



Future Ready. Community Strong.

Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN, 55337
August 24, 2017
6:30 PM

6:00 PM Superintendent Listening Session with Superintendent Cindy Amoroso and Assistant Superintendent Dave Watkins

I. Call to Order

- A. Welcome Public
- B. Pledge of Allegiance

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. Approve Meeting Minutes 3
- 2. Approve Personnel Recommendation 5
- 3. Adopt a Resolution to Accept Donations 7
- 4. Approve June Payroll, Claims, Receipts and Investments 9
- 5. Approve, on a Second Reading Basis, Changes to Policies 303: Superintendent Selection; 405: Veteran's Preference; 414: Mandated Reporting of Child Neglect or Physical Abuse or Sexual Abuse; 515: Protection and Privacy of Pupil Records; and 613: Graduation Requirements 50
- 6. Approve, on a Second Reading Basis, Changes to Policy 616: School District System Accountability 101
- 7. Approve with no Changes Policies 208: Development, Adoption, and Implementation of Policies; 209: Code of Ethics; and 211: Criminal or Civil Action Against School District, School Board Member, Employee, or Student 107
- 8. Approve Change Order #1 for the Miscellaneous Pavement Alterations Project 119
- 9. Approve, on a First Reading Basis, Changes to Policies 509: Enrollment of Nonresident Students; 525: Violence Prevention; and 602: Organization of School Calendar and School Day 122

III. New Business	
A. Report on Summer School Targeted Services Programming Presenter: Dr. Stacie Stanley, Director of Systems Improvement & Student Achievement, and Dr. Janet Gulden, Systems Improvement & Student Achievement Coordinator	134
B. Report on K-5 District Wide Literacy Implementation Presenter: Dr. Stacie Stanley, Director of Systems Improvement & Student Achievement, and Bethany Van Osdel, Systems Improvement & Student Achievement Coordinator	145
C. Approve Contract for Co-located Health Services with Headway Emotional Health Services for 2017-18 Presenter: Lisa Rider, Executive Director of Business Services	156
D. Approve the 2017-18 Burnsville High School Athletic and Activity Handbook Presenter: Jeff Marshall, Athletic and Activity Director	163
E. Approve, on a First Reading Basis, Changes to Policy 513: <i>Student Promotion, Retention, Acceleration, and Program Design</i> Presenter: Dave Watkins, Assistant Superintendent	176
F. Approve, on a First Reading Basis, Changes to Policy 614: <i>School District Testing Plan and Procedure</i> Presenter: Dave Watkins, Assistant Superintendent	180
G. Approve, on a First Reading Basis, Policy 615: <i>Testing Accommodation, Modifications, and Exemptions for IEPs, Section 504 Plans and EL Students</i> Presenter: Dave Watkins, Assistant Superintendent	184
H. Adopt Resolution Relating to Renewing and Increasing General Education Revenue of the School District, Amending Proposed Ballot Language, and Ratifying the Authorization of a Special Election Thereon Presenter: Cindy Amoroso, Superintendent	188
IV. Reports	
A. Committee Reports	200
B. Report on August 10, 2017 Listening Session	201
V. Adjourn to a Closed Session, as Permitted by M.S. 13D.05, to Discuss Negotiation Strategies	

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 August 10, 2017

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

Members present: Directors VandenBoom, Currier, Schatz, Luth, Miller and Chair Alt. Schmid was absent. Others in attendance were Superintendent Amoroso, administrators, staff, and members of the public. Attendance

Alt welcomed the audience and asked Currier to lead the Pledge of Allegiance. Pledge

Moved by Schatz, seconded by Luth, to approve the agenda. Motion carried unanimously (6, 0). Agenda

Moved by Currier, seconded by Vandenboom, to approve the consent agenda with the removal of Agenda Item II.B.2: Consent Agenda

-Approve special board meeting minutes and closed session minutes for July 13, 2017. Minutes

-Accept donations as presented. Donations

-Approve scheduling a board retreat on Friday, October 6, 2017 from 8:30 a.m. to 4:30 p.m. at Legends Golf Club, 8670 Credit River Blvd., Prior Lake, MN. Board Retreat

- Approve, on a first reading basis, changes to Policies 303: *Superintendent Selection*; 405: *Veteran's Preference*; 414: *Mandated Reporting of Child Neglect or Physical Abuse or Sexual Abuse*; 515: *Protection and Privacy of Pupil Records*; and 613: *Graduation Requirements*. Policies

- Approve change order #10 for the 2016 Alterations to Diamondhead Education Center and River Ridge Education Center. Change Orders

- Approve Change Order #1 for the Nicollet Middle School Operable Partition Replacement Project in the amount of (\$3,409.00).

- Approve the revision to the 2019-20 school calendar moving fall break from November 21-22, 2019 to November 28-29, 2019. 2019-20 School Calendar

Motion carried unanimously (6, 0).

Moved by Vandenboom, seconded by Schatz, to approve personnel recommendations for R. Brace, C. Carlson, J. Anderson, L. Carlson, M. Gonnella, P. Gray, Q. Hassan, M. Hubbard, U. Hussain, K. Kronforst, C. Lattery, V. McKenzie, M. Schmeichel, J. Schmidt, D. Schuett, L. Warner, M. Stangl, K. Wickenhauser, E. Stadtherr, K. Palesch, V. McMahon, J. Carlson, A. Craig, J. Crespin, J. Kohner, A. K rylova, C. Rambow, S. Erbes, H. Amarreh, J. Beeninga, L. Solberg, A. Timmer, J. Ulrich, R. Tousignant, S. Noble, J. Miller-Hays, S. Kolbo, J. Middendorf, N. Armstrong, C. Brett, C. Personnel Recommendations

Nepsund, C. Adams, J. Helenburg, A. Hyer, K. Monson, K. Schneider, C. Sherbrooke, J. Steinkraus, D. Thompson, N. Schmid, P. Tinerella, H. Eichten, C. Brett, E. Durand, M. E. Johnson, J. Blocker, E. Fitzgerald, S. Ho, D. Westerland, F. Bequer, A. Martinez, M. Barr, J. Redding, J. Rivers, R. Thep, K. Beerling, A. Spott, K. Hinrichsen, T. Kaisershot, S. Ruben, D. Sauro, K. Kelling, S. Erbes, A. Joyce, L. Knutson, A. Wildes, J. Blocker, D. Kersteter, M. Abernethy, H. Knight, N. Rykus, N. Pahl, L. Hoks, U. Yusuf, M. Sankoh R. Klein, and M. Leipold. Motion carried unanimously after discussion (6, 0).

Moved by Luth, seconded by Miller, to approve the proposed revisions and re-adopt the unchanged language in the 2017-2019 Master Agreement with the Service Employees International Union Local #284 Custodial Employees. Motion carried after discussion (5, 1 with Currier, Alt, Schatz, Luth and Miller voting in favor and VandenBoom voting against).

Moved by Miller, seconded by Currier, to approve the Burnsville Ice Center Rental Agreement for the 2017-2018 school year in the estimated amount of \$89,687 for a total of 398.61 hours of ice time. Motion carried after discussion (6, 0).

Moved by Schatz, seconded by Vandenboom, to approve, on a first reading basis, changes to Policy 616: *School District System Accountability*. Motion carried unanimously after discussion (6, 0).

Received verbal reports from Superintendent Amoroso and Board Members Currier, Schatz, Luth, Alt, and Miller.

Moved by Schatz, seconded by Vandenboom, to adjourn at 7:19 p.m. to a board workshop regarding Policy 206: *Public Participation in Board Deliberations*. Motion carried unanimously (6, 0).

The workshop began at 7:27 p.m. and adjourned at 8:21 p.m. The purpose of the workshop was Policy 206.

Master Agreement
SEIU Local 284

Ice Arena

Policy 616

Reports

Adjourn to
workshop

Workshop

Jim Schmid, clerk

August 24, 2017

Date Approved

August 24, 2017

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

TO: Members, Board of Education
Cynthia Amoroso, Superintendent

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: August 24, 2017 FINAL
RE: Recommended Personnel Changes

5

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	FTE	EFFECTIVE DATE
Certified	Appointment	Replacement	Garrett Geesman	*	Sioux Trail Elementary School	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Ann Strader		Nicollet Middle School	Teacher	.51 FTE	8/28/2017
Certified	Appointment	Replacement	Andrew Strano		WM. Byrne Elementary School	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Megan Sutton		WM. Byrne Elementary School	Teacher - SPED	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Kirsten Van Hoom		Nicollet Middle School	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Jonah Weisbond		Nicollet Middle School	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Dion Wiggins		Metcalf Middle School	Teacher - SPED	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Sarah Schram		Burnsville High School	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Michele Berens	*	Burnsville High School	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Kathryn Harrsch	*	Hidden Valley Elementary	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Julie Hanners	*	Sioux Trail Elementary School	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Andrew Meyer	*	Nicollet Middle School	Teacher	.68 FTE	8/22/2017
Certified	Appointment	Replacement	Hayley Ohama	*	Burnsville High School	Teacher	.50 FTE	8/22/2017
Certified	Appointment	Replacement	Gretel Stern	*	Burnsville High School	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Sara Twedten	*	Metcalf Middle School	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Kacie Wilson	*	Nicollet Middle School	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Megan Woods	*	Vista View Elementary School	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Danielle Young	*	Elementary Cluster	Teacher - Psychologist	1.0 FTE	8/22/2017
Certified	Appointment	Replacement	Paige Borden	*	Eagle Ridge Middle School	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	New Position	Maya Hansen		WM. Byrne Elementary School	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	New Position	Lucas Riesgraf		Eagle Ridge Middle School	Teacher - TOSA	1.0 FTE	8/22/2017
Certified	Appointment	New Position	Jenna Sieben		Edward Neill Elementary	Teacher - SPED	1.0 FTE	8/22/2017
Certified	Appointment	New Position	Laurie Anderson	*	Diamondhead Education Center	ECFE Parent Educator	8 hrs/day	8/21/2017
Certified	Appointment	New Position	Casey Ewert	*	District-wide	Behavior Specialist	8 hrs/day	8/1/2017
Certified	Appointment	New Position	Victoria Parker	*	Burnsville High School	Teacher	1.0 FTE	8/22/2017
Certified	Appointment	New Position	Jana Vanthournout	*	Edward Neill Elementary	Teacher	1.0 FTE	8/22/2017
Certified	Change of Assignment		Tracy Farrell		Gideon Pond Elementary	Teacher	.50 FTE	8/28/2017
Certified	Resignation		Chad Miller		Nicollet Middle School	Teacher	1.0 FTE	8/9/2017
Certified	Resignation		Jeffrey Marshall	*	Burnsville High School	Athletic Director	8 hrs/day	9/1/2017
Certified	Leave of Absence		Tracy Farrell		Gideon Pond Elementary	Teacher	.50 FTE	2017/2018 School Year
Certified	Leave of Absence		Rachel Wenz		Rahn Elementary School	Teacher	1.0 FTE	9/5/2017-6/8/18
Classified	Appointment		Rachel Packer	*	Sioux Trail Elementary School	EA Level II	3.75 hrs/day	8/28/2017
Classified	Appointment	Replacement	Marianne Portwood		Sioux Trail Elementary School	EA Level IV	7.25 hrs/day	8/29/2017

Classified	Appointment	Replacement	Hajira Siddiqui	*	Sioux Trail Elementary School	EA Level II	6 hrs/day	8/28/2017
Classified	Appointment	Replacement	Amy Sieben	*	WM. Byrne Elementary School	EA Level IV	7.25 hrs/day	8/29/2017
Classified	Appointment	New Position	Karissa Nicholson	*	Vista View Elementary School	EA Level IV	7.25 hrs/day	8/29/2017
Classified	Appointment	New Position	Paula Burkart	*	Rahn Elementary School	CE Program Associate	8 hrs/day	8/28/2017
Classified	Appointment	New Position	Hodan Ahmed	*	Diamondhead Education Center	Cultural Liaison	6.5 hrs/day	8/21/2017
Classified	Appointment	New Position	Morgan Stampley	*	District-wide	Cultural Liaison	8 hrs/day	8/28/2017
Classified	Resignation		Maya Jimenez Suarez		Sioux Trail Elementary School	EA Level IV	7.25 hrs/day	8/13/2017
Classified	Resignation		Lori Bjork		WM. Byrne Elementary School	EA Level II	2.25 hrs/day	8/14/2017
Classified	Resignation		Paula Burkart		ECSE Center	EA Level IV	6.5 hrs/day	8/11/2017
Classified	Resignation		Abdulkarim Dualeh		BEST	EA Level IV	7 hrs/day	8/17/2017
Classified	Resignation		Yvonne Ruzzi		Burnsville High School	EA Level III	7 hrs/day	8/10/2017
Classified	Resignation		Kayla Tanberg		Metcalfe Middle School	EA Level IV	7 hrs/day	8/11/2017
Classified	Resignation		Phillip Wells		Burnsville Alternative High School	EA Level III	7 hrs/day	8/10/2017
Classified	Resignation		Heidi Wright		MW Savage Elementary School	EA Level II	2.5 hrs/day	8/9/2017
Classified	Resignation		Jill Anderson	*	Diamondhead Education Center	CE Program Associate	8 hrs/day	9/1/2017
Classified	Resignation		Willie Sandifer	*	Nicollet Middle School	EA Level IV	7 hrs/day	8/21/2017
Classified	Resignation		Rebekka Schrank	*	District-wide	AVID Tutor		8/21/2017
Classified	Retirement		Sandra Hunter		Hidden Valley Elementary	EA Level IV	7.25 hrs/day	9/8/2017
Co-Curricular/Coach	Appointment	Replacement	Vincent McMahon		Burnsville High School	Asst Girls Tennis Coach	Fall Season 2017	
Co-Curricular/Coach	Appointment	Replacement	Vinh Huynh		Burnsville High School	Asst Conditioning Coach	Year Round	
Co-Curricular/Coach	Appointment	Replacement	Anoulack Phousirith		Burnsville High School	Asst Conditioning Coach	Year Round	



**Agenda II.B.3.
August 24, 2017**

To: Members, Board of Education
Cindy Amoroso, Superintendent

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

Date: August 17, 2017

Re: Donations

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

RESOLUTION TO ACCEPT DONATIONS

WHEREAS,

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

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

Moved by: _____

Seconded by: _____

Members in favor of the motion:

Members opposed:

Whereupon said Resolution was declared duly passed and adopted on August 24, 2017.

Jim Schmid
Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
8/3/2017	Kristine Donatelle	Joseph Nicollet Middle School	Supporting students - Donated through Instruments in the Cloud	Clarinet
8/7/2017	Natalie Hammerstrom	Joseph Nicollet Middle School	Instrument for Band Classes	Used Clarinet
8/9/2017	Lions Club	Rahn Elementary	school supplies	backpacks, pencils, glue, folders
8/9/2017	Burnsville Lion's Club	Sioux Trail Elementary	School supplies for students	Three boxes of misc. school supplies
8/10/2017	River Hills Methodist Church	Sioux Trail Elementary	School supplies for students	Four boxes of misc. school supplies
8/8/2017	Hy-Vee Starbucks	Eagle Ridge Middle School	PBIS	2 \$5 gift cards Starbucks-Hy-Vee
8/10/2017	Burnsville Lions Club	William Byrne Elementary	Help needy families	school supplies
7/27/2017	Mn Historical Society	John Metcalf Middle School	6th Grade History Field Trip	\$956.00
8/17/2017	Burnsville Lion's Club	Gideon Pond Elementary	Gideon Pond Swing	\$15,000.00

Total monetary contributions to accept: **\$15,956.00**



**Agenda II.B.4
August 15, 2017**

TO: Cynthia Amoroso, Superintendent and Board of Education
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: August 24, 2017
RE: June Payroll, Claims and Receipts

RECOMMENDATION: That the Board approves June payroll checks numbered 718777-718807 and Direct Deposit notices numbered 648052-654253 in the net amount of \$4,795,560.80 June & July claims to date represented by checks numbered 453373-453847, 1018168-1018402, and 102021-102052 and wire transfers and adjustments totaling \$10,535,062.89. Also, that the Board accepts June receipts of \$16,190,216.23 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$49,396,477.27 as of June 30, 2017.

June payroll, wire transfers, claims and receipts have been prepared under the direction of Robin Pikal, Director of Accounting, and are presented for approval by the School Board.

LKR/mw

**INDEPENDENT SCHOOL DISTRICT 191
FINANCIAL REPORT
June 2017**

Cash Receipts

Receipts		\$16,190,216.23
Miscellaneous Adjustments		

TOTAL JUNE CASH RECEIVED

16,190,216.23

CASH DISBURSEMENTS

June

Regular Payroll Checks	718777-718807	\$4,795,560.80
Direct Deposit Notices	648052-654253	

May payables previously approved:		\$323,946.60
June Claims previously approved:		\$885,137.19

June Claims:	453373-453533	\$1,942,652.92
	453604-453651	
	1018168-1018374	
	102021-102045	

June A/P Wires		\$5,773,967.34
Miscellaneous Adjustments		\$32,875.87

TOTAL JUNE CASH DISBURSED

13,754,140.72

TOTAL EXPENSES TO BE APPROVED

June Cash Disbursed		\$13,754,140.72
Less: Items Previously Approved		-\$1,209,083.79

Plus: June Payables	453534-453603	\$431,084.07
Checks	453693-453748	

July Claims:	453652-453680	\$1,370,071.14
Checks	453815-453847	

June Claims	453681-453692	\$984,411.55
	453749-453814	
	1018375-1018402	
	102046-102052	

TOTAL TO BE APPROVED

15,330,623.69

	<u>Money Market</u>	<u>(Original Cost)</u> Investments	<u>Total 6/30/2017</u>
GENERAL FUND	\$6,699,330.00	\$23,229,779.64	\$29,929,109.64
OPEB	\$968,251.33	\$7,463,762.00	\$8,432,013.33
OPEB EQUITY INV THROUGH APRIL 30, 2017	\$19,146.11	\$4,452,766.54	\$4,471,912.65
2015A SCHOOL BUILDING BONDS	\$1,157,919.07	\$4,750,000.00	\$5,907,919.07
2012A ALT FACILITIES	\$655,522.58	\$0.00	\$655,522.58
	<u>\$9,500,169.09</u>	<u>\$39,896,308.18</u>	<u>\$49,396,477.27</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: 06/30/17

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

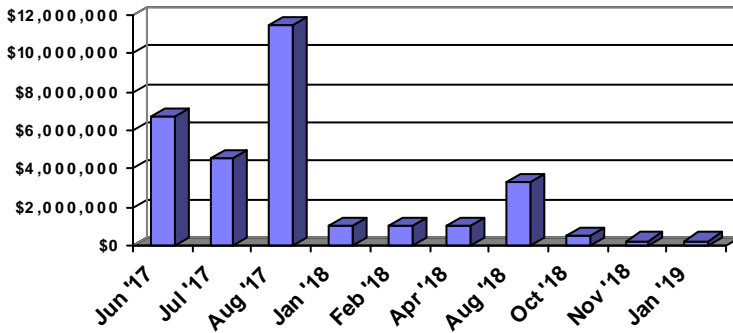
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
LTD	0	1	06/30/17	06/30/17	PMA SECURITIES SYNDICATE (PMAS)	\$6,699,330.00	\$6,699,330.00	
MM					Investment Shares Portfolio	\$54,346.84	\$54,346.84	
SEC	36587	1	11/24/15	07/14/17	Federal Home Loan Mortgage Corporation Note	\$1,500,000.00	\$1,499,932.80	0.753
CD	223056	1	04/07/16	07/26/17	PENTAGON FEDERAL CREDIT UNION (183 day and out)	\$3,023,435.80	\$3,000,000.00	0.600
TS	242058	1	06/30/17	08/01/17	MN TRUST TERM SERIES	\$10,259,166.03	\$10,250,000.00	1.020
CD	230002	1	08/17/16	08/17/17	STATE BANK OF INDIA (NY)	\$249,921.25	\$248,400.00	0.612
CD	230003	1	08/17/16	08/17/17	HIGH PLAINS BANK	\$248,586.03	\$247,100.00	0.601
CD	230004	1	08/17/16	08/17/17	GRANITE COMMUNITY BANK / FIRST NB OF COLD SPRING	\$249,964.92	\$248,400.00	0.630
CD	230005	1	08/17/16	08/17/17	BANK OF SPRINGFIELD	\$248,812.53	\$247,300.00	0.612
SEC	38091	1	09/01/16	08/31/17	Safra National Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.600
CD	223724	1	05/02/16	01/26/18	PREMIER BANK	\$249,908.02	\$246,900.00	0.701
CD	223725	1	05/02/16	01/26/18	REPUBLIC BANK OF CHICAGO	\$249,902.04	\$246,900.00	0.700
CD	230000	1	08/17/16	01/26/18	CFG COMMUNITY BANK	\$249,974.65	\$247,500.00	0.693
CD	230001	1	08/17/16	01/26/18	BANK OF THE OZARKS	\$249,895.85	\$247,600.00	0.649
CD	229998	1	08/17/16	02/09/18	EAST BOSTON SAVINGS BANK	\$249,945.22	\$247,200.00	0.749
CD	229999	1	08/17/16	02/09/18	CAPITAL BANK NA	\$249,966.87	\$247,400.00	0.700
CD	229997	1	08/17/16	02/20/18	TBK BANK, SSB / THE NATIONAL BANK	\$247,169.61	\$244,400.00	0.749
SEC	38090	1	08/31/16	02/28/18	Independence Bank Of Kentucky Certificate of Deposit	\$249,000.00	\$249,000.00	0.701
CD	232867	1	10/18/16	04/18/18	US METRO BANK	\$249,977.02	\$247,200.00	0.750
CD	232868	1	10/18/16	04/18/18	EAGLEBANK / VIRGINIA HERITAGE BANK	\$249,977.43	\$247,200.00	0.750
SEC	38699	1	10/26/16	04/26/18	Capital One, National Association Certificate of Deposit	\$248,000.00	\$248,000.00	0.985
SEC	38701	1	10/28/16	04/27/18	Synovus Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.818
CD	229994	1	08/17/16	08/17/18	PACIFIC WESTERN BANK	\$249,849.36	\$244,900.00	1.011
CD	229995	1	08/17/16	08/17/18	FARMERS & MERCHANTS UNION BANK	\$249,879.07	\$245,500.00	0.892
CD	229996	1	08/17/16	08/17/18	INDEPENDENCE BANK- MT	\$249,957.57	\$246,300.00	0.743
CD	230012	1	08/18/16	08/21/18	SOLARITY CREDIT UNION	\$1,521,540.91	\$1,500,000.00	0.720
SEC	38088	1	08/24/16	08/24/18	Yadkin Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.738
SEC	38086	1	08/25/16	08/27/18	BankUnited, NA Certificate of Deposit	\$248,000.00	\$248,000.00	0.851
SEC	38087	1	08/31/16	08/31/18	Wells Fargo Bank, NA - Sd Certificate of Deposit	\$249,000.00	\$249,000.00	0.951
SEC	38089	1	08/31/16	08/31/18	Guaranty Bank And Trust Company Certificate of Deposit	\$249,000.00	\$249,000.00	0.751
CD	232865	1	10/18/16	10/25/18	ACB BANK	\$249,961.39	\$245,500.00	0.900
CD	232866	1	10/18/16	10/25/18	FREEMPORT STATE BANK	\$249,979.96	\$245,800.00	0.842
SEC	39527	1	05/10/17	11/13/18	American Express Centurion Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.435
SEC	39192	1	01/31/17	01/31/19	BMW Bank Of North America Certificate of Deposit	\$248,000.00	\$248,000.00	1.417

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 -->	\$30,035,448.37	\$29,929,109.64

Time and Dollar Weighted Portfolio Yield: 0.858 %

Weighted Average Portfolio Maturity: 102.79 Days

MM: 0.18%
CD's: 29.88%
CP: 0.00%
SEC: 13.31%



Portfolio Maturity Summary - Maturing \$/Month

Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 06/30/17

PMA Financial Network, Inc.

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

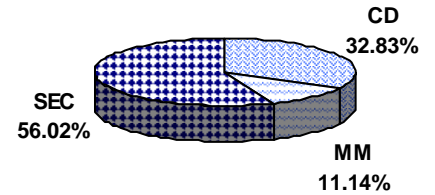
BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$968,251.33	\$968,251.33	
SEC	30736	1	09/25/13	09/25/17	Cit Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.508
CD	205079	1	01/08/15	01/08/18	FIRST FREEDOM BANK	\$164,252.21	\$159,400.00	1.012
CD	205080	1	01/08/15	01/08/18	TRUSTONE FINANCIAL FEDERAL CREDIT UNION	\$249,684.73	\$241,600.00	1.111
CD	205081	1	01/08/15	01/08/18	HIBERNIA BANK	\$207,054.62	\$201,000.00	1.003
CD	192888	1	01/13/14	01/16/18	INDUSTRIAL & COMMERCIAL BANK OF CHINA	\$210,686.40	\$200,000.00	1.332
SEC	33742	1	01/14/15	01/16/18	Goldman Sachs Bank USA Certificate of Deposit	\$248,000.00	\$248,000.00	1.404
CD	205817	1	02/03/15	02/05/18	ADIRONDACK BANK	\$240,475.35	\$234,000.00	0.921
CD	205818	1	02/03/15	02/05/18	FIRST NB OF MCGREGOR	\$102,681.43	\$100,000.00	0.891
CD	205819	1	02/03/15	02/05/18	FIRST NATIONAL BANK	\$249,815.96	\$243,000.00	0.932
SEC	33857	1	02/05/15	02/05/18	Ally Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.154
CD	182782	1	02/15/13	02/15/18	PLAINS COMMERCE BANK	\$249,902.70	\$236,400.00	1.142
CD	208034	1	03/24/15	03/26/18	PEAPACK-GLADSTONE BANK	\$208,860.51	\$203,000.00	0.960
SEC	30731	1	09/25/13	09/25/18	Discover Bank Certificate of Deposit	\$247,000.00	\$247,000.00	2.013
SEC	30738	1	09/25/13	09/25/18	Compass Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.962
CD	192886	1	01/13/14	01/14/19	M.Y. SAFRA BANK	\$248,142.42	\$228,500.00	1.717
CD	192887	1	01/13/14	01/14/19	STEARNS BANK NA (N)	\$248,500.88	\$230,700.00	1.542
SEC	28287	1	10/09/12	01/15/19	Lakewood Township NJ Ref	\$630,000.00	\$630,000.00	1.580
SEC	28397	1	11/15/12	08/15/19	DENTON TX INDEP SCH DIST TXBL -REF - SER C	\$1,000,000.00	\$1,000,000.00	1.520
CD	232809	1	10/14/16	10/15/19	GBC INTERNATIONAL BANK	\$249,730.21	\$241,800.00	1.092
CD	232810	1	10/14/16	10/15/19	LUANA SAVINGS BANK	\$237,251.62	\$230,000.00	1.050
CD	232811	1	10/14/16	10/15/19	CITIZENS STATE BANK OF LA CROSSE	\$106,113.69	\$103,200.00	0.940
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	12/01/19	FAIRFIELD & UNION OH LOCAL SCH DIST	\$330,000.00	\$294,162.00	1.620
SEC	28355	1	10/19/12	12/01/19	COOK CNTY IL HIGH SCH DIST #205 THORNTON TWP	\$350,000.00	\$350,000.00	1.939
SEC	38171	1	09/02/16	10/01/20	City of New York NY	\$345,000.00	\$345,000.00	1.300
SEC	38170	1	09/02/16	03/01/21	City of Rochester NH	\$365,000.00	\$365,000.00	1.340

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 -->	\$8,588,404.06	\$8,432,013.33

Time and Dollar Weighted Portfolio Yield:	1.453 %	MM:	11.48%
Weighted Average Portfolio Maturity:	522.62 Days	CD's:	33.83%
		CP:	0.00%
		SEC:	54.69%



Portfolio Maturity Summary - Maturing \$/Month

Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 06/30/17

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	\$1,157,919.07	\$1,157,919.07	
TS	240865	1	06/14/17	07/13/17	MN TRUST TERM SERIES	\$500,377.41	\$500,000.00	0.950
TS	242059	1	06/30/17	08/01/17	MN TRUST TERM SERIES	\$4,253,800.56	\$4,250,000.00	1.020
Total Amount -->						\$5,912,097.04	\$5,907,919.07	

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

Time and Dollar Weighted Portfolio Yield: 1.017 %

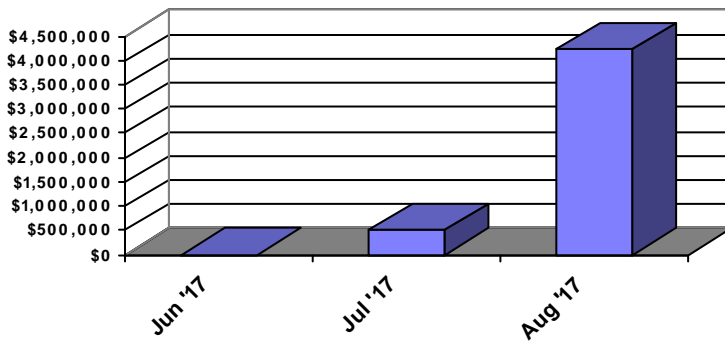
Weighted Average Portfolio Maturity: 24.12 Days

MM: 19.60%

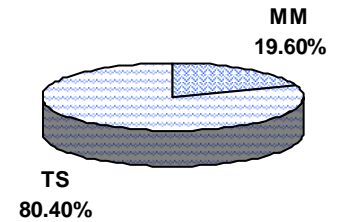
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 06/30/17

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
SDA					Savings Deposit Account - ASSOCIATED BANK, NA	\$655,522.58	\$655,522.58	

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

Total Amount --> \$655,522.58 \$655,522.58

Time and Dollar Weighted Portfolio Yield: 0.900 %

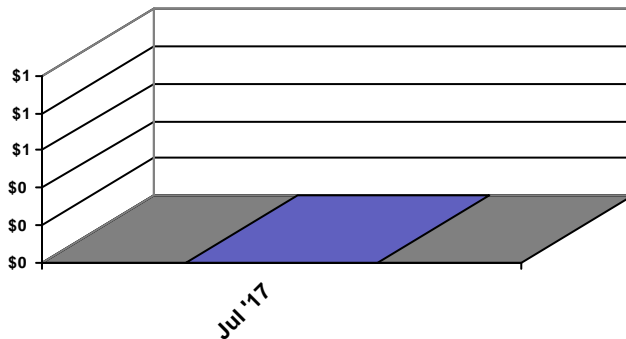
Weighted Average Portfolio Maturity: 5.00 Days

MM: 100.00%

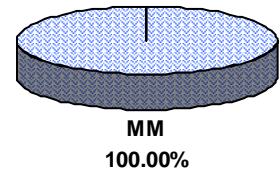
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

June 2017

Wire Transfers

Date	From	To	Amount	For
060117	MSDLAF	Internal Revenue Service	793,098.60	5/31/17 Payroll - Federal Taxes
060117	MSDLAF	State of Minnesota	129,469.53	5/31/17 Payroll - State Taxes
060117	MSDLAF	State of Minnesota	2,157.00	5/31/17 Payroll - Child Support
060117	MSDLAF	Delta Dental	16,252.67	Dental Insurance
060217	MSDLAF	Corporate Health	5,176.22	Medical Claims
060217	MSDLAF	Corporate Health	19,623.56	Flex Claims
060517	MSDLAF	Preferred One	352,488.34	Health Insurance
060517	Dakota County	MSDLAF	6,352,573.24	Dakota County Taxes
060517	Scott County	MSDLAF	2,178,291.27	Scott County Taxes
060917	MSDLAF	Corporate Health	9,019.64	Medical Claims
060917	MSDLAF	Corporate Health	3,249.14	Flex Claims
060617	MSDLAF	Delta Dental	10,797.22	Dental Insurance
060717	MSDLAF	US Bank	10,000.00	US Bank -Fleet prefunding wire
060717	MSDLAF	US Bank	17,000.00	US Bank P-Card prefunding wire
060817	State of Minnesota	MSDLAF	5,633.34	MN State - MMB
060917	MSDLAF	Neopost	1,000.00	Postage
061217	MSDLAF	Preferred One	317,463.62	Health Insurance
061217	MSDLAF	PERA	114,971.24	5/31/17 Payroll - PERA
061217	MSDLAF	TRA	347,577.54	5/31/17 Payroll - TRA
061417	MSDLAF	Delta Dental	17,739.98	Dental Insurance
061517	State of Minnesota	MSDLAF	428,589.31	MN State - MMB
061517	MSDLAF	People's Bank	248,042.33	6/15/17 Payroll - TSA Wire
061617	MSDLAF	Corporate Health	8,776.39	Medical Claims
061617	MSDLAF	Internal Revenue Service	824,414.24	6/15/17 Payroll - Federal Taxes
061617	MSDLAF	State of Minnesota	135,160.62	6/15/17 Payroll - State Taxes
061617	MSDLAF	State of Minnesota	2,157.00	6/15/17 Payroll - Child Support
061617	MSDLAF	Corporate Health	16,702.67	Flex Claims

June 2017

Wire Transfers

Date	From	To	Amount	For
061917	MSDLAF	Preferred One	423,404.11	Health Insurance
062017	MSDLAF	Healthy Savings	3,752.42	Healthy Savings Program
062017	State of Minnesota	MSDLAF	3,812,251.88	MN State - MMB
062117	Scott County	MSDLAF	588,544.17	Scott County Taxes
062117	MSDLAF	Delta Dental	17,616.17	Dental Insurance
062217	State of Minnesota	MSDLAF	780,650.25	MN State - MMB
062317	MSDLAF	Corporate Health	18,520.82	Medical Claims
062317	MSDLAF	Corporate Health	9,335.55	Flex Claims
062317	MSDLAF	Wells Fargo	179,410.12	Wells Fargo Renovation of Diamondhead Facility
062617	MSDLAF	Preferred One	410,676.44	Health Insurance
062617	MSDLAF	PERA	115,332.70	6/15/17 Payroll - PERA
062617	MSDLAF	TRA	392,208.97	6/15/17 Payroll - TRA
062617	MSDLAF	Neopost	5,000.00	Postage
062817	State of Minnesota	MSDLAF	5,698.89	MN State - MMB
062817	MSDLAF	Delta Dental	26,060.34	Dental Insurance
062917	State of Minnesota	MSDLAF	15,774.71	MN State - MMB
063017	State of Minnesota	MSDLAF	137.65	MN State - MMB
063017	MSDLAF	People's Bank	307,909.36	6/15/17 Payroll - TSA Wire
063017	MSDLAF	Corporate Health	15,060.66	Medical Claims
063017	MSDLAF	Corporate Health	21,758.28	Flex Claims

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1018168		\$120.26	Jun 14, 2017	88888	3547	HUGSTAD-VAA, JENNIFER JO
1	1018169		\$4.55	Jun 14, 2017	88888	5747	CORDAHL, AMBER
1	1018170		\$8.03	Jun 14, 2017	88888	6452	BERG, JANET
1	1018171		\$160.50	Jun 14, 2017	88888	7269	BARTH, TAMI RAE
1	1018172		\$21.91	Jun 14, 2017	88888	7314	GAMBUCCI, ANN MARIE
1	1018173		\$51.23	Jun 14, 2017	88888	7817	AMUNDSON, JANE E
1	1018174		\$6.15	Jun 14, 2017	88888	7847	KOLSTAD, MICHELE M
1	1018175		\$2.73	Jun 14, 2017	88888	7847	KOLSTAD, MICHELE M
1	1018176		\$27.55	Jun 14, 2017	88888	8309	HENDRIX, EUGENIA M
1	1018177		\$237.54	Jun 14, 2017	88888	8309	HENDRIX, EUGENIA M
1	1018178		\$8.77	Jun 14, 2017	88888	8797	KNOTT, KELLY S
1	1018179		\$3.04	Jun 14, 2017	88888	9363	BIEN, BERNADETTE L
1	1018180		\$34.35	Jun 14, 2017	88888	9390	ANDERSON, BARBARA JEAN
1	1018181		\$36.94	Jun 14, 2017	88888	9394	HUEMOELLER, MICHAEL T
1	1018182		\$65.41	Jun 14, 2017	88888	9552	DORIGAN-SLETTE, CYNTHIA M
1	1018183		\$33.03	Jun 14, 2017	88888	9569	ANDREWS, DONNA
1	1018184		\$41.00	Jun 14, 2017	88888	10637	KUGLER, JULIE
1	1018185		\$10.44	Jun 14, 2017	88888	11234	CARLSON, KEITH A
1	1018186		\$59.99	Jun 14, 2017	88888	11361	HARROLD, STACEY L
1	1018187		\$289.44	Jun 14, 2017	88888	11911	ELFERING, JEAN
1	1018188		\$34.63	Jun 14, 2017	88888	13256	FANDRICH, KARI M
1	1018189		\$36.84	Jun 14, 2017	88888	13352	FINCH, CHRISTINE M
1	1018190		\$22.05	Jun 14, 2017	88888	13396	HUTCHINSON, JENNIFER L
1	1018191		\$162.18	Jun 14, 2017	88888	13396	HUTCHINSON, JENNIFER L
1	1018192		\$11.82	Jun 14, 2017	88888	13415	ENGELHARDT, ANGELA C
1	1018193		\$69.66	Jun 14,	88888	13495	BROWN, CHRISTOPHER M

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Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
1	1018194		\$90.27	Jun 14, 2017	88888	13957	BERRA, ANGELA M
1	1018195		\$16.90	Jun 14, 2017	88888	14006	GRIFFIN, LYNDISAY K
1	1018196		\$22.00	Jun 14, 2017	88888	14112	HARTL, ARAN J
1	1018197		\$150.00	Jun 14, 2017	88888	14112	HARTL, ARAN J
1	1018198		\$30.97	Jun 14, 2017	88888	14112	HARTL, ARAN J
1	1018199		\$88.30	Jun 14, 2017	88888	15682	GONZALEZ, MEGAN
1	1018200		\$347.47	Jun 14, 2017	88888	15691	KING, LAURIE J
1	1018201		\$33.36	Jun 14, 2017	88888	15691	KING, LAURIE J
1	1018202		\$31.94	Jun 14, 2017	88888	15982	ANDERSON, BJORN RS
1	1018203		\$90.58	Jun 14, 2017	88888	16004	JORGENSEN, SHANNON E
1	1018204		\$20.87	Jun 14, 2017	88888	16377	ALEXON, BETH J
1	1018205		\$86.14	Jun 14, 2017	88888	16619	BORDONARO, JENNIFER ELIZABETH
1	1018206		\$34.24	Jun 14, 2017	88888	16633	CLOUTIER, DANA M
1	1018207		\$23.65	Jun 14, 2017	88888	17246	CANTON, EMILIE J
1	1018208		\$119.57	Jun 14, 2017	88888	17322	CZAPAR, KELLY N
1	1018209		\$49.97	Jun 14, 2017	88888	17435	LUND, ELLIOTT J
1	1018210		\$19.91	Jun 14, 2017	88888	17540	BARRY, AMBER LEIGH
1	1018211		\$116.99	Jun 14, 2017	88888	17563	BLACK, KRISTINE C
1	1018212		\$40.70	Jun 14, 2017	88888	17677	GLAS, JOHN M
1	1018213		\$11.66	Jun 14, 2017	88888	17764	COZAD, PATRICIA M
1	1018214		\$7.49	Jun 14, 2017	88888	17786	LARSON, KATIE
1	1018215		\$2,250.00	Jun 14, 2017	88888	17799	EILER, ELIZABETH P
1	1018216		\$291.79	Jun 14, 2017	88888	17807	ANDERSON, EMILY E
1	1018217		\$25.98	Jun 14, 2017	88888	18025	HENDERSON, MICHELLE A
1	1018218		\$50.99	Jun 14, 2017	88888	18158	ABDULLAHI, SAHRO

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Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1018219		\$86.67	Jun 14, 2017	88888	18189	LINDBERG, CHARLOTTE
1	1018220		\$47.14	Jun 14, 2017	88888	18297	KOCH, REBECCA M
1	1018221		\$160.00	Jun 14, 2017	88888	18311	HAGEN, ALISON M
1	1018222		\$50.00	Jun 14, 2017	88888	18367	BLONS, LLIANE M
1	1018223		\$1.77	Jun 14, 2017	88888	18381	DEROUIN, JILL
1	1018224		\$111.88	Jun 14, 2017	88888	18414	KATZMAREK, ABIGAIL S
1	1018225		\$50.00	Jun 14, 2017	88888	18414	KATZMAREK, ABIGAIL S
1	1018226		\$33.72	Jun 14, 2017	88888	18630	ANDERSON, JANELLE D
1	1018227		\$68.22	Jun 14, 2017	88888	18691	GULDEN, JANET
1	1018228		\$34.24	Jun 14, 2017	88888	18786	ALVARADO, MARY
1	1018229		\$13.41	Jun 14, 2017	88888	18791	ANDERSON, JILL A
1	1018230		\$141.99	Jun 14, 2017	88888	18797	GOODBUFFALO, DOMINIC E
1	1018231		\$132.36	Jun 14, 2017	88888	18797	GOODBUFFALO, DOMINIC E
1	1018232		\$380.50	Jun 14, 2017	88888	18857	LEVINSKI, SARAH A
1	1018233		\$114.67	Jun 14, 2017	88888	18904	FREDRICKS, JOEL J
1	1018234		\$17.55	Jun 14, 2017	88888	18919	ARMSTRONG, NICHOLAS G
1	1018235		\$113.00	Jun 14, 2017	88888	18921	KASO, ANGELA M
1	1018236		\$45.20	Jun 14, 2017	88888	18951	CESARO-MOXLEY, RACHEL L
1	1018237		\$8.99	Jun 14, 2017	88888	18951	CESARO-MOXLEY, RACHEL L
1	1018238		\$107.43	Jun 14, 2017	88888	18952	CSELOVSZKI, CASSANDRA K
1	1018239		\$53.18	Jun 14, 2017	88888	18955	BAUMBAUER, SARA L
1	1018240		\$19.05	Jun 14, 2017	88888	18955	BAUMBAUER, SARA L
1	1018241		\$251.13	Jun 14, 2017	88888	6624	WESSEN, JANE E
1	1018242		\$27.35	Jun 14, 2017	88888	6874	STEAD, AMY JO
1	1018243		\$15.09	Jun 14, 2017	88888	7858	WARMKA, CHERI R
1	1018244		\$63.08	Jun 14,	88888	8180	NORDMARK, PAMELA J

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Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
1	1018245		\$71.16	Jun 14, 2017	88888	9239	OPATZ, LARRY
1	1018246		\$35.00	Jun 14, 2017	88888	9295	WAGNER-SMITH, SHERRY
1	1018247		\$19.96	Jun 14, 2017	88888	9785	MCCARTHY, JENNIFER
1	1018248		\$43.34	Jun 14, 2017	88888	10287	TANBERG, TERESA L
1	1018249		\$52.68	Jun 14, 2017	88888	10311	MATHYS, SANDRA
1	1018250		\$94.62	Jun 14, 2017	88888	10311	MATHYS, SANDRA
1	1018251		\$68.62	Jun 14, 2017	88888	10311	MATHYS, SANDRA
1	1018252		\$59.39	Jun 14, 2017	88888	10543	WURDEMAN, SCOTT
1	1018253		\$98.02	Jun 14, 2017	88888	10553	WARDELL, BARBARA J
1	1018254		\$119.84	Jun 14, 2017	88888	11462	VAURIO, SONYA
1	1018255		\$674.96	Jun 14, 2017	88888	11828	MARSHALL, JEFFREY
1	1018256		\$5.89	Jun 14, 2017	88888	12009	STONE, BARBARA
1	1018257		\$43.55	Jun 14, 2017	88888	12283	NELSON, MICHELLE L
1	1018258		\$15.00	Jun 14, 2017	88888	12351	PORTER, JANICE
1	1018259		\$17.21	Jun 14, 2017	88888	12647	WALLER MCDEVITT, JENNIFER
1	1018260		\$74.88	Jun 14, 2017	88888	12647	WALLER MCDEVITT, JENNIFER
1	1018261		\$30.88	Jun 14, 2017	88888	12853	MATERNOWSKI, PATRICIA
1	1018262		\$21.88	Jun 14, 2017	88888	12901	MCCUE, MICHELLE
1	1018263		\$73.03	Jun 14, 2017	88888	12901	MCCUE, MICHELLE
1	1018264		\$8.61	Jun 14, 2017	88888	12901	MCCUE, MICHELLE
1	1018265		\$90.20	Jun 14, 2017	88888	13437	SULLIVAN, JODI L
1	1018266		\$48.56	Jun 14, 2017	88888	13470	SMALLEY, AMY C
1	1018267		\$157.43	Jun 14, 2017	88888	13651	SEXTON, MARCIA
1	1018268		\$209.72	Jun 14, 2017	88888	13692	NIEMIEC, ALICIA
1	1018269		\$73.67	Jun 14, 2017	88888	14127	ZONDAG, KIMBERLY

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Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1018270		\$30.78	Jun 14, 2017	88888	14130	MCCROSKEY, SHARI
1	1018271		\$14.89	Jun 14, 2017	88888	14130	MCCROSKEY, SHARI
1	1018272		\$29.69	Jun 14, 2017	88888	14143	WEILANDGRUBER, ELIZABETH
1	1018273		\$69.38	Jun 14, 2017	88888	14242	TOFTE, ALISSA G
1	1018274		\$987.93	Jun 14, 2017	88888	14453	RHINEVAULT, LYNN
1	1018275		\$245.70	Jun 14, 2017	88888	14453	RHINEVAULT, LYNN
1	1018276		\$62.58	Jun 14, 2017	88888	14609	ROESKE, MELISSA L
1	1018277		\$98.07	Jun 14, 2017	88888	14961	SPRY, KARIE
1	1018278		\$26.11	Jun 14, 2017	88888	15695	THOMPSON, HYE-JEONG M
1	1018279		\$49.00	Jun 14, 2017	88888	15911	WILLSON, DAWN M
1	1018280		\$13.27	Jun 14, 2017	88888	16066	REAGAN, KATHRYN M
1	1018281		\$40.55	Jun 14, 2017	88888	16066	REAGAN, KATHRYN M
1	1018282		\$111.82	Jun 14, 2017	88888	16213	STAHLY, JANICE
1	1018283		\$56.50	Jun 14, 2017	88888	16338	WICKHAM, LAURA
1	1018284		\$36.60	Jun 14, 2017	88888	16491	VITALI, ALICIA F
1	1018285		\$4.07	Jun 14, 2017	88888	16669	PETTINELLI, STEPHEN M
1	1018286		\$160.45	Jun 14, 2017	88888	16970	RAMOS, VERONICA
1	1018287		\$81.21	Jun 14, 2017	88888	17431	QUINTANA, MARIANA
1	1018288		\$353.32	Jun 14, 2017	88888	17542	SMITH, JACQUELINE J
1	1018289		\$17.66	Jun 14, 2017	88888	17557	WALKER, RYAN M
1	1018290		\$59.01	Jun 14, 2017	88888	17719	NIERENGARTEN, BRIANNA L
1	1018291		\$229.92	Jun 14, 2017	88888	17958	RASMUSSEN, EMILY
1	1018292		\$40.43	Jun 14, 2017	88888	18008	TOMALA, CRYSTAL M
1	1018293		\$12.92	Jun 14, 2017	88888	18008	TOMALA, CRYSTAL M
1	1018294		\$19.94	Jun 14, 2017	88888	18144	MILINOVICH, TRACY
1	1018295		\$204.48	Jun 14,	88888	18310	THOMPSON, DAVID P

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
1	1018296		\$24.03	Jun 14, 2017	88888	18353	MORRISSEY, MICHELLE M
1	1018297		\$67.91	Jun 14, 2017	88888	18371	ZIMMERMAN, KARA J
1	1018298		\$49.27	Jun 14, 2017	88888	18536	SPAULDING, SHEILA J
1	1018299		\$36.07	Jun 14, 2017	88888	18612	MALLINGER, MELINDA
1	1018300		\$6.21	Jun 14, 2017	88888	18624	ROEHL, PETER A
1	1018301		\$125.14	Jun 14, 2017	88888	18635	MCDOWELL, MORGAN
1	1018302		\$17.44	Jun 14, 2017	88888	18657	MCINNIS, MARNIE JO
1	1018303		\$63.29	Jun 14, 2017	88888	18677	MCLAUGHLIN, ALEXANDRA M
1	1018304		\$90.52	Jun 14, 2017	88888	18847	MELQUIST, MICHELLE
1	1018305		\$18.19	Jun 14, 2017	88888	18849	PETERSEN, HOLLY M
1	1018306		\$61.58	Jun 14, 2017	88888	18876	WOJCIK, HARRISON J
1	1018307		\$43.34	Jun 14, 2017	88888	18903	PERSONS, MELISSA B
1	1018308		\$16.59	Jun 14, 2017	88888	18945	SCHMID, NATHAN J
1	1018309		\$76.76	Jun 14, 2017	88888	18983	SANTOS, MIYA D
1	1018310		\$447.00	Jun 14, 2017	88888	19735	TOPIC, MARY B
1	1018311		\$13.37	Jun 21, 2017	88888	4467	BARLAGE, SUSAN
1	1018312		\$15.84	Jun 21, 2017	88888	7304	GOSSMAN, LISA ANN
1	1018313		\$29.70	Jun 21, 2017	88888	9267	HOLDEN, MATTHEW J
1	1018314		\$325.93	Jun 21, 2017	88888	11756	ERICKSON, CONSTANCE
1	1018315		\$90.53	Jun 21, 2017	88888	12301	HJERMSTAD, HEATHER
1	1018316		\$11.24	Jun 21, 2017	88888	12322	HARRIS, TRUDIE L
1	1018317		\$56.39	Jun 21, 2017	88888	12336	LOGAN, KARI M
1	1018318		\$72.93	Jun 21, 2017	88888	13406	ALLEN, SUSAN M
1	1018319		\$36.27	Jun 21, 2017	88888	14118	KOMAR, KAREN K
1	1018320		\$44.78	Jun 21, 2017	88888	14479	KIBLER, JEANNE

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1018321		\$84.43	Jun 21, 2017	88888	14594	HEWETT, THOMAS
1	1018322		\$19.47	Jun 21, 2017	88888	14751	KELLER, KATIE
1	1018323		\$148.82	Jun 21, 2017	88888	14970	DEUTSCH, MATTHEW R
1	1018324		\$86.67	Jun 21, 2017	88888	15074	CHAMERLIK, KAREN
1	1018325		\$65.82	Jun 21, 2017	88888	15381	KRAL, MELISSA M
1	1018326		\$6.42	Jun 21, 2017	88888	16377	ALEXON, BETH J
1	1018327		\$19.16	Jun 21, 2017	88888	16823	BUNKERS, KATHLEEN K
1	1018328		\$65.01	Jun 21, 2017	88888	17216	CHOUANARD, MARY E
1	1018329		\$18.73	Jun 21, 2017	88888	17283	ERBES, SARAH L
1	1018330		\$168.66	Jun 21, 2017	88888	17904	ERICKSON, SHELLY L
1	1018331		\$179.82	Jun 21, 2017	88888	17904	ERICKSON, SHELLY L
1	1018332		\$19.96	Jun 21, 2017	88888	18002	GOLDSMITH, EMILY R
1	1018333		\$26.81	Jun 21, 2017	88888	18743	BARSUG, HUDAYFI M
1	1018334		\$29.32	Jun 21, 2017	88888	18848	LEMIRE, KATHERINE M
1	1018335		\$170.76	Jun 21, 2017	88888	18904	FREDRICKS, JOEL J
1	1018336		\$170.00	Jun 21, 2017	88888	18927	EDBERG, BOBBI JO
1	1018337		\$141.45	Jun 21, 2017	88888	4356	SIMON, GLENN D.
1	1018338		\$25.00	Jun 21, 2017	88888	12579	STARKEY, MICHELE M
1	1018339		\$170.67	Jun 21, 2017	88888	12579	STARKEY, MICHELE M
1	1018340		\$11.07	Jun 21, 2017	88888	12901	MCCUE, MICHELLE
1	1018341		\$83.56	Jun 21, 2017	88888	13651	SEXTON, MARCIA
1	1018342		\$28.45	Jun 21, 2017	88888	15761	MCGAHA, MARIETTA R
1	1018343		\$9.63	Jun 21, 2017	88888	17183	VOIGT, PAMELA M
1	1018344		\$16.00	Jun 21, 2017	88888	17431	QUINTANA, MARIANA
1	1018345		\$154.48	Jun 21, 2017	88888	18478	PICARD, DONALD L
1	1018346		\$19.00	Jun 28,	88888	6402	DIMBERIO, ROBBIE

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
1	1018347		\$200.00	Jun 28, 2017	88888	10482	LATTERY, SHARLEEN M
1	1018348		\$26.96	Jun 28, 2017	88888	13256	FANDRICH, KARI M
1	1018349		\$466.93	Jun 28, 2017	88888	17175	FUNSTON, KATHY L
1	1018350		\$150.00	Jun 28, 2017	88888	17663	HARTMAN, DANIEL
1	1018351		\$400.00	Jun 28, 2017	88888	17994	GOTHARD, JOSEPH M
1	1018352		\$158.36	Jun 28, 2017	88888	18025	HENDERSON, MICHELLE A
1	1018353		\$200.00	Jun 28, 2017	88888	18043	AMOROSO, CYNTHIA
1	1018354		\$233.76	Jun 28, 2017	88888	18374	GROVER, HOPE A
1	1018355		\$200.00	Jun 28, 2017	88888	18391	JOHNSON, DOUGLAS A
1	1018356		\$78.00	Jun 28, 2017	88888	18545	KROHN, JULIE C
1	1018357		\$183.24	Jun 28, 2017	88888	18545	KROHN, JULIE C
1	1018358		\$433.86	Jun 28, 2017	88888	18545	KROHN, JULIE C
1	1018359		\$117.48	Jun 28, 2017	88888	18842	JACOBS, MICHELLE
1	1018360		\$39.89	Jun 28, 2017	88888	18842	JACOBS, MICHELLE
1	1018361		\$198.07	Jun 28, 2017	88888	13381	NESVIG, ERIKA
1	1018362		\$29.96	Jun 28, 2017	88888	13441	TESMER, RUSSELL
1	1018363		\$200.00	Jun 28, 2017	88888	16166	RIDER, LISA K
1	1018364		\$201.70	Jun 28, 2017	88888	16501	NESS, KAREN M
1	1018365		\$170.00	Jun 28, 2017	88888	17329	VARPNESS, VINCENT C
1	1018366		\$200.00	Jun 28, 2017	88888	17487	SOVINE, STACEY
1	1018367		\$38.52	Jun 28, 2017	88888	17795	SIMMONS, SEAN D
1	1018368		\$143.00	Jun 28, 2017	88888	18071	MCPARLAND, SHANNON
1	1018369		\$226.67	Jun 28, 2017	88888	18404	POPE, ROBERT J
1	1018370		\$200.00	Jun 28, 2017	88888	18405	WINTERLIN, GORDON D
1	1018371		\$11.18	Jun 28, 2017	88888	18657	MCINNIS, MARNIE JO

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1018372		\$97.05	Jun 28, 2017	88888	18864	MACNALLY, KATHRYN A
1	1018373		\$219.30	Jun 28, 2017	88888	18915	RENFORD, RYNETTA M
1	1018374		\$200.00	Jun 28, 2017	88888	19154	PIKAL, ROBIN
1	1018375		\$70.34	Jul 5, 2017	88888	8182	SMITH-LOSSIAH, SHARON KAY
1	1018376		\$304.58	Jul 5, 2017	88888	9802	O'NEILL-MAGER, JENNIFER
1	1018377		\$87.46	Jul 5, 2017	88888	11689	TUSA, ANGELA M
1	1018378		\$3.21	Jul 5, 2017	88888	14479	KIBLER, JEANNE
1	1018379		\$32.58	Jul 5, 2017	88888	14624	JORDAN, JOANNA
1	1018380		\$13.59	Jul 5, 2017	88888	16448	HENRICH, SARAH L
1	1018381		\$76.51	Jul 5, 2017	88888	16501	NESS, KAREN M
1	1018382		\$36.86	Jul 5, 2017	88888	17435	LUND, ELLIOTT J
1	1018383		\$192.00	Jul 5, 2017	88888	18310	THOMPSON, DAVID P
1	1018384		\$147.45	Jul 5, 2017	88888	18639	PIOTROWSKI, AMY
1	1018385		\$60.13	Jul 12, 2017	88888	7490	LEAKE, DONALD L
1	1018386		\$20.93	Jul 12, 2017	88888	7572	KAISER, TANYA J
1	1018387		\$182.64	Jul 12, 2017	88888	12806	CORBAY, STEPHANIE A
1	1018388		\$395.00	Jul 12, 2017	88888	15394	BEAULIEU, KOURTNEY A
1	1018389		\$38.36	Jul 12, 2017	88888	15922	DUNN, RUTH C
1	1018390		\$29.21	Jul 12, 2017	88888	16789	KRONABETTER, JULIE R
1	1018391		\$2.42	Jul 12, 2017	88888	17175	FUNSTON, KATHY L
1	1018392		\$49.22	Jul 12, 2017	88888	18083	CURTIS, MICHELE A
1	1018393		\$885.14	Jul 12, 2017	88888	18391	JOHNSON, DOUGLAS A
1	1018394		\$113.20	Jul 12, 2017	88888	18410	JUNGERS, GAIL
1	1018395		\$1,083.10	Jul 12, 2017	88888	18410	JUNGERS, GAIL
1	1018396		\$907.49	Jul 12, 2017	88888	18410	JUNGERS, GAIL
1	1018397		\$595.52	Jul 12, 2017	88888	18410	JUNGERS, GAIL
1	1018398		\$30.92	Jul 12, 2017	88888	18649	BLUHM, WILLIAM AE
1	1018399		\$75.10	Jul 12, 2017	88888	7284	QUIRK, KATHLEEN
1	1018400		\$296.74	Jul 12, 2017	88888	8627	ORTH, STEVEN D. R.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1018401		\$123.80	Jul 12, 2017	88888	17169	VAUGHT, ELIZABETH C
1	1018402		\$39.44	Jul 12, 2017	88888	18144	MILINOVICH, TRACY
Check Count	235	Grand Total	\$27,720.14				

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453373	Clear	\$9,875.00	Jun 17, 2017	01518	1	2ND WIND EXERCISE EQUIPMENT, INC.
4	453374		\$80.80	Jun 17, 2017	00001	726	ANDERT, GREG
4	453375	Clear	\$700.00	Jun 17, 2017	27800	0	ANTHOLOGIE, LLC
4	453376	Clear	\$442.01	Jun 17, 2017	00428	0	ARAMARK
4	453377	Clear	\$56.20	Jun 17, 2017	00001	1751	ARMSTRONG, MICHELE
4	453378	Clear	\$40.00	Jun 17, 2017	00001	1743	BARCHENGER, ROBERT
4	453379	Clear	\$164.20	Jun 17, 2017	00001	1562	BECKER, CINDY
4	453380	Clear	\$36,691.20	Jun 17, 2017	27679	0	BENEFITFOCUS.COM, INC.
4	453381	Clear	\$234.78	Jun 17, 2017	00477	0	BIX PRODUCE COMPANY
4	453382	Clear	\$58.70	Jun 17, 2017	00001	1748	BLANSKI, SABRINA
4	453383	Clear	\$67.45	Jun 17, 2017	00016	2170	BLICHFELDT, REBECCA
4	453384	Clear	\$103.95	Jun 17, 2017	00016	2642	BOWEN, MARK
4	453385		\$30.00	Jun 17, 2017	00001	1744	BROKL, ANDREW
4	453386		\$2,156.20	Jun 17, 2017	05944	0	BURNSVILLE SWIM CLUB, INC.
4	453387	Clear	\$11,125.22	Jun 17, 2017	04226	0	BURNSVILLE, CITY OF
4	453388	Unissued	\$0.00	Jun 17, 2017	04226	0	BURNSVILLE, CITY OF
4	453389	Clear	\$450.00	Jun 17, 2017	29511	0	BUSCH, ZACHARY
4	453390		\$16.90	Jun 17, 2017	00001	1749	CALHOON, GRACE
4	453391		\$17.99	Jun 17, 2017	00016	3279	CASTLE, RYAN
4	453392	Clear	\$88.10	Jun 17, 2017	00001	1750	CHOW, SIEW KIN
4	453393	Clear	\$60.00	Jun 17, 2017	28401	0	CHOY, KEREN
4	453394	Clear	\$822.76	Jun 17, 2017	27043	0	CMERDC
4	453395	Clear	\$180.00	Jun 17, 2017	25919	0	CORDOVA, LETICIA
4	453396	Clear	\$303.29	Jun 17, 2017	28540	0	CORE BEVERAGE
4	453397	Clear	\$114.00	Jun 17, 2017	00502	0	CORNERSTONE COPY CENTER
4	453398	Clear	\$84.00	Jun 17,	22013	0	CUSTOM WATER WORKS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	453399		\$1,275.00	Jun 17, 2017	24217	3	DAKOTA COUNTY FINANCIAL SERVICES
4	453400	Clear	\$73,587.03	Jun 17, 2017	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	453401	Clear	\$32.10	Jun 17, 2017	00016	908	DECKER, JILL
4	453402		\$108.95	Jun 17, 2017	00016	3188	DIEDRICK, JOHN
4	453403		\$1,666.66	Jun 17, 2017	22061	0	DISTRIBUTED WEBSITE CORPORATION
4	453404		\$30.00	Jun 17, 2017	28051	0	DO GOOD DIAPERS LLC
4	453405	Clear	\$59.40	Jun 17, 2017	09272	2	ECM PUBLISHERS, INC.
4	453406	Clear	\$49.20	Jun 17, 2017	00001	1753	ENGLE, LEZA
4	453407	Clear	\$43.38	Jun 17, 2017	00001	1747	FASCHING, ANN
4	453408	Clear	\$4,343.00	Jun 17, 2017	01475	0	FRIEDGES LANDSCAPING, INC.
4	453409	Clear	\$246.00	Jun 17, 2017	04248	0	GEYEN, JULIE
4	453410	Clear	\$122.00	Jun 17, 2017	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATION
4	453411	Clear	\$33.75	Jun 17, 2017	00862	3	HERFF JONES, INC.
4	453412		\$13.00	Jun 17, 2017	00001	1746	HUGGINS, JANE
4	453413		\$12.00	Jun 17, 2017	00001	1745	INMAN, JAYNEE
4	453414	Clear	\$395.00	Jun 17, 2017	20540	0	INTELLIGERE, INC
4	453415	Clear	\$130.00	Jun 17, 2017	27103	0	JOHNSTON, APRYL
4	453416	Clear	\$189.00	Jun 17, 2017	20523	0	JONES, SCOTT
4	453417		\$16.99	Jun 17, 2017	00016	3280	KARLOVICH, BRET OR TRACY
4	453418	Clear	\$89.90	Jun 17, 2017	00001	1752	KEENAN, BETH
4	453419	Clear	\$465.35	Jun 17, 2017	00001	1742	KEHREN, HEIDI
4	453420	Clear	\$57,124.21	Jun 17, 2017	27633	0	KELLY SERVICES, INC.
4	453421	Clear	\$131.00	Jun 17, 2017	29509	0	LAIL, JAMISON
4	453422	Clear	\$228.00	Jun 17, 2017	01718	0	LAKES COUNTRY SERVICE COOPERATIVE
4	453423	Clear	\$2,051.43	Jun 17, 2017	08682	2	LIFETOUCH

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453424	Clear	\$16.75	Jun 17, 2017	16853	0	MACHELSKI, ROSE MARIE
4	453425	Clear	\$28.36	Jun 17, 2017	00016	3235	MARTIN, TAYLOR
4	453426		\$11.75	Jun 17, 2017	00001	1734	MARVIN, ERIK
4	453427		\$30.75	Jun 17, 2017	00001	1735	MCGOVERN, LYNNE
4	453428	Clear	\$2,232.00	Jun 17, 2017	08112	0	MEDICINE LAKE TOURS
4	453429	Clear	\$1,549.86	Jun 17, 2017	03029	1	MINNESOTA ENERGY RESOURCES
4	453430	Clear	\$227.00	Jun 17, 2017	26466	0	MN HIGHWAY SAFETY & RESEARCH CENTER
4	453431	Clear	\$1,126.50	Jun 17, 2017	08858	1	MN ORCHESTRA
4	453432		\$662.40	Jun 17, 2017	25158	0	MUSIC TOGETHER IN THE VALLEY LLC
4	453433	Clear	\$143,740.00	Jun 17, 2017	02136	0	NORMANDEALE COMMUNITY COLLEGE
4	453434	Clear	\$80.39	Jun 17, 2017	02489	1	OFFICE DEPOT COMPANY
4	453435	Clear	\$150.00	Jun 17, 2017	29489	0	PARKER GARVIN, JESSICA
4	453436	Clear	\$3,228.00	Jun 17, 2017	24373	0	PAST ATHLETES CONCERNED ABOUT EDUCATION
4	453437	Clear	\$915.00	Jun 17, 2017	29333	0	PEDIATECH NURSING, LLC
4	453438		\$120.00	Jun 17, 2017	24879	0	PEREZ, MELISSA M.
4	453439	Clear	\$139.00	Jun 17, 2017	00016	3276	PETTIS, NICK
4	453440		\$1,000.00	Jun 17, 2017	00016	3277	PHAN, AUSTIN VU
4	453441	Clear	\$28.60	Jun 17, 2017	00000	6995	PROK, KIMBERLY
4	453442	Clear	\$454.20	Jun 17, 2017	29413	0	QIVITALITY, LLC
4	453443	Clear	\$210.00	Jun 17, 2017	26081	0	RAETECH PRODUCTION SERVICES, LLC
4	453444	Clear	\$9,914.00	Jun 17, 2017	00488	0	REGION 3AA
4	453445	Clear	\$281.00	Jun 17, 2017	28277	0	ROBERT J. BRUNO, LTD
4	453446	Clear	\$8,000.00	Jun 17, 2017	29512	0	ROGERS, KAREN B.
4	453447		\$13.40	Jun 17, 2017	00001	1736	RUIZ BUSTAMANTE, OSCAR
4	453448	Clear	\$99.40	Jun 17, 2017	03532	2	SCHMITT MUSIC
4	453449	Clear	\$15.00	Jun 17,	00001	1737	SEOANE, AILEEN

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	453450	Clear	\$151.31	Jun 17, 2017	24465	2	SHRED-IT USA
4	453451	Clear	\$22.40	Jun 17, 2017	00001	1738	SKIPINTHEDAY, CECELIA
4	453452	Clear	\$132.90	Jun 17, 2017	00016	2087	SMITH, TARA
4	453453	Clear	\$434.00	Jun 17, 2017	03413	0	SOUTH METRO SPORTS
4	453454	Clear	\$236.95	Jun 17, 2017	00001	1739	THOMPSON, PATRICK
4	453455	Clear	\$722.33	Jun 17, 2017	00000	3171	TOMAS, KELLY
4	453456	Clear	\$120.00	Jun 17, 2017	24968	0	TRANG, KRISTINE
4	453457		\$19.80	Jun 17, 2017	00001	1740	TRIPP, GRACE
4	453458		\$2,000.00	Jun 17, 2017	29498	0	UGAS, ADAM
4	453459		\$480.00	Jun 17, 2017	08798	26	UNIVERSITY OF MINNESOTA
4	453460	Clear	\$86.00	Jun 17, 2017	02813	7	US DEPARTMENT OF EDUCATION
4	453461	Clear	\$90.00	Jun 17, 2017	23463	18	US DEPT OF TREASURY
4	453462	Clear	\$11,145.18	Jun 17, 2017	04417	1	US FOODS INC
4	453463	Unissued	\$0.00	Jun 17, 2017	04417	1	US FOODS INC
4	453464	Clear	\$2,000.00	Jun 17, 2017	00016	3278	WILLIAMS, ERIN
4	453465	Clear	\$18,212.74	Jun 17, 2017	02776	0	XCEL ENERGY
4	453466		\$10.60	Jun 17, 2017	00001	1741	YELLOWBIRD, SHAUNA
4	453467	Clear	\$4,500.00	Jun 17, 2017	07737	0	YOUTH FRONTIERS, INC.
4	453468	Clear	\$245.94	Jun 20, 2017	02623	1	ACCO BRANDS USA LLC
4	453469	Clear	\$10,165.85	Jun 20, 2017	28551	0	ADVANCED IMAGING SOLUTIONS
4	453470	Clear	\$10,064.85	Jun 20, 2017	28551	1	ADVANCED IMAGING SOLUTIONS
4	453471		\$77.00	Jun 20, 2017	06215	0	AIRPORT TAXI, INC.
4	453472	Clear	\$1,334.00	Jun 20, 2017	28847	0	AUTO-OWNERS INSURANCE COMPANY
4	453473	Clear	\$100.00	Jun 20, 2017	23758	0	BUKKILA, CORY
4	453474	Clear	\$16,258.30	Jun 20, 2017	07393	3	DAKOTA COUNTY FINANCIAL SERVICES

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453475	Clear	\$6,319.68	Jun 20, 2017	29385	0	DIGITAL INSURANCE, INC.
4	453476	Clear	\$47.24	Jun 20, 2017	01458	1	GOPHER
4	453477		\$113.41	Jun 20, 2017	00273	0	HENDERSON, MARK
4	453478	Clear	\$5,500.00	Jun 20, 2017	00016	1371	HOLMSTROM, KRISTA
4	453479	Clear	\$350.00	Jun 20, 2017	20540	0	INTELLIGERE, INC
4	453480		\$1,500.00	Jun 20, 2017	00016	3281	MARSOLEK, MARISSA
4	453481	Clear	\$189.00	Jun 20, 2017	25372	4	NCS PEARSON INC
4	453482	Clear	\$450.00	Jun 20, 2017	29333	0	PEDIATECH NURSING, LLC
4	453483		\$480.00	Jun 20, 2017	24879	0	PEREZ, MELISSA M.
4	453484	Clear	\$2,323.63	Jun 20, 2017	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	453485	Clear	\$2,965.10	Jun 20, 2017	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	453486	Clear	\$45.00	Jun 20, 2017	28434	0	RUPP, ANDERSON, SQUIRES & WALDSPURGER, P.A.
4	453487	Clear	\$301.00	Jun 20, 2017	20185	0	SHIRTY SOMETHING
4	453488	Clear	\$7,130.01	Jun 20, 2017	24346	0	STRATEGIC BEHAVIORAL SOLUTIONS
4	453489	Clear	\$37,914.00	Jun 20, 2017	24486	0	THE HARTFORD
4	453490	Clear	\$371.70	Jun 20, 2017	28502	0	THE MCDOWELL AGENCY, INC.
4	453491	Clear	\$147.66	Jun 20, 2017	E7415	0	UMHOEFER, THOMAS C
4	453492	Clear	\$157.10	Jun 20, 2017	04172	0	UNITED PARCEL SERVICE
4	453493	Clear	\$220.00	Jun 20, 2017	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	453494	Clear	\$528.60	Jun 20, 2017	04417	1	US FOODS INC
4	453495	Clear	\$55.00	Jun 20, 2017	26645	1	VENUWORKS OF BURNSVILLE/AMES CENTER
4	453496	Clear	\$169.84	Jun 20, 2017	23552	0	WONG, ANASTASIA
4	453497		\$30.00	Jun 23, 2017	06215	0	AIRPORT TAXI, INC.
4	453498	Clear	\$245.00	Jun 23, 2017	27125	0	ALLEN, DARIEL J.
4	453499	Clear	\$10,887.57	Jun 23, 2017	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
4	453500	Clear	\$2,000.00	Jun 23,	00778	0	ARMSTRONG, MAUREEN

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	453501		\$676.50	Jun 23, 2017	28404	0	BOOTH LAW GROUP PLLC
4	453502	Clear	\$2,702.53	Jun 23, 2017	24429	0	BRIGHTBYTES, INC
4	453503	Clear	\$1,620.00	Jun 23, 2017	00673	0	BURNSVILLE, CITY OF
4	453504	Clear	\$1,002.00	Jun 23, 2017	29243	0	CARLSON, GERRI
4	453505	Clear	\$9,032.02	Jun 23, 2017	02519	0	CENTERPOINT ENERGY
4	453506	Clear	\$576.76	Jun 23, 2017	02519	3	CENTERPOINT ENERGY SERVICES, INC.
4	453507	Clear	\$1,178.56	Jun 23, 2017	02781	5	CENTURYLINK
4	453508		\$780.00	Jun 23, 2017	27732	0	DIALOG ONE LLC
4	453509	Clear	\$483,109.66	Jun 23, 2017	28300	1	DURHAM SCHOOL SERVICES
4	453510		\$472.80	Jun 23, 2017	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	453511	Clear	\$5,666.67	Jun 23, 2017	04416	0	FAIRVIEW
4	453512	Clear	\$999.00	Jun 23, 2017	04527	1	FOLLETT SCHOOL SOLUTIONS, INC.
4	453513	Clear	\$2,030.82	Jun 23, 2017	07139	0	HASTINGS BUS COMPANY
4	453514	Clear	\$12.75	Jun 23, 2017	00862	3	HERFF JONES, INC.
4	453515	Clear	\$73,648.11	Jun 23, 2017	27633	0	KELLY SERVICES, INC.
4	453516	Clear	\$88.94	Jun 23, 2017	06419	1	LENSCRAFTERS, INC.
4	453517	Clear	\$2,499.95	Jun 23, 2017	25512	0	MAYER ARTS, INC.
4	453518	Clear	\$568.29	Jun 23, 2017	03029	1	MINNESOTA ENERGY RESOURCES
4	453519	Clear	\$35.00	Jun 23, 2017	08543	7	MN DEPT OF HEALTH
4	453520		\$675.00	Jun 23, 2017	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	453521	Clear	\$1,415.00	Jun 23, 2017	29262	0	ON DEMAND PRINTING
4	453522	Clear	\$630.00	Jun 23, 2017	29333	0	PEDIATECH NURSING, LLC
4	453523		\$120.00	Jun 23, 2017	24879	0	PEREZ, MELISSA M.
4	453524	Clear	\$150.00	Jun 23, 2017	21458	0	PRIOR LAKE HIGH SCHOOL
4	453525		\$836.00	Jun 23, 2017	27940	0	RED'S SAVOY PIZZA

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453526	Clear	\$16,005.00	Jun 23, 2017	26796	0	SAFEWAY DRIVING SCHOOL
4	453527	Clear	\$2,810.90	Jun 23, 2017	28477	1	SOULO COMMUNICATIONS
4	453528	Clear	\$69.00	Jun 23, 2017	29510	0	SPERR, MICHAEL
4	453529		\$1,600.00	Jun 23, 2017	25734	0	SWANEE'S MUSIC INC
4	453530	Clear	\$57,861.32	Jun 23, 2017	08203	1	TIES
4	453531	Clear	\$43.75	Jun 23, 2017	00016	3283	TILBURY, JILL
4	453532		\$500.00	Jun 23, 2017	00016	3284	TOLLEFSON, THEODORE
4	453533	Clear	\$122.40	Jun 23, 2017	29461	0	VOLZ, MICHAEL
4	453534		\$1,545.00	Jul 1, 2017	28491	0	A.J. MOORE ELECTRIC, INC.
4	453535		\$3,957.28	Jul 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453536	Unissued	\$0.00	Jul 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453537	Unissued	\$0.00	Jul 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453538	Unissued	\$0.00	Jul 1, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453539		\$247.00	Jul 1, 2017	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	453540		\$2,023.91	Jul 1, 2017	00106	0	AQUA ENGINEERING, INC.
4	453541		\$6,754.96	Jul 1, 2017	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	453542		\$6,079.90	Jul 1, 2017	00477	0	BIX PRODUCE COMPANY
4	453543	Unissued	\$0.00	Jul 1, 2017	00477	0	BIX PRODUCE COMPANY
4	453544		\$342.43	Jul 1, 2017	20289	1	CDW GOVERNMENT, INC.
4	453545		\$88,500.00	Jul 1, 2017	24466	1	CENTER FOR THE COLLABORATIVE CLASSROOM
4	453546		\$1,830.74	Jul 1, 2017	23509	0	COOL AIR MECHANICAL, INC.
4	453547		\$16,050.19	Jul 1, 2017	29228	1	CUMMINS NPOWER LLC
4	453548		\$26,243.13	Jul 1, 2017	04186	1	DALCO
4	453549	Unissued	\$0.00	Jul 1, 2017	04186	1	DALCO
4	453550	Unissued	\$0.00	Jul 1, 2017	04186	1	DALCO
4	453551	Unissued	\$0.00	Jul 1,	04186	1	DALCO

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	453552	Unissued	\$0.00	Jul 1, 2017	04186	1	DALCO
4	453553		\$2,471.52	Jul 1, 2017	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	453554		\$109.54	Jul 1, 2017	08846	2	ECOLAB
4	453555		\$262.50	Jul 1, 2017	01078	0	ELECTRO WATCHMAN, INC.
4	453556		\$17,693.05	Jul 1, 2017	00189	0	EPA AUDIO VISUAL, INC.
4	453557		\$43.38	Jul 1, 2017	23054	1	FASTENAL
4	453558		\$614.75	Jul 1, 2017	01541	1	GENERAL PARTS, LLC
4	453559		\$1,203.11	Jul 1, 2017	01458	1	GOPHER
4	453560		\$1,961.74	Jul 1, 2017	04387	1	GRAINGER
4	453561	Unissued	\$0.00	Jul 1, 2017	04387	1	GRAINGER
4	453562		\$59.50	Jul 1, 2017	27750	0	GRAPHIC SPECIALTIES, INC.
4	453563		\$750.00	Jul 1, 2017	01774	1	HALDEMAN-HOMME, INC.
4	453564		\$273.00	Jul 1, 2017	24154	0	HEALTH COUNSELING SERVICES
4	453565		\$1,147.37	Jul 1, 2017	09046	0	HI TECH REFRIGERATION, INC
4	453566		\$124.50	Jul 1, 2017	09318	1	HILLYARD INC - MINNEAPOLIS
4	453567		\$31,430.45	Jul 1, 2017	01324	0	HORIZON EQUIPMENT, LLC
4	453568		\$122.90	Jul 1, 2017	22258	1	INDUSTRIAL WASTE SERVICES INC.
4	453569		\$327.15	Jul 1, 2017	28877	0	INTERSTATE ALL BATTERY CENTER
4	453570		\$3,370.00	Jul 1, 2017	28929	0	JOHN'S SEWER AND DRAIN CLEANING, INC.
4	453571		\$15,300.00	Jul 1, 2017	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	453572		\$1,101.00	Jul 1, 2017	26151	0	LIGHTSPEED TECHNOLOGIES, INC.
4	453573		\$335.00	Jul 1, 2017	05077	0	LOCKSAFE INC.
4	453574		\$424.37	Jul 1, 2017	02196	0	MACKIN EDUCATIONAL RESOURCES
4	453575		\$17,714.30	Jul 1, 2017	24496	0	MARKET DISTRIBUTION, INC.
4	453576		\$310.22	Jul 1, 2017	23914	0	MIDWEST VENDING

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453577		\$1,275.00	Jul 1, 2017	07752	0	MILLER ELECTRIC, INC.
4	453578		\$699.00	Jul 1, 2017	08999	1	MINNESOTA ELEVATOR INC
4	453579		\$40.00	Jul 1, 2017	07914	2	MN DEPT OF LABOR AND INDUSTRY
4	453580		\$13.00	Jul 1, 2017	02544	1	MTI DISTRIBUTING CO.
4	453581		\$147.04	Jul 1, 2017	03519	0	NAPA AUTO PARTS
4	453582		\$258.00	Jul 1, 2017	20320	0	NORTHERN AIR CORPORATION (NAC)
4	453583		\$56.84	Jul 1, 2017	02489	1	OFFICE DEPOT COMPANY
4	453584		\$596.50	Jul 1, 2017	27700	0	OLYMPIC COMMUNICATIONS INC.
4	453585		\$1,301.00	Jul 1, 2017	26086	0	ORKIN COMMERCIAL SERVICES
4	453586		\$535.82	Jul 1, 2017	28785	1	PRODOCON, INC
4	453587		\$218.48	Jul 1, 2017	05511	0	RED WING SHOE STORE
4	453588		\$448.42	Jul 1, 2017	21851	0	RED WING SHOE STORE
4	453589		\$309.00	Jul 1, 2017	28528	0	ROCK HARD LANDSCAPE SUPPLY
4	453590		\$810.00	Jul 1, 2017	23241	0	RYAN MECHANICAL, INC.
4	453591		\$8,150.00	Jul 1, 2017	03537	1	SCHOOL HEALTH SUPPLY CO., INC.
4	453592		\$54.99	Jul 1, 2017	29449	0	SCHOOL LIBRARY JOURNAL
4	453593		\$142.82	Jul 1, 2017	03745	2	SHERWIN-WILLIAMS
4	453594		\$1,444.28	Jul 1, 2017	03587	1	SIMPLEX GRINNELL
4	453595		\$853.95	Jul 1, 2017	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	453596		\$287.21	Jul 1, 2017	02899	0	TESSMAN COMPANY
4	453597		\$1,633.60	Jul 1, 2017	22123	1	TOTAL FILTRATION SERVICES, INC.
4	453598		\$70.00	Jul 1, 2017	24444	0	TRI STATE BOBCAT
4	453599		\$1,685.63	Jul 1, 2017	03802	0	TRIO SUPPLY
4	453600		\$325.00	Jul 1, 2017	29177	0	TWIN CITY OUTDOOR SERVICES, INC.
4	453601		\$243.26	Jul 1, 2017	27728	1	US GAMES
4	453602		\$76.95	Jul 1,	04435	0	WEST MUSIC COMPANY

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	453603		\$490.00	Jul 1, 2017	24368	0	WILSON, NATHAN
4	453604		\$19.80	Jun 29, 2017	02483	0	ALLSTREAM
4	453605		\$56.50	Jun 29, 2017	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	453606		\$354.00	Jun 29, 2017	22108	0	AYAQUICA, SHERI
4	453607	Void	\$3,516.12	Jun 29, 2017	28516	0	BECHARD MASONRY, LLC
4	453608		\$2,000.00	Jun 29, 2017	29459	0	BHS CHESS BOOSTERS
4	453609		\$150.00	Jun 29, 2017	24437	0	BHS GIRLS GOLF BOOSTER CLUB
4	453610		\$1,948.50	Jun 29, 2017	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	453611		\$283.50	Jun 29, 2017	28973	0	CASPERSON, JULIE
4	453612		\$224.21	Jun 29, 2017	02519	0	CENTERPOINT ENERGY
4	453613		\$800.00	Jun 29, 2017	28159	0	DEMPSEY, VICTORIA
4	453614		\$50.00	Jun 29, 2017	20524	0	DEWALD, RINA C.
4	453615		\$488.40	Jun 29, 2017	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	453616		\$125.00	Jun 29, 2017	02995	0	FAST SIGNS
4	453617		\$1,050.00	Jun 29, 2017	29260	0	FREIHEIT, DUSTIN
4	453618		\$122.00	Jun 29, 2017	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATION
4	453619		\$1,768.00	Jun 29, 2017	29246	1	INGINA LLC
4	453620		\$1,500.00	Jun 29, 2017	29246	0	INGINA, LLC
4	453621		\$300.00	Jun 29, 2017	20540	0	INTELLIGERE, INC
4	453622		\$140.00	Jun 29, 2017	20523	0	JONES, SCOTT
4	453623		\$126,069.10	Jun 29, 2017	27633	0	KELLY SERVICES, INC.
4	453624		\$1,280.00	Jun 29, 2017	26743	0	KIDCREATE STUDIO
4	453625		\$4,621.05	Jun 29, 2017	08682	2	LIFETOUCH
4	453626		\$6.99	Jun 29, 2017	00016	3285	MARTINEZ, GAUDY
4	453627		\$2,884.69	Jun 29, 2017	24921	0	MECA SPORTSWEAR

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453628		\$300.00	Jun 29, 2017	24659	0	MINNESOTA SWORD PLAY
4	453629		\$150.00	Jun 29, 2017	07914	2	MN DEPT OF LABOR AND INDUSTRY
4	453630		\$67.80	Jun 29, 2017	02540	0	MN SCHOOL BOARDS ASSOCIATION (MSBA)
4	453631		\$112.00	Jun 29, 2017	08769	0	NCPERS MINNESOTA
4	453632		\$180.00	Jun 29, 2017	24879	0	PEREZ, MELISSA M.
4	453633		\$60.00	Jun 29, 2017	21343	0	RAMACHER, THUY
4	453634		\$120.00	Jun 29, 2017	08798	12	REGENTS OF THE UNIVERSITY OF MINNESOTA
4	453635		\$246.40	Jun 29, 2017	28168	0	ROARK, RICHARD JEFFREY
4	453636		\$281.00	Jun 29, 2017	28277	0	ROBERT J. BRUNO, LTD
4	453637		\$75.00	Jun 29, 2017	20491	0	SAVAGE, DAWN
4	453638		\$175.12	Jun 29, 2017	03196	6	SCHOLASTIC INC.
4	453639		\$8,235.54	Jun 29, 2017	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	453640		\$429.00	Jun 29, 2017	28802	0	SLIPSCREEN PRINTING LLC
4	453641		\$11,000.00	Jun 29, 2017	28810	0	THE MORRIS LEATHERMAN COMPANY
4	453642		\$213.20	Jun 29, 2017	03986	0	THE TROPHY HOUSE, INC.
4	453643		\$200.00	Jun 29, 2017	28852	0	TYLER, BRUCE
4	453644		\$4,559.00	Jun 29, 2017	24482	0	UNITED FARMERS COOPERATIVE BURNSVILLE DIV
4	453645		\$28.41	Jun 29, 2017	04172	0	UNITED PARCEL SERVICE
4	453646		\$3,986.25	Jun 29, 2017	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	453647		\$465.50	Jun 29, 2017	22031	0	UPSCALED DESIGNS, LLC
4	453648		\$112.00	Jun 29, 2017	02813	7	US DEPARTMENT OF EDUCATION
4	453649		\$90.00	Jun 29, 2017	23463	18	US DEPT OF TREASURY
4	453650		\$20,471.56	Jun 29, 2017	04417	1	US FOODS INC
4	453651		\$213.51	Jun 29, 2017	04417	0	US FOODSERVICE
4	453652		\$800.00	Jul 3, 2017	00075	4	ANOKA HENNEPIN SCHOOL DISTRICT #11
4	453653		\$388.00	Jul 3,	00098	1	ASCD

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	453654		\$30.00	Jul 3, 2017	26711	1	BURNSVILLE FIRE MUSTER
4	453655		\$60.00	Jul 3, 2017	26227	0	COMMISSION ON DIETETIC REGISTRATION
4	453656		\$700.00	Jul 3, 2017	02325	0	DAKOTA VALLEY SYMPHONY
4	453657		\$20.00	Jul 3, 2017	22061	0	DISTRIBUTED WEBSITE CORPORATION
4	453658		\$379.00	Jul 3, 2017	29235	0	FISLER DATA, LLC
4	453659		\$700.00	Jul 3, 2017	29513	0	GRAVEL ROADS, INC.
4	453660		\$116,603.86	Jul 3, 2017	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	453661		\$171,232.22	Jul 3, 2017	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
4	453662		\$545.00	Jul 3, 2017	09177	0	MINNESOTA SAFETY COUNCIL
4	453663		\$52.00	Jul 3, 2017	09181	1	MN ADMINISTRATOR FOR SPECIAL EDUCATION (MASE)
4	453664		\$5,307.00	Jul 3, 2017	09181	0	MN ASSOC OF SCHOOL ADMINISTRATORS (MASA)
4	453665		\$2,658.00	Jul 3, 2017	08338	0	MN ASSOC OF SECONDARY SCHOOL PRINCIPAL(MASSP)
4	453666		\$40.00	Jul 3, 2017	08014	0	MN ASSOC OF SECRETARIES TO THE PRINCIPA(MASP)
4	453667		\$910.00	Jul 3, 2017	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	453668		\$385.00	Jul 3, 2017	04884	2	NASSP/NHS
4	453669		\$89,640.00	Jul 3, 2017	09421	0	NORTHWEST EVALUATION ASSOCIATION (NWEA)
4	453670		\$11,328.75	Jul 3, 2017	02475	3	PCS REVENUE CONTROL SYSTEMS, INC.
4	453671		\$20.00	Jul 3, 2017	09588	4	SAVAGE, CITY OF
4	453672		\$702.90	Jul 3, 2017	02397	0	SCHOOL MATE
4	453673		\$3,000.00	Jul 3, 2017	22278	1	SCHOOLFINANCES.COM, INC
4	453674		\$57,183.84	Jul 3, 2017	29250	1	SCHOLOGY INCORPORATED
4	453675		\$40,516.00	Jul 3, 2017	03587	1	SIMPLEX GRINNELL
4	453676	Unissued	\$0.00	Jul 3, 2017	03587	1	SIMPLEX GRINNELL
4	453677		\$4,650.00	Jul 3, 2017	27742	0	STRATEGIC SOURCE INC
4	453678		\$289,830.65	Jul 3, 2017	08203	1	TIES

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453679		\$450.00	Jul 3, 2017	04153	0	U.S. POSTMASTER
4	453680		\$175.00	Jul 3, 2017	08798	22	UNIVERSITY OF MINNESOTA
4	453681		\$525.00	Jul 7, 2017	29475	0	ATOMIC DATA, LLC
4	453682		\$784.00	Jul 7, 2017	27274	0	COMPUTER EXPLORERS
4	453683		\$60.00	Jul 7, 2017	25919	0	CORDOVA, LETICIA
4	453684		\$2,625.00	Jul 7, 2017	06964	0	NICOL, BARBARA
4	453685		\$60.00	Jul 7, 2017	24879	0	PEREZ, MELISSA M.
4	453686		\$1,202.70	Jul 7, 2017	29425	1	TANGIBLE PLAY INC
4	453687		\$6,241.00	Jul 7, 2017	26627	0	THE PLAYS THE THING PRODUCTIONS
4	453688		\$4,800.00	Jul 7, 2017	08203	1	TIES
4	453689		\$3,516.12	Jul 7, 2017	29516	1	ULTIMATE EVENTS II
4	453690		\$444.64	Jul 7, 2017	03802	0	TRIO SUPPLY
4	453691		\$10,588.08	Jul 7, 2017	04417	1	US FOODS INC
4	453692	Unissued	\$0.00	Jul 7, 2017	04417	1	US FOODS INC
4	453693		\$170.00	Jul 16, 2017	28491	0	A.J. MOORE ELECTRIC, INC.
4	453694		\$297.95	Jul 16, 2017	21489	1	ACCURATE LABEL DESIGNS
4	453695		\$495.81	Jul 16, 2017	01982	0	ADHESIVE LABEL
4	453696		\$1,521.60	Jul 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453697	Unissued	\$0.00	Jul 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453698	Unissued	\$0.00	Jul 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453699	Unissued	\$0.00	Jul 16, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453700		\$2,957.29	Jul 16, 2017	27586	0	AMERICAN OFFICE PRODUCTS
4	453701		\$92.25	Jul 16, 2017	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	453702		\$7,859.00	Jul 16, 2017	00249	1	APPLE COMPUTER INC.
4	453703		\$424.92	Jul 16, 2017	00106	0	AQUA ENGINEERING, INC.
4	453704		\$2,007.00	Jul 16,	03544	2	BEST BUY BUSINESS ADVANTAGE

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			ACCOUNT
4	453705		\$2,261.32	Jul 16, 2017	00477	0	BIX PRODUCE COMPANY
4	453706	Unissued	\$0.00	Jul 16, 2017	00477	0	BIX PRODUCE COMPANY
4	453707		\$271.28	Jul 16, 2017	04655	0	BROWN'S ICE CREAM CO.
4	453708		\$46,530.96	Jul 16, 2017	20289	1	CDW GOVERNMENT, INC.
4	453709		\$121.30	Jul 16, 2017	00647	0	CROWN RENTAL, INC.
4	453710		\$12,147.02	Jul 16, 2017	04186	1	DALCO
4	453711		\$1,923.68	Jul 16, 2017	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	453712		\$500.00	Jul 16, 2017	28519	0	EARTHBEND
4	453713		\$147.50	Jul 16, 2017	01078	0	ELECTRO WATCHMAN, INC.
4	453714		\$6.51	Jul 16, 2017	23054	1	FASTENAL
4	453715		\$9.06	Jul 16, 2017	00691	0	FRONTIER AG & TURF
4	453716		\$70.00	Jul 16, 2017	27736	0	GLOBAL COMMUNICATIONS WIRING & SERVICES
4	453717		\$944.85	Jul 16, 2017	04387	1	GRAINGER
4	453718		\$432.08	Jul 16, 2017	09046	0	HI TECH REFRIGERATION, INC
4	453719		\$365.40	Jul 16, 2017	09318	1	HILLYARD INC - MINNEAPOLIS
4	453720		\$10,190.00	Jul 16, 2017	26668	1	HM RECEIVABLES CO LLC
4	453721		\$653.42	Jul 16, 2017	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	453722		\$29,323.00	Jul 16, 2017	24274	1	INNOVATIVE OFFICE SOLUTIONS, LLC
4	453723		\$532.25	Jul 16, 2017	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	453724		\$371.25	Jul 16, 2017	02196	0	MACKIN EDUCATIONAL RESOURCES
4	453725		\$448.50	Jul 16, 2017	24496	0	MARKET DISTRIBUTION, INC.
4	453726		\$4,847.00	Jul 16, 2017	05756	0	MASTER ELECTRIC CO., INC.
4	453727		\$40.00	Jul 16, 2017	07914	2	MN DEPT OF LABOR AND INDUSTRY
4	453728		\$4,590.00	Jul 16, 2017	29501	0	MODULAR ROBOTICS INC
4	453729		\$104.05	Jul 16, 2017	03519	0	NAPA AUTO PARTS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453730		\$1,214.96	Jul 16, 2017	25372	4	NCS PEARSON INC
4	453731		\$1,018.48	Jul 16, 2017	02489	1	OFFICE DEPOT COMPANY
4	453732		\$1,301.00	Jul 16, 2017	26086	0	ORKIN COMMERCIAL SERVICES
4	453733		\$94.47	Jul 16, 2017	26290	0	PERFORMANCE APPAREL, LLC
4	453734		\$1,690.00	Jul 16, 2017	28785	1	PRODOCON, INC
4	453735		\$226.98	Jul 16, 2017	05511	0	RED WING SHOE STORE
4	453736		\$125.00	Jul 16, 2017	21851	0	RED WING SHOE STORE
4	453737		\$470.00	Jul 16, 2017	25729	0	RENT N' SAVE PORTABLE SERVICES
4	453738		\$248.25	Jul 16, 2017	28528	0	ROCK HARD LANDSCAPE SUPPLY
4	453739		\$3,978.00	Jul 16, 2017	23241	0	RYAN MECHANICAL, INC.
4	453740		\$762.50	Jul 16, 2017	02397	0	SCHOOL MATE
4	453741		\$1,327.56	Jul 16, 2017	25097	1	SCHOOL SPECIALTY INC
4	453742		\$257.14	Jul 16, 2017	03745	2	SHERWIN-WILLIAMS
4	453743		\$31.20	Jul 16, 2017	27563	0	SHRED RIGHT
4	453744		\$1,747.06	Jul 16, 2017	02217	1	SIEMENS INDUSTRY, INC.
4	453745		\$596.68	Jul 16, 2017	03587	1	SIMPLEX GRINNELL
4	453746		\$68.20	Jul 16, 2017	09222	0	ST. CROIX RECREATION CO. INC.
4	453747		\$2,361.02	Jul 16, 2017	22123	1	TOTAL FILTRATION SERVICES, INC.
4	453748		\$8,019.64	Jul 16, 2017	29519	1	TRI-DIM FILTER CORP
4	453749		\$1.55	Jul 13, 2017	28147	1	AGROPUR INC. DIVISION NATREL USA
4	453750		\$800.26	Jul 13, 2017	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	453751		\$36.90	Jul 13, 2017	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	453752		\$725.17	Jul 13, 2017	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
4	453753		\$697.50	Jul 13, 2017	28410	0	AUGUST ASH, INC.
4	453754		\$1,050.00	Jul 13, 2017	27719	0	AUGUSTANA REGENT
4	453755		\$850.00	Jul 13,	28758	0	BEHAVE YOUR BEST LLC

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	453756		\$897.00	Jul 13, 2017	29344	0	BRAVO PROTECTION PRODUCTS
4	453757		\$49.00	Jul 13, 2017	00000	371	BRENNAN, MARILYN
4	453758		\$299.94	Jul 13, 2017	04655	0	BROWN'S ICE CREAM CO.
4	453759		\$2,000.00	Jul 13, 2017	00016	3286	BUI, HAU
4	453760		\$13,318.18	Jul 13, 2017	04226	0	BURNSVILLE, CITY OF
4	453761	Unissued	\$0.00	Jul 13, 2017	04226	0	BURNSVILLE, CITY OF
4	453762		\$1,000.00	Jul 13, 2017	00016	3291	CALHOON, JACOB
4	453763		\$185.37	Jul 13, 2017	20289	1	CDW GOVERNMENT, INC.
4	453764		\$177.63	Jul 13, 2017	00502	0	CORNERSTONE COPY CENTER
4	453765		\$540.00	Jul 13, 2017	29521	0	DARLING, JEROMY
4	453766		\$84.92	Jul 13, 2017	22759	0	DAVIDSON, JUDI
4	453767		\$75.00	Jul 13, 2017	00000	7331	DENNEHEY, JOHN
4	453768		\$8,679.46	Jul 13, 2017	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	453769		\$464.94	Jul 13, 2017	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	453770		\$646,375.91	Jul 13, 2017	28300	1	DURHAM SCHOOL SERVICES
4	453771		\$500.00	Jul 13, 2017	00016	3292	EARL, JOSEPH
4	453772		\$891.45	Jul 13, 2017	02333	1	EARTHGRAINS BAKING CO. INC.
4	453773		\$272.28	Jul 13, 2017	09272	2	ECM PUBLISHERS, INC.
4	453774		\$200.00	Jul 13, 2017	04416	0	FAIRVIEW
4	453775		\$700.00	Jul 13, 2017	23990	0	FUTURA LANGUAGE PROFESSIONALS
4	453776		\$300.00	Jul 13, 2017	29522	0	GERHOLDT, JAMES
4	453777		\$600.99	Jul 13, 2017	00575	0	GROTH MUSIC COMPANY
4	453778		\$112.50	Jul 13, 2017	00000	7332	HAERTEL-STREHLOW, JASON
4	453779		\$1,233.07	Jul 13, 2017	07139	0	HASTINGS BUS COMPANY
4	453780		\$2,046.50	Jul 13, 2017	00862	3	HERFF JONES, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453781		\$845.00	Jul 13, 2017	26328	0	HERITAGE
4	453782		\$752.62	Jul 13, 2017	09046	0	HI TECH REFRIGERATION, INC
4	453783		\$2,000.00	Jul 13, 2017	00016	3290	HUGHES, ANDREW
4	453784		\$60.00	Jul 13, 2017	29182	0	HUTSAL, OLEKSANDRA
4	453785		\$81.50	Jul 13, 2017	01896	0	INSTRUMENTALIST AWARDS, LLC
4	453786		\$116.20	Jul 13, 2017	02483	1	INTEGRA TELECOM
4	453787		\$70.00	Jul 13, 2017	20540	0	INTELLIGERE, INC
4	453788		\$2,160.00	Jul 13, 2017	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	453789		\$254.76	Jul 13, 2017	00016	2119	JOHNSON, KARIN
4	453790		\$15,300.00	Jul 13, 2017	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	453791		\$3,922.87	Jul 13, 2017	28098	0	KIRB APPAREL LLC
4	453792		\$1,433.00	Jul 13, 2017	00016	3091	KOSKI, JOSEPH
4	453793		\$1,000.00	Jul 13, 2017	00016	3293	LARSON, KATELYNN
4	453794		\$10.00	Jul 13, 2017	00000	7327	MARTCHEV, ROSIE
4	453795		\$4,045.00	Jul 13, 2017	08112	0	MEDICINE LAKE TOURS
4	453796		\$14,697.78	Jul 13, 2017	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	453797		\$31.50	Jul 13, 2017	25372	4	NCS PEARSON INC
4	453798		\$54.40	Jul 13, 2017	22624	0	NEWPORT COLD STORAGE COMPANY
4	453799		\$110.00	Jul 13, 2017	00016	3287	NGUYEN, DINH
4	453800		\$35.00	Jul 13, 2017	00000	7328	PHERNETTON, LUKE
4	453801		\$1,215.00	Jul 13, 2017	03055	4	PITNEY BOWES
4	453802		\$54.00	Jul 13, 2017	00000	7329	POST, KAREN
4	453803		\$1,433.00	Jul 13, 2017	00016	3288	SABA, ALLY
4	453804		\$1,000.00	Jul 13, 2017	00016	3289	SANTOS MAYA, BRYAN
4	453805		\$5,414.98	Jul 13, 2017	09588	0	SAVAGE, CITY OF
4	453806		\$3,200.00	Jul 13,	29087	0	SCIENCE EXPLORERS, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			
4	453807		\$20.00	Jul 13, 2017	00000	7330	SHOGREN, KAY
4	453808		\$158.90	Jul 13, 2017	24465	2	SHRED-IT USA
4	453809		\$100.00	Jul 13, 2017	00000	7333	SONNENTAG, KERI
4	453810		\$567.95	Jul 13, 2017	28502	0	THE MCDOWELL AGENCY, INC.
4	453811		\$32.13	Jul 13, 2017	21190	0	TROUSIL, WANDA
4	453812		\$6,128.08	Jul 13, 2017	02315	7	UNITED STATES TREASURY
4	453813		\$7,296.81	Jul 13, 2017	04417	1	US FOODS INC
4	453814		\$14.80	Jul 13, 2017	02776	0	XCEL ENERGY
4	453815		\$800.00	Jul 14, 2017	29520	0	BURGA, ALFONSO
4	453816		\$266.02	Jul 14, 2017	02781	5	CENTURYLINK
4	453817		\$5,410.00	Jul 14, 2017	25207	0	COGAN, TOM
4	453818		\$3,136.00	Jul 14, 2017	27274	0	COMPUTER EXPLORERS
4	453819		\$35.00	Jul 14, 2017	00502	0	CORNERSTONE COPY CENTER
4	453820		\$239.40	Jul 14, 2017	06013	0	CULLIGAN
4	453821		\$833.33	Jul 14, 2017	22061	0	DISTRIBUTED WEBSITE CORPORATION
4	453822		\$651.22	Jul 14, 2017	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	453823		\$12,381.00	Jul 14, 2017	04527	1	FOLLETT SCHOOL SOLUTIONS, INC.
4	453824		\$5,866.00	Jul 14, 2017	28988	1	FRONTLINE TECHNOLOGIES GROUP, LLC
4	453825		\$71.25	Jul 14, 2017	07667	0	GREGORC ASSOCIATES, INC.
4	453826		\$630.00	Jul 14, 2017	01038	0	HEALTH CONSULTANTS FOR CHILD CARE
4	453827		\$82,818.42	Jul 14, 2017	26668	1	HM RECEIVABLES CO LLC
4	453828		\$116.24	Jul 14, 2017	02483	1	INTEGRA TELECOM
4	453829		\$91,739.31	Jul 14, 2017	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	453830		\$58,877.87	Jul 14, 2017	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
4	453831		\$21,748.00	Jul 14, 2017	06559	1	MATRIX COMMUNICATIONS, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	453832		\$43,200.00	Jul 14, 2017	28524	0	MINNESOTA ALLIANCE WITH YOUTH
4	453833		\$329.00	Jul 14, 2017	02634	0	MN ASSOC OF SCHOOL BUSINESS OFFICIALS
4	453834		\$1,671.00	Jul 14, 2017	08338	0	MN ASSOC OF SECONDARY SCHOOL PRINCIPAL(MASSP)
4	453835		\$14,090.00	Jul 14, 2017	02540	0	MN SCHOOL BOARDS ASSOCIATION (MSBA)
4	453836		\$82,006.77	Jul 14, 2017	29467	0	MYON LLC
4	453837		\$8,230.00	Jul 14, 2017	29467	1	MYON LLC
4	453838		\$38,350.00	Jul 14, 2017	26298	2	NCS PEARSON
4	453839		\$193.98	Jul 14, 2017	09589	2	NEOPOST USA INC
4	453840		\$510.00	Jul 14, 2017	29262	0	ON DEMAND PRINTING
4	453841		\$21,600.00	Jul 14, 2017	29508	0	SEESAW
4	453842		\$51,942.00	Jul 14, 2017	23848	0	SFM
4	453843		\$1,236.00	Jul 14, 2017	03587	1	SIMPLEX GRINNELL
4	453844		\$307.36	Jul 14, 2017	27209	0	SOCCERCHILI
4	453845		\$6,000.00	Jul 14, 2017	26921	0	SOUTH SUBURBAN CONFERENCE
4	453846		\$1,977.50	Jul 14, 2017	08596	0	TARGET CENTER
4	453847		\$14,501.25	Jul 14, 2017	28997	0	TEXTHELP INC
Check Count	475	Grand Total	\$4,001,579.58				

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	102021	Clear	\$6,020.60	Jun 16, 2017	29445	0	ALLEGRA
3	102022	Clear	\$10,986.45	Jun 16, 2017	01475	0	FRIEDGES LANDSCAPING, INC.
3	102023		\$4,058.00	Jun 16, 2017	27736	0	GLOBAL COMMUNICATIONS WIRING & SERVICES
3	102024	Clear	\$7,294.79	Jun 16, 2017	05816	0	JOHN A. DALSIN & SON, INC.
3	102025	Clear	\$23,797.55	Jun 16, 2017	29387	0	NORTHLAND MECHANICAL CONTRACTORS, INC.
3	102026	Clear	\$900.00	Jun 16, 2017	27700	0	OLYMPIC COMMUNICATIONS INC.
3	102027	Clear	\$20,382.85	Jun 23, 2017	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	102028	Clear	\$5,992.00	Jun 23, 2017	01078	0	ELECTRO WATCHMAN, INC.
3	102029	Clear	\$76,989.95	Jun 23, 2017	29368	0	GEORGE F COOK CONSTRUCTION CO
3	102030	Clear	\$40,759.85	Jun 23, 2017	01774	1	HALDEMAN-HOMME, INC.
3	102031	Clear	\$12,871.80	Jun 23, 2017	01774	1	HALDEMAN-HOMME, INC.
3	102032	Clear	\$2,842.35	Jun 23, 2017	03131	0	HALLBERG ENGINEERING, INC.
3	102033	Clear	\$47,381.05	Jun 23, 2017	03078	0	KLAMM MECHANICAL CONTRACTORS, INC.
3	102034		\$7,704.50	Jun 23, 2017	29276	0	MAX STEININGER, INC.
3	102035	Clear	\$26,796.65	Jun 23, 2017	29315	0	METRO UTILITIES, INC.
3	102036		\$567.35	Jun 23, 2017	29394	0	RAPIDS FOODSERVICE CONTRACT & DESIGN
3	102037		\$6,250.55	Jun 23, 2017	29357	0	RED CEDAR STEEL ERECTORS, INC
3	102038	Clear	\$4,345.00	Jun 23, 2017	29388	0	THE CAULKERS COMPANY, INC.
3	102039	Clear	\$2,751.20	Jun 23, 2017	29370	0	TOTAL FIRE PROTECTION, INC.
3	102040	Clear	\$139,858.00	Jun 23, 2017	29316	0	WELLS CONCRETE
3	102041		\$25,780.15	Jun 30, 2017	23509	0	COOL AIR MECHANICAL, INC.
3	102042		\$4,725.43	Jun 30, 2017	23509	0	COOL AIR MECHANICAL, INC.
3	102043		\$6,430.00	Jun 30, 2017	24349	1	FINISHING TOUCH PLUS
3	102044		\$1,542.62	Jun 30, 2017	05816	0	JOHN A. DALSIN & SON, INC.
3	102045		\$23,000.00	Jun 30, 2017	02217	1	SIEMENS INDUSTRY, INC.
3	102046		\$21,191.40	Jul 14,	26500	0	ARMSTRONG TORSETH SKOLD &

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2017			RYDEEN INC.
3	102047		\$766.00	Jul 14, 2017	06473	1	BRAUN INTERTEC CORP.
3	102048		\$77,235.00	Jul 14, 2017	22015	0	CM CONSTRUCTION COMPANY, INC.
3	102049		\$3,572.57	Jul 14, 2017	01078	0	ELECTRO WATCHMAN, INC.
3	102050		\$37,810.00	Jul 14, 2017	22848	0	PEOPLES ELECTRIC COMPANY, INC
3	102051		\$3,742.30	Jul 14, 2017	27677	0	THE RETROFIT COMPANIES, INC.
3	102052		\$44,574.00	Jul 14, 2017	04045	1	TRANE U.S. INC.
Check Count	32	Grand Total	\$698,919.96				



**Agenda II.B.5.
August 24, 2017**

To: Board of Education

From: Cindy Amoroso, Superintendent

Date: August 17, 2017

Re: Policies 303: *Superintendent Selection*; 405: *Veteran's Preference*; 414: *Mandated Reporting of Child Neglect or Physical Abuse or Sexual Abuse*; 515: *Protection and Privacy of Pupil Records*; and 613: *Graduation Requirements*

Recommendation: Approve, on a second reading basis, changes to *Policies 303: Superintendent Selection; 405: Veteran's Preference; 414: Mandated Reporting of Child Neglect or Physical Abuse or Sexual Abuse; 515: Protection and Privacy of Pupil Records; and 613: Graduation Requirements.*

The Policy Review Committee met on June 20, 2017 and recommends approving nonsubstantive changes to Policies 303, 405, 414, 515, and 613. Policies 414: *Mandated Reporting of Child Neglect or Physical or Sexual Abuse* and 613: *Graduation Requirements* are required to be reviewed annually. The first reading was approved by the Board of Education on August 10.

Adopted: 2/1990
Reviewed: 8/10/2017
Revised: 8/24/2017
Rescinds: CBB

303 SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision. The school board will conduct a search to find the person it believes can most effectively translate into action its policies and the aspirations of the community.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the superintendent selection. However, the final selection will rest with the school board after a thorough consideration of qualified applicants.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools

Adopted: 7/2001
Reviewed: 8/10/2017
Revised: 8/24/2017
Rescinds: GCDCA

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, upon stated charges, 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: 8/10/2017
Revised: 8/24/2017
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. § 125A.0942 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: (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) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) 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. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to

this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.

- I. “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.
- J. “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 all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. 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).
- K. “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.
- L. “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.
- M. “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, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.

- 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.

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. § 125A.0942 (Standards for Restrictive 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: 1/86
Reviewed: 8/10/2017
Revised: 8/24/2017
Rescinds: JO

Burnsville-Eagan-Savage School District Policy 515

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who

are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

“Directory information” includes: the student’s name; address; telephone listing; photograph; date of birth; major field of study; dates of attendance; grade level; enrollment status (i.e. full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received and the most recent educational agency or institution attended and photographs of students taking part in officially recognized activities, sports, and academic or non-academic classes or programs. One of the purposes of directory information is to allow the School District to include this type of information about the student in official school publications, including but not limited to, the yearbook, the student newspaper, graduation programs, honor roll or other recognition lists, sports programs and drama playbills. Directory information does not include:

1. a student’s social security number;
2. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, “education

records,” does not include:

- a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual’s capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a

physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

I. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

“Responsible authority” means the superintendent of schools or designee.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected or appointed to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither

their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Students with Disabilities

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the

consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United

States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a

legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, “organizations,” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a

court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;

18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name; home address; telephone number; date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the

information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring,

evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent’s or eligible student’s prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student’s name, ID, or school district e-mail address

in a class in which the student is enrolled; or

- b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the

identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, 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 occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another

pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

- a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, the superintendent of schools or designee in writing by September 15 each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or

eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the

requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school, subject to the supervision and control of the responsible authority, shall be the records manager of the school and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing student records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various

administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to

a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request,

excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state

law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall

specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.

2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means superintendent of schools or designee.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or

transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d
309 (2002)

Cross References: Burnsville-Eagan-Savage School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Burnsville-Eagan-Savage School District Policy 417 (Chemical Use and Abuse)
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 519 (Interviews of Students by Outside Agencies)
Burnsville-Eagan-Savage School District Policy 520 (Student Surveys)
Burnsville-Eagan-Savage School District Policy 711 (Video Recording on School Buses)
Burnsville-Eagan-Savage School District Policy 906 (Community Notification of Predatory Offenders)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: 4/1997
Reviewed: 8/10/2017
Revised: 8/24/2017
Rescinds: IKF

Burnsville-Eagan-Savage School District Policy 613

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 8 in the 2011-2012 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 8 in the 2012-2013 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. 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 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. DISTRICT ASSESSMENT ADMINISTRATOR

The district shall name a staff member as the school district assessment administrator. Said person shall be in charge of all test procedures.

V. GRADUATION ASSESSMENT REQUIREMENTS

This table outlines the requirements for meeting graduation assessment requirements based on when students first enrolled in grade 8. The requirements for students first enrolled in grade 8 in 2012-13 and later have been revised based on current legislation:

- These students are no longer required to participate in the series of Career and College Assessments.
- Districts must provide students the opportunity to participate in a national college entrance exam during the school day. The college entrance exam is not provided through a statewide administration.
- All students must be offered the opportunity but are not required to participate.

First Enrolled in Grade 8 In 2010-11 or 2011-12	First Enrolled in Grade 8 In 2012-13 and Later
<p>Meet requirements through any combination of the options below as long as met in each subject (reading, writing, and mathematics):</p> <ul style="list-style-type: none"> • Took The ACT Plus Writing in grade 11 in 2014-14 and received a composite score and a writing score; OR • Meet or have met graduation assessment requirements through routes related to the Graduation-Required Assessments for Diploma (GRAD)*; OR • Take or have taken The ACT, the WorkKeys, the Compass, or the Armed Services Vocational Aptitude Battery (ASVAB); OR • Meet or have met district 	<ul style="list-style-type: none"> • Be provided the opportunity to participate in a district-provided college entrance exam in grade 11 or grade 12; AND • Be provided assistance, no later than grade 9, in exploration and planning activities for career interests or post-secondary education; AND • Have a record of progress toward career and college readiness on the high school transcripts.

alternative, equivalent assessment to satisfy the graduation assessment requirements. *GRAD routes outlined in 2015-16 Procedures Manual for the Minnesota Assessments, p. 33	
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VI. GRADUATION CREDIT REQUIREMENTS

- A. Students beginning 9th grade in the 2012-2013 school year through 2015-16 school years 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 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, and sufficient to satisfy applicable academic standards:
 - 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 in the arts;
 - f. One credit of health;
 - g. One credit of physical education; and
 - h. Eight credits of electives.
- B. Students beginning 9th grade in the 2016-2017 school year and later must successfully complete 46 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 two Algebra II credits, plus Algebra I in 8th grade for no HS credit;
3. Six credits of science, including two credits of biology and two credits of chemistry, and encompassing all other academic standards in science;
4. Seven credits of social studies, encompassing 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;
8. One credit of College and Career Planning (Success 191), required during freshman year; and
9. Fourteen credits of electives.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12;
 5. Minnesota Academic Standards, Physical Education K-12; and
 6. Locally adopted standards, Arts K-12.
- B. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic

standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within 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.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.* (Every Student Succeeds Act)

Cross References: Burnsville-Eagan-Savage School District Policy 104 (School District Mission Statement)
Burnsville-Eagan-Savage School District Policy 601 (School District Curriculum and Instruction Goals)
Burnsville-Eagan-Savage School District Policy 614 (School District Testing Plan and Procedure)
Burnsville-Eagan-Savage School District Policy 615 (Testing

Accommodations, Modifications, and Exemptions for IEPs, Section 504
Plans, and LEP Students)
Burnsville-Eagan-Savage School District Policy 616 (School District
System Accountability)



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**Agenda II.B.6.
August 24, 2017**

To: Board of Education
Cindy Amoroso, Superintendent

From: Dave Watkins, Assistant Superintendent

Date: August 17, 2017

Re: Second reading of Policy 616: *School District Accountability*

Recommendation: Approve, on a second reading basis, changes to *Policies 616: School District System Accountability*.

The Policy Review Committee met on June 20, 2017 and recommends approving substantive changes to Policy 616: *School District System Accountability*. The updates were suggested by MSBA and administration. Policy 616: *School District Accountability* must be reviewed annually. The first reading was approved by the Board of Education on August 10.

Adopted: 05/1986
Reviewed: 8/10/2017
Revised: 8/24/2017
Rescinds: IE

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

The school district will establish a system to implement the Minnesota Academic Standards and review and improve instruction, curriculum, and assessment which will include input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of one semester of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students, between students living in poverty and students not living in poverty, between English language learners and non-English language learners, between students who receive or do not receive special education; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board.
 2. The improvement goals should address recommendations identified through the district continuous improvement process. The school district's goal setting process will include consideration of individual site goals. School district goals will be developed through the district's continuous improvement process.
 3. The district's continuous improvement process will ensure:
 - a. The evaluation of students' progress and the identification of the strengths and weaknesses of instruction and curriculum affecting students' progress;
 - b. A plan for improving instruction and curriculum; and
 - c. An instruction plan that includes educational effectiveness processes integrating instruction, curriculum, assessment, and technology.
- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.
- C. Advisory Committee
1. By November 1 of each year, the advisory committee will meet to advise and assist the school district in the implementation of the school district system accountability.
 2. The Student Achievement and Systems Improvement Advisory Committee (SASIAC), working in cooperation with other committees of the school district, will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Academic Standards;

- b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations that will be used to measure school district progress toward its goals;
 - 3. SASIAC shall meet the following criteria:
 - a. SASIAC shall ensure active community participation in planning for instruction and curriculum affecting achievement.
 - b. SASIAC shall give input to the school board on school district-wide standards, assessments, and program evaluation.
 - 4. SASIAC shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:
 - a. Director of Curriculum, Instruction, Assessment and Student Services
 - b. School Improvement and Student Achievement Coordinator
 - c. School Board Member
 - d. Student Representative
 - e. Teacher representative from elementary and secondary
 - f. One parent from each building or a minimum of one parent from each instructional level
 - 5. SASIAC shall meet four times annually.
- D. Reporting. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish the World's Best Workforce report on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and

manner the Commissioner determines. The school district shall periodically survey affected constituencies about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its summary report to the Commissioner.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.128 (Educational Planning and Assessment System (EPAS) Program)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
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 3501.1300-3501.1345 (Academic Standards for Social Studies)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: Burnsville-Eagan-Savage School District Policy 104 (School District Mission Statement)
Burnsville-Eagan-Savage School District Policy 601 (School District Curriculum and Instruction Goals)
Burnsville-Eagan-Savage School District Policy 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 619 (Staff Development)

for Standards)
Burnsville-Eagan-Savage School District Policy 620 (Credit for Learning)



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**Agenda II.B.7.
August 24, 2017**

To: Board of Education

From: Cindy Amoroso, Superintendent

Date: August 17, 2017

Re: Policies 208: *Development, Adoption, and Implementation of Policies*; 209: *Code of Ethics*; and 211: *Criminal or Civil Action Against School District, School Board Member, Employee, or Student*

Recommendation: Approve with no changes Policies 208: *Development, Adoption, and Implementation of Policies*; 209: *Code of Ethics*; and 211: *Criminal or Civil Action Against School District, School Board Member, Employee, or Student*.

The Policy Review Committee met on August 15, 2017 and reviewed the above policies. No changes were made.

Adopted: 11/2003

Burnsville-Eagan-Savage School District Policy 208

Reviewed: ~~6/11/2015, 4/28/2016~~ 6/24/2017

Revised: 6/25/2015, 5/12/2016

Rescinds: BF

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review by the Policy Review Committee prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies or repeal of existing policies by placing the item on the agenda of two regularly scheduled school board meetings. The proposals shall be distributed and public comment will be allowed at listening sessions prior to final school board action.
- B. The final action taken to adopt the proposed policy or repeal an existing policy shall be approved by a simple majority vote of the school board at a subsequent

meeting after the meetings at which public input was received. The adopted policy will be effective on the later of the date of passage or the date stated in the motion. A repealed policy will no longer be in effect on the later of the date of board action or the date stated in the motion.

- C. In the case of an emergency, a new or modified policy may be adopted or repealed by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption or repeal of the policy shall be included in the minutes. The emergency action shall expire within one year following the emergency action unless the policy adoption or repeal procedure stated above is followed and the policy adoption or repeal is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent or designee shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. Employee and student handbooks shall be subject to annual review and approval by the school board.
- B. Policies adopted by the school board shall be posted to the school district's website using the codification system and format approved by the school board.
- C. The superintendent and designees are responsible to keep the digital policies current: <http://www.isd191.org/about-us/district-policies>.
- D. The school board shall review policies at least once every five years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one-fifth of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; 806 Emergency Operations Policy; and 208 Development, Adoption, and Implementation of Policies.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping

in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the action taken, the need for a policy, and will present a recommended policy to the school board for approval.

VI. RESPONSIBILITIES

- A. Board Members—Discharge their governance responsibility through the adoption of policies that establish the focus, criteria, and parameters for decision-making by school district staff to ensure decisions made are congruent with school district goals and priorities.
- B. Board Policy Review Committee—Reviews recommended policies, prior to submitting to the full board for consideration, to ensure policies are within the scope of the school board’s authority and support the school district’s mission, vision, core values, and strategic direction.
- C. District Administrators—Are responsible for informing their subordinates of existing policies and administrative regulations and ensuring that all policies and regulations are implemented with fidelity.
- D. Staff—Are responsible for implementing all school board policies and administrative regulations with fidelity.
- E. Superintendent—Periodically reviews and evaluates all current policies, keeping the school board apprised of the need to revise or repeal existing policies or adopt new policies.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: Burnsville-Eagan-Savage School District Policy 305 (Policy Implementation)

Adopted: 10/1999

Burnsville-Eagan-Savage School District Policy 209

Reviewed: [5/14/2015](#) [8/24/2017](#)

Revised: 5/28/2015

Rescinds: BBF

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.

2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.

4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

Adopted: 8/1990

Burnsville-Eagan-Savage School District Policy 211

Reviewed: [05/14/2015](#)/[8/24/2017](#)

Revised: 5/28/2015

Rescinds: BCG

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.
- D. A decision to seek legal advice or assistance shall normally be made by the superintendent or a designee. Such action shall occur as it is consistent with board policy or standard practice and meets an obvious need of the school district. The school board chair or chair's designee may seek legal advice directly from the school district's legal counsel in matters relating to the superintendent's contract, evaluation, performance, or employment.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.

B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas

The policy of the school district is that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.

3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or

named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Actions Against Teachers)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Depriving Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

Cross References: Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)
Burnsville-Eagan-Savage School District Policy 408 (Subpoena of a School District Employee)
Burnsville-Eagan-Savage School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)



**Agenda II.B.8.
August 24, 2017**

**To: Members, Board of Education
Superintendent Amoroso**

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

Date: August 24, 2017

Re: Change Order #1 for the Miscellaneous Pavement Alterations Project.

RECOMMENDATION: That the Board of Education approve Change Order #1 for the Miscellaneous Pavement Alterations Project in the amount of \$13,695.00.

On March 23, 2017 the School Board approved the bid for the Miscellaneous Pavement Alterations Project for the Burnsville High School. This project is to create an ADA compliant path from the east tennis court parking lot to the science edition.

Chang order #1 is an add in the amount of \$13,695.00. The reason for the additional costs to this contract was to add a new retaining wall on the north side of the scoreboard due to the slope of the ground in relation to the scoreboard and to add an additional (65 SF) of retaining wall to the original proposed retaining wall in front of the storage building due to the slope of the ground.

The items on this change order have been reviewed and validated by ATS&R Architects and Engineers.

AIA Document G701™ – 2001

Change Order

PROJECT (Name and address): Burnsville High School Miscellaneous Pavement Alterations Burnsville, Minnesota	CHANGE ORDER NUMBER: 001 DATE: July 19, 2017	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Minnesota Roadways Company, Inc. 4370 Valley Industrial Boulevard South Shakopee, MN 55379	ARCHITECT'S PROJECT NUMBER: 16072.1 CONTRACT DATE: March 23, 2017 CONTRACT FOR: Site Development	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Item #1 - The contractor shall provide an additional 150 square feet of retaining wall to the South side of the proposed student path. Refer to attached email from Minnesota Roadways Co. (dated 07/17/17).

ADD \$9,845.00

Item #2 - The contractor shall provide an additional 65 square feet of retaining wall to the current proposed retaining wall and raise the wall height along the existing storage building.

Refer to attached email from Minnesota Roadways Co. (dated 07/17/17).

ADD \$3,850.00

TOTAL ADD THIS CHANGE ORDER: \$13,695.00

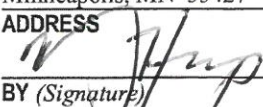
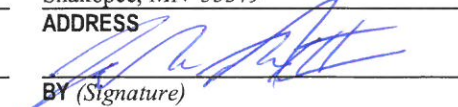
The original Contract Sum was	\$	169,145.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	169,145.00
The Contract Sum will be increased by this Change Order in the amount of	\$	13,695.00
The new Contract Sum including this Change Order will be	\$	182,840.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is UNCHANGED

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Armstrong, Torseth, Skold & Rydeen, Inc.</u> ARCHITECT (Firm name)	<u>Minnesota Roadways Company, Inc.</u> CONTRACTOR (Firm name)	<u>ISD 191 Burnsville Eagan Savage</u> OWNER (Firm name)
<u>8501 Golden Valley Road, Suite 300, Minneapolis, MN 55427</u> ADDRESS	<u>4370 Valley Industrial Boulevard South, Shakopee, MN 55379</u> ADDRESS	<u>200 West Burnsville Parkway, Burnsville, MN 55337</u> ADDRESS
<u></u> BY (Signature)	<u></u> BY (Signature)	<u></u> BY (Signature)
<u>Mark G. Hayes, AIA Partner/Architecture</u> (Typed name)	<u>John Nemec III</u> (Typed name)	<u></u> (Typed name)
<u>7/21/17</u> DATE	<u>7-24-17</u> DATE	<u></u> DATE

Ron Spoden

From: John Nemec <JohnN@mnroadways.com>
Sent: Monday, July 17, 2017 10:34 AM
To: Ron Spoden
Subject: RE: Burnsville HS Retaining Wall

Ron,

After talking with Greenscape Companies, they have revised their pricing assuming they can do this on regular prevailing wage, instead of the overtime prevailing previously figured.

The revised pricing would be as follows:

\$9845 for 150 SF of new retaining wall along the scoreboard.

\$3850 to add 65 SF of retaining wall to the original proposed retaining wall.

Let me know if you have any further questions. Thanks,

John A. Nemec III, P.E.
Project Manager

Minnesota Roadways Company
4370 Valley Ind. Blvd. S.
Shakopee, MN 55379
Office: 952-496-2651 Fax: 952-496-2522
Mobile: 612-770-1861 Email: JohnN@mnroadways.com





Future Ready. Community Strong.

**Agenda II.B.9.
August 24, 2017**

To: Board of Education
Cindy Amoroso, Superintendent

From: Dave Watkins, Assistant Superintendent

Date: August 17, 2017

Re: Approve, on a First Reading Basis, Changes to Policies 509: *Enrollment of Nonresident Students*; 525: *Violence Prevention*; and 602: *Organization of School Calendar and School Day*

Recommendation: Approve, on a first reading basis, changes to Policies 509: *Enrollment of Nonresident Students*; 525: *Violence Prevention*; and 602: *Organization of School Calendar and School Day*.

The above policies were reviewed by administration and by the Policy Review Committee on August 15, 2017. The policy changes were suggested by the Minnesota School Board Association (MSBA).

Adopted: 04/23/2015

Burnsville-Eagan-Savage School District Policy 509

Reviewed: ~~9/15/2016~~MSBA ~~May 2017~~8/24/2017

Revised: 9/10/2015, 9/29/2016

Rescinds:

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, and children of the school district's staff 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, other than as set forth in II.B., 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 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a 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 in a school year 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: 10/22/2015

Burnsville-Eagan-Savage School District Policy 525

Reviewed: ~~5/26/2016~~ ~~MSBA May 2017~~ 8/24/2017

Revised: 6/9/2016

Rescinds:

525 VIOLENCE PREVENTION

I. PURPOSE

The purpose of this policy is to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. The school district will enforce its weapons policy.
- B. The school district will act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of

policies and procedures related to violence prevention and weapons.

- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. [Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy \(Policy 506\).](#)
- G. [Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act \(IDEA\), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.](#)
- GH. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- HI. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used 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. A “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.

4. This policy is not intended 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, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

The school district will implement prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence. Strategies will include but are not limited to:

- A. Maintain a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- D. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- E. Establish clear school rules that prevent and deter violence.
- F. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- G. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- H. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- I. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and

intervention.

- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with all policies related to violence prevention.
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
[Minn. Stat. § 121A.61 \(Discipline and Removal of Students from Class\)](#)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)

Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)
Burnsville-Eagan-Savage School District Policy 501 (School Weapons Policy)
Burnsville-Eagan-Savage School District Policy 504 (Student Dress and Appearance)
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 507 (Corporal Punishment)
Burnsville-Eagan-Savage School District Policy 514 (Bullying Prohibition Policy)
Burnsville-Eagan-Savage School District Policy 526 (Hazing Prohibition)
Burnsville-Eagan-Savage School District Policy 529 (Staff Notification of Violent Behavior by Students)

Adopted: 4/1991 *Burnsville-Eagan-Savage School District Policy 602*
Reviewed: ~~5/2010, 12/03/2015~~ *MSBA May 2017* 8/24/2017
Revised: 3/2013, 12/17/2015
Rescinds: IC, ICA & ID

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to establish a timely process for determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. The calendar shall meet all provisions of Minnesota statutes pertaining to minimum number of minutes and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.
 - 1. The superintendent or designee shall submit a calendar recommendation for the following school year to the school board no later than November of each year.
 - 2. The school calendar will establish at least 170 student contact days and 184 work days for instructional staff.
- B. The following dates are designated as non-classroom days: Labor Day, two days in October during the annual convention for Education Minnesota, Thanksgiving and the Friday after Thanksgiving, Martin Luther King, Jr., Day, and Memorial Day. A winter break of at least seven days (excluding weekends) will be scheduled.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent or designee shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules

shall be met.

- B. In developing the student day schedule, the superintendent or designee shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. The superintendent or designee shall establish a schedule for the school day that exceeds the minimum number of hours established in Minnesota statute by at least two instructional days to provide for possible emergency closings.
- D. Proposed changes in the school day shall be subject to review and approval by the school board.

Legal References: Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
[Minn. Stat. § 124D.151 \(Voluntary Prekindergarten Program\)](#)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References: Burnsville-Eagan-Savage School District Policy 425 (Staff Development)



**Agenda III.A.
August 24, 2017**

To: Board of Education
Superintendent Cindy Amoroso

From: Dr. Stacie Stanley, Director of Systems Improvement & Student Achievement, and
Dr. Janet Gulden, Systems Improvement & Student Achievement Coordinator

Date: August 17, 2017

Re: Receive a report on Summer School Targeted Services Programming

Receive a report regarding Summer School Targeted Services Programming from Dr. Stacie Stanley and Dr. Janet Gulden.



one91
Burnsville · Eagan · Savage



ISD 191 Targeted Services Summer Programming August 24, 2017

Future Ready. Community Strong.

Targeted Services Programming

[Minnesota Statute 124D.128](#)

- Provides instructional support through an extended year calendar
- Goals are to provide intervention to accelerate attainment of grade level or graduation requirements.

Program Review

- 2015 Task Force
- Recommendations
 - District-Wide program alignment
 - Curriculum Alignment
 - Instructional Leadership Support
 - High Engagement

Kindergarten through Grade Eight Summer Program

Served 869 total students

2 middle school sites- Metcalf and Nicollet

182 middle school students and 12 teachers

4 elementary sites- Vista View, MW
Savage, Sky Oaks and Sioux Trail

687 elementary students and 58 teachers

Focus on Reading and Math skills

4 hour 45 minute student day- 14 days

Breakfast and lunch included

K-5 English Learner Extended Day

At all 4 elementary sites- 127 total students

7 hour student day

English Language Proficiency Levels 1 & 2

Academics and community experiences in a language rich environment

Additional Elementary Experiences

Digital Learning Specialist

FACS (Family and Consumer Science)
Specialist

Physical Education Specialist

AVID Summer Bridge

Students in grades 6-8

College and Career Readiness

142

Build math skills in preparation for advanced coursework

97 students

Partner with Lakeville Public Schools

Credit Recovery for Grades 9-12

354 students enrolled

407 total credits recovered

Future Ready - Community Strong



Future Ready. Community Strong.

**Agenda III.B.
August 24, 2017**

To: Board of Education
Superintendent Cindy Amoroso

From: Dr. Stacie Stanley, Director of Systems Improvement & Student Achievement, and
Bethany Van Osdel, Systems Improvement & Student Achievement Coordinator

Date: August 17, 2017

Re: Receive a report on K-5 District Wide Literacy Implementation

Receive a report regarding K-5 District Wide Literacy Implementation from Dr. Stacie Stanley and
Bethany Van Osdel.



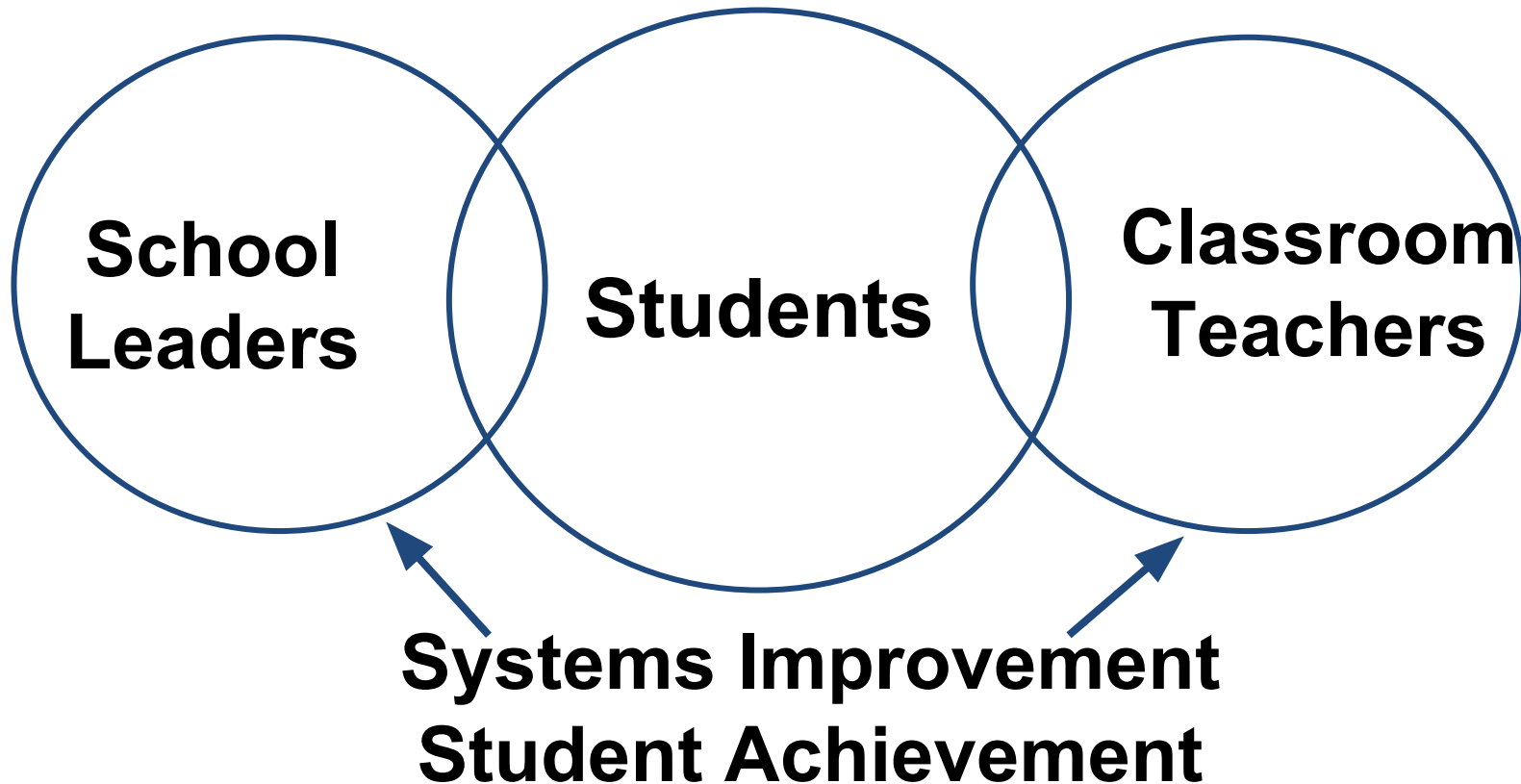
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Burnsville · Eagan · Savage



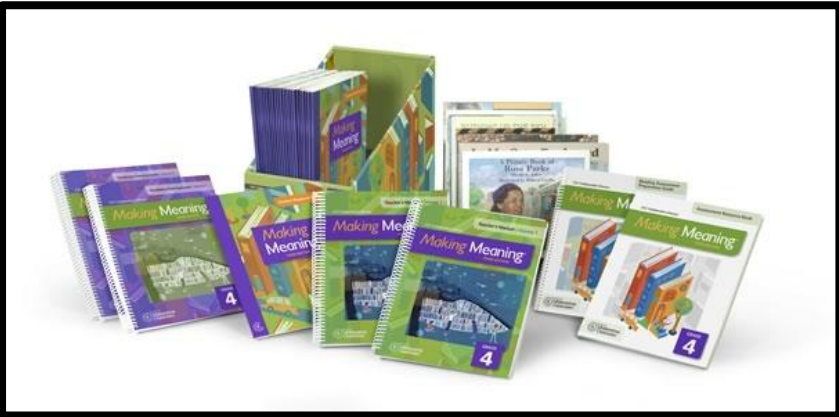
ISD 191 District-Wide K-5 Literacy Implementation August 24, 2017

Future Ready. Community Strong.

Literacy Implementation



K-5 Literacy Implementation



K-5 Making Meaning

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K-2 Being a Reader

Laying the foundation in 2016-2017:

- All staff participated in district-wide professional development around:
 - unpacking MN State Standards and
 - sharpening the instructional pedagogy around the Reading Workshop Framework
- Reading Steering moved into a full Implementation Pilot



Implementation Pilot:

- 8 - Primary Classroom Teachers
- 12 - Intermediate Classroom Teachers
- 2 - ESL Teachers, 2 Special Education Teachers, 1 Intervention Teacher

Building	Primary Building Reading Leads	Intermediate Building Reading Leads	Intervention	EL	Special Ed
MW Savage	Rachel Elliott - Grade 2	Leta Jensen - Grade 4	Nikki Harves	Alyssa Anderson	Kate Bisek
Gideon Pond	Beth Gruenke -K	Ali Skogland - Grade 3			Emily Rasmussen
Sky Oaks	Marisa Moe Schneider - Grade 1	Linley Gabbert - Grade 3			
Edward Neill	Tiffany Lenton - Grade 2	Sue Hovland - Grade 4			
Vista View		Jennifer Lee - Grade 4 Jennifer Face Houtman - Grade 3			
Sioux Trail		Ashley Mulliken - Grade 4 Leslie Horwart - Grade 3 Katie Ness (DLS) - DLS			
Hidden Valley	Tracy Hiebert - Grade 1	Marlys Day - Grade 6 Abby Ertl - 5th grade			
Harriet Bishop	Stacey Harrold - Kindergarten	Stacy Coronis - Grade 4			
Rahn	Dawn Hoins - 1st	Alissa Tofte - Grade 4			
William Byrne	Pattie Hansmann - K	Sarah Elsagher - 5		Ashley Marshalla	Emily Rasmussen
Coordinators: Bethany Van Osdel Julie Krohn Kelly Dietrich		Principals: Shannon McParland Liz Vaught			

The Implementation Pilot teachers fully implemented the adopted resources in order to pave the way for all teachers.

They met monthly to,

- deeply align resources to state standards,
- create grade level support documents,
- inform many components of the full district roll-out (scheduling tips, additional leveled materials, etc),
- participate in aligning our report cards to the MN State Standards and wrote rubrics to be used district-wide for aligned reporting,
- create an implementation website for teachers,
- will assist in workshop week trainings,
- provide consistent messages and positivity for all!

ISD ONE91 ELEMENTARY LITERACY

WE BELIEVE

"We believe that all students will receive high quality literacy instruction woven with rich, social-emotional experiences. We believe that all members of the school community are responsible for helping all students reach their full potential. We believe a commitment to building meaningful relationships (.72), providing clarity of learning expectations (.75) and sharing specific feedback (.75) are cornerstones of this work. Because of this powerful combination, all students will become successful readers, critical thinkers and positive members of the learning community."

2017-2018 LITERACY IMPLEMENTATION

YEAR 1 GUIDELINES FOR CORE INSTRUCTION:

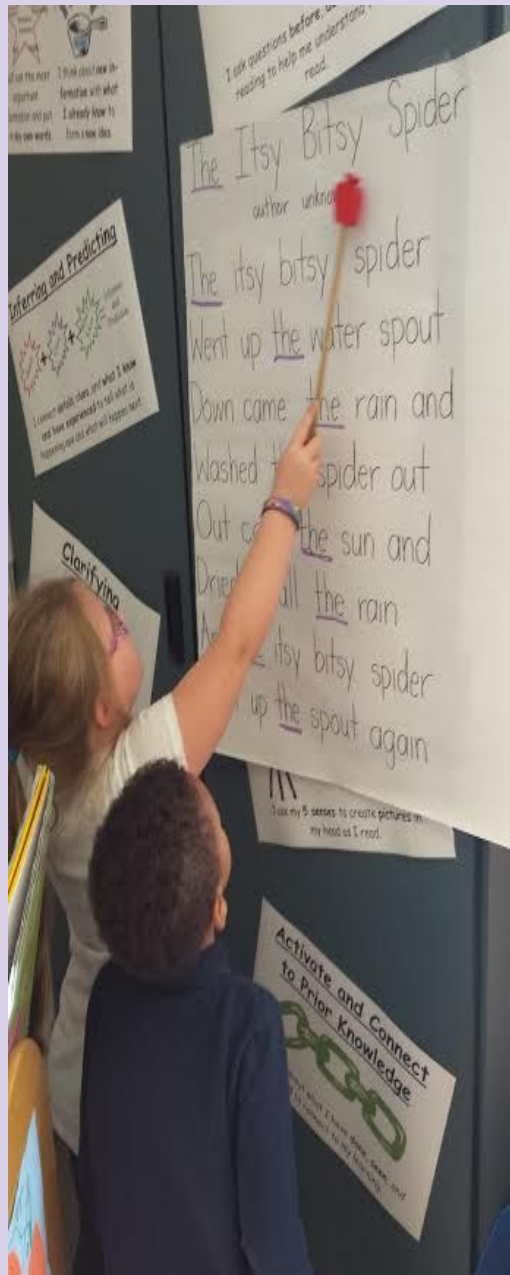
making meaning and being a reader

- All K-5 Teachers will implement Making Meaning & K-2 teachers will implement Being a Reader with high fidelity and will deliver lessons as they are designed in full integrity of the program(s).





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KIDS LOVE THE BOOKS!

Students were SO MUCH more engaged during the literacy block.

My STUDENTS LEARNED SO MANY MORE SIGHT WORDS THIS YEAR!

The literature is AMAZING... my students loved the books.

KIDS ARE EXCITED TO READ!

My students' fluency scores went up!

Kids **CONNECTED** more with **EACH OTHER** than ever before in my classroom.

WE LOVE THIS PROGRAM!!!

My students achieved higher growth in our MAP testing in **VOCABULARY** than before.

I knew my students as readers better than ever!

2017-2018 Next Steps

More than 200 teachers, principals and coaches attended training and received their materials this summer.

Multiple professional experiences are in place to provide continuous support throughout the first year. This includes monthly, virtual sessions, model lessons, guided planning sessions and coaching throughout the school year.

Principals met August 16th to design a tool to monitor the progress of the implementation at each site. The data will be collected and reviewed at the elementary principal meetings each month.



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**Agenda III.C.
August 24, 2017**

To: Members, Board of Education

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

Date: August 17, 2017

Re: Approve agreement for co-located mental health services with Headway Emotional Health Services, Inc. for 2017-2018

RECOMMENDATION: that the Board of Education approve the agreement for mental health services with Headway Emotional Health Services, Inc. for 2017-2018 for a total of \$300,000.

As a result of an agreement with Headway Emotional Health Services, Inc. for the past four years, mental health services have been made available within our schools.

The agreement for 2017-18 calls for 15.6 FTE therapists to be co-located in our schools. This includes one less therapist compared to last school year.

Mental health services continue to be one of the greater needs of our student population and this agreement allows the district to better serve our students. I am pleased to recommend this agreement for your approval.

**CONTRACT TO PROVIDE SERVICES
BY AND BETWEEN
INDEPENDENT SCHOOL DISTRICT 191, BURNSVILLE-EAGAN-SAVAGE (ISD 191)
And
HEADWAY EMOTIONAL HEALTH SERVICES**

This contact is entered into by the Burnsville-Eagan-Savage Public Schools, District 191, 200 West Burnsville Parkway, Burnsville, Minnesota 55337 ("District 191") and Headway Emotional Health Services ("Headway"), 6425 Nicollet Avenue South, Richfield, Minnesota 55423. District 191 and Headway will be collectively referred to in this contract as "the Parties".

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. Services Provided

A. Services to Be Provided at District Expense.

Headway agrees to provide mental health specialists to provide assessment social/emotional support, therapeutic treatment and referral for students and families of students attending District 191 who may be experiencing mental health, personal and family problems that may be interfering with their education and daily functioning. This does not include IEP related mental health services.

B. Services to Be Provided at Family/Student or Third Party Expense.

In addition to assessment and referral services, Headway may also provide services to students and families and charge the student or family or a third party for the services. Those services will include, but are not limited to: student counseling; parent guidance and support. The coordination and consultation with school staff as needed.

II. Headway Employee Training, Background and Employment Status

A. Training.

Headway will ensure that its employees providing service to District 191 students will be appropriately trained for the services they render and appropriately supervised by Headway. Headway has determined that its employees should have a master's degree in a mental health discipline.

B. Criminal Background Check.

Headway hereby warrants that each Headway employee providing service to District 191 has been subjected to a criminal background check pursuant to Minnesota Statute Section 299C.60 *et. seq.* Statute Section 123B.03 (as an independent contractor employed by the District) Headway warrants that no prohibited sexual contacts were discovered pursuant to such background inquiries for any employee assigned to work at a District 191 site. A copy of each staff member's criminal background study will be provided to District 191 upon request.

C. Employment.

Headway employees shall be hired and employed by Headway. Headway will be solely responsible for hiring, training, discipline, discharge and assignment of employees. Headway will assign service providers to serve in the District for ten months.

Changes in personnel will be made by Headway. Headway agrees to seek consultation with District 191 regarding assignment of service providers to District 191 sites. District 191 shall have absolute authority to prohibit a Headway staff member from providing service under this Agreement. If this occurs, Headway will have thirty business days to replace the provider without disruption of the contract.

Headway employees will not be responsible to provide administrative support to the school and should not be assigned to duties by school staff or administration.

Student, family and staff support that is related to mental health needs of the student will be provided by the service provider as they and/or Headway deem necessary and appropriate. Headway and its employees will have exclusive control and the exclusive right to determine the types, amount, and extent of services, if any, that are provided. They will have the exclusive right to serve, refuse to serve or terminate any client relationship.

The mental health specialists will work as assigned by Headway for an 8.5 hour day (including a lunch period and breaks as required by applicable law and set by Headway) providing services before, during and after school day hours during the 2017-18 school year. Specific hours will depend on the start time for each school and will be determined by Headway. The attached document shows the site locations for the 15.6 FTE Headway therapists who are assigned. The assignments may change during the school year in order to meet the needs of the schools and/or its students. A copy of the current assignments can be requested from the Headway ISD 191 School Based Supervisor or the ISD 191 Director of Student Services.

Headway employees will receive pay and benefits from Headway and will receive paid leave and holidays and any other benefits in accordance with Headway's personnel policies. Nothing in this contract shall be construed to make a Headway employee an employee of District 191. Service providers and Headway specialists agree that they are not eligible for any benefits provided to District employees or volunteers, including but not limited to insurance, severance, employee benefits, workers compensation, discounts, tenure or any other District employee benefits.

III. Independent Contractor Status

Headway is an independent contractor under this contract. It will provide all necessary training to its employees and will provide all tools, equipment, supplies and materials other than the following. ISD 191 will provide a private space with an internet connection and a locking cabinet for Headway staff to provide counseling sessions.

The mental health specialists will keep records of the various services rendered and in a manner that complies with the applicable privacy laws, so the Parties may evaluate the effectiveness of the services performed. Headway personnel shall complete and submit a weekly Client Services Summary Form and provide it to the Headway supervisor. They will provide a monthly summary report to the District along with the monthly invoice in addition to a report at the completion of the 2017-18 school year.

Headway will determine how to provide services, the types and amounts of services and which of its employees will provide the services based on their expertise and professional standards.

IV. Data Practices and Confidentiality/Informed Consent

Headway certifies that its staff members have been instructed on the private nature of information related to students of District 191. Headway will ensure that each service provider will review District 191's Data Practices Policy in full before the provider begins work in the District.

Each Party will be responsible for any data that it creates or maintains and will comply with state and federal law requiring the acquisition of data, the storage of data, the release of data and the destruction of data.

Any data, records or recorded information in the possession of the District is classified under the Family Educational Records Privacy Act (FERPA) and the Minnesota Data Practices Act. Those records may not be shared with any person or entity without the written consent of the parent, guardian or adult student as required by state and federal law. As a result, Headway must have written authorization to share student or family information with District 191 employees. District 191 will share information with Headway only as specified under district policy. Mental health professionals are not District 191 employees. Headway must have written authorization or otherwise comply with current law regarding sharing information with school resource officers.

Headway will require that students under age 18 years of age will have the written, informed consent of their parent or guardian before Headway provides any clinical mental health services. Students ages 18 years of age and older will sign a written informed consent before clinical mental health services are rendered. Headway will take any other actions that it may be required to take before rendering any clinical mental health services.

Each Party is responsible for compliance with HIPAA if that entity is a "covered entity" under HIPAA. Nothing in this Agreement shall be construed to require compliance with HIPAA by District 191 where it otherwise would not be a "covered entity".

V. District Obligations under Special Education or Other Law

Headway has no authority to designate its services as "special education", "Section 504" or "related services" under the Individuals with Disabilities Education Improvement Act (IDEIA); Minnesota Statute Section 125A.; Section 504 of the Rehabilitation Act or any other state or federal disability law.

District 191 has certain obligations under the above laws and is solely responsible for providing the services, if any, required by the state and federal laws.

Headway agrees that it may not designate or recommend its services as "related services", "special education" "educational accommodations" or other education services. In addition, Headway agrees to not recommend, as part of its therapeutic program, educational programs and services.

Headway employees may not engage in restraint or seclusion (restrictive procedures) or corporal punishment upon students of District 191 while working as independent contractors for the District.

VI. Term

This Agreement shall be effective for the regular 2017-18 school year. The term does not include summer school or extended school year.

VII. Termination

Either party may elect to terminate this Agreement by providing 60 days written notice to the contract person identified in Section XVI of this Agreement.

VIII. Contract Payments

In consideration for the services described herein that are to be at District expense, the total cost to the District for 2017-2018 shall not exceed \$300,000.

The payment schedule for the not to exceed \$300,000 will be made in monthly payments based upon invoices provided monthly by Headway. The invoice should include student name, date of service, duration of services, provider and licensure, type of service, funding source.

In the event that the program is terminated as provided in section VII, Headway shall invoice for the services rendered up to the time of termination. Headway will provide an itemized statement of services for each period.

Payments from ISD 191 to Headway are for ancillary services and clinical mental health services for uninsured-underinsured students but subject to the not-to-exceed dollar limitations herein. Ancillary services are services provided to students, district staff such as staff training, consultation and support, student support groups and parent consultation. Headway will bill third parties to collect reimbursement for clinical mental health services rendered. Headway will not seek payment beyond the amount specified herein for the 2017-18 school year. Headway agrees that if third parties do not pay for the services rendered, it will not seek payment from the District beyond the dollar limit herein.

IX. Insurance and Indemnity

Headway shall maintain insurance coverage to cover any claims arising out of the services provided under this contract and naming District 191 as an additional insured for purposes of claims arising out of services provided under this contract. A certificate evidencing insurance obtained by Headway shall be furnished to District 191 upon request. Headway shall carry the following minimum insurance coverage in a form acceptable to District 191 at Headway's expense during the term of this contract.

- General Liability Insurance, \$1,500,000 per occurrence, minimum.
- Professional Liability Insurance, \$500,000 per occurrence, minimum.
- District 191 will be listed as an additional insured on Headway's insurance policies with respect to claims related to the services provided under this Agreement.

Headway agrees to defend, indemnify and hold harmless District 191 from any and all liability, claims, causes of action, damages, costs including attorneys' fees and expenses for injuries or damage to person or property arising from or in connection with any intentional or negligent act or omission of Headway, its officers, agents and employees; however, this provision has no effect if the sole proximate cause of injuries or damage is the intentional or reckless conduct of District 191.

X. Compliance with Applicable Laws

The Parties warrant that they will comply with all applicable federal, state and local laws.

XI. Non-Discrimination

Neither Headway nor District 191 shall discriminate on the basis of race, religion, creed, color, sex, national origin, ability, age, marital status, public assistance status, membership or activity in a local human rights commission, veteran status, or sexual orientation.

XII. Successors

All covenants, stipulations and promises in this contract will be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives. Headway does not have the right to assign or otherwise transfer its rights or obligations under this contract except with the written consent of District 191. Any prohibited assignment will be null and void.

XIII. Governing Law

This contract will be governed by and construed pursuant to the laws of the state of Minnesota.

XIV. Waivers

No failure on the part of either party to exercise and no delay in exercising any right or remedy hereunder shall operate as a waiver thereof.

IX. Amendments

This contract may not be modified, amended, rescinded, canceled or waived in whole or in part, except by a written instrument signed by both parties or as provided in Section VII, Termination.

XV. Entire Agreement

This contract constitutes and expresses the entire agreement and understanding between the Parties relative to the service provided by Headway. This contract supersedes all other prior agreements between the Parties.

XVI. Notices

Any notices required by this contract shall be sent to the following contact persons for the respective parties:

By their signatures below, the signor acknowledges that he/she has authority to contract on behalf of the Party and that the Party agrees to all of the provisions of contained in this contract.

Headway Emotional Health Services

Brad Kopecky
Director Operations
6425 Nicollet Ave South, Suite 210
Richfield, MN 55423
(612)798-8165

Independent School District 191

Lisa Rider, Executive Director
Business Services
200 West Burnsville Parkway
Burnsville, MN 55337
(952)707-2050



**Agenda III.D.
August 24, 2017**

To: Board of Education, Members
Cindy Amoroso, Superintendent

From: Jeff Marshall, Athletic and Activity Director

Date: August 15, 2017

Re: Burnsville High School Athletic and Activity Handbook

RECOMMENDATION: That the Board of Education approves the 2017-18 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. The Burnsville High School Athletic and Activity 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. Attached is the text for the handbook. I am asking for your approval tonight so that the handbook can be formatted by Communications, printed and then distributed to students on the first day of school.

Each Student Real-World Ready!



2017-18
ATHLETICS & ACTIVITIES
HANDBOOK
164

Discover Opportunities

Dear Parents/Guardians and Students,

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

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

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

Have a great school year,

The District 191 Athletics & Activities Department

www.isd191.org/bhs

(952) 707-2100

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All athletics and many activities have fees associated with them. However, students who qualify for free or reduced lunch are automatically eligible for some sort of scholarship. If any family, regardless of free or reduced lunch status, needs additional scholarship opportunities, please contact Athletics and Activities Director Jeff Marshall at jmarshall@isd191.org or (952) 707-2111. No student will ever be denied participation in athletics or activities due to financial hardship.

Enrichment Opportunities: School Sponsored Clubs and Activities

Academic Quiz Bowl

Fee: \$40

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

Contact: Les Moffitt..... lmoffitt@isd191.org

Bowls for BrainPower

This is a joint project of ISD 191 Community Education, the BHS Art Department, and the BHS Youth Service

Program to raise funds for BrainPower in a Backpack. Activities include making ceramic soup bowls, teaching others, and hosting a meal for this hunger cause.

Contact: Brian Perry..... bperry@isd191.org

BrainPower in a Backpack

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

Contact: Pam Voigt pvoigt@isd191.org

Chess Team

Fee: \$45

The chess team competes in Minnesota State Chess Association tournaments, South Suburban Conference tournaments, 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 cheirigs@isd191.org

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 their five year reunion.

Junior Class Officer Advisor Contact: [Mark Riggs](mailto:Mark.Riggs@isd191.org)

Senior Class Officer Advisor Contact:

Ashley Welke awelke@isd191.org

Michelle Dyrhaug mdryhaug@isd191.org

Competitive Speech Team

Fee: \$45

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

Contact: Michelle Dyrhaug mdyrhaug@isd191.org

Debate Team

Fee: \$35

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

Contact: Bill Englehardt wenglehardt@isd191.org

DECA

Fee: \$110

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

Contact: Meggan Malone mmalone@isd191.org

Drumline (Winter)

Fee: \$55

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

Contact: Paul Connell pconnell@isd191.org

FIRST Robotics Competition (FRC)

Fee: \$85

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

Contact: Blaze Robotics team3184@gmail.com

FIRST Tech Challenge (FTC)

Fee: \$60

The Burnsville FIRST Tech Challenge (FTC) is a robotics competition open to students interested in STEM in grades 7 - 12. Teams of 8 students design, build, and control competition robots for each season. No previous experience in robotics is necessary. Robots are created using Android phones and Tetrrix parts (<http://www.tetrrixrobotics.com>). The season runs from early September through February, with regional competitions in the Midwest, and the FTC World Championship in late April in Detroit Michigan. See <https://www.firstinspires.org/robotics/ftc> for program and game description.

Contact: Blaze Robotics ftc5923@gmail.com

Future Teachers of America (FTA)

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

Contact: David McDevitt pmcdevitt@isd191.org

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: Michelle Dyrhaug mdyrhaug@isd191.org

Marching Band

Fee: \$55

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

Contact: Keith French kfrench@isd191.org

Math League

Fee: \$45

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

First semester:

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

Second semester:

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

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

Contact: Chuck Croatt.....ccroatt@isd191.org

Mock Trial

Fee: \$45

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: Sara Levinski.....slevinski@isd191.org

National Honor Society (NHS)

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

Contacts: Lori Vanderwoudelvanderwoude@isd191.org
Marylou Dundonmdundon@isd191.org

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, layout, photography, cartooning and advertising management. Attendance at weekly meetings is expected.

Contact: Allison Milleaamillea@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 Frenchkfrench@isd191.org

Physics Club

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

Contact: Jon Huberjahuber@isd191.org

PROUD

PROUD (People Respecting Others and Understanding Differences) is the gay/straight alliance at BHS. PROUD’s mission is to create a safe and welcoming environment for all staff and students at BHS through education and raising awareness of LGBT issues (Lesbian, Gay, Bisexual, and Transgender) that affect students and their families. All students are welcomed at PROUD.

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

Science Club

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

Contact: Mike Huemoeller mhuemoeller@isd191.org

Science Fair

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

Contact: Mike Huemoeller mhuemoeller@isd191.org

Science Quiz Bowl

Fee: \$45

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

Contact: Mike Huemoeller mhuemoeller@isd191.org

Singers and Swingers

Singers and Swingers is a group of male and female students interested in swing dancing. The group practices at Nicollet Middle School and performs at various functions and events throughout the year.

Contact: Ann Bakken..... abakken@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 step dance routines at basketball games, pep fests and other events.

Contact: Addie Abiodun..... adedoyin97@gmail.com

Student Council

The Student Council is the governing organization of the student body. Students interested in membership on the Student Council must complete an application each spring with the student council advisor. Selections are made by the senior council members and Student Council advisor each spring. All elected members form the next school year’s Student Council. Student Council is involved with organizing Homecoming, Relay for Life, leadership conferences, International Dance, Minneapolis Miracle project, Snow Week and 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 \$75 while all one-acts are \$55 each. There is no maximum fee associated with the Theatre Guild productions.

Productions for the 2017-18 school year will be:

- Fall musical “The Music Man” (directed by Amy Stead)
- One-act competition (directed by Marie Hansen)
- In-house One-Act productions - one student directed and one adult directed
- Spring musical “Mary Poppins” (directed by Amy Stead)
- Spring Play “The Crucible” (directed by Marie Hansen)

Contact: Amy Stead astead@isd191.org

Winterguard

Winter Colorguard is for all students to enrich their performance experiences. Participants develop a skill for dancing, marching, and manipulation of equipment, such as flags. Competitions take place within the Northstar Colorguard Circuit (NSC). The activity brands itself the “Sport of the Arts” and students should expect to be challenged both physically and artistically. Students (7-12) currently enrolled in District 191 are eligible to participate.

Contact: Craig Thiltgen thiltgc@gmail.com

Writing Center

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

Contact: Marie Hansen mchansen@isd191.org

Yearbook

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

Contact: Anne Staum **astaum@isd191.org**

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 research, study and debate public issues. Participants will gain an understanding of the political system by taking part in model government experiences. No prior experience is necessary. There is a fee through the YMCA for this activity.

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.

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

- Student

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 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 10 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 creating, drawing, watching, collecting and more.

Contact: Jef Winterlin **jwinterlin@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 written, produced, directed and led by students in the school’s professional-grade TV studio.

Contact: Mark Hubbard **mhubbard@isd191.org**

• Book Club

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

Contact: Gloria Webber.....gwebber@isd191.org

• #BurnsvilleStrong

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

Contact: Jen Waller.....jwaller@isd191.org
Marie Hansenmchansen@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: TBD

• Daily Morning Announcements Production

This club works on a daily basis to produce the video version of the daily announcements, which are shown to the entire student body. Students utilize the BCTV television studio on campus.

Contact: Mark Hubbard.....mhubbard@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

• Environmental Club

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

Contact: Lori Douglasldouglas@isd191.org

• Fellowship of Christian Athletics (FCA)

FCA is a student-run club that encourages students in their Christian faith and involves them in fellowship with other athletes and BHS students. Every student is invited whether or not they are involved in athletics.

Contact: Sue Stachowskisstachowski@isd191.org

• Fishing Club

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

Contact: Jeff Nelsonjpnelson@isd191.org

• Fit Club

This club meets before school and is designed for students to actively stay in shape through various individual and group activities and exercises.

Contact: Kevin Silbermanksilberman@isd191.org

• Futsal

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

Contact: Bill Englehardtwenglehardt@isd191.org
Kevin Silberman.....ksilberman@isd191.org

• Giving Garden Club

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

Contact: Matt Deutschmdeutsch@isd191.org
Bri Ostoffbostoff@isd191.org
Lori Douglasldouglas@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: Ed Zeimetezeimet@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: Amy Steadastead@isd191.org

• Job Shadowing Club

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

Contact: Marcia Sextonmsexton@isd191.org

• Knitting Club

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

Contact: Kendra Vogt.....kvogt@isd191.org
Kim Harrodkharrod@isd191.org

• K-pop Club

In this club, students learn dances to exercise, open people to a new culture, and give each other chances to make friends and express themselves.

Contact: MaryLou Dundonmdundon@isd191.org
Mandy Jensenaljensen@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 anomar@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

Students don't need prior computer programming knowledge to be part of the club. This club is for students who love to create and play games. The club will use lots of different software as well as share some of your favorite games to play.

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

• Table Tennis Club

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

Contact: Brad Fendler bradleyfendler@gmail.com

• 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

• Women in Engineering

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

Contact: Liz Davidson edavidson@isd191.org

• Young Life

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

Contact: 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. 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 (9th-12th)	\$135	Cross Country Running (9th-12th)	\$135	
	Football (9th-12th)	\$165	Adapted Soccer (7th-12th)	\$135	
	Adapted Soccer (7th-12th)	\$135	Soccer (9th- 12th)	\$155	
	Soccer (9th-12th)	\$155	Swimming (7th-12th)	\$165	
			Volleyball (7th-12th)	\$155	
			Dance Team (7th-12th)	\$135	
			Cheerleaders (7th-12th)	\$105	
			Tennis (9th-12th)	\$135	
	WINTER	Basketball (9th-12th)	\$155	Basketball (9th-12th)	\$155
		Adapted Hockey (7th-12th)	\$135	Adapted Hockey (7th-12th)	\$135
Hockey (9th-12th)		\$165	Hockey (7th-12th)	\$165	
Alpine Skiing (7th-12th)		\$155	Alpine Skiing (7th-12th)	\$155	
Nordic Skiing (7th-12th)		\$155	Nordic Skiing (7th-12th)	\$155	
Swimming (7th-12th)		\$165	Dance Team (7th-12th)	\$135	
Wrestling (7th-12th)		\$155	Olympic Weightlifting (7th-12th)	\$115	
Olympic Weightlifting (7th-12th)		\$115			
SPRING		Baseball (9th-12th)	\$155	Softball (7th-12th)	\$155
	Golf (7th-12th)	\$145	Golf (7th-12th)	\$145	
	Tennis (9th-12th)	\$135	Badminton (7th-12th)	\$115	
	Track and Field (9th- 12th)	\$155	Track and Field (9th-12th)	\$155	
	Adapted Softball (7th-12th)	\$135	Adapted Softball (7th-12th)	\$135	
	Lacrosse (9th-12th)	\$165	Lacrosse (7th-12th)	\$165	

Athletics Contact Information

SPORT	COACH NAME/PHONE	COACH E-MAIL
Adapted Floor Hockey, CI	w/Lakeville & Farmington 952-707-3523rejohnson@isd191.org
Adapted Floor Hockey, PI	w/Lakeville & Farmington 952-707-3523rejohnson@isd191.org
Adapted Soccer, CI	w/Lakeville & Farmington 952-707-3523rejohnson@isd191.org
Adapted Soccer, PI	w/Lakeville & Farmington 952-707-3523rejohnson@isd191.org
Adapted Softball, CI	w/Lakeville & Farmington 952-707-3523rejohnson@isd191.org
Adapted Softball, PI	w/Lakeville & Farmington 952-707-3523rejohnson@isd191.org
Alpine Skiing, Boys	Derek Nash 952-707-2459dnash@isd191.org
Alpine Skiing, Girls	Tim Bocklund 952-303-3558tab@pennycycle.com
Badminton, Girls	Jeff Limke 952-707-2148jlimke@isd191.org
Baseball	Mick Scholl 952-707-2526mscholl@isd191.org
Basketball, Boys	Matt Eppen 952-707-6094meppen@isd191.org
Basketball, Girls	Maurice Hodges 952-486-1683maurice_hodges_sr@yahoo.com
Cheerleading (competitive)	Jackie Gauthier 715-323-5652	burnsvillecheerleadingmn@gmail.com
Cheerleading (sideline)	Staci Gardiner 402-936-2116stacilgardiner@gmail.com
Cross Country Run, Boys	Jeff Webber 952-707-2911jwebber@isd191.org
Cross Country Run, Girls	Charlie Burnham 651-955-7559cburnham@isd191.org
Dance Team, Girls J/F	Anna Abbe 612-791-0460lard0006@umn.edu
Dance Team, Girls H/P	Anna Abbe 612-791-0460lard0006@umn.edu
Dance Team, Girls Fall	Madeline Leipold 952-303-9129leip9197@stthomas.edu
Football	Vince Varpness 952-707-2124vvarpness@isd191.org
Golf, Boys	Larry Opatz 952-707-3627lopatz@isd191.org
Golf, Girls	Rich Leonard 612-747-8587rbleonard@comcast.net
Hockey, Boys	Janne Kivihalme 952-457-8729jjkivihalme@mchsi.com
Hockey, Girls	Tracy Cassano 612-600-5004tcassano24@gmail.com
Lacrosse, Boys	Cory Childs 952-857-9045cachilds7@gmail.com
Lacrosse, Girls	Emily Shreeve 443-851-2010shreeve11@yahoo.com
Nordic Ski Racing, Boys	Derek Schlager 952-707-2253dschlager@isd191.org
Nordic Ski Racing, Girls	Derek Schlager 952-707-2253dschlager@isd191.org
Soccer, Boys	Bill Toranza 612-850-4917gtoranza@live.com
Soccer, Girls	John Soderholm 952-707-2417jsoderholm@isd191.org
Softball, Girls	Rachel Keeney 651-334-2851rkeeney@isd191.org
Swimming & Diving, Boys	Paul Tierney 612-202-8141ptierney260@gmail.com
Swimming & Diving, Girls	Kim Harrod 952-707-2258kharrod@isd191.org
Tennis, Boys	Ryan Haddorff 612-743-3213rhaddorff@isd191.org
Tennis, Girls	Ryan Haddorff 612-743-3213rhaddorff@isd191.org
Track & Field, Boys	Pete Feig 952-707-2246pfeig@isd191.org
Track & Field, Girls	Jef Winterlin 712-251-9710jwinterlin@isd191.org
Volleyball, Girls	Beth Raebel 507-820-2563braebel@isd191.org
Olympic Weightlifting	Justin Lerfald 507-744-4656jlerfald@isd191.org
Wrestling	Zach Schumack 612-570-0907zschumack@gmail.com

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

- Coach

Student Co-Curricular Eligibility

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

ELIGIBILITY REQUIREMENTS

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

Academic Eligibility:

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

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

Classes of 2018 and 2019

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

Classes of 2020 and beyond

	9th Grade	10th Grade	11th Grade	12th Grade
Semester 1	Freshman Status	9 credits	19 credits	31 credits
Semester 2	4 credits	14 credits	25 credits	38 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:

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 a period of one calendar year from the violation. Upon a second MSHSL rule violation during a student's high school career, the student will lose the opportunity for captaincy/leadership of any team or club for the remainder of the student's high school career.

Accommodations:

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

Appeals Process:

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

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

BURNSVILLE HIGH SCHOOL ATHLETICS & ACTIVITIES

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.



Future Ready. Community Strong.

200 W. Burnsville Pkwy.
Burnsville, MN 55337
www.isd191.org



**Agenda III.E.
August 24, 2017**

To: Board of Education
Cindy Amoroso, Superintendent

From: Dave Watkins, Assistant Superintendent

Date: August 17, 2017

Re: First reading of Policy 513

Recommendation: Approve, on a first reading basis, changes to *Policy 513: Student Promotion, Retention, Acceleration, and Program Design*

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention, acceleration, and program design.

The Policy Review Committee met on August 15, 2017 and recommends approving changes to Policy 513. The changes were suggested by the Minnesota School Board Association (MSBA). The policy was last revised on September 24, 2015.

Adopted: 2/08

Burnsville-Eagan-Savage School District Policy 513

Reviewed: ~~9/10/2015 MSBA May 2017~~ 8/24/2017

Revised: 9/24/2015

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, 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/or parents 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

1. 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.

2. 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.—A high level of academic achievement in all areas of the curriculum with special emphasis on reading, writing, and mathematics.

b. –Intellectual ability two (2) standard deviations above the norm.

c. –Social and emotional maturity.

d. –High degree of persistence.

3. 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.

D. Program Design

1. The superintendent and/or designees, 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 process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs including placement outside of the school district shall also be developed as additional options. All programs will be aligned with ~~creating the~~ world's best workforce and the District 191 Strategic Roadmap.
2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:
- a. multiple objective criteria; and
 - b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
3. 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.

4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The procedures must be sensitive to under-represented groups.

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)



**Agenda III.F.
August 24, 2017**

To: Board of Education
Cindy Amoroso, Superintendent

From: Dave Watkins, Assistant Superintendent

Date: August 17, 2017

Re: First reading of Policy 614

Recommendation: Approve, on a first reading basis, changes to *Policy 614: School District Testing Plan and Procedure*

The purpose of this policy is to authorize student assessment.

The Policy Review Committee met on August 15, 2017 and recommends approving changes to Policy 614. The changes were suggested by administration and the Minnesota School Board Association (MSBA). The policy was adopted on September 29, 2016.

Adopted: 9/29/2016

Burnsville-Eagan-Savage School District Policy 614

Reviewed: ~~9/15/2016~~ MSBA May 2017 8/24/2017

Revised:

Rescinds:

614 SCHOOL DISTRICT ASSESSMENT PROGRAM

I. PURPOSE

The purpose of this policy is to authorize student assessment.

II. GENERAL STATEMENT OF POLICY

It shall be the policy of the School Board that a comprehensive standardized assessment program be established and maintained: for internal and external accountability; that meets federal and state requirements; to evaluate the total program of the school district; to measure progress of students; and for student program placement in core instruction, enrichment and intervention.

III. RESPONSIBILITIES

A. Superintendent

1. Designate appropriate personnel to oversee the district assessment program.
2. Authorize necessary staff for assessment programs' secure systems.
3. Establish a culture of academic integrity.
4. Ensure all security provisions are met for assessment security and confidentiality before, during and after testing events.
5. Comply with all state and federal guidelines and requests specific to the assessment program.

B. District Staff

1. Ensure the assessment program is implemented with fidelity.
2. Review annually and present recommendations to the Superintendent.
3. Communicate expectations and ensure training is provided for secure assessment tools (i.e. Minnesota Comprehensive Assessments, College Board assessments) according to testing company requirements.

4. Comply with all state and federal guidelines and requests specific to the assessment program.

4.5. Bring to the attention of the assistant superintendent or superintendent or designee, any breach in requirements, or conflicting information regarding the administration or security requirements of an assessment, or any knowledge of a confirmed or potential breach.

C. Principals

1. Establish building-level systems and plans for administration of assessments.
2. Ensure all administration and security requirements are followed.
3. Enact required action for breaches in administration and/or security requirements.
4. Comply with all state and federal guidelines and requests specific to the assessment program.

D. Students

1. Know the importance of test security.
2. Keep test content secure.
3. Act with honesty and integrity during assessment administration.
4. Comply with all state and federal guidelines and requests specific to the assessment program.

E. School/Department Staff

1. Attend all required training for the administration of assessments. Sign the Testing Non-Disclosure/Security Form annually.
2. Seek information and clarity on the administration and security requirements, especially when proctoring or monitoring an assessment.
3. Bring to the attention of the testing coordinator, school associate principal or principal, ~~assistant superintendent or superintendent~~, any breach in requirements, or conflicting information regarding the administration or security requirements of an assessment, or any knowledge of a confirmed or potential breach.
4. Comply with all administration and security requirements of assessments.

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

Legal References: Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
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~~Every Child Succeeds Act)

Cross References: Burnsville-Eagan-Savage School District Policy 601 (School District Curriculum and Instruction Goals)
Burnsville-Eagan-Savage School District Policy 613 (Graduation Requirements)
Burnsville-Eagan-Savage School District Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
Burnsville-Eagan-Savage School District Policy 616 (School District System Accountability)



**Agenda III.G.
August 24, 2017**

To: Board of Education
Cindy Amoroso, Superintendent

From: Dave Watkins, Assistant Superintendent

Date: August 17, 2017

Re: First reading of Policy 615

Recommendation: Adopt, on a first reading basis, Policy 615: *Testing Accommodation, Modifications, and Exemptions for IEPs, Section 504 Plans and EL Students*

The Policy Review Committee met on August 15, 2017 and recommends adopting Policy 615.

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 (504) accommodation, English Language (EL) needs to meet the graduation requirements of basic skills testing and graduation-required assessments for diploma (GRAD) tests.

This is a new policy for our district.

Adopted:
Reviewed: 8/24/2017
Revised: MSBA May 2017
Rescinds:

615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS, AND EL STUDENTS

[Note: In 2013, the Minnesota legislature modified state graduation requirements by making the Graduation-Required Assessments for Diploma (GRAD) tests optional for school districts. A district may decide whether individual students will meet graduation assessment requirements by meeting the GRAD requirements in reading, mathematics, and written composition; by taking the WorkKeys job skills assessment, the Compass college placement test, the ACT assessment for college admission, or a nationally recognized Armed Services Vocational Aptitude Battery test (ASVAB); or by receiving a score on an equivalent assessment. Refer to the Minnesota Assessment System and Requirements Changes 2014-2017 document, which is posted to the Test Administration page of the Minnesota Department of Education (MDE) website. While a district may choose not to include GRAD retests on the testing calendar, an individual student who requests a GRAD retest must be provided the opportunity to retest.]

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 (504) accommodation, English Language (EL) needs to meet the graduation requirements of basic skills testing and graduation-required assessments for diploma (GRAD) tests.

II. GENERAL STATEMENT OF POLICY

- A. The school district will utilize the existing annual review of IEPs or 504 accommodation plans to review, on a case-by-case basis, the extent of student participation in basic skills testing and GRAD testing. For students subject to GRAD testing, the student's IEP or 504 accommodation plan must identify one of the following decisions for each subject area of GRAD:
1. the student is expected to achieve the statewide standard with or without testing accommodations resulting in a "pass" or "p" notation on the record when achieving a passing score; or
 2. the student is expected to achieve the statewide standard at an individually modified level of difficulty, resulting in a "pass" or "p" notation on the record when achieving the modified level. A Minnesota alternative assessment must be used when an IEP team chooses to replace the GRAD. Adoption of modifications for a student must occur concurrently with the adoption of transition goals and objectives as required by Minn. Stat. § 125A.08(a)(1). The IEP or 504 accommodation plan must define an

appropriate assessment of the statewide standard at a modified level of difficulty. Achievement of the individually modified standard shall be certified only through documented student performance of the defined assessment.

Students subject to GRAD testing also must be tested under standard conditions as specified by the developer of the test except those students whose IEP or 504 accommodation plan specifies other decisions consistent with the above stated requirements.

- B. Students with EL needs must be identified and accommodations made for students subject to basic skills testing. Students subject to GRAD testing are required to pass the GRAD if they have been enrolled in any Minnesota school for at least four consecutive years. An English language (EL) student who first enrolls in a Minnesota school in grade 9 or above who completes the coursework and any other state and district requirements to graduate within a four-year period is not required to pass the GRAD.

III. DEFINITION OF TERMS

See the current information about statewide testing by the Minnesota Department of Education and available through education.state.mn.us/MDE/dse/test/.

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC SKILLS AND GRAD TESTING

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments.”

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator. The School District Test Administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

Legal References: Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08(a)(1) (Individualized Education Programs)
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)

- Cross References:*** Burnsville-Eagan-Savage School District Policy 104 (School District Mission Statement)
Burnsville-Eagan-Savage School District Policy 601 (School District Curriculum and Instruction Goals)
Burnsville-Eagan-Savage School District Policy 613 (Graduation Requirements)
Burnsville-Eagan-Savage School District Policy 614 (School District Testing Plan and Procedure)
Burnsville-Eagan-Savage School District Policy 616 (School District System Accountability)



**Agenda III.H.
August 24, 2017**

To: Members, Board of Education

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

Date: August 23, 2017

Re: Adopt Resolution for Revised Ballot Language

RECOMMENDATION: that the Board of Education adopts resolution relating to renewing and increasing general education revenue of the school district, amending proposed ballot language, and ratifying the authorization of a special election thereon

See attached resolution

Extract of Minutes of Meeting of
School Board of Independent School District No. 191
(Burnsville-Eagan-Savage),
Dakota and Scott Counties, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 191 (Burnsville-Eagan-Savage), Dakota and Scott Counties, Minnesota, was held in said School District on Thursday, August 24, 2017, at ____ p.m.

The following members were present:

The following members were absent:

Member _____ introduced the following resolution and moved its adoption:

**INDEPENDENT SCHOOL DISTRICT NO. 191
(BURNSVILLE-EAGAN-SAVAGE)**

**RESOLUTION RELATING TO RENEWING AND INCREASING GENERAL
EDUCATION REVENUE OF THE SCHOOL DISTRICT, AMENDING PROPOSED
BALLOT LANGUAGE, AND RATIFYING THE AUTHORIZATION OF A SPECIAL
ELECTION THEREON**

BE IT RESOLVED by the School Board (the “Board”) of Independent School District No. 191 (Burnsville-Eagan-Savage), Dakota and Scott Counties, Minnesota (the “School District”) as follows:

It is hereby found, determined, and declared as follows:

1. On July 13, 2017, the Board adopted a resolution (the “Authorizing Resolution”) calling for a special election on the questions of renewing and increasing that portion of its referendum revenue authorization currently scheduled to expire at the end of the current taxes-payable year.
2. The Board now finds, determines, and declares that in order to avoid any potential for ambiguity created by the wording of the question designated in the Authorizing Resolution as School District Ballot Question 2, it is necessary and expedient for the School District to approve revised language in such question.
3. As modified by this resolution, the questions of renewing and increasing the referendum revenue authorization of the School District shall be submitted to the qualified electors of the School District as School District Ballot Questions 1 and 2 at the special election previously called and directed to be held on Tuesday, November 7, 2017, in conjunction with the statewide general election. The revised notice of special election shall be in substantially the form attached as Exhibit A, and the revised ballot shall be in substantially the form attached as Exhibit B.
4. Except as modified by this resolution, the Authorizing Resolution is hereby ratified and remains in full force and effect.

[Remainder of this page intentionally left blank.]

EXHIBIT A

NOTICE OF SPECIAL ELECTION

INDEPENDENT SCHOOL DISTRICT NO. 191
(BURNSVILLE-EAGAN-SAVAGE)
DAKOTA AND SCOTT COUNTIES, MINNESOTA

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 191 (Burnsville-Eagan-Savage), Dakota and Scott Counties, Minnesota, on November 7, 2017, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following questions:

SCHOOL DISTRICT BALLOT QUESTION 1

APPROVE RENEWED REFERENDUM LEVY AUTHORIZATION

The school board of Independent School District No. 191 has proposed to renew a portion of its referendum revenue authorization in the amount of \$757.19 per pupil, which expires at the end of taxes-payable year 2017. The renewed authorization amount of \$757.19 per pupil proposed in this ballot question would be first effective for taxes payable in 2018, and would be applicable for ten years unless earlier revoked or reduced as provided by law.

Shall the renewal of the referendum levy authorization proposed by the school board of Independent School District No. 191 be approved?

Passage of this referendum extends an existing operating referendum at the same amount per pupil as in the previous year.

SCHOOL DISTRICT BALLOT QUESTION 2

APPROVE INCREASE IN REFERENDUM LEVY AUTHORIZATION

If School District Ballot Question 1 is approved, the school board of Independent School District No. 191 has proposed an additional referendum revenue authorization of \$415.00 per pupil. The total proposed authorization from School District Ballot Questions 1 and 2 would be \$1,172.19 per pupil. This total authorization would be first effective for taxes payable in 2018, and would increase annually by the rate of inflation as determined by statute, provided that actual referendum revenue authorization for any year would not exceed the statutory maximum for that year. This authorization would be applicable for ten years unless earlier revoked or reduced as provided by law.

If School District Ballot Question 1 is approved, shall the increase in the referendum levy authorization proposed by the school board of Independent School District No. 191 also be approved?

Passage of this referendum will result in an increase in your property taxes.

The tax impact for typical residential homesteads, apartments, commercial-industrial properties, and most other classes of property within the School District is shown in the table below:

Burnsville School District No. 191

Renew Referendum Add \$415.00 Per Pupil	Expiring
--------------------------------------------------------	-----------------

Estimated Tax Impact for Potential Referendum Levy

June 21, 2017

Year Taxes are Payable	Question 1			Question 2	Total, Questions 1 and 2	
	2017 Expired Authority	2018 Proposed Authority	NET CHANGE	2018 Proposed Authority	NET CHANGE	
Revenue per Pupil Unit	-\$757.19	\$757.19	\$0.00	\$415.00	\$415.00	
Est. Net Change in Ref. Rev.	-\$7,365,551	\$7,285,395	-\$80,156	\$3,993,130	\$3,912,974	
Est. Market Value Tax Rate	-0.11124%	0.10283%	-0.00841%	0.05636%	0.04795%	
Type of Property	Estimated Market Value	Estimated Taxes for Referendum Levy Only*				
	\$100,000	-\$111	\$103	-\$8	\$56	\$48
	125,000	-139	129	-10	70	60
	150,000	-167	154	-13	85	72
	175,000	-195	180	-15	99	84
	200,000	-222	206	-16	113	97
	225,000	-250	231	-19	127	108
	250,000	-278	257	-21	141	120
	300,000	-334	308	-26	169	143
Residential	350,000	-389	360	-29	197	168
Homesteads,	400,000	-445	411	-34	225	191
Apartments,	450,000	-501	463	-38	254	216
and Commercial-	500,000	-556	514	-42	282	240
Industrial Property	600,000	-667	617	-50	338	288
	700,000	-779	720	-59	395	336
	800,000	-890	823	-67	451	384
	900,000	-1,001	925	-76	507	431
	1,000,000	-1,112	1,028	-84	564	480
	1,250,000	-1,391	1,285	-106	705	599
	1,500,000	-1,669	1,542	-127	845	718
	2,000,000	-2,225	2,057	-168	1,127	959

* The figures in the table are based on school district taxes for the referendum levy only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the Minnesota Homestead Credit Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net effect of the referendum levy for many property owners.

**NOTE: Agricultural property will pay taxes for the proposed referendum based only on the value of the house, garage and one acre.
Seasonal recreational residential property (i.e., cabins) will pay no taxes for the proposed referendum.**

The polling places for this election and the precincts served by those polling places shall be as follows:

SCOTT COUNTY:

The polling places serving City of Savage precincts located in whole or in part within the boundaries of the School District shall be those polling places established by the City of Savage for statewide general elections, as follows:

PRECINCT 1 POLLING PLACE: St. John the Baptist Catholic Church
4625 W. 125th Street
Savage, Minnesota

PRECINCT 2 POLLING PLACE: Glendale United Methodist Church
13550 Glendale Road
Savage, Minnesota

PRECINCT 3 POLLING PLACE: Savage City Hall
6000 McColl Drive
Savage, Minnesota

PRECINCT 4 POLLING PLACE: Harriet Bishop Elementary School
14400 O'Connell Road
Savage, Minnesota

PRECINCT 7 POLLING PLACE: Bridgewood Church
6201 W. 135th Street
Savage, Minnesota

PRECINCT 8 POLLING PLACE: O'Connell Fire Station
14321 O'Connell Road
Savage, Minnesota

The polling place serving City of Shakopee precincts located in whole or in part within the boundaries of the School District shall be the combined polling place established by the School District by resolution on June 22, 2017, as follows:

COMBINED POLLING PLACE: Harriet Bishop Elementary School
14400 O'Connell Road
Savage, Minnesota

This combined polling place serves all territory in Independent School District No. 191 located in the **City of Shakopee, P-4 and P-12A**, Scott County, Minnesota.

DAKOTA COUNTY:

The polling places serving City of Burnsville, City of Apple Valley, and City of Eagan precincts located in whole or in part within the boundaries of the School District shall be the combined polling places previously established by the School District for School District special elections, as follows:

COMBINED POLLING PLACE: Edward Neill Elementary School
13409 Upton Avenue
Burnsville, MN

This combined polling place serves all territory in Independent School District No. 191 located in the **City of Burnsville, P-02, P-07, P-11, P-12, and P-16**, Dakota County, Minnesota.

COMBINED POLLING PLACE: Gideon Pond Elementary School
613 130th Street E.
Burnsville, MN

This combined polling place serves all territory in Independent School District No. 191 located in the **City of Burnsville, P-06, P-08, P-09, and P-14**, Dakota County, Minnesota.

COMBINED POLLING PLACE: John Metcalf Junior High School
2250 Diffley Road
Burnsville, MN

This combined polling place serves all territory in Independent School District No. 191 located in the **City of Eagan, P-04, P-5A, P-5B, P-9A, and P-9B**, Dakota County, Minnesota.

COMBINED POLLING PLACE: Sioux Trail Elementary School
2801 River Hills Drive
Burnsville, MN

This combined polling place serves all territory in Independent School District No. 191 located in the **City of Apple Valley, P-5A**, and in the **City of Burnsville, P-01, P-05, and P-10**, Dakota County, Minnesota.

COMBINED POLLING PLACE: Vista View Elementary School
13109 County Road 5
Burnsville, MN

This combined polling place serves all territory in Independent School District No. 191 located in the **City of Burnsville, P-03, P-04, and P-17**, Dakota County, Minnesota.

Any eligible voter residing in the school district may vote at said election at the polling place designated above for the precinct in which he or she resides. The polls for said election will be open between 7:00 a.m. and 8:00 p.m. on the date of said election.

A voter must be registered to vote to be eligible to vote in this election. An unregistered individual may register to vote at the polling places on election day.

Dated: _____, 2017

BY ORDER OF THE SCHOOL BOARD

/s/ _____
School District Clerk
Independent School District No. 191
(Burnsville-Eagan-Savage)
Dakota and Scott Counties, Minnesota

EXHIBIT B

SCHOOL DISTRICT QUESTION BALLOT

**INDEPENDENT SCHOOL DISTRICT NO. 191
(BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS)
STATE OF MINNESOTA
SPECIAL ELECTION**

November 7, 2017

To vote for a question, fill in the oval next to the word "YES" for that question.
To vote against a question, fill in the oval next to the word "NO" for that question.

SCHOOL DISTRICT BALLOT QUESTION 1

APPROVE RENEWED REFERENDUM LEVY AUTHORIZATION

The school board of Independent School District No. 191 has proposed to renew a portion of its referendum revenue authorization in the amount of \$757.19 per pupil, which expires at the end of taxes-payable year 2017. The renewed authorization amount of \$757.19 per pupil proposed in this ballot question would be first effective for taxes payable in 2018, and would be applicable for ten years unless earlier revoked or reduced as provided by law.

Shall the renewal of the referendum levy authorization proposed by the school board of Independent School District No. 191 be approved?

YES
 NO

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING TO EXTEND AN EXISTING PROPERTY TAX REFERENDUM THAT IS SCHEDULED TO EXPIRE.

SCHOOL DISTRICT BALLOT QUESTION 2

APPROVE INCREASE IN REFERENDUM LEVY AUTHORIZATION

If School District Ballot Question 1 is approved, the school board of Independent School District No. 191 has proposed an additional referendum revenue authorization of \$415.00 per pupil. The total proposed authorization from School District Ballot Questions 1 and 2 would be \$1,172.19

per pupil. This **total** authorization would be first effective for taxes payable in 2018, and would increase annually by the rate of inflation as determined by statute, provided that actual referendum revenue authorization for any year would not exceed the statutory maximum for that year. This authorization would be applicable for ten years unless earlier revoked or reduced as provided by law.

If School District Ballot Question 1 is approved, shall the increase in the referendum levy authorization proposed by the school board of Independent School District No. 191 also be approved?

YES

NO

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.



**Agenda IV.A.
August 24, 2017**

To: Board of Education, Members
Cindy Amoroso, Superintendent

From: Abigail Alt, Chair

Date: August 17, 2017

Re: Committee Reports

The following committees may provide updates to the School Board:

Technology Committee – Bob VandenBoom, Committee Chair
Policy Review Committee – Jim Schmid, Committee Chair
Student Performance and Achievement – DeeDee Currier, Committee Chair
Negotiating Committee- Dan Luth, Committee Chair
Intermediate School District 917, Dee Currier, Board Representative

Other Board Assignments:

- MSBA
- AMSD
- Foundation 191
- Minnesota State High School League
- BHS Hall of Fame
- Burnsville Chamber of Commerce
- Savage Chamber of Commerce
- Dakota Chamber of Commerce
- Scott County SCALE
- U of M CIS
- TIES



**Agenda IV.B.
August 24, 2017**

To: Board of Education, Members
Cindy Amoroso, Superintendent

From: Directors Bob VandenBoom and Darcy Schatz

Date: August 17, 2017

Re: Board Listening Session

Directors DeeDee Currier and Darcy Schatz will provide a brief summary of the August 10, 2017 Board Listening Session.