGH SCHOOL

2015/2016 STUDENT

ATHLETICS & ACTIVITIES



PHOTO TO COME

Discover Opportunities

Dear Parents/Guardians and Students,

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

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

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

Have a great school year,

Jeff Marshall,
Director of Activities and Athletics
Burnsville-Eagan-Savage School District 191

TABLE OF CONTENTS

Enrichment Opportunities:

- School Sponsored Clubs and Activities 1-7
- Student Interest Clubs and Activities 8-12
- Outside Clubs and Organizations that are partners with BHS 12

Enrichment Opportunities: Athletics 13

- Athletics–Contact Information 14
- Student Co-Curricular Eligibility. 15-17

Enrichment Opportunities: School Sponsored Clubs and Activities

► **Academic Quiz Bowl** Fee: \$30
 Open to all students, this activity has a four-person Burnsville High School team competing against other metro area teams. Students quickly answer general knowledge questions at South Suburban and Quiz Bowl League tournaments from November to March.
Contact: Les Moffitt. lmoffitt@isd191.org

► **BrainPower in a Back Pack**
 BrainPower in a BackPack is a community service project of the BHS Youth Service Program that provides weekend food for elementary school children in need. Volunteer activities include collecting food items, raising funds, shopping, and packing backpacks every Thursday.
Contact: Fay Finn. ffinn@isd191.org

► **Chess Team** Fee: \$30
 The chess team competes in Minnesota State Chess Association tournaments, South Suburban Conference Tournament, and several special tournaments. A letter may be earned by attendance and performance at practices and league play. Team and individual awards may be earned from league competition and special tournaments.
Contact: Craig Heirigs. craigheirigs@gmail.com

► **Class Officers –Juniors and Seniors**
 Junior and senior class officers are elected positions. Each class selects approximately six class officers each year. Students who apply must have at least 2.0 grade point average and be on track for graduation. Junior class officers are primarily responsible for the junior-senior prom. Senior class officers are responsible for senior class meetings, foreign exchange events, and other senior class activities including the senior carnival and graduation. Senior class officers will also be in charge of future reunions for their class. All money raised by the students stays with their class for planning the first five year reunion.
Junior Class Officer Advisor Contact: Marie Hansen . . mchansen@isd191.org
Senior Class Officer Advisor Contact:
Ashley Welke awelke@isd191.org
Michelle Dyrhaug mdryhaug@isd191.org

► **Competitive Speech Team** Fee: \$30
 In this exciting activity, students will first explore and then select one of 13 possible competition categories that offer a wide range of interests as well as varying levels of time commitments. The categories are: Creative Expression, Discussion, Dramatic Duo (done with a partner), Extemporaneous Reading, Extemporaneous Speaking, Great Speeches, Humorous Interpretation, Informative Speaking, Original Oratory, Serious Drama Interpretation, Serious Prose, Serious Poetry Interpretation, and Storytelling. Individual practice times are set up by coach and student allowing for flexibility and greater student success. You may earn a

► **Literary/Arts Magazine (Expressions)**

Students who comprise the Expressions staff are responsible for selecting the art and literary pieces for the magazine. Students oversee production of the magazine in creative writing classes.

Contact: TBD

► **Marching Band**

Fee: \$45

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

Contact: Keith French kfrench@isd191.org

► **Math League**

Fee: \$30

Activities stimulate interest and learning of mathematics and train members for competitive participation in the Minnesota High School Mathematics League. The MHSML gives awards to the top teams, the top individuals, and to the top student on each team. Attendance and performances at practices and meets may earn a letter. Extra credit may be earned for participation in math league which consists of an increase in one grade increment in your math course. (For example, an increase from a B+ to an A- or an increase from A- to an A, etc.) If students already have an A in their math courses at the time of the final exam, they shall be exempt from taking a final. Note: An A- going into the final exam does not exempt a student from the final. This grade increment can be earned first semester or second semester or both semesters.

The following requirements must be met in order to qualify for this extra credit:

First semester:

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

Second semester:

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

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

ontact: Chuck Croatt ccroatt@isd191.org

► **Mock Trial**

Fee: \$30

The Minnesota High School Mock Trial Program is an exciting law-related education program that introduces students to the American legal system and provides a challenging opportunity for personal growth and achievement. Students will exercise their critical thinking and teamwork skills, as well as the basic skills learned in the classroom.

Contact: TBD

► **Newspaper (Voice)**

The Voice is the monthly school newspaper for Burnsville High School. As an extracurricular activity it provides students with opportunities to learn a variety of skills related to the field of journalism including writing, editing, lay-out, photography, cartooning and advertising management. Attendance at weekly meetings is expected.

Contact: Allison Millea amillea@isd191.org

► **Pep Band**

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

Contact: Keith French kfrench@isd191.org

► **P.R.O.U.D.**

P.R.O.U.D. (People Respecting Others and Understanding Differences) is BHS's gay-straight alliance. P.R.O.U.D.'s mission is to create a safe and welcoming environment for all staff and students at BHS through education and raising awareness of LGBT issues (Lesbian, Gay, Bi-sexual, and Transgender) that affect students and their families. All students are welcomed at P.R.O.U.D. whether they are allies or LGBT.

Contact: Amanda Jensen aljensen@isd191.org

► **Science Club**

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

Contact: Jenny Hugstad-Vaa jhugstadvaa@isd191.org

► **Science Fair**

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

Contact: Jenny Hugstad-Vaa jhugstadvaa@isd191.org

► **Science Quiz Bowl**

Fee: \$30

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

Contact: *Jenny Hugstad-Vaa* *jhugstadvaa@isd191.org*

► **Step Team**

Step Team is a winter activity for up to 40 high school students in academic good standing to join and perform at basketball games, pep fests and other events.

Contact: *TBD*

► **Student Council**

The Student Council is the governing organization of the student body. Students interested in membership on the Student Council must make application each spring with the advisor. Selections are made by the senior council members and high school advisor each spring. All elected members form next year's Student Council. Student Council is involved with activities like Homecoming, Relay for Life, leadership conferences, International Dance, Minneapolis Miracle project, Snow Week, and the All District 9th Grade Dance. Numerous activities occur during the school year that require student action, participation and/or representation.

Contact: *Mark Riggs* *mriggs@isd191.org*

► **Theatre Guild**

Fee: varies

This organization is open to all students at the high school level who have an interest in the entire theatrical experience from ushering to acting, designing to directing and lights to sound. Student managers are selected each year to oversee areas of production and performance. The guild is involved in musicals, full-length plays, one-act competition, student-directed plays, Class Acts, and many other activities. Points are earned and applied toward lettering in drama.

Each production has an activity fee associated with it. Musical, full-length plays and SHOWcase are \$70 while all one acts are \$30 each. The maximum fee assessed for a student is \$140. This maximum does not include the competition one act.

Productions for the 2015-16 school year will be:

- Fall Musical "Into the Woods" (Directed by Randy Day)
- Spring SHOWcase (Directed by Erik Akervik)
- One Act Competition (Directed by Marie Hansen)
- Evening of One Acts (Directed by Randy Day)
- Student Directed One Act
- Winter Play TBD (Directed by Terry Walters)
- Winter Musical "Man of La Mancha" (Directed by Randy Day)

Contact: *Randy Day*. *rday@isd191.org*

► **Writing Center**

The Writing Center provides peer tutors who can help students with any writing assignments. Tutors can help with generating ideas, organization, finding and citing evidence, and grammar during a half hour session before or after school.

Contact: *Marie Hansen* *mchansen@isd191.org*

► **Yearbook**

The staff prepares the yearbook for publication each year by working during study hall, after school, and sometimes weekends and breaks. Opportunities abound for dedicated students in such areas as art, photography, sports, copy writing, sales, and a deeper involvement in student life.

Contact: *Allison Millea*. *amillea@isd191.org*

► **Youth in Government**

Minnesota YMCA Youth in Government is an experiential learning activity for students interested in public issues. This program gives students the opportunity to learn to research, study and debate public issues. Participants will gain an understanding of the political system by taking part in model government experiences. No prior experience is necessary.

Contact: *Colleen Coleman* *ccoleman@isd191.org*
Kathryn Wendling *kwendling@isd191.org*

► **Youth Services**

The Youth Service Program connects students with volunteer opportunities in schools and community. Students can give their time on a regular basis (weekly or other) or volunteer for one-time events on their own schedule. A list of opportunities is posted at www.isd191.org/bhs/youthservice

Contact: *Brianna Ostoff*. *bostoff@isd191.org*

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

Enrichment Opportunities: Student Interest Clubs and Activities

Burnsville High School wants all students to feel connected to our school community and find ways to be involved. In addition to the many co-curricular and extra-curricular activities in academics, arts, and athletics sponsored by the school, there are also student-interest clubs and activities. These clubs and activities provide students additional opportunities to extend their learning, develop and demonstrate leadership, impact their school and community, expand their social network, and grow to be supported cognitively, emotionally, and socially. We are committed to providing the best facilities and guidance possible to support student-interest clubs and activities.

Starting & Chartering Student-Interest Clubs and Activity

1. A student-interest club or activity may be offered when there is sufficient student interest (minimum of five active students) and a faculty member willing to act as a sponsor and supervisor.
2. A student-interest club or activity must complete an application to be chartered. This application is available from Mr. Jeff Marshall, Activities and Athletic Director. Once chartered, the club or activity will be listed as an activity in the handbook and on the website.

Announcements and Postings

1. The club will be able to announce their meeting date, time, and location using the student announcements, with prior approval of the sponsor and school administration.
2. The club will be able to put a maximum of ten posters/flyers no larger than 8½ X 14 in the hallways, foyers, and cafeteria areas of the school with prior approval of the sponsor and stamped by the school administration.

Current Student Interest Clubs and Activities

• Anime Club

This club is for students who are interested in all aspects of Anime, including, but not limited to, creating, drawing, watching and collecting.

Contact: Paul Connell pconnell@isd191.org

• Blaze Weekly

This is the weekly studio production show that showcases and highlights various people, classes and events around BHS. The show is entirely written, produced, directed and led by students.

Contact: Tyler Krebs tkrebs@isd191.org

• Book Club

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

Contact: Jen Waller jwaller@isd191.org

• Burnsville Strong

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

Contact: Jen Waller jwaller@isd191.org

Marie Hansen mchansen@isd191.org

• Coloring Club

Coloring Club is a student-led activity for students to gather to color. Leaders pick out the designs or pictures, and coloring club members simply color. Leaders determine competition winners, but entering the competition is optional.

Contact: Jenny Hugstad-Vaa jhugstadvaa@isd191.org

• Daily Morning Announcements Production

This club works on a daily basis to produce the video version of the daily announcements, which are then shown to the entire student body. Students utilize the television studios at both the main and senior campus.

Contact: Tyler Krebs (MC) tkrebs@isd191.org

Terry Walters (SC) twalters@isd191.org

• Disc Golf

This is an activity for students who enjoy playing Disc Golf and want to improve their skills.

Contact: Andrew Gehrke agehrke@isd191.org

• Dream Catchers

This club is designed for those students who are interested in making positive changes to BHS. They will work closely with staff and students on various initiatives.

Contact: Eric Pulley epulley@isd191.org

Gary Gingery ggingery@isd191.org

• Environmental Club

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

Contact: Jenny Hugstad-Vaa jhugstadvaa@isd191.org

111

• Fellowship of Christian Athletics

FCA is a student-run club that encourages students in their Christian faith and enjoys fellowship with other athletes and BHS students. Every student is invited regardless if they are involved in athletics!

Contact: Sue Stachowski sstachowski@isd191.org

• Fishing Club

This club is designed for students interested in fishing. Potential fishing excursions on area lakes and rivers may occur.

Contact: Jeff Nelson jpnelson@isd191.org

• Giving Garden Club

This club works in conjunction with BrainPower in a Backpack. Students will work to develop, plant and grow a garden on the campus of BHS, with all of the vegetables going to support BrainPower in a Backpack.

Contact: Matt Deutsch mdeutsch@isd191.org
Bri Ostoff bostoff@isd191.org

• Graphic Design Club

The purpose of this club is to give students the opportunity to use graphic design software while exploring the opportunities to create animation, videogame programming, 3D models, and more. The club helps prepare high school students interested in a career in graphic design as they prepare for post-secondary education experiences, such as college.

Contact: Cindy Drahos cdrahos@isd191.org

• Green Team

This club is designed to help promote and raise awareness of recycling. Students will work with staff to encourage recycling habits.

Contact: Jenny Hugstad-Vaa jhugstadvaa@isd191.org
Bill Derden wderden@isd191.org

• Hip Hop Club

The club is a student-led activity. The goal is to promote Hip Hop dancing and hone skills for competitions.

Contact: Randy Day. rday@isd191.org

• Improv Club

This club practices the art of improvisation while on stage. Situations are given to students who then act out a sequence of events.

Contact: Terry Walters. twalters@isd191.org

• Madrigal

Madrigal is a unique choir experience offered for students before school once a week. Students involved in the choir program are welcome to participate.

Contact: Martha Schmidt mschmidt@isd191.org

• Martial Arts Club

This club looks at the various forms of martial arts and works with students to learn proper technique and strategy.

Contact: Allison Millea. amillea@isd191.org

• Muslim Student Association

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

Contact: David McDevitt. pmcdevitt@isd191.org
Abdullahi Omar. aomar@isd191.org

• Philosophy Club

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

Contact: Bill Engelhardt wengelhardt@isd191.org

• Program and Gaming Club

You don't have to be a programmer to join this club. You will learn how to program using the Microsoft Kodu Software game program as well as other software. You will also have a chance to program apps for your Android phone. Attend with your friends.

Contact: Cynthia Drahos cdrahos@isd191.org

• Stock Market/Investment Club

Are you ready to learn about stocks and compete against hundreds of other students from across Minnesota? Join the club and start purchasing \$100,000 in stocks from companies you will learn about or you may already know. It's fun and hands-on. Students can create their own teams. Offered two times during the school year in September and January.

Contact: Cynthia Drahos cdrahos@isd191.org

• Student Leadership Team

This club is designed for students to gain a better understanding and knowledge of what it means to be a leader through various trainings and workshops. Information will then be applied to demonstrating leadership for the BHS Community.

Contact: Bill Derden wderden@isd191.org

• Table Tennis Club

This club is designed for students interested in playing and competing in Table Tennis.

Contact: Brad Fendler. bradleyfendler@gmail.com

• Tactical Games Club

This club is for those who enjoy trading tactical game cards and playing tactical games.

Contact: Roxanne Rudolph rrudolph@isd191.org

• Technology Club

If you have a passion/interest for new technologies, readiness for knowledge sharing, and desire to expand your social sphere, then this club is for you. Explore technology and gain hands-on experience while having fun.

Contact: Cynthia Drahos cdrahos@isd191.org

• **Ultimate Frisbee Club**

This club will further the opportunities to learn more about and participate in Ultimate Frisbee.

Contact: *David McDevitt* *pmcdevitt@isd191.org*

• **WE Day**

This organization is dedicated to creating and nurturing awareness and involvement in the community and the world.

Contact: *David McDevitt* *pmcdevitt@isd191.org*
Ben Stapp *bstapp@isd191.org*

• **Young Life**

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

Contact: *Ben Stapp* *bstapp@isd191.org*
Brad Fendler *bradleyfendler@gmail.com*

**Enrichment Opportunities:
 Outside Clubs and Organizations
 that are Partners with BHS**

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

Blackdog Swim Club

Bowling Team

Burnsville Athletic Club

Burnsville Bruisers Rugby Team

Burnsville Fire Soccer Club

Burnsville Hockey Club

Burnsville Trapshooting Team

Minnesota Valley Figure Skating Club

Mountain Biking Club

Sparks Wrestling Club

Various gymnastics gyms throughout the district

Enrichment Opportunities: Athletics

SEASON	BOYS	FEE	GIRLS	FEE
FALL	Cross Country Running (7th-12th)	\$130	Cross Country Running (7th-12th)	\$130
	Football (9th-12th)	\$160	Adapted Soccer (7th-12th)	\$130
	Adapted Soccer (7th-12th)	\$130	Soccer (9th- 12th)	\$150
	Soccer (9th-12th)	\$150	Swimming (7th-12th)	\$160
			Volleyball (7th-12th)	\$150
			Dance Team (9th-12th)	\$130
			Cheerleaders (7th-12th)	\$100
			Tennis (7th-12th)	\$130
WINTER	Basketball (9th-12th)	\$150	Basketball (7th-12th)	\$150
	9B Basketball at each Jr High (7th-9th)	\$130	Adapted Hockey (7th-12th)	\$130
	Adapted Hockey (7th-12th)	\$130	Hockey (7th-12th)	\$160
	Hockey (9th-12th)	\$160	Alpine Skiing (7th-12th)	\$150
	Alpine Skiing (7th-12th)	\$150	Nordic Skiing (7th-12th)	\$150
	Nordic Skiing (7th-12th)	\$150	Dance Team (9th-12th)	\$130
	Swimming (7th-12th)	\$160	Olympic Weightlifting (7th-12th)	\$110
	Wrestling (7th-12th)	\$150		
	Olympic Weightlifting (7th-12th)	\$110		
SPRING	Baseball (9th-12th)	\$150	Softball (7th-12th)	\$150
	Golf (7th-12th)	\$140	Golf (7th-12th)	\$140
	Tennis (7th-12th)	\$130	Badminton (7th-12th)	\$110
	Track and Field (9th- 12th)	\$150	Track and Field (9th-12th)	\$150
	Adapted Softball (7th-12th)	\$130	Adapted Softball (7th-12th)	\$130
	Lacrosse (9th-12th)	\$160	Lacrosse (7th-12th)	\$160

Athletics Contact Information

SPORT	COACH NAME/PHONE	COACH E-MAIL
Adapted Floor Hockey, CI	w/Lakeville & Farmington	rejohnson@isd191.org
Adapted Floor Hockey, PI	w/Lakeville & Farmington	rejohnson@isd191.org
Adapted Soccer, CI	w/Lakeville & Farmington	rejohnson@isd191.org
Adapted Soccer, PI	w/Lakeville & Farmington	rejohnson@isd191.org
Adapted Softball, CI	w/Lakeville & Farmington	rejohnson@isd191.org
Adapted Softball, PI	w/Lakeville & Farmington	rejohnson@isd191.org
Alpine Skiing, Boys	Derek Nash 952-707-2459	dnash@isd191.org
Alpine Skiing, Girls	Tim Bocklund 952-303-3558	tab@pennycycle.com
Badminton, Girls	Jeff Limke 952-707-2148	jlimke@isd191.org
Baseball	Mick Scholl 952-707-2526	mscholl@isd191.org
Basketball, Boys	Matt Eppen 952-707-6094	meppen@isd191.org
Basketball, Girls	Larissa Parr 715-497-2552	risparr7@gmail.com
Cheerleading	Jackie Gauthier 715-323-5652	burnsvillecheerleadingmn@gmail.com
Cross Country Run, Boys	Jeff Webber 952-707-2911	jwebber@isd191.org
Cross Country Run, Girls	Charlie Burnham 651-955-7559	cburnham@isd191.org
Dance Team, Girls J/F	Anna Abbe 612-791-0460	aabbe@isd191.org
Dance Team, Girls H/P	Anna Abbe 612-791-0460	aabbe@isd191.org
Dance Team, Girls Fall	Steph Betley 952-378-7385	sneng0177@gmail.com
Football	Tyler Krebs 952-707-2229	tkrebs@isd191.org
Golf, Boys	Larry Opatz 952-707-3627	lopatz@isd191.org
Golf, Girls	Rich Leonard 612-747-8587	rbleonard@comcast.net
Hockey, Boys	Janne Kivihalm 952-457-8729	jjkivihalm@mchsi.com
Hockey, Girls	Tracy Cassano 612-600-5004	Tracy.Cassano@district196.org
Lacrosse, Boys	Cory Childs 952-857-9045	Cachilds7@gmail.com
Lacrosse, Girls	Sarah Windhorst 952-270-8379	sarah.windhorst@gmail.com
Nordic Ski Racing, Boys	Chris Harvey 612-963-2327	charvey@barr.com
Nordic Ski Racing, Girls	Chris Harvey 612-963-2327	charvey@barr.com
Soccer, Boys	Bill Toranza 612-850-4917	gtoranza@live.com
Soccer, Girls	John Soderholm 952-707-2417	jsoderholm@isd191.org
Softball, Girls	Pat Feely 952-484-8185	feely53821@aol.com
Swimming & Diving, Boys	Andrew Michelson 651-494-8179	amichelson10@gmail.com
Swimming & Diving, Girls	Chris Morgan 612-239-3734	swimsmarter@gmail.com
Tennis, Boys	Ben Stapp 952-707-2286	bstapp@isd191.org
Tennis, Girls	Ben Stapp 952-707-2286	bstapp@isd191.org
Track & Field, Boys	Jon Shelden 612-240-7860	jshelden@isd191.org
Track & Field, Girls	TBD	
Volleyball, Girls	Joanna Weber 952-412-6356	burnsvillevb@gmail.com
Olympic Weightlifting	Scott Sahli 612-360-7989	scott.sahli12@gmail.com
Wrestling	Scott Sether 651-335-4469	ssether@learnersdigest.com

Student Co-Curricular Eligibility

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

ELIGIBILITY REQUIREMENTS

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

Academic Eligibility:

A 7-12 student-athlete or activity participant who receives mid-quarter or quarter grades of "F" in a class will be placed on academic probation for 15 days. The first report will require the student to print off his/her grades (via SchoolView) to turn into the coach at the mid-quarter grading period. The student will have 15 days to raise his/her grade to passing in all classes. If the student fails to receive passing grades after the 15 day probation period the student may be ineligible to compete/perform until they attain a minimum D-grade. During probation, the coach or advisor will track the student's grades weekly by accessing the (SchoolView) program. The student will remain on probation until the student reaches a C- grade in all classes. The student will be eligible for competition/performance during the probationary period. In addition, to maintain academic eligibility a student must be making adequate progress toward graduation as defined by the Burnsville-Eagan-Savage School District. A student is progressing adequately toward graduation if the student has accumulated the following credits prior to the beginning of the subsequent semester:

10th Grade	11th Grade	12th Grade
Semester 1	Sophomore Status	8 credits 18 credits
Semester 2	4 credits 12 credits	25 credits

School Attendance:

To participate in or practice in any activity, a student must attend school at least 3 periods of their academic day or have administrative approval. Individual exceptions, such as doctor appointments, may be approved by Administration.

Student Code of Responsibilities/Student Conduct:

All co-curricular students will be required to agree to the Student Code of Responsibilities.

Student Code of Responsibilities:

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

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

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

Leadership Positions/Captains:

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

Accommodations:

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

Appeals Process:

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

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

BACK COVER

PHOTOS TO COME

TO: Members, Board of Education Agenda Item III.C.

Joe Gothard, Superintendent

FROM: Jeff Marshall

DATE: September 10, 2015

RE: Burnsville High School Athletic Department Coaches Handbook

Recommendation: That the Board of Education approves the 2015-16 Burnsville High School Athletic Department Coaches Handbook.

Discussion

The Burnsville High School Athletic Department Coaches Handbook was created to provide direction and training for the Burnsville High School Coaching Staff. As we continue to strive to work as one department, it is important that our coaches are on the same page, using the same common language, and are striving for the betterment of all student-athletes. Coaches will be expected to follow and adhere to the policies and procedures in this handbook.

The handbook will be updated annually to accurately reflect any changes that are deemed necessary.

Athletic Department Handbook 2015-2016



Burnsville Blaze

The purpose of the BHS Athletics Department is to develop a program that strives for student-athletes to have balance between competitiveness, enjoyment, and fulfillment; that strives for student-athletes to display excellence on the field, in the classroom, and in all personal relationships; and that strives for student-athletes to have courage to step out of their comfort zones in a safe environment to better themselves in all aspects of their lives and to make good decisions.

Table of Contents

Page 3: Coaching Roster

Page 4-5: Mission Statement

Page 6: Department Philosophy

Page 7: MSHSL Philosophy

Page 8: CER Requirements

Page 9: Co-Curricular Conflict Resolution Chart

Page 10: Overnight Expectations

Page 11: Parent Meeting Discussion Topics

Page 12-13: Student Co-curricular Eligibility Policy

Page 14: Parent/Athlete Chain of Communication

2015-16 Burnsville Coaching Roster

Fall Sports	Coach
Adapted Soccer - CI	Ronna Johnson (coordinator)
Adapted Soccer - PI	Ronna Johnson (coordinator)
Cross Country - Boys	Jeff Webber
Cross Country - Girls	Charlie Burnham
Football	Tyler Krebs
Soccer - Boys	Guillermo Toranza
Soccer - Girls	John Soderholm
Swimming - Girls	Chris Morgan
Tennis - Girls	Ben Stapp
Volleyball	Joanna Weber
Dance Team – Performance	Steph Betley

Winter Sports	Coach
Adapted Floor Hockey – CI	Ronna Johnson (coordinator)
Adapted Floor Hockey – PI	Ronna Johnson (coordinator)
Alpine Ski – Girls	Tim Bocklund
Alpine Ski – Boys	Derek Nash
Basketball – Boys	Matt Eppen
Basketball – Girls	Larissa Parr
Competition Cheer	Jackie Gauthier
Dance Team – High Kick	Anna Abbe
Dance Team – Jazz Funk	Anna Abbe
Hockey - Boys	Janne Kivihalme
Hockey – Girls	Tracy Cassano
Nordic Ski – Boys	Chris Harvey
Nordic Ski – Girls	Chris Harvey
Olympic Weightlifting	Scott Sahli
Swimming – Boys	Andrew Michelson
Wrestling	Scott Sether

Spring Sports	Coach
Adapted Softball – CI	Ronna Johnson (coordinator)
Adapted Softball – PI	Ronna Johnson (coordinator)
Badminton	Jeff Limke
Baseball	Mick Scholl
Golf – Boys	Larry Opatz
Golf – Girls	Rich Leonard
Lacrosse – Boys	Cory Childs
Lacrosse – Girls	Sarah Windhorst
Softball	Pat Feely
Tennis – Boys	Ben Stapp
Track and Field – Boys	Jon Shelden
Track and Field – Girls	TBD

Department Mission Statement

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

In addition, it is the mission of this department to create a Championship Culture of Success and Achievement for Burnsville. To do this we need to challenge all of our coaches on a daily basis to conduct themselves as champions. This conduct will be demonstrated and adhered to through our work habits and preparation, our words and manner of thinking, our communication and treatment of one another and in our expectations. We expect to be the very best at what we do. We will be the best we can every single day. All coaches and programs will PROMOTE other sports for our kids to do or compete in after they are finished with our season. We will encourage kids to be multiple sport athletes and actually teach the kids and parents why that is important. We will uplift other sports programs and coaches, not just tolerate them. We will continually promote the education of our coaches with new and verifiable recent research. We will

expect and demand that all of our programs use a common language with regard to training for movement and strength and power development. All programs will have our school's strength training and movement training as part of practice every week, both in season and off season. We will teach our student-athletes how to think and behave like champions. We will all be on the same page. We will strive to be champions in everything we do to make our program a Championship Burnsville Athletic Program, not an individual sport championship program, but rather, one in which we all work together to make the whole program of a championship caliber.

Burnsville High School Athletics Department Philosophy

1. Coaches will strive to run an exemplary program, not just a good program. We need to have the energy, focus, and desire to accomplish this goal. Providing maintenance with our current climate is not good enough. Coaches are expected to infuse their program with a new life-blood, to constantly seek new challenges and possibilities for their programs, and to strive for high numbers of participants each year.
2. Coaches will support the “AAA” philosophy (academics, athletics, arts/activities). All three areas are important in the overall development of students. Therefore, coaches will see the context of the school-wide educational and academic programs, then the athletic department, and then their particular sport. Emphasis on academics will be the primary focus of coaches before emphasizing athletics/activities. Student-athletes and coaches should give priority to students' academic endeavors and continue to emphasize the importance of strong academic performance.
3. Coaches are expected to work with the booster clubs to maintain a strong relationship of support and collaboration.
4. Coaches are expected to work extremely hard in creating, building and maintaining strong connections with our middle school and/or our youth programs. Too many students are leaving us to neighboring schools. Students leaving = teaching positions, coaching positions, great parent networks, and athletes.
5. Coaches will provide needed support for officials and other workers to provide a positive experience to all who come to Burnsville High School.
6. Coaches will treat all players, coaches, officials, parents, and spectators with dignity in language, attitude, behavior, and mannerisms.
7. Coaches and athletes will respect the property, equipment and facilities, both home and away.
8. Coaches will do their best to teach athletes about the importance of hard work and good citizenship. We do not need to stress winning; preparation, attention to detail and trying to do everything right is most important. Focus on this and winning will take care of itself.
9. Coaches will act professionally. Whenever possible, they will be on time (early) for meetings. Their dress will reflect the appropriateness of the situation. Their communications to parents will be professional and mindful of data privacy information. They will utilize social media in a professional manner.
10. Coaches will use their assistant coaches to maximize the overall development of the team and of the coaches themselves. Each coach should be treated with respect and be made to feel as a valued member of the coaching staff and the program.
11. Coaches will work with the head strength and conditioning coach to develop an in-season and out-of-season program and plan for their athletes that is specific to their sport and the positive development necessary to prevent injuries and gain strength, speed, agility, and mobility to gain further success within that sport.

Minnesota State High School League Philosophy

Mission Statement

The Minnesota State High School League provides educational opportunities for students through interscholastic athletics and fine arts programs, and provides leadership and support for member schools.

Beliefs

We believe that...

- Participation in school activity programs is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Students should have an equal opportunity to participate in all activities offered by their school.
- Ethical behavior, dignity and respect are non-negotiable.
- Student participants who choose to be chemically free must be supported.
- Collaborative relationships with parents enhance a school's opportunity to positively impact student success.
- Academic priorities must come before participation in athletic or fine arts activities.
- Positive role models and an active involvement in a student's life by parents and others are critical to student success.
- High school activity programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community and League rules is essential for all activity participants.
- Participation in school-sponsored activities must be inclusive, not exclusive.
- Ethical behavior, fairness, and embracing diversity best serve students and school communities.

Required Coaches Continuing Education and Rule Interpretation Meeting Policy- August 1, 2014

Effective for the Fall of 2014, ALL Athletic Administrators, All sport coaches and ALL fine arts coaches and directors in speech, debate and one-act play will be required to complete the League's Continuing Education Requirement (CER) once every three years. This includes all members of your coaching staff at any level, paid or unpaid. In addition, ALL coaches and directors are required to complete the sport or activity Rules Interpretation Meeting annually unless the sport or activity you are coaching does not have a Rules Meeting.

1. Access the Coaches Clipboard page on the MSHSL Website Home Page under the Coaches Tab and select Coaches Clipboard.
 - a. To access your clipboard go to www.mshsl.org and scroll onto the Coaches Tab in the gold header on the homepage and Select Coaches Clipboard. If you are a new coach and have not yet registered you can register as a new user and set up your own account. There is also an option to send you your password if you have forgotten yours.
2. Check your profile to answer a number of questions that will provide the League with information regarding your school, the sport(s) and or activities that you coach, the level, and how you currently meet the State Statute requirement to be a head coach, or that you are a lower level coach or fine arts coach/director. It is very important that you select Eastview High School and all sports that you coach to be sure you get the appropriate credit.
3. Once you are a registered user you will be directed to the Continuing Education Requirement (CER) page where you will have access to the required training modules.
 - a. Chapter 1 – Why We Play (40 minutes)
 - b. Chapter 2 – Concussion Management (20 minutes)
 - c. Chapter 3 – Bylaw 209-Coaching for Change (45 minutes)
 - d. Bloodborne Pathogens Elective –This fulfills the District 191 obligation
 - e. Heat Acclimation and Heat Illness Elective-Required for Baseball, Cross Country, Football, Lacrosse, Soccer, Softball, Tennis and Track and Field
4. Upon the completion of the required chapters you will be given access to the required Rules Interpretation Meeting for your sport or activity. It will be available online at least one week prior to the official start date of the sport/activity and must be completed by two weeks after the official start date of your sport/activity. There is no fee to complete the Continuing Ed Requirement or Rules Interpretation.
5. Coaches/Directors who do not complete the Continuing Education Requirement (CER) will not be allowed to coach.
6. Coaches/Directors who do not complete the Rules Interpretation Meeting by the deadline for your sport will be required to pass by 80% a 100 point written rules test and will be ineligible to coach until completion of the test at 80% is verified.

HEAD COACH CERTIFICATION

To be a head coach in the state of Minnesota you must meet the State Statute 122A.33. Each school must verify how every varsity head coach currently working in your athletic program meets the statutory requirement. The options are:

- a. Posted on Coaching License (would need to be prior to 1996) and BS Degree
- b. Transcript of College Credits (at least 1 Theory Course & 6 First Aid/Care and Prevention Credits)
- c. Clock Hours (Minnesota Head Coaches Class)
- d. Clock Hours (ASEP prior to 2008)

BURNSVILLE HIGH SCHOOL
Philosophy/Methodology for Resolving Scheduling Conflicts
Art – Athletics – Activities

Because evening performances in Performing Arts (Dance, Choir, and Band) are considered extensions of their curricular classes, students are expected to be at all scheduled concerts. However, we are aware that certain rare conflicts come up when a concert might be in conflict with other groups. If this happens, or if any “unique” situation arises that causes a potential conflict with a student attending the Performing Arts activity, the directors, sponsors and coaches involved will actively work to resolve the situation so that a “win-win” scenario can take place for everyone involved. This has worked extremely well in past years. Of course, it is paramount that students, parents, directors, sponsors, and coaches pay attention to the school/event calendars in order to “get out in front” of any possible conflicts. In extreme situations, the administration might be asked to intervene. When a final decision is reached, the student may not be penalized (grades, playing time, participation, etc.).

Below is a prioritization list that is inclusive for Arts, Athletics, and Activities. If there is a conflict in scheduling between/among two or more areas, coaches, directors, and/or sponsors should make every effort to resolve the issue in a reasonable, educational manner; however, the following sequence is the “hierarchy” that should be followed (#1 being the top priority, etc.):

- #1. Minnesota State High School League Section/State Tournaments
Example: Section Finals in Boys Soccer and a Mock Trial Tournament – PRIORITY: Soccer
- #2. Non-MSHSL State Tournaments/State Performances/Conference Championships/National Competitions
Example: Conference Final for Science Olympiad and Speech “Eloquence” Dress Rehearsal – PRIORITY: Science Olympiad
- #3. “Special” Trips/Tours/Contests with both an educational and a performance focus
Example: Science Fair National Competition and Spring rehearsals for the Musical – PRIORITY: Science Fair Competition
- #4. Games/Contests/Performances
Example: Showcase performances and Quiz Bowl practice – PRIORITY: Showcase
- #5. Dress Rehearsals/Tech Rehearsals
Example: Tech rehearsal for Musical and Debate practice – PRIORITY: Musical
- #6. Scrimmages/Practices/Rehearsals/Try-outs/Auditions
Example: Dance Team practice and Track Team Picture – PRIORITY: Dance Team
- #7. Photo sessions
Example: Football Team Picture and Theatre Banquet – PRIORITY: Football
- #8. Banquets
Example: Boys Swimming Banquet and Choir Booster Club Pizza Party – PRIORITY: Boys Swimming
- #9. Informal Team/Group Social Gatherings
Example: Lock-In and attending a home Boys Basketball Game – PRIORITY: Lock-In
- #10. Observer at an event

BHS Athletic Department Memo: Overnight Supervision Expectations

BHS Athletic Coaches:

As a coach in the Burnsville High School Athletic program, you represent BHS and ISD 191 when you are out at night and/or when you are traveling with the team. The public image of our coaching staff should be that of a positive nature.

Expectations for the BHS Athletic Staff:

1. At no time should alcohol be present or consumed when traveling with any BHS Athletic team(s). This would include all out-of-town tournaments from the moment you leave BHS to the moment you return to BHS.
2. While responsibly enjoying an alcoholic beverage in a social situation is a commonly accepted practice for those over the age of 21, drinking with BHS parents places a coach in a tenuous situation where the lines in the coach/parent relationship are or could become compromised. If an athlete is present to see this action (or its aftermath), we are sending the wrong message. We advise all our coaches to avoid drinking with BHS parents. This activity is not appropriate.
3. In the rare event of traveling to athletic related events with no BHS students or BHS parents present (NCAA Nationals, Coaching Conferences, etc), drinking socially is the norm. Drinking in excess will not be tolerated.
4. The appropriate paperwork for overnight field trips will be completed in a timely fashion to secure the correct approvals and to communicate to families the intent of the trip.

Please remember that we are all employees of the school district. When coaches decide to “go out” after practice or after a game or match, common sense dictates that you leave the BHS attendance area if alcoholic beverages will be consumed.

Sincerely,

Jeff Marshall
Activities Director
Burnsville High School

Parent Meetings

Topics that should be discussed with parents include the following

1. * “Why We Play” – Difference between our goals and purpose. We WILL emphasize our purpose with our parents!
Remind parents that their major role, and ours, should be to make a student-athlete’s involvement in athletics a fun and positive experience. Speak with parents of how they can support their children and not get overzealous.
2. * MSHSL Bylaw Review – 205 (chemicals), 206 (Code of Conduct)
3. * Rules regarding Academic Eligibility and Code of Responsibility. You will be monitoring their academics and perhaps obtaining GPA’s and other academic information for team and individual awards.
4. Practice and game schedules.
5. Commitment expected from players and parents.
6. * Behavior policies and expectations.
7. * Philosophy in regard to playing time.
8. * Requirements for lettering.
9. Upcoming events during the season.
10. Information on care of uniforms and equipment.
11. Policy on returning equipment.
12. * Warning of risk and possibility of injury (waiver of participation form when they register).
13. Introduction of coaching staff.
14. Encourage parents to communicate with their child first regarding questions, issues, etc. and then directly with you.
•*Remind them that when they registered their child, they agreed to do this in the “Parent Pledge”*
15. Other areas you feel are pertinent to your sport/activity.
16. * Answer parent questions (be sure to allow adequate time for this to occur).

*** Items to be emphasized**

**BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT
STUDENT CO-CURRICULAR ELIGIBILITY**

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

ELIGIBILITY REQUIREMENTS

To be eligible to participate in a co-curricular program, the student must adhere to all secondary schools’ policies, Burnsville-Eagan-Savage School District policies, Minnesota State High School League rules and applicable law. In addition, the following specific requirements apply:

Academic Eligibility

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

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

<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>	
Semester 1	Sophomore Status	8 credits	18 credits
Semester 2	4 credits	12 credits	25 credits

School Attendance

In order to participate in or practice in any activity, a student must be in attendance at school during 3 periods of their academic day or have administrative approval. Individual exceptions, such as doctor appointments, may be approved by Administration.

Student Code of Responsibilities/Student Conduct

All co-curricular students will be required to agree to the Student Code of Responsibilities.

Student Code of Responsibilities

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

I will respect the rights and beliefs of others and will treat others with courtesy and consideration.

I will be fully responsible for my own actions and the consequences of my actions.

I will respect the property of others.

I will respect and obey the rules of my school and the laws of my community, state and country.

I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

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

Leadership Positions/Captains

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

Accommodations

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

Appeals Process

When a student is declared ineligible, the parent will be notified by telephone and/or mail, and the following will apply.

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

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

Parent/Athlete Chain of Communication when an issue/concern arises

- Student-athlete to coach
- Parent/student-athlete to coach
- Parent/student-athlete to Head Coach
 - Parent to AD
- Parent to Building Principal
- Clear communication, follow-up, and sincere concern for the student-athlete will help keep the concern at the level it should.



**Agenda III.D.
September 10, 2015**

To: Board of Education, Members
Dr. Joe Gothard, Superintendent

From: Dave Helke, Principal of Burnsville High School

Date: September 3, 2018

Re: Policy 613: *Graduation Requirements*

RECOMMENDATION: to approve, on a first reading basis, Policy 613: *Graduation Requirements* and to rescind Policy IKF.

Administration and the Policy Review Committee have reviewed these policies and recommend approval on a first reading basis.

Policy 613 with edits and Policy IKF are attached for your review.

Adopted: 4/1997

Burnsville-Eagan-Savage School District Policy 613

Reviewed: 8/13/2015

Revised: 6/09/22/2015

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 entering grade 9 in the 2012-2013 school year and earlier must satisfactorily complete, as determined by the school district, all credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate. For students entering grade 9 in the 2013-2014 school year and later, the school district's policy is that students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards on a nationally normed college entrance exam. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. "Academic standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. "Credit" means a student's successful completion of a semester an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- C. "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.
- D. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- E. "English language learners" or "EL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

- F. “GRAD” means the graduation-required assessment for diploma that measures the reading, writing, and mathematics proficiency of high school students.

IV. TEST ADMINISTRATOR

~~The Student Information/Testing Coordinator~~The district shall ~~be named~~ a staff member as the school district test administrator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

Students need to meet assessment requirements in math, reading, and writing by attaining proficiency on the Minnesota Comprehensive Assessments, another state determined assessment, or a readiness assessment determined by the school district.

- A. Students enrolled in grade 8 in the ~~2010-2011 or~~ 2011-2012 school year are eligible to be assessed under:
1. the GRAD in reading, mathematics, or writing under Minn. Stat. § 120B.30, Subd. 1(c)(1) and (2) (2012) as follows:
 - a. for reading and mathematics:
 - i. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the Minnesota comprehensive assessments in grade 10 for reading and grade 11 for mathematics or achieving a passing score as determined through a standard setting process on the GRAD in grade 10 for reading and grade 11 for mathematics or subsequent retests;
 - ii. achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in reading and the mathematics test for English language learners or the GRAD equivalent of those assessments for students designated as English language learners;
 - iii. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan;
 - iv. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the state-identified alternate assessment or assessments in grade 10 for reading and grade 11 for mathematics for students with an IEP; or
 - v. achieving an individual passing score on the state-identified

alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP; and

- b. for writing:
 - i. achieving a passing score on the GRAD;
 - ii. achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in writing for students designated as English language learners;
 - iii. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan; or
 - iv. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP.
- 2. the ACT assessment for college admission;
- 3. a nationally recognized armed services vocational aptitude test; or
- 4. the school district may substitute a score from an alternative, equivalent assessment to satisfy the requirements of this paragraph.

B. For students enrolled in grade 8 in the 2012-2013 school year and later, 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. demonstrate understanding of required academic standards on a nationally normed college entrance exam;
- 2. achievement and career and college readiness tests in mathematics, reading, and writing. The tests must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation. In addition, the tests must ensure that the foundational knowledge and skills for students' successful performance in postsecondary employment or education and articulated series of possible targeted interventions are clearly identified and satisfy Minnesota's postsecondary admission requirements. To the extent available, the tests should:
 - a. monitor students' continuous development of and growth in

proficient as determined through a standard setting process on the Minnesota comprehensive assessments in grade 10 for reading and grade 11 for mathematics or achieving a passing score as determined through a standard setting process on the GRAD in grade 10 for reading and grade 11 for mathematics or subsequent retests;

- ii. achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in reading and the mathematics test for English language learners or the GRAD equivalent of those assessments for students designated as English language learners;
 - iii. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan;
 - iv. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the state-identified alternate assessment or assessments in grade 10 for reading and grade 11 for mathematics for students with an IEP; or
 - v. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP; and
- b. for writing:
- i. achieving a passing score on the GRAD;
 - ii. achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in writing for students designated as English language learners;
 - iii. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan; or
 - iv. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP.
- 2. a nationally recognized armed services vocation aptitude test; or
 - 3. the ACT assessment for college admission.

VI. GRADUATION CREDIT REQUIREMENTS

- A. Students beginning 9th grade in the 2011-2012 school year and later must successfully complete, as determined by the school district, 32 high school level credits for graduation. Requirements for graduation are as follows:
1. Successfully complete the following courses offered at the district's three junior high schools: Geography 9, English 9, Math 9, Earth/Physical Science 9;
 2. Successfully complete 32 ~~semester~~high school level credits in grades 10-12. A credit is equivalent to a student successfully completing a semester of study or a student mastering the applicable subject matter, as determined by the school district.
 - a. Six credits of language arts;
 - b. Six credits of social studies, including world history, American history, and government and economics;
 - c. Four credits of mathematics, including geometry and algebra II;
 - d. Four credits of science, including biology and chemistry;
 - e. Two credits of fine arts;
 - f. One credit of health;
 - g. One credit of physical education; and
 - h. Eight credits of electives, including one credit of Senior Studies.
- B. Students beginning 9th grade in the 2016-2017 school year and later must successfully complete ~~48-45~~ high school level credits for graduation. A credit is equivalent to a student successfully completing a semester of study or a student mastering the applicable subject matter, as determined by the school district.
1. Eight credits of language arts sufficient to satisfy all of the academic standards in English language arts;
 2. Six credits of mathematics, encompassing geometry, statistics and probability, and ~~an two~~ Algebra II credits, plus ~~+~~ Algebra I in 8th grade for no HS credit;
 3. Six credits of science, including ~~an two credits of biology and two~~

credits of chemistry, and encompassing all of the academic standards in science;~~least one credit of chemistry or physics, and one credit of biology.~~

4. Seven credits of social studies, encompassing ~~at least~~ United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
5. Two credits of the arts sufficient to satisfy all of the state or local academic standards in the arts;
6. One credit of health, required during freshman or sophomore year;
7. One credit of physical education; and
8. Seventeen credits of electives.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards on a nationally normed college entrance exam:
 1. School District Standards, Health and Physical Education (K-12);
 2. School District Standards, Vocational and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).

- B. Academic standards in health, world languages, and vocational and technical education will be reviewed on an annual basis.*

* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.

- 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, 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; and

5. Minnesota Academic Standards, Arts K-12.

- D. 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 Minn. Stat. § 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.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.128 (Educational Planning and Assessment System (EPAS) Program)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

Descriptor Term: **Graduation Requirements**

Descriptor Code: **IKF**

Issued Date: **4/97**

Reviewed Date:

Revised Date: **6/09**

Rescinds: **IKFA**

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from Burnsville-Eagan-Savage Schools.

II. SCOPE

The Burnsville-Eagan-Savage School District is committed to providing an exemplary educational program that equals or exceeds the minimum state requirements. Specifically, all students must pass the Minnesota Graduation Basic Skills tests in reading, mathematics, and written composition as per state requirements and must satisfactorily complete, as determined by the school district, all course credit requirements, graduation standards, and any additional requirements as established by the school board, in order to graduate.

III. DEFINITIONS

- A. Course "credit" is a measurement of educational achievement based on successful completion of the requirements within a given semester course of study at Burnsville High School.
- B. "Unit" is a measurement of educational achievement based on successful completion of the requirements within a given semester course of study in ninth grade.
- C. "Section 504 Accommodation" means the defined appropriate accommodations that may be made in the school environment to address the needs of an individual student with disabilities.
- D. "Individualized Education Program," or "IEP," means a written statement developed for a student eligible by law for special education and services.

IV. TEST ADMINISTRATOR

The school district test administrator shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION REQUIREMENTS

Beginning with the 2007 Graduates, all graduates must complete A, B, and C with the exception of students who have met the graduation requirements of an Individual Education Plan (IEP) or Section 504 accommodation plans with 1) accommodations or modifications and/or 2) exemptions or replacements.

- A. All students must pass the Minnesota Graduation Basic Standards tests in reading, mathematics, and written composition as per state requirements in order to graduate;
- B. Students must successfully complete the thirty-two (32) BHS credits and eight (8) units of study in grade nine in order to graduate from ISD 191. The specific units of study and credits are listed below:

GRADE 9: Units of Study	BHS: Course Credits (32)
Language Arts: 2 units	Language Arts: 6 credits
Social Studies: 2 units	Social Studies: 6 credits
Algebra I or ¹Geometry: 2 units	¹Geometry and Algebra II: 4 credits
Science: 2 units	Biology and Chemistry: 4 credits
	¹Physical Education: 1 credit
	¹The Arts: 2 credits
	Health: 1 credit
	Electives: A minimum of 8 credits

¹Students who complete the BHS requirements in Geometry, Physical Education and/or The Arts in grade 9 will substitute BHS elective courses to earn the required high school credits for graduation.

- C. All students must complete the following Minnesota Academic Standards, in accordance with the standards developed by the Department of Education:
 1. Minnesota Academic Standards, Language Arts;
 2. Minnesota Academic Standards, Mathematics;
 3. Minnesota Academic Standards, Science;
 4. Minnesota Academic Standards, Social Studies;
 5. Minnesota Academic Standards, The Arts and
 6. School District Standards, Health and Physical Education;

VI. EARLY GRADUATION

Any secondary school student who has completed all required courses or standards may, with the approval of the student, the student’s parent or guardian, and the principal or designee, graduate before the completion of the school year, as provided for within Minn. Stat. § 120B.07.

VII. CREDIT FOR LEARNING

It is the policy of the Burnsville-Eagan-Savage School District to recognize student achievement, which occurs in other schools, alternative learning sites, Post-Secondary Enrollment Options and other advanced enrichment programs, and out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities.

- A. **Transfers from other Standards-based Schools.** Courses successfully completed at other Minnesota public schools will be transferred upon the submission of a student transcript from the other district or program. The credit earned will be accepted at face value as long as enough information is provided to determine graduation standards embedded in course, credit and grade earned

and site at which the standard was achieved.

B. Translating and equating achievement from Non Standards-based Schools.

Achievement accomplished by students (special needs included) in schools (non-public schools, Post Secondary Enrollment, etc) that do not report achievement according to Minnesota Graduation Requirements will be evaluated and translated into credit equivalents. The translating and equating process and guidelines will be the responsibility of the building principal or designee. The process and guidelines will include, but are not limited to, the review of course content from the prior school. The student will be advised of all remaining graduation requirements.

C. Credit by assessment. When a student requests recognition of work completed, but for which no academic transcript exists, the student shall make application to the principal. Not more than sixty school days after the application is filed, the principal shall inform the student and the student's parents what evidence must be presented to certify the completion of the standard. Evidence of completion might include:

- a. Letters of support and explanation from individuals or organizations who have actually witnessed the student's demonstration of the standard;
- b. Oral or written tests;
- c. Interviews;
- d. Actual performances or demonstrations assessed by district staff or others knowledgeable in the specification of the standard; or
- e. Other evidence as appropriate for the individual situation

Upon successful submission of the required evidence, the required course shall be noted on the transcript.

VIII. NOTICE

The school district will notify students and their parents of the school district's graduation requirements within 30 working days of a student's entry into ninth grade.

IX. Notification and Appeal Process

The District shall provide, no later than 90 days after a student takes a test of basic requirements, 1) written notice to the parent and the student of basic requirement test results, 2) if the student is in the graduating year, process by which a parent, or student, can appeal the School District's decision regarding additional testing and testing accommodations.

A. Appeal Process. The Burnsville-Eagan-Savage School District encourages student and parent or guardian involvement in the implementation of any decisions concerning the Minnesota Graduation Basic Skills test and the graduation requirements. Administration will respond promptly to the concerns of students and parents or guardians regarding any decisions related to the implementation of the Minnesota Standards or any decisions made under this policy.

Legal References:

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)

Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)

Minn. Stat. § 120B.07 (Early Graduation)

Minn. Stat. § 120B.11 (School District Process)

Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)

Minn. Rules Parts 3501.0200-3501.0290 (Rules Relating to Graduation Standards - Written Composition)

Minn. Rules Parts 3501.0505-3501.0635 (K-12 Standards)

20 U.S.C. § 6301, et seq. (No Child Left Behind Act)



**Agenda III.E.
September 10, 2015**

To: Board of Education, Members
From: Dr. Joe Gothard, Superintendent
Date: September 3, 2015
Re: Board Policies

RECOMMENDATION: Approve, on a first reading basis, Board Policies 409: *Employee Publications, Instructional Materials, Inventions and Creations* (rescind GCQB & GCQB-R), 425: *Professional Development* (rescind GCL & GCL-R), 501: *School Weapons Policy*, 503: *Student Attendance* (rescind JE & JE-R), 504: *Student Dress and Appearance*, 505: *Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees*, 506: *Student Discipline* (rescind JFC & JFC-R), 512: *School-Sponsored Student Publications and Activities*, and 513: *Student Promotion, Retention, Acceleration and Program Design* (rescind IKE, IKE-R and JECA).

Administration and the Policy Review Committee have reviewed these policies and recommend approval on a first reading basis.

Edited policies and current policies are attached for your review.

Adopted: _____: 2/1984 Burnsville-Eagan-Savage School District Policy 409
Reviewed: _____: 8/27/2015
Revised: _____
Rescinds: _____: GCQB

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of ~~any~~ school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for _____ ~~[school district should select time]~~ two years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References:

Descriptor Term: **Professional Research and Publications**

Descriptor Code: **GCQB**

Issued Date: **2/84**

Reviewed Date:

Revised Date:

Rescinds:

Publications

The School District shall have legal claim on all products created by its employees which are an outgrowth of regular or special assignments.

Materials developed by a teacher beyond regular classroom or assignment preparation and outside the scheduled work hours will be considered the property of the teacher, whether or not the materials are used to supplement the regular learning or educational experiences of students.

Descriptor Term: **Professional Research and Publications**

Descriptor Code: **GCQB-R**

Issued Date: **2/84**

Reviewed Date:

Revised Date:

Rescinds:

Educational Publications

Educational materials developed and published in Independent School District 191 shall be available for limited sale to other school districts and other educational agencies on a cost basis.

Adopted: 1/1984
Reviewed: 8/27/2015
Revised: 8/13/2015
Rescinds: GCL

Burnsville-Eagan-Savage School District Policy 425

425 PROFESSIONAL DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a professional development program and structure to carry out planning and reporting on professional development that supports improved student learning.

II. PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The School Board directs the superintendent to establish a Professional Development Advisory Committee to develop a professional development plan, assist site professional development teams in developing a site plan consistent with the goals of the professional development plan, and evaluate professional development efforts at the site level.

1. The majority of the membership of the Professional Development Advisory Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.

B. The School Board directs the superintendent to establish the site professional development teams.

1. Members of the site teams will be selected by a process to have involvement at the site level.

2. The Professional Development Advisory Committee will work with the site professional development teams to develop a site plan consistent with the goals of the professional development plan.

3. The majority of the site professional development teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE

A. The Professional Development Advisory Committee will develop a professional development plan which will be reviewed and subject to approval by the School Board once a year.

- B. The professional development plan must contain the following elements:
1. Professional development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;
 2. The means to achieve the professional development outcomes;
 3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4;
 4. Ongoing professional development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
 - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
 5. The professional development plan also must:
 - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;

- b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals;
 - d. Ensure specialized preparation and learning about issues related to teaching students with special needs and limited English proficiency; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Professional development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.
7. Professional development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
8. The school district may implement other professional development activities required by law and activities associated with professional teacher compensation models.
- C. The Professional Development Advisory Committee will assist site professional development teams in developing a site plan consistent with the goals and

outcomes of the district professional development plan.

- D. The Professional Development Advisory Committee will evaluate professional development efforts at the site level and will report to the School Board on an annual basis the extent to which staff at the site has met the outcomes of the professional development plan.
- E. The Professional Development Advisory Committee shall assist the School District in preparing any reports required by the Department of Education relating to professional development including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each site professional development team shall develop a site plan, consistent with the goals of the professional development plan.
- B. The site professional development team must demonstrate the extent to which staff at the site have met the outcomes of the professional development plan.

V. PROFESSIONAL DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for professional development, the School District will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; professional development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for professional development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for professional development efforts. The school district also may use the revenue reserved for professional development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for professional development based on its needs. The additional expenditure does not need to follow the allocation described in V.A.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as professional

development time that is financed with professional development reserved revenue under Minn. Stat. § 122A.61.

VI. PROCEDURE FOR USE OF PROFESSIONAL DEVELOPMENT FUNDS

- A. On a yearly basis, the Professional Development Advisory Committee, with the assistance of the site professional development teams, shall prepare a projected budget setting forth proposals for allocating professional development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual professional seminars, and cost of substitutes.
- B. Individual requests from staff for leave to attend professional development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. By October 15 of each year, the School District and site professional development committee shall prepare a report of the previous fiscal year's professional development activities and expenditures and submit it to the Commissioner of the Department of Education (Commissioner).
 - 1. The report must include assessment and evaluation data indicating progress toward district and site professional development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective professional development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a. curriculum development and curriculum training programs;
 - b. professional development training models, workshops, and conferences; and
 - c. the cost of releasing teachers or providing substitute teachers for professional development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated professional development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The School District will utilize the reporting form and/or system designated by

the Commissioner. The report will be signed by the superintendent and professional development chair.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References:

Descriptor Term: **Professional Staff Development**

Descriptor Code: **GCL**

Issued Date: **1/84**

Reviewed Date: **7/09**

Revised Date: **9/09**

Rescinds:

The Board of Education recognizes that professional staff development opportunities enhance employee effectiveness and contribute to professional growth. Professional staff development for teachers and building and district leadership shall be designed to support the effective delivery of the adopted curriculum, provide opportunities for professional staff to reflect critically on their practice, deepen their understanding of the processes of teaching and learning and the students they serve, and achieve challenging student outcomes.

The superintendent shall be responsible for establishing, implementing and maintaining a multi-year professional staff development plan that is aligned with district goals and supports improved student learning. The professional development plan shall provide professional staff development opportunities that:

- Enhance and improve student achievement;
- Provide for organizational, collegial and individual development;
- Be budgeted sufficiently to obtain professional development goals;
- Reflect a careful analysis of student achievement data and staff needs;
- Are guided by a multi-year comprehensive plan that is aligned with the district's, goals, priorities and curriculum;
- Focus on research-based approaches in both content and delivery;
- Include follow-up, monitoring and on-the-job application necessary to support acquisition and application of instructional strategies;
- Are evaluated by the improvement in instructional practices and student achievement; and
- Comply with current Minnesota statutes and regulations and the Code of Federal Regulations.

The superintendent shall maintain a process for soliciting input from staff members in developing and annually updating a multi-year professional development plan.

The superintendent will report annually to the Board on the comprehensive professional staff development plan.

Legal References:

Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)

Minn. Stat. § 120A.415 (Extended School Calendar)

Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)

Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)

Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)

Minn. Stat. § 122A.60 (Staff Development Program)

Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)

Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)

Descriptor Term: **Professional Staff Development**
Descriptor Code: **GCL-R**
Issued Date: **1/84**
Reviewed Date: **7/09**
Revised Date: **9/09**
Rescinds:

PROFESSIONAL STAFF DEVELOPMENT ADVISORY COMMITTEE

The superintendent will establish a Professional Staff Development Advisory Committee to guide the development of a comprehensive, multi-year professional staff development plan and assist in the evaluation of professional staff development in the district.

1. A majority of the Professional Staff Development Advisory Committee shall consist of teachers representing various grade levels, subject areas, special education, administrators, directors, coordinators, PLC Facilitators and/or Pro Pay Evaluators. Committee members must have a minimum of five years classroom teaching experience. Specifically, the Professional Staff Development Advisory Committee shall be comprised of the following representatives:
 - One teacher representing each elementary school;
 - Two teachers representing each junior high school;
 - Five teachers representing the high school (including Burnsville High School, Senior Campus and Cedar Alternative School);
 - Four special education teachers (one early childhood special education, one elementary, one junior high, one high school);
 - Three ELL teachers (one elementary, one junior high, one high school);
 - Five building level administrators (two elementary, one junior high, one high school and one individualized student services);
 - The Professional Development and Assessment Directors;
 - The Integration, Title Program and Literacy Coordinators;
 - Two Burnsville Education Association representatives (selected by the BEA President); and
 - The Assistant Superintendent for Elementary Instructional Leadership.
2. Annually, building principals will convene for the purpose of selecting teacher representatives to serve on the Professional Staff Development Advisory Committee and shall appoint replacement members to the Professional Staff Development Advisory Committee as vacancies may occur.

DUTIES OF THE PROFESSIONAL STAFF DEVELOPMENT ADVISORY COMMITTEE

1. The Professional Staff Development Advisory Committee will meet quarterly or more frequently as called by the Assistant Superintendent for Elementary Instructional Leadership.
2. The Professional Staff Development Advisory Committee serves in an advisory capacity to the superintendent in the development of a multi-year comprehensive professional staff development plan.
3. The Professional Staff Development Advisory Committee will solicit and consider input received from Site Professional Development Teams in the review and development of a multi-year professional development plan for the district.

4. Development of a professional staff development plan must reflect the National Staff Development Council's Standards for Staff Development including the following elements:
 - Organizes adults into learning communities whose goals are aligned with those of the school and district;
 - Requires skillful school and district leaders who guide continuous instructional improvement;
 - Requires resources to support adult learning and collaboration;
 - Uses disaggregated student data to determine adult learning priorities, monitor progress and help sustain continuous improvement;
 - Uses multiple sources of information to guide improvement and demonstrate its impact;
 - Prepares educators to apply research to decision making;
 - Uses learning strategies appropriate to the intended goal;
 - Applies knowledge about human learning and change;
 - Provides educators with the knowledge and skills to collaborate;
 - Prepares educators to understand and appreciate all students, create safe, orderly and supportive learning environments, and hold high expectations for students' academic achievement.
 - Deepens educators' content knowledge, provides them with research-based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately; and
 - Provides educators with knowledge and skills to involve families and other stakeholders appropriately.
5. Development of a professional staff development plan must incorporate and address the unique learning needs of special education students, English Language Learners, students of color and students of poverty.
6. The Director of Curriculum, Director of Professional Development, Director of Assessment, Integration Coordinator, Title Program Coordinator, Literacy Coordinator, Assistant Superintendent for Elementary Instructional Leadership and Assistant Superintendent for Secondary Instructional Leadership and the BEA President or their designee will be responsible for developing the written professional development plan in accordance with the guidance received from the Professional Staff Development Advisory Committee. The Professional Staff Development Advisory Committee must approve the final written plan document before it is submitted to the Superintendent and subsequently the Board of Education.
7. The Director of Professional Development shall be responsible for preparing any reports related to staff development required by the Superintendent, Board of Education or the Minnesota Department of Education.
8. Minutes of all Professional Staff Development Advisory Committee meetings will be published on StaffNet.

SITE PROFESSIONAL DEVELOPMENT TEAMS

Each building principal will establish a Site Professional Development Team to advise the building principal in the implementation of the district professional staff development plan at the individual

building.

1. Members of the Site Professional Development Teams will be appointed annually by the building principal.
2. Each Site Professional Development Team shall consist of teachers representing various grade levels, subject areas and special education and the building principal.

DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

1. The Site Professional Development Team shall develop a plan to implement the district's Professional Staff Development Plan as developed by the Professional Staff Development Advisory Committee and approved by the Board of Education. The plan shall be submitted to the appropriate assistant superintendent for review and approval.
2. The Site Professional Development Team will monitor the ongoing implementation of the professional staff development team documenting progress toward defined outcomes and implementation difficulties.
3. The Site Professional Development Team will provide input to the District Staff Development Advisory Committee regarding the implementation of the professional staff development plan and progress toward defined outcomes and implementation difficulties.
4. The Site Professional Development Team will implement the allocation of the state 2% staff development funds according to state regulations when such funds are appropriated by the Minnesota Legislature.
5. Annually, at the end of the academic school year, the Site Professional Development Team will submit a written report to the Assistant Superintendent for Elementary Instructional Leadership documenting the extent to which staff at the site have met the outcomes of the Staff Development Plan and recommendations for future modifications or refinement of the district's multi-year professional staff development plan. (Initially this will be the required MDE report.)

Adopted: _____

Burnsville-Eagan-Savage School District Policy 501

Reviewed: 8/27/2015

Revised: _____

Rescinds: _____

501 SCHOOL WEAPONS POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Weapon"

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

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

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

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
- ~~7. a gun or knife show held on school property;~~
78. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
89. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

~~*[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than exception (7) to Section 609.66, Subdivision 1d. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Section 609.66, Subdivision 1d. PLEASE DECIDE WHETHER YOU WOULD LIKE TO ADD ADDITIONAL RESTRICTIONS FOR STUDENTS AND EMPLOYEES.]*~~

C. Policy Application to Instructional Equipment/Tools

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

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. §

624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION / USE / DISTRIBUTION

A. The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school district takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

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

A. Employees

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

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

B. Other Nonstudents

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

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

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

Adopted: 12/1997
Reviewed: 8/27/2015
Revised: 6/2009
Rescinds: JE

503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. ~~It and~~ is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

~~It is the~~ A student's student has the right to be in school. ~~It is also the~~ A student's also has the responsibility to attend all assigned classes and study halls every day that school is in session, participate in the instructional activities for the full class period, and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, ~~it is the~~ a student's student has the responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

~~It is the responsibility of the~~ A student's parent or guardian has the responsibility to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

~~It is t~~ The teacher's teacher has the responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and

study hall. ~~It is also t~~The teacher's-teacher also has the responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. ~~It is also t~~The teacher's-teacher also has the responsibility to provide any student who has been absent with any missed assignments upon request. Finally, ~~it is the~~ teacher's-teacher has the responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. ~~It is t~~The administrator's has the responsibility to require students to attend all assigned classes and study halls. ~~It is also t~~The administrator's-administrator also has the responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, ~~it is the~~ administrator's-administrator has the responsibility to inform the student's parents or guardians of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Types of Absences Attendance Procedures

~~Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.~~

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency ~~conditions~~ sies such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored ~~outing~~ activity.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) ~~Family emergencies.~~
- ~~(11)~~—Active duty in any military branch of the United States.
- ~~(12)~~ A student's condition that requires ongoing treatment for a mental health diagnosis.
- ~~(12)~~ Other reasons as deemed necessary by the parents or guardians. These absences beyond —5 days in a school year require consultation with and approval from the building principal.

~~*[Note:—State law provides that a school board may include other exemptions in the school district's attendance policy. See Minn. Stat. § 120A.22, Subd. 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]*~~

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative

assignments as deemed appropriate by the classroom teacher.

- (2) Work missed because of absence must be made up within ~~two~~ two school days from the date of the student's return to school. ~~Any work not completed within this period shall result in "no credit" for the missed assignment.~~ However, the ~~building principal or the~~ classroom teacher or the building principal may extend the time allowed for completion of make-up work in the case of an extended ~~illness-absence~~ or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- ~~(5) Vacations with family.~~
- ~~(6) Personal trips to schools or colleges.~~
- ~~(57)~~ Absences resulting from cumulated unexcused tardies (~~three~~ 3 tardies equal one unexcused absence).
- ~~(68)~~ Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

~~(4) Students with unexcused absences shall be subject to discipline in the following manner:~~

~~(a) From the first through the _____ cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.~~

~~(b) No credit will be awarded for the course work missed due to an unexcused absence.~~

~~(c) After the _____ cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of _____ unexcused absences and that, after the _____ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.~~

~~(c)(d) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.~~

~~(d)(e) After _____ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-) may determine the student may or will receive a failing grade. However, prior to reducing assigning the student's student a failing grade or loss of credit, an administrative conference must be held among the principal, student, and parent.~~

~~(e) After _____ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative~~

~~conference must be held among the principal, student, and parent.~~

~~(f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.~~

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- ~~d. Medical, dental, orthodontic, or mental health treatment.~~
- de. Court appearances occasioned by family or personal action.
- ef. Physical emergency conditions such as fire, flood, storm, etc.
- fg. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- ~~b. Consequences of tardiness may include detention after _____ unexcused tardies. In addition _____ unexcused tardies are equivalent to one unexcused absence.~~

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

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

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. -This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

~~*[Note: Where services and procedures under Minn. Stat. Ch. 260A are available within the school district, the following provisions should also be included in the policy.]*~~

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has

not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

V. ATTENDANCE PROCEDURES

~~Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.~~

- Legal References:**
- Minn. Stat. § 120A.05 (Definitions)
 - Minn. Stat. § 120A.22 (Compulsory Instruction)
 - Minn. Stat. § 120A.24 (Reporting)
 - Minn. Stat. § 120A.26 (Enforcement and Prosecution)
 - Minn. Stat. § 120A.34 (Violations; Penalties)
 - Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 - Minn. Stat. § 260A.02 (Definitions)
 - Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
 - Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
 - Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
 - Goss v. Lopez*, 419 U.S. 565, 95 S.Ct. 729 (1975)
 - Slocum v. Holton Board of Education*, 429 N.W.2d 607 (Mich. App. Ct. 1988)
 - Campbell v. Board of Education of New Milford*, 475 A.2d 289 (Conn. 1984)
 - Hamer v. Board of Education of Township High School District No. 113*, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
 - Gutierrez v. School District R-1*, 585 P.2d 935 (Co. Ct. App. 1978)
 - Knight v. Board of Education*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
 - Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)
- Cross References:**
- Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)

Descriptor Term: **School Attendance**

Descriptor Code: **JE**

Issued Date: **12/97**

Reviewed Date:

Revised Date: **6/09**

Rescinds:

PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.
- C. State mandates that once a child of seven is enrolled in kindergarten or a higher grade in a public school, the student is subject to the compulsory attendance provisions. The School Board requires all students be subject to the compulsory attendance provisions once they have enrolled in kindergarten or a higher grade no matter the age.

RESPONSIBILITIES

A. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

B. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

C. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments when possible and appropriate. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

D. Administrator's Responsibility

1. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance, apply these procedures uniformly to all students and to maintain accurate records on student attendance. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
2. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. State. § 120.101, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has completed the studies ordinarily required in the tenth grade and has elected not to enroll or has a valid excuse for absence

Descriptor Term: **School Attendance**

Descriptor Code: **JE-R**

Issued Date: **12/97**

Reviewed Date:

Revised Date: **6/09**

Rescinds:

CLASSIFICATION OF ABSENCES

PROCEDURES FOR ELEMENTARY

Each elementary school will develop and communicate to parents procedures for reporting student absences.

Excused Absences and Tardies

Excused absences will include illness, serious illness in the student's immediate family, death in the student's immediate family or of a close friend or relative, medical or dental treatment, court appearances occasioned by family or personal action, religious instruction not to exceed three hours in any week, physical emergencies such as fire, flood, storm, etc., official school field trip or other school sponsored activity, removal of a student pursuant to a suspension and other reasons as deemed significant by the parent/guardian.

Unexcused Absences and Tardies

Examples of unexcused absences include but are not limited to truancy, failure to comply with the reporting requirements, work at home, babysitting a younger sibling, relative or friend of the family, and missing assigned school bus.

Four (4) unexcused tardies will equal one (1) unexcused absence. Students are considered tardy if they are not in the classroom and prepared when the class period begins. To avoid being marked absent, students who arrive late shall inform the teacher of the late arrival at an appropriate time or at the end of the class.

Excessive Absences

The attendance records of any child absent more than a total of six days in any three-month period or more than twelve days in any school year will be reviewed by the building principal. The principal will take one or more of the courses of action listed below:

- Communication with parent.
- Establishment of student attendance plan with parent.
- Request that the Family Support Worker be involved.
- Monitor student attendance.

- Require documentation from a member of the medical community for absences.
- Report truancy to the County Attorney.
- Report educational neglect to County Child Protection.

PROCEDURES FOR JUNIOR HIGH SCHOOLS

Each junior high school will develop and communicate to parents procedures for reporting student absences.

Excused Absences

Students who are excused from attendance pursuant to this section shall be required to complete make-up work as established by the classroom teacher.

The following categories of absences will constitute excused absences:

Activities

All school activity absences will be excused. The school employee supervising students at these activities is responsible for turning in the list of student names to the attendance office.

Illness and Other Parent Requests

A parent may request that an absence be considered excused by following the established building procedures to inform the school of the absence. Procedures for notification may vary among buildings. Each building will develop its own procedures and communicate those procedures to parents/guardians and students. These procedures may include time limits and requirements that prior notification must be given for all non-illness, non-emergency absences. Parents and students are responsible for knowing and following these building procedures.

In-school/Out-of-school Suspension

The student has the responsibility to obtain assignments missed and to complete all class work to earn credit.

Unexcused Absences and Tardies

Students shall attend all classes and study halls every day that school is in session and participate in instructional activities for the full class period. All absences are unexcused unless classified as excused in the previous section. Unexcused absences may result in no credit for the days course work. Multiple unexcused absences may result in course failure. The student will be assigned a grade of "F" or "NC", according to grading procedures within the building. If the student remains in the class and meets all other criteria for successful completion of the course, the student may apply to be assessed for credit by proficiency. The type of assessment will be determined by the individual departments.

Students with three (3) unexcused tardies will be required to serve detention. Students are considered tardy if they are not in the classroom and prepared when the class period begins. To avoid being marked absent, students who

arrive late shall inform the teacher of the late arrival at an appropriate time or at the end of the class.

Excessive Absences

A student is considered to have excessive absences if they miss more than a total of six days of school in a three-month period or more than twelve days for the school year for any reason. A student with excessive absences may be required to present a doctor's note or other written documentation to excuse future absences. If a student who is required to present such documentation to excuse absences fails to do so, the absence(s) will be considered unexcused.

Make-up Assignments

Guidelines for make-up work will be established within the building by teachers and administrators. Provided an activity can be repeated outside the classroom, it is the student's responsibility to obtain assignments missed and to complete all class work within the time limits established by the teacher in order to earn credit.

Appeal Process

All proposed loss of credit resulting from unexcused absences may be appealed.

The appeal will be decided by an appeal committee. The appeal committee will consist of counselors, teachers and the administrator in charge of attendance.

If parents are not satisfied with the decision of the attendance policy appeals committee, the decision may be appealed to the school principal.

Extended Illness

The teachers, administrators and counselors will handle cases of long-term or chronic illness on a case-by-case basis.

PROCEDURES FOR SENIOR HIGH SCHOOLS

The senior high school will develop and communicate to parents procedures for reporting student absences.

Excused Absences

Students who are excused from attendance pursuant to this section shall be required to complete make-up work as established by the classroom teacher. The high school administration has the right to make the final determination as to whether an absence is excused.

The following categories of absences will constitute excused absences:

Activities

All school activity absences will be excused. The school employee supervising students at these activities is responsible for turning in the list of student names to the attendance office.

Illness, Family Emergencies, and Other Parent Requests

A parent may request that an absence be considered excused by following the established building procedures to inform the school of the absence. These procedures may include time limits and requirements that prior notification must be given for all non-illness, non-emergency absences. Parents and students are responsible for knowing and following these building procedures.

Extended Illness

The teachers, administrators and counselors will handle cases of long-term or chronic illness on a case-by-case individual basis.

In school/Out-of-school Suspension

The student has the responsibility to obtain assignments missed and to complete all class work to earn credit.

Attendance Interventions

The senior high school will intervene with students, and their families, who are experiencing difficulty with attendance. The interventions may include, but are not limited to:

1. Notification of student absences.
2. Communication with administrator, dear of students, or counselor.
3. Conference with school personnel.
4. Placement on an attendance probation contract.
5. Loss of privileges, including parking and attendance at after school activities.
6. Referral to appropriate county truancy liaison officer or other outside agencies.
7. Referral to building Student Assistance Team.
8. Changes to student's educational program.

Unexcused Absences

Students shall attend all classes every day that school is in session and participate in instructional activities for the full class period. All absences are unexcused unless classified as excused in the previous section. Five (5) unexcused absences in a class will result in a student being placed on an attendance probation contract. A student placed on a contract will not receive credit for the class at the end of the semester, unless they follow through and meet the conditions of the contract and/or show improvement in attendance as determined by the Principal or designee.

Tardiness

In all classes and study halls, four (4) unexcused tardies will equal one (1) unexcused absence. Students are considered tardy if they are not in the classroom when the class period begins. Students who arrive to classes and study halls five or more minutes late will be marked with an unexcused absence.

Students who arrive late shall inform the teacher of their late arrival at an appropriate time prior to the end of class. A student who arrives after the class period begins and has a pass excusing him/her is not considered tardy.

Excessive Excused Absences

A student is considered to have excessive absences if they miss more than a total of six days of school in a three-month period or more than twelve days for the school year for any reason. Students with excessive excused absences may be referred to a grade level dean, counselor, school nurse, and/or student assistance team. Parents may be asked to provide verification of health issues, attend a meeting with a school nurse, and/or provide a doctor's note to excuse all future absences. The school administration has the authority to make the final determination as to whether an absence is excused.

Tardiness

In all classes and study halls, four (4) unexcused tardies will equal one (1) unexcused absence. Students are considered tardy if they are not in the classroom when the class period begins. Students who arrive to classes and study halls five or more minutes late will be marked with an unexcused absence. Students who arrive late shall inform the teacher of their late arrival at an appropriate time prior to the end of class. A student who arrives after the class period begins and has a pass excusing him/her is not considered tardy.

Make-up Assignments

Guidelines for make-up work will be established within the building by teachers and administrators. Provided an activity can be repeated outside the classroom, it is the student's responsibility to obtain assignments missed and to complete all class work within the time limits established by the teacher in order to earn credit. Students may not receive credit for work missed due to an unexcused absence.

Violations

Students are expected to attend all study halls they are scheduled for when school is in session. Three (3) unexcused absences from any study hall will be considered an attendance violation. A detention will be issued to the student. Each additional violation will result in a detention being assigned. A student who accrues three or more study hall violations may be subject to additional school consequences, including in-school suspension, out-of-school suspension, and loss of privileges to include parking and attendance at after school activities.

APPEAL PROCESS

Loss of credit resulting from unexcused absences may be appealed. However, credit may be granted only if the student and/or parent/guardian:

files a request for hearing within one week of the time they are notified of the loss of credit

AND

demonstrates good cause for the failure to abide by the attendance-policies of the school district and any conditions established in the attendance probation contract agreement

AND

meets all other course requirements.

Notices describing rights to will be sent to the student and/or parents/ guardian.

The appeal will be decided by an appeal committee. The appeal committee will consist of the student's dean, the student's counselor, a teacher appointed by the grade level administrator, and the grade level administrator. The administrator will convene the meeting and provide any available information about the situation, but will not have a vote in the final disposition.

If parents are not satisfied with the decision of the attendance policy appeals committee, the decision may be appealed to the school principal.

EXTENDED ILLNESS

The teachers, administrators and counselors will handle cases of long-term or chronic illness on a case-by-case basis.

REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120.101 and is absent from instruction in a school, as defined in Minn. Stat. § 120.05, without valid excuse within a single school year for:

1. three days if the child is in elementary school; or
2. three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official

shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120.101 and the parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 127.20;
4. that this notification serves as the notification required by Minn. Stat. § 127.20.
5. that alternative educational programs and services may be available in the district;
6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260.191; and
9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. HABITUAL TRUANT

1. An habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References:

Minn. Stat. § 120.101 (Compulsory Instruction)
Minn. Stat. § 120.102 (Reporting)
Minn. Stat. § 120.103 (Enforcement and Prosecution)
Minn. Stat. § 120.11 (School Boards and Teachers, Duties)
Minn. Stat. § 120.14 (Attendance Officers)

Minn. Stat. § 127.26-172.39 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian when Child is
Continually Truant)
Goss v. Lopez, 419 U.S. 565,95 S. Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct.
1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn.
1984)
Hamer v. Board of Education of Township High School District No. 113, 66 ILL. App.3d 7 (1978)
Gutierrez v. School District R-1, 585 P.2d935 (Co. Ct. App. 1978)
Knight v. Board of Education, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky.1975)

Adopted: _____

Burnsville-Eagan-Savage School District Policy 504

Reviewed: _____: 8/27/2015

Revised: _____

Rescinds: _____

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

B. Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

C. Inappropriate clothing includes, but is not limited to, the following:

1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Burnsville-Eagan-Savage School District Policy 413.
5. Any apparel or footwear that would damage school property.

- D. ~~Hats~~ Headwear and outerwear are not allowed in the building except with the approval of the building principal ~~(i.e., student undergoing chemotherapy; medical situations).~~
- E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- F. ~~“Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.~~

III. DEFINITIONS

- A. “Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity.
- B. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

IV. PROCEDURES

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 525 (Violence Prevention)

Adopted: _____

Burnsville-Eagan-Savage School District Policy 505

Reviewed: _____: 8/27/2015

Revised: _____

Rescinds: _____

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by electronic means and/or means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of

minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. “Minor” means any person under the age of eighteen (18).

E. “Material and substantial disruption” of a normal school activity means:

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

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

F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;

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

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES FOR APPEAL PROCESS

- A. ~~Any student or employee wishing to distribute (as defined in this policy) nonschool sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:~~
 1. ~~Name and phone number of the person submitting the request and, if a student, the room number of his or her first period class.~~
 2. ~~Date(s) and time(s) of day intended for distribution.~~
 3. ~~Location where material will be distributed.~~

4. ~~If material is intended for students, the grade(s) of students to whom the distribution is intended. Administration will establish guidelines and procedures for distribution of materials.~~
- B. ~~Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.~~
- C. ~~If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.~~

- BD.** If the person is dissatisfied with the decision of the ~~principal~~ administrator, the person may submit a written request for appeal to the superintendent. -If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- EC.** Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

~~*[Note: School districts may add guidelines which reflect varied local practices relating to this subject matter including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]*~~

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)

Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)

Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)

Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied ___U.S. ___, 132 S.Ct. 592 (2011)

Cross References: Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 512 (School-Sponsored Student Publications)
Burnsville-Eagan-Savage School District Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: 5/04
Reviewed: [6/088/27/2015](#)
Revised: 6/09
Rescinds: JFC

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. -Such compliance will enhance the school district's ability to maintain discipline and ensure that the school district's work toward its mission of providing an exemplary educational program to its students is not interrupted. -The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked to the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. -Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. -Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. -Overall decorum affects student attitudes and influences student behavior. -Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. -The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. -This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as

appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. –The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. –Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. –The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. –The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. –A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. –All teachers shall enforce the Code of Student Conduct. –In exercising the teacher’s lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. –Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. –A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice.

They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. -This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. -This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district’s Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district’s Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco, e-cigarettes, ~~or~~ tobacco paraphernalia, or tobacco related devices;
 - 9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. ~~Possession of nuisance~~Use of devices or objects ~~which to~~ cause distractions ~~and or may~~ facilitate cheating ~~including, but not limited to, pagers, radios, and phones, including picture phones;~~

23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of ~~picture phones~~electronic devices or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;

37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. -The specific form of discipline chosen in a particular case is solely within the discretion of the school district. -At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. -The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's

misconduct, as determined by the school district. -Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. -If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- ~~R. Saturday school;~~
- SR. Expulsion under the Pupil Fair Dismissal Act;

~~FS.~~ Exclusion under the Pupil Fair Dismissal Act; and/or

~~UT.~~ Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as outlined in the Student/Parent Handbook, ~~conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy.~~ "Removal from class" and "removal" mean any actions taken by ~~a teacher, principal, or other~~ an authorized school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

~~C. Procedures for Removal of a Student From a Class.~~

~~1. Notify principal or designee;~~

2. ~~Notify the student of the rules, the violation, the consequences, and the re-entry plan, and inform the parent or legal guardian in a timely manner;~~
 3. ~~Create alternate service delivery plan and share it with the student.~~
- D. ~~The program administrator or designee will be responsible for the custody and supervision of the student during a period of removal from class;~~
- E. ~~Re-entry to class shall be accomplished by a decision [BY WHOM?] based on the student's behavior as defined in the re-entry plan or as specified by the program administrator or designee.~~

[NOTE: THE PROCEDURES HIGHLIGHTED BELOW ARE MISSING FROM YOUR REGULATION.]

F. ~~Procedures for Notification;~~

1. ~~Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;~~
2. ~~Actions or approvals required, such as notes, conferences, readmission plans.~~

G. ~~Disabled Students; Special Provisions.~~

1. ~~Procedures for consideration of whether there is a need for further assessment;~~
2. ~~Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and~~
3. ~~Any procedures determined appropriate for referring students in need of special education services to those services.~~

H. ~~Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.~~

1. ~~Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;~~
2. ~~Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and~~
3. ~~Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.~~

~~I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.~~

~~J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.~~

~~K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.~~

~~L. Annually, the administration shall confer with licensed employees to review the board and building discipline policies and regulations to assess whether they are useful or in need of revision.~~

IX. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. ~~Dismissal does not include removal from class.~~

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. ~~A student may be dismissed on any of the following grounds:~~

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending

school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. -This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. -The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. -The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. -A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. -School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. -The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. -That meeting must occur as soon as possible, but no more than ten (10) days after the sixth

(6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. —Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. Effort will be made to include parent or guardian in the administrative conference. —The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. —At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student’s version of the facts. —A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, ~~do one or more of the following:~~
 - ~~a. strongly encourage a parent or guardian of the student to attend school with the student for one day;~~
 - ~~b. assign the student to attend school on Saturday as supervised by the principal or the principal’s designee; and~~
 - ~~c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.~~
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student’s parent or guardian by mail within forty-eight (48) hours of the conference. ~~(See attached sample Notice of Suspension.)~~

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. -Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. -The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. -The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. -This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. -The school district shall advise the student's parent or

guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. ~~The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. ~~The school board may appoint an attorney to represent the school district in any proceeding.~~~~
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. ~~The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.~~
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. -The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. -The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. -The report must also include the student's age, grade, gender, race, and special education status. -The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. -The plan may include measures to improve the student's behavior, including completing a character education program

consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. -The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. -The teacher, principal or other school district official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. -The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. STUDENTS WITH DISABILITIES

- A. Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.
- B. Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was
 - 1. caused by or had a direct and substantial relationship to the child's disability and
 - 2. whether the child's conduct was a direct result of a failure to implement the child's IEP.
- C. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise.
- D. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. -Where a behavioral intervention plan previously has been developed, the team will

review the behavioral intervention plan and modify it as necessary to address the behavior.

- E. School personnel may order a change in the placement of a student with a disability for the same amount of time that a student without a disability would be subject to discipline, but not to exceed 45 school days, if a student with a disability:
1. carries or possesses a weapon; or
 2. knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance; or
 3. inflicts serious bodily harm upon another person;

while on school transportation, at school, on school premises, or at a school function.

The IEP team must include services and modifications designed to address the misbehavior which led to the placement in an interim alternative educational setting, expulsion, or exclusion, and modifications designed to address the behavior that gave rise to the 45-day placement.

- F. When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. -Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. -This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.27 (School and Community Advisory Team)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)
[Burnsville-Eagan-Savage School District Policy 417 \(Chemical Use and Abuse\)](#)
[Burnsville-Eagan-Savage School District Policy 419 \(Tobacco Free Environment\)](#)
Burnsville-Eagan-Savage School District Policy 501 (School Weapons)
Burnsville-Eagan-Savage School District Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Burnsville-Eagan-Savage School District Policy 503 (Student Attendance)
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 514 (Bullying Prohibition Policy)
Burnsville-Eagan-Savage School District Policy 524 (Internet Acceptable Use and Safety Policy)

Burnsville-Eagan-Savage School District Policy 525 (Violence Prevention)

Burnsville-Eagan-Savage School District Policy 526 (Hazing Prohibition)

Burnsville-Eagan-Savage School District Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Burnsville-Eagan-Savage School District Policy 610 (Field Trips)

Burnsville-Eagan-Savage School District Policy 709 (Student Transportation Safety Policy)

Burnsville-Eagan-Savage School District Policy 711 (Video Recording on School Buses)

Burnsville-Eagan-Savage School District Policy 712 (Video Surveillance Other Than on Buses)

Descriptor Term: **Student Conduct**

Descriptor Code: **JFC**

Issued Date: 5/04

Reviewed Date: **6/08**

Revised Date: **6/09**

Rescinds:

It is the position of the Burnsville-Eagan-Savage School District (District) that its mission of providing an exemplary educational program to the students of the District cannot be achieved without appropriate student conduct and behavior.

The Board recognizes its responsibility to give administrative support to its employees; nevertheless, Each employee bears the primary responsibility for maintaining proper control and discipline.

The School Board of District 191 (Board) believes that all students have the right to a learning environment that is conducive to the learning process and safe for students and staff members. Therefore, the Board directs the administration to develop appropriate guidelines and review procedures for student behaviors and procedures for student discipline that are consistent with the Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEIA), Minnesota Statute §125 A. and current Board policies.

While students may be removed from class, dismissed, suspended, expelled and excluded in accordance with applicable law, the Board promotes the use of positive approaches to behavior interventions when appropriate.

Teachers, administrators, and other school employees shall not hit, spank, or use unreasonable physical force against a student to reform unacceptable conduct or as punishment. School employees may use reasonable force to restrain a student who is a danger to self, others or property.

Police may be informed whenever laws have been broken.

Written rules governing student conduct, prepared by the administration and consistent with Board policy, shall be published and distributed annually to each student or to the parent or guardian as appropriate.

Descriptor Term: **Student Conduct-Definitions**

Descriptor Code: **JFC-R**

Issued Date: **11/00**

Reviewed Date: **11/04, 6/08**

Revised Date: **8/09**

Rescinds:

DEFINITIONS

1. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.
2. "Class Period" or "Activity Period" means, in secondary grades, instruction for a given course of study. A class period or activity period means in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction.
3. "Student with a Disability" means a student identified as having a disability under any state or federal law.
4. "Exclusion" means an action taken by the Board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.
5. "Expulsion" means a Board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.
6. "Parent" means (a) one of the pupil's parents, or (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the District with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.
7. "Pupil" means any student:
 1. without a disability under 21 years of age; or
 2. any child with a disability as defined by state law;
 3. and who remains eligible to attend a public elementary or secondary school.
8. "Legal Guardian" means person(s) legally authorized to make decisions relating to the student.
9. "Removal From Class" and "Removal" means any actions taken by a teacher, principal, or other District employee to prohibit a pupil from attending class for a period of time not to exceed three class or activity periods, pursuant to procedures established in the District discipline policy and regulation JFC and JFC-R and adopted by the Board pursuant to Minnesota Statute § 121A.61.
10. "Suspension" means an action taken by the school administration, under rules promulgated by the Board, prohibiting a pupil from attending school. If a suspension is longer than five (5) days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial

danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension up to 15 days. In the case of a pupil with a disability, a suspension may not exceed ten school days. The school administration shall implement alternative educational services to the extent that suspension exceeds five days. A separate administrative conference is required for each period of suspension.

11. Alternative educational services may include, but are not limited to, special tutoring, supervised homework, modified curriculum, modified instruction, other modifications or adaptations, special education services as indicated by appropriate assessment, homebound instruction, or enrollment in another district or in an alternative learning center under Minnesota Statute § 123A.05.

REMOVAL FROM CLASS

1. The teacher shall have the authority to remove students from class for three periods (or hours in elementary school) or less upon compliance with the following procedures:
 - a) notification of principal or designee;
 - b) notify the pupil of the rules, the violation, the consequences, and the re-entry plan, and inform the parent or legal guardian in a timely manner;
 - c) alternate service delivery plan is created and shared with the student.
2. Grounds for removal from class are a student's:
 - a) willful conduct or the inability to control behavior which materially and substantially disrupts the rights of others to an education;
 - b) willful conduct or the inability to control behavior which endangers District employees, the pupil or other pupils, or the property of the school;
 - c) willful violation of any rule of conduct specified in the discipline policy adopted by the Board (see section entitled Offenses and Potential Consequences); or
 - d) behavior which is prohibited by written program or building rules which have been distributed to parents or legal guardians, students and staff.
3. During a period of removal from class, the responsibility for custody and supervision of the student shall rest with the program administrator or designee.
4. Re-entry to class shall be accomplished by a decision based on the student's behavior as defined in the re-entry plan or as specified by the program administrator or designee.
5. Annually, the administration shall confer with licensed employees to review the Board, program and building discipline policies to assess whether they are useful or in need of review.

SUSPENSION

Suspension, expulsion, and exclusion shall be accomplished in accordance with the Pupil Fair Dismissal Act, Minnesota Statute 121A.40 to 121A.56. Only program administrators or designees have the authority to suspend pupils.

1. Conference before Suspension.

No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practical following the suspension.

At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

2. Notice of Suspension

A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of Minnesota Statutes 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The District shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil refuses to accept the written notices or is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served either personally, regular or by certified mail upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

3. Suspension while Expulsion or Exclusion is Pending

Notwithstanding the provisions of 1 and 2 above, the pupil may be suspended pending the Board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

4. Suspension of Students with Disabilities

For suspension of students with disabilities, see regulation entitled Students with Disabilities.

5. One Day or Less

Dismissal from school for one day or less is not a suspension.

Only program administrators or designees shall have the authority to dismiss a pupil for one day or less.

6. More Than Five Days

When any dismissal exceeds five consecutive school days, an alternative program for the delivery of instruction shall begin on the sixth consecutive day.

When a student is suspended more than ten cumulative days in a school year, the District will offer to assist the student in locating a mental health screening. The District is not required to pay for the mental health screening.

Suspension may not be consecutively imposed against the same pupil for the same incident of misconduct, except where the pupil will create an immediate and substantial danger to surrounding persons or property.

To suspend a student for up to five (5) additional days, steps one through five above will need to be followed.

In no event shall a suspension against the same student for the same course of conduct exceed fifteen (15) school days.

7. Grounds for Dismissal (Suspension, Exclusion and Expulsion)

A pupil may be dismissed on the following grounds:

- a) willful violation of any reasonable Board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
- b) willful conduct which materially and substantially disrupts the rights of others to an education;
- c) willful conduct which endangers the pupil or other pupils, or the property of the school; and
- d) as specified in subpart "Offenses and Consequences", *pages 15 and 29*.

EXPULSION AND EXCLUSION

The District will not expel or exclude any pupil without attempting to provide alternative programs of education prior to dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property. Such programs may include special tutoring, modification of the curriculum for the pupil, supervised homework, placement in a special class or assistance from other agencies.

1. Procedure

No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the Board or its agent.

2. Notice

Written notice of intent to take action shall:

- a) be served upon the pupil and the pupil's parent or guardian by certified mail;
- b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- c) state the date, times, and place of the hearing;
- d) be accompanied by a copy of Minnesota Statutes § 121A.40 to 121A.56;
- e) describe alternative educational programs accorded the pupil in an attempt to avoid the expulsion.

- f) inform the pupil and parent or guardian of the right to:
 - 1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education;
 - 2) examine the pupil's records before the hearing;
 - 3) present evidence; and
 - 4) confront and cross-examine witnesses

3. Hearing

The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the Board, pupil, parent or guardian.

- a) The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.
- b) The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.
- c) The pupil shall have a right to a representative of the pupil's own choosing, including legal counsel. If a pupil is financially unable to retain counsel, the Board shall advise the pupil's parent or guardian of available legal assistance.
- d) The hearing shall take place before an independent hearing officer, a member of the Board, a committee of the Board, or the full Board as determined by the Board. The hearing shall be conducted in a fair and impartial manner.
- e) The Board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. The hearing officer or a member of the Board shall have the power to issue subpoenas and administer oaths.
- f) At a reasonable time prior to the hearing, the pupil, parent, or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.
- g) The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.
- h) The pupil, parent or guardian, or representative shall have the right to present evidence and testimony, including expert psychological or educational testimony.
- i) The pupil cannot be compelled to testify in the dismissal proceedings.
- j) The recommendation of the hearing officer or Board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the Board within two days after the end of the hearing.

- k) The Board shall base its decision upon the recommendation of the hearing officer or Board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The Board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the Board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education of the basis and reason for the decision.
 - 1) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is suspended, excluded, or expelled from school. The plan may include measures to improve the pupil's behavior and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.
- 4. Good Faith Exception
A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the Act unless the pupil can demonstrate actual prejudice as a result of the violation.
- 5. Reports to Service Agency
The Board shall report any action taken pursuant to Minnesota Statutes 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency
- 6. Non-application of Compulsory Attendance Law
The provisions of Minnesota Statute 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to Minnesota Statutes 121A.40 to 121A.56.
- 7. Report to Commissioner of the Minnesota Department of Education
Subdivision 1. The Board shall report each exclusion or expulsion within 30 days of the effective date of the action to the Commissioner of the Minnesota Department of Education. This report shall include a statement of alternative educational services given the pupil before beginning exclusion or expulsion proceedings, and the reason for, the effective date, and the duration of the exclusion or expulsion.
Subdivision 2. The Board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the Commissioner summary data on the number of dismissals by age, grade, gender, race, and special education status of the affected pupils.
- 8. Notice of Right to be Reinstated
Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

STUDENT CONDUCT – STUDENTS WITH DISABILITIES

The previous sections on definitions, removal from class, suspension, and expulsion and exclusion, apply to all students including students with disabilities unless an educational program has specified a necessary modification. Additional federal and state law requirements apply to the discipline of students with disabilities. (See the definition of students with disabilities on the first page of this regulation.)

When a student who has an Individual Education Program (IEP) is excluded or expelled under Minnesota Statutes 121A.40 to 121A.56 for misbehavior that is not a manifestation of the student's disability, the district shall continue to provide special education and related services necessary to provide a Free Appropriate Public Education (FAPE) and access to the general education curriculum after a period of suspension, if suspension is imposed. The district shall initiate a review of the student's IEP and conduct a review of the relationship between the student's disability and the behavior subject to disciplinary action and determine the appropriateness of the student's education plan before commencing an expulsion or exclusion.

The basic additional rules for discipline of students with disabilities are described in this section.

1. The Application of the Discipline Policy to Students with Disabilities

The District discipline policy is applicable to all students with IEPs or 504 plans unless modified on an individual basis by the IEP team or 504 team and documented on the IEP or 504 Accommodation Plan.

2. Protections for Children not yet Eligible for Special Education and Related Services

A student who has not been determined to be disabled under any state or federal law and who has engaged in behavior that violates any rule or code of conduct of the District may assert any of the protections provided to students with disabilities if the District had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred. The District shall be deemed to have knowledge that a student is a student with a disability if:

- a) The parent of the student has expressed concern in writing (unless the parent is illiterate or has a disability that prevents compliance with the requirements contained in this clause) to personnel of the district that the student is in need of special education and related services;
- b) The behavior or performance of the student demonstrates the need for such services;
- c) The parent of the student has requested a special education evaluation of the student or;
- d) The teacher of the student or other personnel of the district have expressed concern about the behavior or performance of the student to the director of special education or to other personnel of the district;

The District is not deemed to have knowledge if:

- a) The student's parent did not allow a special education evaluation to be completed;
- b) The parent has refused special education services; or
- c) The child was evaluated and found not eligible.

If an evaluation is requested during the period of suspension, it shall be conducted on an expedited basis.

3. Suspension Limitations

- a) In the case of a student with a disability, the student's IEP team must meet immediately but not more than ten school days after the date on which the decision

to remove the student from the student's current education placement is made. The IEP team shall at the meeting: conduct a review of the relationship between the student's disability and the behavior subject to disciplinary action; and determine the appropriateness of the student's education plan.

The requirements of the IEP team meeting apply when:

- 1) the parent requests a meeting;
 - 2) the student is removed from the student's current placement for five or more consecutive days; or
 - 3) the student's total days of removal from the student's placement during the school year exceed ten cumulative days.
- b) A student with disabilities as defined by state and federal law may not be suspended for more than 10 school days for one incident.
- c) For purposes of removal of a student with a disability from the student's current educational placement under §§34 CFR §§300.521-300.529 a change of placement occurs if:
- 1) The student is subjected to a series of removals that change the student's special education placement because they accumulate to more than ten (10) school days in a school year and because of factors such as the length of each removal, the total amount of time the student is removed and the proximity of the removals to one another.

4. 45 Day Placement Option

- a) Definitions: (For purposes of this section only, the following definitions apply as stated in the Individuals with Disabilities Education Improvement Act
- 1) "Interim alternative educational setting" means "a setting that is selected so as to enable the student to continue to participate in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in that IEP; and include services and modifications designed to address the behavior that gave rise to the 45-day placement."
 - 2) "Weapon" means "a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury."
- b) Under this section school personnel may order a change in the placement of a student with a disability for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 school days if the IEP team determines the nature and extent of the services and if;
- 1) the student carries or possesses a weapon to or at school, on school premises or to a school function under the jurisdiction of a State or local educational agency; or

- 2) the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or a school function under the jurisdiction of a State or local educational agency; or
- 3) the student has inflicted serious bodily harm upon another person while at school, on school premises, or at a school function under the jurisdiction of the District.

Note: The IEP team must include services and modifications designed to address the misbehavior which led to the placement in an interim alternative educational setting, expulsion or exclusion and modifications designed to address the behavior that gave rise to the 45-day placement.

- c) In instances when the incident is determined to not be a manifestation of the student's disability, other disciplinary action including expulsion or exclusion may be imposed.
 - 1) parents will be notified on the date the decision to remove is made and provided with a copy of the Notice of Procedural Safeguards and Parental Rights.
- d) In instances when the incident is determined to not be a manifestation of the student's disability, other disciplinary action including expulsion or exclusion may be imposed.

5. Manifestation Meeting Required

The IEP team shall make a manifestation determination by reviewing the relationship between the student's disability and the behavior subject to the disciplinary action. In conducting the review, the IEP Team must consider, in terms of the behavior subject to disciplinary action, all relevant information including:

- a) Evaluation and diagnostic results, including such results or other relevant information supplied by the parents of the student;
- b) Observations of the student; and
- c) The student's IEP and placement.

After considering the above information, the IEP team may determine that the behavior of the student was not a manifestation of the student's disability only if they are able to determine that:

- 1) The student's conduct was caused by or had a direct and substantial Relationship to the disabling condition; or
 - 2) The failure of the District to implement the IEP caused the behavior.
- d) When a student has been suspended a total of 10 days in a given school year, the IEP team must develop an assessment plan to conduct a functional assessment of behavior if one has not been previously done. If the student currently has a behavior intervention plan, it will be reviewed and revised as necessary. Subsequent to the functional assessment of behavior, a behavior intervention plan must be developed to address the behavior that gave rise to the discipline.

6. Meeting Results

A student shall not be excluded or expelled when the misconduct is determined to be a manifestation of the student's disabling condition.

When misconduct is determined not to be a manifestation of the student's disabling condition, the team shall convey the determination to the administration. The administration may proceed to recommend exclusion or expulsion. The parent shall be informed of the right to a due process hearing under IDEIA on the determination of whether or not the disabling condition was related to the misconduct, and of the right to a hearing on the proposed expulsion or exclusion under the Minnesota Pupil Fair Dismissal Act.

a) Alternative Services

- 1) After the fifth consecutive day of suspension, alternative educational services will be provided.
 - 2) If a student with an IEP is suspended pending an expulsion or exclusion for misbehavior that is not a manifestation of the student's disabling condition, the District shall provide special education and related services after the initial five-day period of suspension. The District shall initiate a review of the student's IEP prior to expulsion, exclusion or a suspension of ten (10) consecutive days or more.
7. The procedural protections of IDEIA are not to be construed as prohibiting the District from reporting a crime allegedly committed by a student with a disability to the appropriate authorities.
8. District Policy for Implementation

District 191 encourages the use and development of behavioral interventions which are positive in nature and exempt from regulation. It is the belief of District 191 that interventions for all learners which promote feelings of success and which reinforce the development of positive behaviors are to be favored and emphasized as a matter of preferred educational practice. The District is committed to the development of creative approaches to promote the increase of appropriate student behaviors. The IEP of students should be consulted when practical for behavior interventions.

ACTIVITIES

The Board supports student activities and believes that student activities should:

- promote student growth, development and maturity;
- promote a sense of belonging and enjoyment;
- allow students to work toward individual/personal goals;
- allow students to work toward team/group goals;
- provide appropriate "role models" for students;
- provide opportunities for students to support and provide service to others;
- provide opportunities for students to assume leadership positions.

POSITIVE STUDENT BEHAVIOR

Positive behavior of all students involved in student activities is required in the school, the community and while participating in the activity. Positive behavior shall be defined as following

the standards as established by the student conduct code. Behavior which interferes or disrupts good order and discipline will receive district attention.

The Board believes that:

- Positive behavior must be promoted among all students participating in student activities;
- The positive behavior of students participating in student activities can positively affect others;
- Student activity advisors, coaches, and directors care about the behavior of student participants.
- Student leaders will be provided with opportunities to share their knowledge and experience with other students.

Students not demonstrating positive behavior will be referred to the building administration.

OFFENSES AND POTENTIAL CONSEQUENCES

Pages 15-29 of this regulation identify a partial list of student offenses and the recommended consequences for them.

Each offense listed may result in any or several of the following consequences depending upon all of the circumstances, including the pupil's prior disciplinary offenses. The Board entrusts administration the right to modify or change the recommended consequence. Administration may exercise discretion in applying these consequences or other available educational or disciplinary consequences:

- Parent and/or student conference with school staff and/or administration;
- Removal from class;
- Dismissal from school for one day or less;
- In-school suspension;
- Suspension;
- Referral to in-school or outside support services;
- Review of placement setting and location for students with disabilities;
- Recommendation for expulsion or exclusion;
- Suspension from student activities;
- Detention or restriction of privileges;
- Revised class schedule or program change;
- Assignment to alternative program;
- Referral to law enforcement authorities;
- Denial of bus privileges;
- Conflict management;
- Expulsion/Exclusion.

Weapons

Students are forbidden to knowingly and voluntarily possess weapons, look-alikes, firearms and other dangerous objects, in school, on school grounds, or at a school-sponsored activity.

School District Jurisdiction

School district jurisdiction shall include: all school district property, facilities, school sponsored activities, at home or away, and off-school district property if an incident could have an adverse impact on the order and operation, efficient management and/or welfare of the school district.

Weapons Defined

Weapons are defined as any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Specific examples of weapons are: guns whether loaded or unloaded, including pellet guns, air guns, BB guns and non-functioning guns; knives of any size; metal knuckles; numchucks; throwing stars; stun guns; ammunition, explosives; poisons; chains, arrows and other objects that have been modified to serve as a weapon.

Possession

Students may not possess weapons, toy weapons, look-alikes, firearms or other dangerous objects within school district jurisdiction. Possession shall be defined as having weapons, toy weapons, look-alikes, firearms and other dangerous objects under the student's personal control which includes the student's person, vehicle, clothing, outerwear, purse, desk, bookbag, locker or other container or area of confinement used by the students whether personal or school-owned.

Students may not have hunting rifles, shotguns, starter pistols, or any other firearm in their vehicle if that vehicle is within school district jurisdiction.

A student who finds a weapon on the way to school or in the school building or who discovers that he or she accidentally has a weapon in his or her possession and takes the weapon immediately to any staff member or to the principal's office, shall not be considered in possession of a weapon.

Firearm

Notwithstanding the time limitation in section Minnesota Statute 121A.41, subdivision 5, the Board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school. The Board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the District initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

Weapons and Other Dangerous Objects

Any student who brings weapons or other dangerous objects within school district jurisdiction may be immediately suspended from school. The building principal may forward a recommendation to the superintendent for expulsion. In deciding a recommendation for expulsion, the principal shall confer with the superintendent to consider the student's status including age, grade, behavioral history, special needs, and the circumstances under which the student brought the weapon or dangerous object to school including his/her knowledge, purpose and level of aggressiveness with the weapon or dangerous object. Any student in grades 4-12 previously disciplined under this policy and found to have brought a weapon or other dangerous objection within school district jurisdiction for a second time will result in a recommendation that the student be expelled for up to one year.

Look-alike/mock/replica/toy weapons

Any student who brings a look-alike/toy weapon within school district jurisdiction may be subject to disciplinary actions which may include detention, in-school suspension, out-of-school_suspension, or expulsion depending on the circumstances under which the student brought the look-alike/mock/replica/toy weapon to school including his/her knowledge, purpose and level of aggression with the look-alike or toy weapon.

Failure to Report

Students who have knowledge or a belief of the existence of a weapon, look-alike, firearm, or other dangerous objects within the school district jurisdiction shall promptly report that information to a school official. Failure to report that information to proper officials may subject the student(s) to disciplinary action.

Parent Notification

Parents of students found to possess weapons, dangerous objects or look-alikes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Law Enforcement Exemption

Weapons under the control of law enforcement officials are exempt from this policy. Law enforcement will be permitted to install a gun safe at each secondary school for the secure storage of weapons.

BATTERY

A. Offense

Battery is defined as fighting with another person: fighting shall be characterized by a violent aggressive behavior between/among two or more individuals with the intent of inflicting physical harm upon one another.

B. Consequence

1. Students in grades K-6 may receive a one to five-day suspension for an assault.
2. Students in grades 7-12 may be initially suspended for up to five (5) days for battery and could be recommended to the Superintendent for expulsion subject to requirements of the Minnesota State Pupil Fair Dismissal Act.
3. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the section of this regulation dealing with "weapons".
4. Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the section of this regulation dealing with "weapons".
5. Staff with an educational interest will be informed of students who have a history of violent behavior, refer to Policy GBEAD.

WRITTEN AND VERBAL ASSAULT

Definition

Written or verbal confrontation involving a student, staff member, school volunteer, or other person at school or at a school-sponsored activity which intimidates, threatens or causes fear of bodily harm or death. This policy applies to all school buildings, school grounds, and school

property: school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

Offense

The use of written or verbal assault will result in the following action by the building administrator. Consequences will be progressive.

Consequences

First offense:

The building administrator or designee, in consultation with the classroom teacher and/or appropriate school personnel, will notify the parents/guardians, notify the police (grades 7-12), and conference with the student to review District policy. In addition the building administrator may implement one or more of the following:

- removal from class
- parent conference
- removal from District transportation for specified period of time
- random searches of student, locker/desk and student's property
- dismissal from school of up to one day
- suspension of up to 5 days including re-entry conference with parent/guardian (length of suspension may be reduced if the family receives counseling support)
- notification of police (grades 1-6)
- reassignment of student to new learning environment; i.e., class, program and/or school
- suspension of up to fifteen days including re-entry conference with parent/guardian (length of suspension may be reduced if the family receives counseling support)
- recommendation to Superintendent to expel student

Additional offenses:

The building administrator or designee, in consultation with the classroom teacher and/or appropriate school personnel will notify the parents/guardians, notify police, suspend student (grades 7-12), and conference with the student to review District policy. In addition the building administrator will implement one or more of the following:

- removal from class

- parent conference
- removal from District transportation system for specified period of time
- random searches of student, locker/desk and student's property
- dismissal from school of up to one day
- suspension of up to fifteen days including re-entry conference with parent/guardian (length of suspension may be reduced if the family receives counseling support)
- reassignment of student to new learning environment class, program and/or school
- recommendation to Superintendent to expel student

HARASSMENT

A. Offense

Harassment is defined by District policy JBA

B. Consequence

Harassment of any form, violence and indecent exposure will result in immediate discipline with consequences dependent upon offense. Resolution of problems may involve a parent conference, involvement of school support staff, and/or police referral.

BULLYING

A. Offense

Bullying is defined by District policy JBD-ACD.

B. Consequence

Bullying will result in the consequences outlined in policy JBD-ACD.

ALCOHOL AND OTHER DRUGS

A. Offense - Possession/Consumption

Possession, use, distribution and/or sale of alcohol, mood-altering substances, drug paraphernalia or misuse of prescription or over-the-counter drugs.

B. Consequence

Students will receive consequences in accordance with policy and regulation JFCH.

DISORDERLY CONDUCT

A. Offense

Verbal abuse and disrespectful behavior.

B. Consequence

Verbal abuse and disrespectful behavior could result in conference with student, conference with student and parent, written warning of non-compliance to student and/or parent, removal from class, restriction of privileges, detention, and/or suspension. (See Policy JBB)

A. Offense

Unauthorized activation of fire alarms.

B. Consequence

Student may be suspended and referred to the Fire Marshall.

A. Offense

Breaking District student ridership rules.

B. Consequence

The student may be denied transportation privileges upon notification of the parent/guardian. Further school disciplinary action dependent upon the severity and frequency of the misconduct. Consultation with the appropriate District transportation department and home school administrator will determine the length of time transportation privileges are denied.

THEFT

A. Offense

Personal theft; extortion; locker break-ins.

B. Consequences

Students may be suspended from school. A police referral may be made and parent/guardian will be notified.

VANDALISM

A. Offense

Property damage.

B. Consequence

Damage to staff/student property may result in a suspension. The student may be referred to the police and will be held responsible for payment of damages or as determined by the court.

USE OF TOBACCO

A. Offense

Not following the District tobacco use policy.

B. Consequence

Students will receive consequences for tobacco use and/or possession in accordance with policy and regulation JFCG.

MISCELLANEOUS

A. Offense

Attendance violations; truancy, tardiness, excessive absences, etc.

B. Consequence

Students will receive consequences for attendance violations in accordance with policy and regulation JE and JE-R.

A. Offense

Cheating or records falsification.

B. Consequence

Cheating or records falsification could result in a parental conference, grade reduction or loss of credit, and/or suspension.

A. Offense

Bomb threats.

B. Consequence

Bomb threats could result in an initial suspension of 5 days, notification of appropriate legal authorities, and/or possible recommendation to the Superintendent that the student be expelled.

A. Offense

Attire which violates the rights of others and/or disrupts the educational setting, including gang insignia and colors.

B. Consequence

Parental contact;
Removal of such attire;
Possible dismissal or suspension.

A. Offense

Gambling or possession of gambling paraphernalia.

B. Consequence

Gambling or possession of gambling paraphernalia could result in parental contact; and/or possible dismissal or suspension.

A. Offense

Use of pagers, cellular telephones and other electronic communication transmission devices in a way that disrupts the educational process.

B. Consequence

Consequences for inappropriate use of above items could result in confiscation of equipment if feasible, parental contact, possible notification of police, and/or possible dismissal or suspension.

A. Offense

Trespassing.

B. Consequence

All visitors must report to building administrator. Police may be called to remove unauthorized visitors.

District 191 Policy

GBEAD Staff Notification of Violent Behavior of Violent Behavior by Students

JBA Harassment

JBB Respectful Behavior

JBD-ACD Bullying

JE and JE-R Student Attendance

JFCG Smoking by Students

JFCH Drug and Alcohol Use Possession and Sale by Students

Minn. Stat. § 121A.40-121A.56 Pupil Fair Dismissal Act

Minn. Stat. § 121A.61 Discipline and Removal of Students from Class

Minn. Stat. § 123A.05 Area Learning Center Organization

Minn. Stat. § 125A. The Individuals with Disabilities Education Improvement Act (IDEIA)

Adopted: _____

Burnsville-Eagan-Savage School District Policy 512

Reviewed: _____: 8/27/2015

Revised: _____

Rescinds: _____

512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
 - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
 - 2. Official school publications may be distributed at reasonable times and locations.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by electronic means and/or means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as a part of the curriculum.

- C. “Obscene to minors” means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. “School activities” means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. advertises or promotes any product or service not permitted for minors by law;
 4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
 5. expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
 6. is distributed or displayed in violation of time, place, and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district's actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:
1. assuring that participants learn whatever lessons the activity is designed to teach;
 2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
 3. assuring that the views of the individual speaker are not erroneously attributed to the school;
 4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
 5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
 6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
- C. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed and/or by electronic means approved by district administration.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

Legal References:

U. S. Const., amend. I

Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)

Bystrom v. Fridley High School, I.S.D. No. 14, 822 F. 2d 747 (8th Cir. 1987)

Morse v. Frederick, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)

Cross References:

Burnsville-Eagan-Savage School District Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

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

Burnsville-Eagan-Savage School District Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: 2/08
Reviewed: _____
Revised: _____
Rescinds: IKE, JECA

513 STUDENT PROMOTION, RETENTION, ACCELERATION AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention, ~~and program acceleration, program design~~ and grade placement.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and parents ~~feel~~ have evidence that it is in the best interest of the student.- Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement.- The superintendent's decision shall be final.

C. Acceleration

The School Board recognizes that in certain situations it may be in the student's best interest to accelerate the placement of a student in instruction programs appropriate to the student's academic, social, and personal development levels.

Acceleration is the placement of a student in an instructional program that is more age and/or academically appropriate. The student may be considered for acceleration only if the following can be demonstrated clearly:

--A high level of academic achievement in all areas of the curriculum with special emphasis on reading, writing, and mathematics.

--Intellectual ability two (2) standard deviations above the norm.

--Social and emotional maturity.

--High degree of persistence.

A request for acceleration should be directed to the principal. An acceleration team comprised of the principal(s), present grade level teacher(s), previous year teacher(s), gifted coordinator, and school psychologist will be convened to review the request; interview the student, parent, and teachers; review test data; and develop a recommendation. If the proposed placement may result in a change in school, representation from that school must be included.

ED. Program Design

~~1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and including placement outside of the school district shall also be developed as additional options.~~

~~2. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:~~

~~a. assess a student's readiness and motivation for acceleration; and~~

~~b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.~~

E. Grade Placement

A procedure for screening and identifying students for grade assignment shall be developed.

1. Records for new students will be reviewed to determine grade placement. These records will include information on attendance, health, special education, ELL, gifted/talented, academic performance and documented completion of grade level or credit requirements.

2. After review, if the placement decision is unclear, the principal will assemble an administrative team including a principal from elementary, middle and high school and others, as appropriate.

3. A recommendation from this team will go to the superintendent for final approval. The superintendent's decision will be final.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

Cross References: Burnsville-Eagan-Savage School District Policy 613 (Graduation

Requirements)

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 617 (School District Ensurance of Preparatory and High School Standards)

Burnsville-Eagan-Savage School District Policy 618 (Assessment of Student Achievement)

Burnsville-Eagan-Savage School District Policy 620 (Credit for Learning)

Descriptor Term: **Promotion and Retention of Students**

Descriptor Code: **IKE**

Issued Date: **2/08**

Reviewed Date:

Revised Date:

Rescinds:

Purpose

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

Promotion

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

Retention

Students who have not met acceptable levels of local and state standards may be retained. Retention of a student may also be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. Responsibility for making this decision is designated to the principal.

In grades K-6, retention shall not be made without parental/guardian consent. However, professional recommendation for retention two consecutive years will result in retention.

Program Design

The assistant superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge/support students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options.

Descriptor Term: **Early Entrance to School
Academic Acceleration and
Early High School Graduation**

Descriptor Code: **JECA**

Issued Date: **6/08**

Reviewed Date:

Revised Date:

Rescinds:

In accordance with MN Statutes 120B.15, Independent School District #191 has established procedures for the academic acceleration of gifted and talented students. The Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For exceptionally advanced learners, this can be achieved best by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers, including early admission to kindergarten or first grade, acceleration to a grade level beyond their current grade level in one or more individual subject areas, promotion to a higher grade level than their same-age peers, or early graduation from high school.

Descriptor Term: **Early Entrance to School
Academic Acceleration and
Early High School Graduation**

Descriptor Code: **JECA**

Issued Date: **6/08**

Reviewed Date:

Revised Date:

Rescinds:

1. Referrals and Evaluation

- a) A teacher, administrator, enrichment specialist, guidance counselor, school psychologist, or a parent or legal guardian may refer a student to the principal to be considered for possible acceleration. A student also may refer himself or herself through a district staff member who has knowledge of the referred child's abilities.
- b) Copies of procedures and referral forms for evaluation of possible early entrance, individual subject acceleration, whole-grade acceleration, and early high school graduation shall be made available to district staff and parents at each school building.
- c) The principal, or designee, should obtain written permission from the student's parent(s) or legal guardian(s) to evaluate the student for possible accelerated placement.
- d) Students must be referred for possible accelerated placement by April 1 for the following school year or at least 60 days prior to the start of the second semester. In all other cases, evaluations of a referred student shall be scheduled at the principal's discretion, and the student will be placed in the accelerated setting(s) at the time recommended by the principal. Timelines may be waived for students new to the district who are potentially eligible for acceleration.
- e) Pursuant to Minnesota Statute 120A.20, the normal entrance age for kindergarten is five years of age with the child's fifth birthday occurring on or before September 1, but a local district can establish exceptions to this rule. The parent(s) or guardian(s) of a child who missed the birthday cut-off and demonstrates superior academic readiness may request consideration for early entrance to school. The procedure for this begins with a written request to the building principal with an explanation of the reasons why the parent feels early admission is in the best interest of the child. The principal will then discuss the matter with the parent and provide the parents with a questionnaire and application form if the parents wish to pursue a formal evaluation. It will be the parent's responsibility to obtain a psychological evaluation from a licensed psychologist in order to provide ability and achievement information. Upon receipt of the licensed psychologist's report, the District Director of Individualized student services will consider the early entrance placement of the child.
- f) A parent or legal guardian of the referred student may appeal the decision in writing to the local Superintendent or designee within 30 days of being notified of the committee's decision. The Superintendent will review the appeal and notify the parent or legal guardian with a final decision within 30 days of receiving the appeal.

2. Assessment of Student's Readiness and Motivation for Acceleration

- a) The principal, or designee, will be responsible for compiling assessment information. The principal and any appropriate building staff will meet to determine the most appropriate learning environment for the referred student.
 - i) The *Iowa Acceleration Scale*, 2nd ed. (IAS) will be used to gather and compile information to guide the process for students in grades K-8 who are being considered for whole-grade acceleration and/or subject acceleration.
 - ii) Other assessment information from standardized assessments will be used if it is available.
 - 1) The student's parent or legal guardian will receive a written decision based on the outcome of the evaluation process.

3. Accelerated Placement

- a) An appropriate transition period for acceleration will be developed.
- b) At any time during the transition period, a parent or legal guardian of the student or the principal may request that the student be withdrawn from accelerated placement. In such cases, the principal shall remove the student without repercussions from the accelerated placement.
- c) At the end of the transition period, the accelerated placement will become permanent and the student's records shall be modified accordingly.

4. Early Graduation from High School

- a) According to Board of Education Policy IKF, any secondary student who has completed all required courses or standards may, with the approval of the student, the student's parent or guardian, and the principal or designee, graduate before the completion of the school year, as provided for within Minnesota Statute 120B.07.

Legal References:

Minn. Stat. § 120A.20 Admission to Public School
Minn. Stat. § 120B.021 Required Academic Standards
Minn. Stat. § 120B.15 Gifted and Talented Students Programs
Minn. Stat. § 120B.07 Early Graduation
Board of Education Policy IKF Graduation Requirements
Board of Education Policy JEC Admission Procedures



**Agenda III.F.
September 10, 2015**

To: Board of Education, Members
Dr. Joe Gothard, Superintendent

From: Cindy Amoroso, Assistant Superintendent

Date: September 1, 2015

Re: **2015-2020 Strategic Roadmap**

RECOMMENDATION: To approve the 2015-2020 Strategic Roadmap

2015-2020 Strategic Roadmap

*All proposed changes are in **red** type*

<p>Mission <i>Our Core Purpose</i></p> <p><i>Our schools will Empower Learning, Energize Achievement, Embrace Community</i></p> <p>Each Student Real-World Ready</p>	<p>District Core Values <i>Drivers of our Words and Actions</i></p> <p>Expectations: I will set a high bar for myself and others in learning, behavior, commitment to do one's best and service to others and community</p> <p>Respect: I will honor the uniqueness of myself and others</p> <p>Integrity: I will do the right thing...even when no one is looking</p> <p>Partnership: I will engage in relationships and action which empowers learning for ALL</p>
<p>Vision 2020 <i>What We Intend to Create and Experience</i></p> <ul style="list-style-type: none"> ● Utilize technology for instruction to provide rigorous, personalized learning, and maximize operational systems. ● Serve the unique needs of our students, families and communities first and foremost. 	<p>Strategic Directions <i>Focused Allocation of Resources</i></p> <ol style="list-style-type: none"> 1. Close gaps and raise achievement for all students 2. Create a culturally proficient school system 3. Maximize resources for optimal student learning

<ul style="list-style-type: none"> ● Provide relevant and engaging student learning and enrichment leading to college and career readiness for all ● Develop innovative, attractive and aligned academic programs, support services, and opportunities. ● Invest and engage in real partnership across those with differing interests, talents, assets and opportunities aligned with District mission and core values. ● Energize and leverage our community diversity in all forms as unique and valued assets for developing true real-world ready learners and citizens. ● Attract, value, retain and develop the very best employees in education and operations to serve our students and families 	<p>4. Increase the capacity for partnership with community</p>
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BACKGROUND INFORMATION ON PROCESS AND RECOMMENDATION

Proposed Strategic Directions:

1. Close Gaps and Raise Achievement for All Students
2. Create a Culturally Proficient School System
3. Maximize Resources for Optimal Student Learning
4. Increase the Capacity for Partnership with Community

Proposed added Technology statement for Vision:

Utilize technology for instruction to provide rigorous, differentiated learning and maximize operational systems.

After a review of several documents and data sets, four directions are being proposed with an additional statement for the District Vision component of the Roadmap. The review included past Strategic Roadmap documents, the results of the four strategic planning sessions held last year with consultant Pam McBride, the input and feedback received through the many district and community Vision One91 sessions, achievement data, Site Improvement Plan, and goals, and SPA committee work on outcome metrics. Additionally, feedback from prior Board meetings and retreats has been incorporated. These statements have been carefully crafted to eliminate overlap, keep the Direction at a high level that allows action steps for each one, and that is broad enough that it isn't an item that is "checked off the list" within a short time.

It is recommended that a technology statement be added to the vision portion of the Roadmap, with technology being a strategy embedded in every Direction. This will ensure technology will not be seen as only something that is siloed within the Technology Department but will be seen as a tool that has an impact in all district work.

The information, BELOW, lists each proposed Direction, and gives a description of the essence of the Direction. The directions should be brief and to the point, so we recommend that these descriptions be adopted as ancillary information which we would include in our action planning.

After Board approval, the next steps will be for administration to lead the development of strategies, outcomes and metrics for the Directions. This work would be in conjunction with the Vision One91 planning for full deployment in the 2016-17 school year.

Direction	Description
Close Gaps and Raise Achievement for All Students	Student achievement is increased through: development and implementation of curriculum that is aligned to MN Academic standards, college/career readiness standards, and high school standardized measures of post secondary preparedness; offerings for students that honor broad interests and workforce needs; professional development focused on the Danielson Framework for Teaching, use of cultural proficiency tools to guide & monitor programming, and content specific knowledge and instructional strategies; and an intervention/enrichment model that follows Best Practice
Create A Culturally Proficient School System (CPSS)	The CPSS framework is the foundation for ensuring systems-wide educational equity. The Cultural Proficiency Continuum, the Guiding Principles of Cultural Proficiency and the Essential Elements of Cultural Proficiency serve as reference tools to guide organizational development and to equip all ISD 191 formal and informal leaders, non-licensed & licensed staff, and direct and indirect service providers with the capacity needed to serve our diverse community of learners. A linchpin to increasing organizational effectiveness in serving all students, and especially those who are linguistically, ethnically and culturally diverse, is both recognizing and acknowledging the barriers that have historically impeded quality learning for the aforementioned groups of students.
Maximize Resources for Optimal Student Learning	Resources will be strategically allocated to support the District Strategic Roadmap which encompasses Vision One91. A focus on maximizing all resources also includes taking advantage of opportunities to increase resources through partnerships and grants. Technology-specific resources will be allocated to create a high quality digital environment for operations and learning.
Increase the Capacity for Partnership with Community	Parent, student, staff, and community members are active partners with the district. Partnership opportunities expand the ability of stakeholders to actively participate in the education of students to help students reach high levels of success and to provide support for every student to learn and succeed. Student success will be recognized by the community and create a dynamic that draws students from within and from outside the district.

Assistant Superintendent • 100 River Ridge Court • Burnsville, MN 55337

www.isd191.org



**Agenda IV
September 10, 2015**

To: Board of Education, Members
From: Chair VandenBoom
Date: September 10, 2015
Re: Committee Reports

The following committees may provide updates to the School Board:

- Policy Review Committee (Dr. Currier, committee chair)
- Student Performance and Achievement (Director Hill, committee chair)
- Legislative Committee (Director Hill, committee chair)
- Ad Hoc Technology (Director Luth, committee chair)
- Negotiating Committee (Director Schmid, committee chair)