



**Future Ready. Community Strong.**

## **Regular Meeting Agenda**

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN, 55337

April 26, 2018

6:30 PM

5:45 PM Board Listening Session with Directors Abigail Alt and Eric Miller

I. Call to Order	
A. Welcome Public	
B. Pledge of Allegiance	
II. Approval of Agenda	
III. Information	
A. Future Ready. Community Strong.	
1. Nicollet Breakfast Club Peer Leadership Group	3
B. Committee Reports	13
IV. Business Meeting	
A. 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	14
2. Approve Personnel Recommendations	17
3. Adopt a Resolution to Accept Donations	18
4. Payroll, Expenditures, Receipts, and Investments	20
5. Budget Analysis	57
6. Report on Listening Session	62
7. Approve, on a Second Reading Basis, Changes to Policies 503: <i>Student Attendance</i> ; 504: <i>Student Dress and Appearance</i> ; and 524: <i>Internet Acceptable Use and Safety Policy</i>	63
8. Approve No Changes to Policies 516: <i>Student Medication</i> ; 527: <i>Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches</i> ; 510: <i>School Activities</i> ; and 519: <i>Interviews of Students by Outside Agencies</i>	84
9. Approve the Extension of the Waste and Recycling Agreement for an Additional Two Years	98

V. New Business	
A. Approve Dental & Health Premium Changes	103
Presenter: Stacey Sovine, Executive Director of Human Resources	
B. Adopt a Resolution Relating to the Termination of Teaching Contracts for Named Long-Term Substitute Teachers Effective at the Close of the 2017-2018 School Year	104
Presenter: Stacey Sovine, Executive Director of Human Resources	
C. Adopt a Resolution Relating to the Termination and Nonrenewal of that Portion of Teaching Contracts in Excess of 1.0 and/or Beyond Contractual Rights at the Conclusion of the 2017-2018 School Year	106
Presenter: Stacey Sovine, Executive Director of Human Resources	
D. Adopt a Resolution Relating to the Termination and Nonrenewal of the Teaching Contracts of Probationary Certified Personnel at the Close of the 2017-18 School Year	108
Presenter: Stacey Sovine, Executive Director of Human Resources	
E. Appoint 917 Board Representative	110
Presenter: Jim Schmid, Chair	
F. Approve, on a First Reading Basis, Changes to Policies 520: <i>Student Surveys</i> ; 523: <i>Policies Incorporated by Reference</i> , and 529: <i>Staff Notification of Violent Behavior by Students</i>	111
Presenter: Dave Watkins, Assistant Superintendent	
VI. Adjourn to a Board Workshop on Budget Discussion Followed by a Closed Session, as Permitted by M.S. 13D.03, for Negotiation Strategies	125



**ONE91**  
Burnsville · Eagan · Savage



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# Nicollet Middle School Breakfast Club

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

## **Student Presenters**

Davin Alt, Chloe Jones and Evelyn Taylor

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## **Advisor**

Monique Funches, Nicollet Math Teacher

# Who are we?

- ★ Breakfast Club leaders are nominated by staff at Nicollet Middle School.
- ★ The group is 21 eighth graders who have strong communication skills and great leadership potential!



# What do we do?

- In the Fall, Breakfast Club leaders are trained to work with the incoming sixth graders.
- After a one-day extensive training, the Breakfast Club leaders are given a small group of sixth graders.
- The leaders meet with sixth graders periodically to help with the transition from elementary to middle school.
- Breakfast Club leaders check in with their assigned sixth grade students all year.

# What else do we do?

- The leaders acquaint students who move to Nicollet Middle School in the middle of the year by helping them through their schedule on their first days.
- They introduce new students to their teachers and to students in their classes, as well as help them at lunch time.
- They help out at various school events, such as Chromebook distribution and Explore Middle School Night, throughout the school year.

# Training/ Activities:

- August 17, 2017: All day training
- August 22, 2017: Schedule, Pictures, Chromebook Pick Up Day
  - chalking the sidewalks with welcoming messages and painting the windows in the link
  - Helped with Chromebook distribution
  - Gave tours to students and families

∞



# Training/Activities:

August 30, 2017: Welcome Crew at Open House

- Helped open lockers and practice combinations
- Gave tours to parents and student
- Answered parent and student questions



# Training/Activities

January 18, 2018: Explore Middle School

- Greeted and welcomed families of incoming 6th grade students
- Gave tours to parents and students
- Answered parent and student questions

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# Training/Activities

May 2018: Welcome incoming 6th graders

- Greeted and welcomed students who will attend Nicollet in the fall
- Gave tours to students from each elementary feeder school
- Answered questions as part of a student panel



# THANK YOU!



#dotherightthing



**Future Ready. Community Strong.**

**Agenda III.B.  
April 26, 2018**

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

**From:** Jim Schmid, Chair

**Date:** April 20, 2018

**Re:** Committee Reports

The following committees may provide updates to the School Board:

Technology Committee – Bob VandenBoom, Committee Chair  
Policy Review Committee – Abigail Alt, Committee Chair  
Student Performance and Achievement – Dan Luth, Committee Chair  
Negotiating Committee- Dan Luth, Committee Chair  
Intermediate School District 917, DeeDee Carrier, Board Representative  
TIES, Abigail Alt, 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

School Board Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 April 12, 2018

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

Call to Order

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

Attendance

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

Pledge of Allegiance

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

Agenda

Future Ready. Community Strong. Received reports from Metcalf Middle School Peer Leadership Group; Burnsville Community Building at Burnsville High School; and Bowls for BrainPower.

Future Ready.  
 Community Strong.

VandenBoom arrived at 6:39 p.m.

Received a report from the City of Burnsville 2040 Comprehensive Plan.

Information

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

Moved by Currier, seconded by Schatz, to approve the consent agenda:  
 -Approve minutes of the regular board meeting on March 8, 2018.  
 -Approve personnel recommendations for C. Dorigan-Slette, S. Erbes, T. Nelson, A. Mickelson, R. Kutz, L. Bourig, M. Limberg, L. Storhaug, A. Nelson, D. Cloutier, C. Knutson, M. Limberg, T. Farrell, S. Elsagher, A. Nelson, K. Zimmerman, D. Hanson, C. Lattery, J. Corrow, S. Hunt, S. Stanley, L. Hulting, K. Williams, A. Lomeli, S. Meade, C. Molinett, I. Kuskayeva, B. Klofstad. M. Trebesch, K. Mitsch, E. Brunette, G. Jones, C. Bengtson, R. Walsh, A. Young, E. Belter, Z. Gearman, C. Kath, A. Abbe, M. Eppen, and S. Gadinier.

Consent Agenda  
 Minutes  
 Personnel  
 Recommendations

-Adopt a resolution to approve and accept donations.  
 -Approve Jan payroll checks numbered 718947-718963 and Direct Deposit notices numbered 669677-672809 in the net amount of \$3,944,068.35. Jan & Feb claims to date represented by checks numbered 457066-457557, 1019292-1019421, and 102141-102152 and wire transfers and adjustments totaling \$6,888,575.58. Also, that the Board accepts Jan receipts of \$11,211,445.42 and investments for the General Fund & 2015A

Donations  
 Payroll, deposits,  
 receipts and  
 investments

School Building Bonds and OPEB of \$53,202,277.90 as of January 31, 2018.

-Accept the Budget Analysis for the month ending January 31, 2018.

-Receive a report on Listening Session on March 8, 2018.

-Approve, on a first reading basis, changes to Policies 503: *Student Attendance* and 504: *Student Dress and Appearance*.

-Approve no changes to Policies 506: *Student Discipline*; 507: *Corporal Punishment*; 512: *School Sponsored Student Publications and Activities*; 517: *Student Recruiting*; and 531: *The Pledge of Allegiance*.

-Approves Change Order #2 for the Miscellaneous Pavement Alterations Project in the amount of \$11,461.12.

Motion carried unanimously (7, 0).

Budget Analysis  
Listening Session  
Policies

Moved by Luth, seconded by VandenBoom, to approve, on a first reading basis, changes to Policy 524: *Internet Acceptable Use and Safety Policy*. Motion carried unanimously after discussion (7, 0).

Policy 524

Moved by Alt, seconded by Schatz, to adjourn at 8:02 p.m. to a board workshop followed by a closed session, as permitted by M.S. 13D.03, for negotiation strategies. Motion carried unanimously (7, 0).

Adjourn

The workshop began at 8:10 p.m.

Workshop

The purpose of the workshop was Health and Dental Insurance Renewal, Budget and Dan Patch Parade.

The Board recessed at 8:37 p.m. and reconvened at 8:42 p.m.

The workshop adjourned at 10:08 p.m.

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Bob VandenBoom, clerk

April 26, 2018  
Date Approved

Closed Session Minutes  
INDEPENDENT SCHOOL DISTRICT 191  
April 12, 2018

The closed session was called to order by Chair Schmid at 10:18 p.m. at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN.

Call to Order

Members present: Directors Currier, Schatz, Miller, VandenBoom, Alt, Luth and Chair Schmid.

Attendance

Others in Attendance: C. Amoroso, superintendent; L. Rider, executive director of business services; S. Sovine, executive director of human resources; and D. Watkins, assistant superintendent.

The meeting was closed, as permitted by Minnesota Statutes 13D.03, to discuss ISD 191's labor negotiation strategies with the Burnsville Education Association.

Purpose

The meeting adjourned at 11:37 p.m.

Adjourn

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Bob VandenBoom, clerk

April 26, 2018  
Date Approved

April 26, 2018

**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:** April 26, 2018 FINAL

**RE:** Recommended Personnel Changes

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE
Certified	Appointment	Replacement	Anna Haberlack		Harriet Bishop Elementary	Teacher Long Term Substitute	4/16/2018-6/8/2018
Certified	Change of Assignment		Lindsey Storhaug	*	Diamondhead Education Center	Teacher ABE	7/1/2018
Certified	Change of Assignment	Replacement	Guillaume Paek		Burnsville High School	Athletic Director	7/1/2018
Certified	Leave of Absence		Shannon Jorgenson		ECSE Center	Teacher	2018/2019 School Year
Certified	Leave of Absence		Wendy Hirschey		MW Savage Elementary School	Teacher SPED	2018/2019 School Year
Certified	Leave of Absence		Corbin Orlenko		Vista View Elementary School	Teacher	2018/2019 School Year
Certified	Leave of Absence		Tara Nelson		ECSE Center	Teacher	2018/2019 School Year
Certified	Leave of Absence		Sarah Elsagher	*	WM. Byrne Elementary School	Teacher	2018/2019 School Year
Certified	Leave of Absence		Andrea Danner		Harriet Bishop Elementary	Teacher	5/25/2018-6/7/2019
Certified	Leave of Absence		Jaclyn Koppel		WM. Byrne Elementary School	Teacher	2018/2019 School Year
Certified	Leave of Absence		Amanda Lutz	*	District-wide	Teacher	2018/2019 School Year
Certified	Leave of Absence		Elizabeth Weilandgruber	*	Eagle Ridge Middle School	Teacher	2018/2019 School Year
Certified	Resignation		David Taylor		Sky Oaks Elementary School	Teacher	6/8/2018
Certified	Resignation		Dawn Willson	*	Diamondhead Education Center	Director of Health Services	6/29/2018
Certified	Retirement		Elizabeth Mortinson		Eagle Ridge Middle School	Teacher SPED	6/8/2018
Classified	Appointment	Replacement	Daniel Hartman		Diamondhead Education Center	Custodian	4/23/2018
Classified	Resignation		Cameron Larkin		District-wide	AVID Tutor	4/20/2018
Classified	Resignation		Erin Husen		Gideon Pond Elementary	Food Service Associate	4/30/2018
Classified	Resignation		Daniel Hartman		Diamondhead Education Center	CE Program Supervisor	4/20/2018
Classified	Resignation		Amy Mulder		Edward Neill Elementary	EA Level IV	4/24/2018
Classified	Resignation		Elisabeth Ammerman	*	Sky Oaks Elementary School	CE Coordinator I	6/8/2018
Classified	Resignation		Brianna Ostoff	*	Burnsville High School	CE Coordinator III	6/29/2018
Classified	Termination		Jacqueline Gauthier	*	Burnsville High School	Coach - Cheer Squad	4/11/2018
Co-Curricular/Coach	Appointment	Replacement	Monique Macias		Burnsville High School	Coach - Asst Girls Lacrosse	Spring Season 2018
Co-Curricular/Coach	Resignation		Aaron Schram		Burnsville High School	Coach - Asst Girls Hockey	4/4/2018



**Agenda IV.A.3.  
April 26, 2018**

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

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

**Date:** April 20, 2018

**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 April 26, 2018.

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Bob VandenBoom  
Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
4/4/2018	Northern Life Chiropractic	Vista View Elementary	To help our students	Clothing
4/4/2018	Mount Calvary Church	Rahn Elementary	to help with playground equipment	10 new basketballs
3/8/2018	Chason -Cedar Diffley BP	John Metcalf Middle School	Fundraiser	\$86.35
3/22/2018	Chason -Cedar Diffley BP	John Metcalf Middle School	Fundraiser	\$94.15
4/10/2018	Beckhoff Automation LLC	Harriet Bishop Elementary	To help with funds for Service Day	\$150.00
4/10/2018	Points of Light Institute	Harriet Bishop Elementary	To help with funds for Service Day	\$500.00
4/10/2018	Mosaic Global Sales LLC	Harriet Bishop Elementary	To help with funds for Service Day	\$500.00
4/10/2018	Hy-Vee	Harriet Bishop Elementary	To help with funds for Service Day	\$500.00
3/9/2018	Jeanne Kibler, Speech Pathologist	Special Education Speech Department	Allow use of current Test of Auditory Processing Skills-4	The donation includes: Test of Auditory Processing Skills manual, 25 protocols and a CD
4/11/2018	Burnsville Lion's club	Brain Power in a back pack-Bowls event	To help cover to cost of making the bowls	\$1,000.00
4/13/2018	MWS PTO	M.W. Savage Elementary	Flexible seating for classrooms	\$21,000.00
4/16/2018	Sergeant Mahler	Sioux Trail Elementary	For student use with Makerspace	Marble Run game, origami paper, batteries, glue sticks, pompoms, pipe cleaners, google eyes, & card stock paper
4/2/2018	Krista Kulas	Hidden Valley Elementary	Headphones for student use	7 AVID Education Stereo Classroom Headphones
4/17/2018	Cargill Donation	M.W. Savage Elementary	Minnesota Zoo Field Trip	\$1,480.00

**Total monetary donation received: \$25,310.50**



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

**Agenda IV.A.4  
April 17, 2018**

**TO: Cindy Amoroso, Superintendent and Board of Education**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: April 26, 2018**  
**RE: February Payroll, Claims and Receipts**

**RECOMMENDATION:** That the Board approves Feb payroll checks numbered 718964-718981 and Direct Deposit notices numbered 672810-675961 in the net amount of \$4,075,345.16. Feb & Mar claims to date represented by checks numbered 457558-458058, 1019422-1019625, and 102153-102156 and wire transfers and adjustments totaling \$7,722,248.64. Also, that the Board accepts Feb receipts of \$11,440,993.68 and investments for the General Fund & 2015A School Building Bonds and OPEB of \$46,184,515.82 as of February 28, 2018.

February 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  
February 2018**

**Cash Receipts**

Receipts		\$11,440,993.68
Miscellaneous Adjustments		_____
<b>TOTAL FEB CASH RECEIVED</b>		<b>11,440,993.68</b>

**CASH DISBURSEMENTS**

February

Regular Payroll Checks	718964-718981	\$4,075,345.16
Direct Deposit Notices	672810-675961	
Jan payables previously approved:		\$282,426.56
Feb Claims previously approved:		\$695,542.40
Feb Claims:	457558-457717	\$1,251,589.77
	1019422-1019544	\$11,579.31
Feb A/P Wires- Wires+P1+P-card		\$5,017,083.28
Miscellaneous Adjustments		\$1,110.83
<b>TOTAL FEB CASH DISBURSED</b>		<b>11,334,677.31</b>

**TOTAL EXPENSES TO BE APPROVED**

Feb Cash Disbursed		\$11,334,677.31
Less: Items Previously Approved		-\$977,968.96
Plus: Feb Payables	457718-457789	\$314,676.13
Checks	457993-458058	
Mar Claims:	457790-457992	\$1,126,209.32
Checks	1019545-1019625	
	102153-102156	
<b>TOTAL TO BE APPROVED</b>		<b>11,797,593.80</b>

	<u>Money Market</u>	<u>(Original Cost)</u> <u>Investments</u>	<u>Total 2/28/2018</u>
GENERAL FUND	\$10,942,978.78	\$17,912,330.00	\$28,855,308.78
OPEB	\$1,122,356.74	\$8,183,562.00	\$9,305,918.74
OPEB EQUITY INV THROUGH JANUARY 31, 2017	\$16,586.72	\$4,419,576.12	\$4,436,162.84
2015A SCHOOL BUILDING BONDS	\$1,087,125.46	\$2,500,000.00	\$3,587,125.46
	\$13,169,047.70	\$33,015,468.12	\$46,184,515.82

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: 02/28/18

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

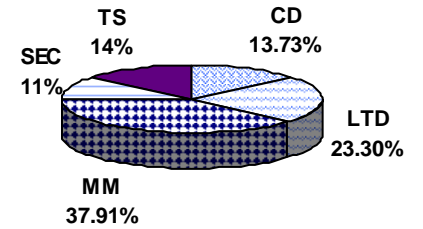
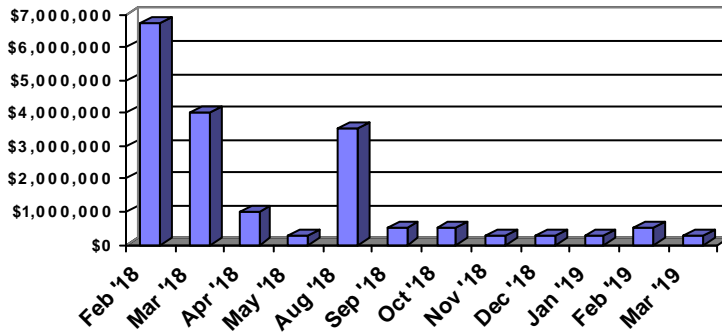
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
LTD	0	1	02/28/18	02/28/18	PMA SECURITIES SYNDICATE (PMAS)	\$6,726,130.00	\$6,726,130.00	
MM					Investment Shares Portfolio	\$10,942,978.78	\$10,942,978.78	
TS	251131	1	02/23/18	03/23/18	MN TRUST TERM SERIES	\$4,004,510.69	\$4,000,000.00	1.470
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
SEC	40158	1	08/09/17	05/15/18	Bank Of China Certificate of Deposit	\$247,000.00	\$247,000.00	1.266
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
CD	244784	1	08/31/17	08/31/18	CORPORATE ONE FEDERAL CREDIT UNION	\$249,907.10	\$246,700.00	1.300
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	246451	1	09/26/17	09/26/18	FIRST COMMONS BANK NA	\$249,983.84	\$246,500.00	1.411
CD	246452	1	09/26/17	09/26/18	QUONTIC BANK, FSB	\$249,910.61	\$246,600.00	1.343
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	40472	1	09/06/17	12/06/18	American Express Bank, Fsb Certificate of Deposit	\$247,000.00	\$247,000.00	1.533
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
SEC	40160	1	08/03/17	02/04/19	Morgan Stanley Bank, National Association Certificate of Deposit	\$247,000.00	\$247,000.00	1.468
SEC	40161	1	08/03/17	02/04/19	Morgan Stanley Private Bank, National Association Certificate of Deposit	\$247,000.00	\$247,000.00	1.468
SEC	40516	1	09/07/17	03/07/19	Comenity Capital Bank / World Financial Capital Bank Certificate of Deposit	\$249,000.00	\$249,000.00	1.469

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield &amp; Weighted Average Portfolio Maturity are calculated only on the CD, CP, &amp; SEC desk.</i>						<b>Total Amount --&gt;</b>	<b>\$28,918,543.73</b>	<b>\$28,855,308.78</b>

**Time and Dollar Weighted Portfolio Yield:** 1.121 %

**Weighted Average Portfolio Maturity:** 51.10 Days

**MM:** 37.92%  
**CD's:** 13.73%  
**CP:** 0.00%  
**SEC:** 11.17%



*Portfolio Maturity Summary - Maturing \$/Month*

*Portfolio Allocation by Transaction Type*



# Total Portfolio Report CAR

As of: 02/28/18

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	\$1,122,356.74	\$1,122,356.74	
CD	208034	1	03/24/15	03/26/18	PEAPACK-GLADSTONE BANK	\$208,860.51	\$203,000.00	0.960
CD	250360	1	01/25/18	06/29/18	PRUDENTIAL SAVINGS BANK	\$249,987.95	\$248,500.00	1.410
CD	250361	1	01/25/18	06/29/18	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$102,108.18	\$101,500.00	1.411
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
CD	250359	1	01/25/18	01/27/20	KS STATEBANK / KANSAS STATE BANK OF MANHATTAN	\$181,747.83	\$175,000.00	1.914
SEC	38171	1	09/02/16	10/01/20	City of New York NY	\$345,000.00	\$345,000.00	1.300
CD	248949	1	12/01/17	12/01/20	FIRST CAPITAL BANK	\$249,924.47	\$236,100.00	1.950
CD	248950	1	12/01/17	12/01/20	CITIZENS B&TC OF JACKSON	\$173,250.83	\$163,900.00	1.900
SEC	40118	1	07/31/17	12/15/20	Kane County Forest Preserve District	\$1,450,000.00	\$1,450,000.00	1.820
CD	249934	1	01/09/18	01/11/21	THIRD COAST BANK, SSB	\$248,912.73	\$233,800.00	2.119
CD	249935	1	01/09/18	01/11/21	BANK OF WISCONSIN DELLS	\$249,105.23	\$234,700.00	2.040
CD	249936	1	01/09/18	01/11/21	PRIME ALLIANCE BANK	\$249,105.23	\$234,700.00	2.040
SEC	38170	1	09/02/16	03/01/21	City of Rochester NH	\$365,000.00	\$365,000.00	1.340

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

Total Amount --> **\$9,479,098.52**    **\$9,305,918.74**

Time and Dollar Weighted Portfolio Yield: **1.693 %**

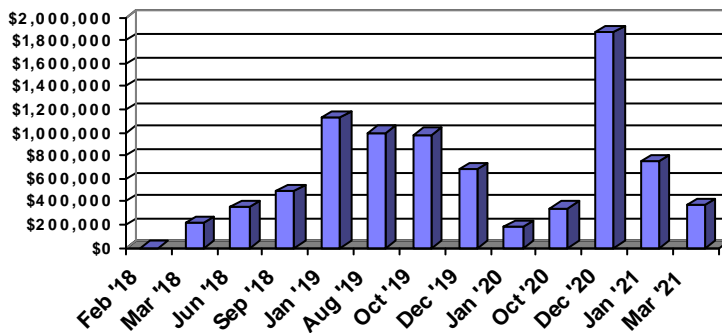
Weighted Average Portfolio Maturity: **589.76 Days**

MM: **12.06%**

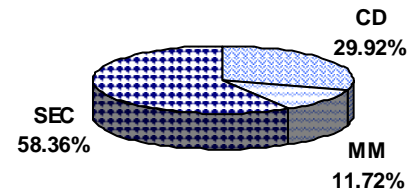
CD's: **30.79%**

CP: **0.00%**

SEC: **57.15%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 02/28/18

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	\$1,087,125.46	\$1,087,125.46	
TS	251132	1	02/23/18	03/23/18	MN TRUST TERM SERIES	\$2,502,819.18	\$2,500,000.00	1.470
<b>Total Amount --&gt;</b>						<b>\$3,589,944.64</b>	<b>\$3,587,125.46</b>	

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

Time and Dollar Weighted Portfolio Yield: 1.470 %

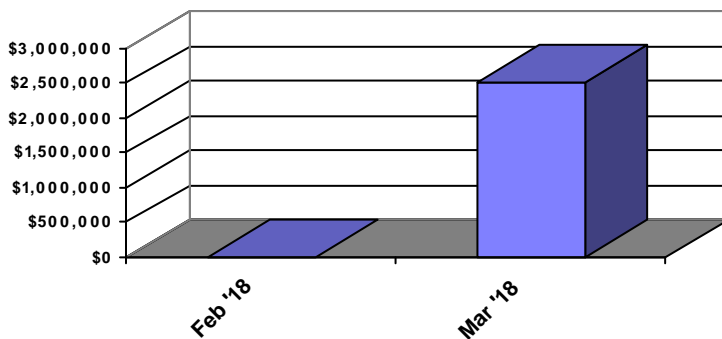
Weighted Average Portfolio Maturity: 16.03 Days

MM: 30.31%

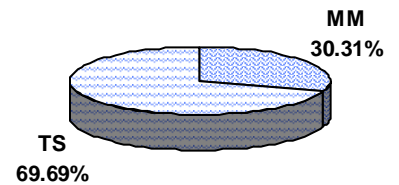
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

## February 2018

### Wire Transfers

Date	From	To	Amount	For
020118	MSDLAF	Internal Revenue Service	741,346.36	1/31/18 Payroll - Federal Taxes
020118	MSDLAF	State of Minnesota	129,511.56	1/31/18 Payroll - State Taxes
020118	MSDLAF	Teacher's Federal Credit Union	41,023.72	1/31/18 Payroll - Teacher's Dues
020118	MSDLAF	State of Minnesota	2,157.00	1/31/18 Payroll - Child Support
020118	MSDLAF	State of Minnesota	75.00	1/31/18 Garnishments
020218	MSDLAF	First Bank & Trust	187,994.69	1/31/18 Payroll - TSA Wire
020618	MSDLAF	Delta Dental	12,458.56	Dental Insurance
020918	MSDLAF	Healthy Savings	3,126.34	Healthy Savings Program
020918	MSDLAF	TRA	354,100.00	1/31/18 Payroll - TRA
020918	MSDLAF	PERA	115,100.24	1/31/18 Payroll - PERA
021418	MSDLAF	Delta Dental	22,783.46	Dental Insurance
021518	MSDLAF	MN Department of Revenue	329.54	December Sales Tax paid 2/14/18
021618	MSDLAF	Internal Revenue Service	705,399.42	2/15/18 Payroll - Federal Taxes
021618	MSDLAF	State of Minnesota	124,327.62	2/15/18 Payroll - State Taxes
021618	MSDLAF	State of Minnesota	75.00	2/15/18 Garnishments
021618	MSDLAF	State of Minnesota	2,157.00	2/15/18 Payroll - Child Support
021618	MSDLAF	TRA	358,549.14	2/15/18 Payroll - TRA
021618	MSDLAF	Teacher's Federal Credit Union	40,852.94	2/15/18 Payroll - Teacher's Dues
022018	MSDLAF	PERA	121,870.80	2/15/18 Payroll - PERA

## February 2018

### Wire Transfers

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>For</b>
022018	MSDLAF	State of Minnesota	23,020.00	HCSP - Retirees and Retiree Rollover
022218	MSDLAF	Delta Dental	16,215.91	Dental Insurance
022818	MSDLAF	First Bank & Trust	212,827.35	2/15/18 Payroll - TSA Wire

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1019422		\$33.98	Feb 14, 2018	88888	9216	MEYER, NANCY L
1	1019423		\$69.76	Feb 14, 2018	88888	9239	OPATZ, LARRY
1	1019424		\$104.90	Feb 14, 2018	88888	11073	MEYER, CHAD
1	1019425		\$19.50	Feb 14, 2018	88888	11452	TRANBY, BONITA K.
1	1019426		\$16.90	Feb 14, 2018	88888	12869	SCHEIT, ANDREA
1	1019427		\$56.88	Feb 14, 2018	88888	12901	MCCUE, MICHELLE
1	1019428		\$34.49	Feb 14, 2018	88888	13445	WENDLING, KATHRYN
1	1019429		\$47.66	Feb 14, 2018	88888	13651	SEXTON, MARCIA
1	1019430		\$62.62	Feb 14, 2018	88888	15010	NELSON, KATIE L
1	1019431		\$46.88	Feb 14, 2018	88888	15133	MOBERG, CARLENE
1	1019432		\$236.41	Feb 14, 2018	88888	16213	STAHLY, JANICE
1	1019433		\$7.59	Feb 14, 2018	88888	18677	MCLAUGHLIN, ALEXANDRA M
1	1019434		\$47.80	Feb 14, 2018	88888	18877	PLUEGER, AIMEE F
1	1019435		\$117.00	Feb 14, 2018	88888	19181	YOUNG, DANIELLE M
1	1019436		\$10.80	Feb 14, 2018	88888	8189	BRAUN, JEAN C
1	1019437		\$27.03	Feb 14, 2018	88888	10290	BRADY, STEVE
1	1019438		\$55.74	Feb 14, 2018	88888	10346	CORONIS, STACY S
1	1019439		\$1,045.50	Feb 14, 2018	88888	11817	ALVEY, HEATHER
1	1019440		\$86.94	Feb 14, 2018	88888	13189	HOUTMAN, JENNIFER L
1	1019441		\$48.50	Feb 14, 2018	88888	13352	FINCH, CHRISTINE M
1	1019442		\$47.42	Feb 14, 2018	88888	13406	ALLEN, SUSAN M
1	1019443		\$70.96	Feb 14, 2018	88888	13495	BROWN, CHRISTOPHER M
1	1019444		\$30.58	Feb 14, 2018	88888	14147	KLINNERT, ELIZABETH
1	1019445		\$62.68	Feb 14, 2018	88888	14479	KIBLER, JEANNE
1	1019446		\$54.82	Feb 14, 2018	88888	14751	KELLER, KATIE
1	1019447		\$62.13	Feb 14,	88888	15074	CHAMERLIK, KAREN

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
1	1019448		\$68.48	Feb 14, 2018	88888	15074	CHAMERLIK, KAREN
1	1019449		\$37.99	Feb 14, 2018	88888	15982	ANDERSON, BJORN RS
1	1019450		\$119.94	Feb 14, 2018	88888	16244	GILBERTSON, SHERRY A
1	1019451		\$119.99	Feb 14, 2018	88888	16617	HANSEN, MARIE C
1	1019452		\$132.98	Feb 14, 2018	88888	16633	CLOUTIER, DANA M
1	1019453		\$7.74	Feb 14, 2018	88888	17156	BOMSTA, LYLE J
1	1019454		\$57.23	Feb 14, 2018	88888	17175	FUNSTON, KATHY L
1	1019455		\$46.17	Feb 14, 2018	88888	17234	JOHNSON, ASHLEY MARSHALLA
1	1019456		\$61.42	Feb 14, 2018	88888	17322	CZAPAR, KELLY N
1	1019457		\$84.68	Feb 14, 2018	88888	17677	GLAS, JOHN M
1	1019458		\$33.36	Feb 14, 2018	88888	17865	KEGEL, STANLEY H
1	1019459		\$32.97	Feb 14, 2018	88888	17983	ANDREWS, JEFFREY G
1	1019460		\$5.45	Feb 14, 2018	88888	18002	GOLDSMITH, EMILY R
1	1019461		\$6.85	Feb 14, 2018	88888	18002	GOLDSMITH, EMILY R
1	1019462		\$181.86	Feb 14, 2018	88888	18842	JACOBS, MICHELLE
1	1019463		\$58.02	Feb 14, 2018	88888	18842	JACOBS, MICHELLE
1	1019464		\$128.40	Feb 14, 2018	88888	19250	BERENS, MICHELE E
1	1019465		\$57.44	Feb 14, 2018	88888	19312	LAHR, JOELYNN
1	1019466		\$112.78	Feb 14, 2018	88888	19312	LAHR, JOELYNN
1	1019467		\$32.70	Feb 14, 2018	88888	19446	HOLLOWAY, ANDREA
1	1019468		\$103.01	Feb 21, 2018	88888	7269	BARTH, TAMI RAE
1	1019469		\$25.51	Feb 21, 2018	88888	7847	KOLSTAD, MICHELE M
1	1019470		\$69.30	Feb 21, 2018	88888	8255	HILL, KARI L
1	1019471		\$182.85	Feb 21, 2018	88888	8309	HENDRIX, EUGENIA M
1	1019472		\$50.91	Feb 21, 2018	88888	8557	HANSMANN, PATRICIA I

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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	1019473		\$24.92	Feb 21, 2018	88888	9764	HILL, GARY S
1	1019474		\$31.14	Feb 21, 2018	88888	9764	HILL, GARY S
1	1019475		\$58.69	Feb 21, 2018	88888	11821	BLANDIN, MELISSA
1	1019476		\$83.49	Feb 21, 2018	88888	12301	HJERMSTAD, HEATHER
1	1019477		\$117.11	Feb 21, 2018	88888	13189	HOUTMAN, JENNIFER L
1	1019478		\$58.28	Feb 21, 2018	88888	15044	COOPER, KIRENZA I
1	1019479		\$111.83	Feb 21, 2018	88888	15982	ANDERSON, BJORN RS
1	1019480		\$46.88	Feb 21, 2018	88888	15982	ANDERSON, BJORN RS
1	1019481		\$50.95	Feb 21, 2018	88888	16614	HAGEN, AIMEE E
1	1019482		\$14.99	Feb 21, 2018	88888	16672	GOOD, DONNA A
1	1019483		\$75.76	Feb 21, 2018	88888	17283	ERBES, SARAH L
1	1019484		\$210.00	Feb 21, 2018	88888	17807	ANDERSON, EMILY E
1	1019485		\$8.18	Feb 21, 2018	88888	17981	BLOOD, KELSEY JO
1	1019486		\$58.14	Feb 21, 2018	88888	18007	LAMONT, HEIDI O
1	1019487		\$20.61	Feb 21, 2018	88888	18630	ANDERSON, JANELLE D
1	1019488		\$15.73	Feb 21, 2018	88888	18630	ANDERSON, JANELLE D
1	1019489		\$69.65	Feb 21, 2018	88888	18952	CSELOVSZKI, CASSANDRA K
1	1019490		\$36.66	Feb 21, 2018	88888	19284	DERUSHA, JESSALYNN
1	1019491		\$114.34	Feb 21, 2018	88888	4356	SIMON, GLENN D.
1	1019492		\$16.98	Feb 21, 2018	88888	7076	WHITE-JARZYNA, SUSAN L
1	1019493		\$49.87	Feb 21, 2018	88888	10543	WURDEMAN, SCOTT
1	1019494		\$37.98	Feb 21, 2018	88888	12064	PETERSON, LAURA J
1	1019495		\$274.80	Feb 21, 2018	88888	14650	MISHICA, ALLISON KIMBERLY
1	1019496		\$12.04	Feb 21, 2018	88888	15065	STROWBRIDGE, STACI
1	1019497		\$58.86	Feb 21, 2018	88888	15911	WILLSON, DAWN M
1	1019498		\$21.92	Feb 21,	88888	16338	WICKHAM, LAURA

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
1	1019499		\$48.79	Feb 21, 2018	88888	16497	SCHERRER, HUEL C
1	1019500		\$87.77	Feb 21, 2018	88888	17268	SINGLETON, SARAH K
1	1019501		\$31.50	Feb 21, 2018	88888	17719	NIERENGARTEN, BRIANNA L
1	1019502		\$22.89	Feb 21, 2018	88888	18403	REGNIER, STACY
1	1019503		\$154.21	Feb 21, 2018	88888	18612	MALLINGER, MELINDA
1	1019504		\$32.29	Feb 21, 2018	88888	18651	NURMINEN, KARI J
1	1019505		\$61.15	Feb 21, 2018	88888	18677	MCLAUGHLIN, ALEXANDRA M
1	1019506		\$15.70	Feb 21, 2018	88888	18792	OSTMAN, LAUREN O
1	1019507		\$17.82	Feb 21, 2018	88888	18846	OTTO, CARON
1	1019508		\$23.40	Feb 21, 2018	88888	19187	TOUSIGNANT, ROBYN E
1	1019509		\$5.50	Feb 27, 2018	88888	6452	BERG, JANET
1	1019510		\$29.43	Feb 27, 2018	88888	7304	GOSSMAN, LISA ANN
1	1019511		\$137.56	Feb 27, 2018	88888	7490	LEAKE, DONALD L
1	1019512		\$74.34	Feb 27, 2018	88888	10290	BRADY, STEVE
1	1019513		\$325.88	Feb 27, 2018	88888	11756	ERICKSON, CONSTANCE
1	1019514		\$155.80	Feb 27, 2018	88888	13413	COLEMAN, COLLEEN M
1	1019515		\$19.99	Feb 27, 2018	88888	15977	HEIM, WILLIAM V
1	1019516		\$68.51	Feb 27, 2018	88888	16004	JORGENSON, SHANNON E
1	1019517		\$40.00	Feb 27, 2018	88888	17807	ANDERSON, EMILY E
1	1019518		\$187.39	Feb 27, 2018	88888	18025	HENDERSON, MICHELLE A
1	1019519		\$400.00	Feb 27, 2018	88888	18043	AMOROSO, CYNTHIA
1	1019520		\$224.00	Feb 27, 2018	88888	18043	AMOROSO, CYNTHIA
1	1019521		\$8.76	Feb 27, 2018	88888	18070	BORER, BARBARA
1	1019522		\$200.00	Feb 27, 2018	88888	18391	JOHNSON, DOUGLAS A
1	1019523		\$20.00	Feb 27, 2018	88888	18741	JENSEN, BRYAN 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
1	1019524		\$37.79	Feb 27, 2018	88888	18797	GOODBUFFALO, DOMINIC E
1	1019525		\$13.86	Feb 27, 2018	88888	19246	HINNERS, JULIE
1	1019526		\$57.44	Feb 27, 2018	88888	19312	LAHR, JOELYNN
1	1019527		\$50.00	Feb 27, 2018	88888	6874	STEAD, AMY JO
1	1019528		\$78.88	Feb 27, 2018	88888	10299	WEIGHTMAN, ELIZABETH C
1	1019529		\$337.50	Feb 27, 2018	88888	12283	NELSON, MICHELLE L
1	1019530		\$141.98	Feb 27, 2018	88888	13445	WENDLING, KATHRYN
1	1019531		\$121.54	Feb 27, 2018	88888	13692	NIEMIEC, ALICIA
1	1019532		\$200.00	Feb 27, 2018	88888	16166	RIDER, LISA K
1	1019533		\$16.77	Feb 27, 2018	88888	17247	WOOD, KIMBERLY R
1	1019534		\$200.00	Feb 27, 2018	88888	17487	SOVINE, STACEY
1	1019535		\$52.85	Feb 27, 2018	88888	17556	NAGAHASHI, ANDREW T
1	1019536		\$200.00	Feb 27, 2018	88888	18215	WATKINS, DAVID
1	1019537		\$858.06	Feb 27, 2018	88888	18215	WATKINS, DAVID
1	1019538		\$164.00	Feb 27, 2018	88888	18215	WATKINS, DAVID
1	1019539		\$78.43	Feb 27, 2018	88888	18536	SPAULDING, SHEILA J
1	1019540		\$20.87	Feb 27, 2018	88888	18624	ROEHL, PETER A
1	1019541		\$158.36	Feb 27, 2018	88888	18847	MELQUIST, MICHELLE
1	1019542		\$25.00	Feb 27, 2018	88888	18949	PACKER, RACHEL L
1	1019543		\$200.00	Feb 27, 2018	88888	19154	PIKAL, ROBIN
1	1019544		\$170.00	Feb 27, 2018	88888	19368	RATHSABANDITH, TANYA
1	1019545		\$46.33	Mar 7, 2018	88888	7490	LEAKE, DONALD L
1	1019546		\$21.15	Mar 7, 2018	88888	9302	BOHR, JENNIFER L
1	1019547		\$150.00	Mar 7, 2018	88888	9363	BIEN, BERNADETTE L
1	1019548		\$27.52	Mar 7, 2018	88888	11817	ALVEY, HEATHER
1	1019549		\$23.60	Mar 7, 2018	88888	12319	CIN, STEPHANIE P
1	1019550		\$47.37	Mar 7, 2018	88888	13256	FANDRICH, KARI M
1	1019551		\$7.19	Mar 7, 2018	88888	13288	LUTZ, AMANDA 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
1	1019552		\$63.82	Mar 7, 2018	88888	13406	ALLEN, SUSAN M
1	1019553		\$58.32	Mar 7, 2018	88888	14183	BELLMONT, CHRISTOPHER
1	1019554		\$14.85	Mar 7, 2018	88888	14501	HARRISON, STACY LYNN
1	1019555		\$255.00	Mar 7, 2018	88888	15394	BEAULIEU, KOURTNEY A
1	1019556		\$55.59	Mar 7, 2018	88888	15682	GONZALEZ, MEGAN
1	1019557		\$4.99	Mar 7, 2018	88888	15851	GOODLING, STEFANIE
1	1019558		\$36.00	Mar 7, 2018	88888	15982	ANDERSON, BJORN RS
1	1019559		\$115.02	Mar 7, 2018	88888	16451	LOPEZ, MARIA T
1	1019560		\$47.00	Mar 7, 2018	88888	16608	DITMARSEN, SANDRA L
1	1019561		\$78.75	Mar 7, 2018	88888	16633	CLOUTIER, DANA M
1	1019562		\$486.60	Mar 7, 2018	88888	17175	FUNSTON, KATHY L
1	1019563		\$22.32	Mar 7, 2018	88888	17175	FUNSTON, KATHY L
1	1019564		\$91.90	Mar 7, 2018	88888	17216	CHOUANARD, MARY E
1	1019565		\$9.65	Mar 7, 2018	88888	17435	LUND, ELLIOTT J
1	1019566		\$42.79	Mar 7, 2018	88888	17677	GLAS, JOHN M
1	1019567		\$13.63	Mar 7, 2018	88888	17764	COZAD, PATRICIA M
1	1019568		\$75.21	Mar 7, 2018	88888	18083	CURTIS, MICHELE A
1	1019569		\$9.43	Mar 7, 2018	88888	18381	DEROUIN, JILL
1	1019570		\$17.17	Mar 7, 2018	88888	18630	ANDERSON, JANELLE D
1	1019571		\$32.10	Mar 7, 2018	88888	18649	BLUHM, WILLIAM AE
1	1019572		\$11.94	Mar 7, 2018	88888	18990	FLIKEID, TASHA
1	1019573		\$73.52	Mar 7, 2018	88888	19158	EWERT, CASEY B
1	1019574		\$123.72	Mar 7, 2018	88888	4356	SIMON, GLENN D.
1	1019575		\$8.67	Mar 7, 2018	88888	7347	SMITH, KELLY L
1	1019576		\$7.47	Mar 7, 2018	88888	8281	PLASCHKO, MARY BETH
1	1019577		\$84.48	Mar 7, 2018	88888	9670	ROBOLE, VICKI M
1	1019578		\$40.72	Mar 7, 2018	88888	10741	RAPPE, BRIAN
1	1019579		\$94.52	Mar 7, 2018	88888	10890	RETHLAKE-HOMOLKA, PAM
1	1019580		\$41.42	Mar 7, 2018	88888	12579	STARKEY, MICHELE M
1	1019581		\$57.50	Mar 7, 2018	88888	14127	ZONDAG-HAMER, KIMBERLY
1	1019582		\$34.61	Mar 7, 2018	88888	14671	SMITH, TRACY J
1	1019583		\$61.86	Mar 7, 2018	88888	15010	NELSON, KATIE L
1	1019584		\$27.25	Mar 7, 2018	88888	15700	REID, LISA M
1	1019585		\$6.81	Mar 7, 2018	88888	16003	PRANSCHKE, STEPHANIE T
1	1019586		\$129.17	Mar 7, 2018	88888	16213	STAHLY, JANICE
1	1019587		\$46.13	Mar 7, 2018	88888	16491	VITALI, ALICIA F
1	1019588		\$37.11	Mar 7, 2018	88888	17183	VOIGT, PAMELA M
1	1019589		\$10.57	Mar 7, 2018	88888	17719	NIERENGARTEN, BRIANNA L
1	1019590		\$15.53	Mar 7, 2018	88888	18045	VO, KELLY RAE
1	1019591		\$12.55	Mar 7, 2018	88888	18144	MILINOVICH, TRACY
1	1019592		\$64.70	Mar 7, 2018	88888	18612	MALLINGER, MELINDA
1	1019593		\$85.26	Mar 7, 2018	88888	18983	SANTOS, MIYA D

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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	1019594		\$128.89	Mar 7, 2018	88888	19203	STAMPLEY, MORGAN
1	1019595		\$89.95	Mar 7, 2018	88888	19251	REDDING, JENISE
1	1019596		\$24.00	Mar 7, 2018	88888	19302	SCHROEDER, WENDY
1	1019597		\$60.47	Mar 14, 2018	88888	7388	KNUTSEN, HEIDI
1	1019598		\$117.20	Mar 14, 2018	88888	10637	KUGLER, JULIE
1	1019599		\$7.80	Mar 14, 2018	88888	11234	CARLSON, KEITH A
1	1019600		\$67.58	Mar 14, 2018	88888	13495	BROWN, CHRISTOPHER M
1	1019601		\$7.00	Mar 14, 2018	88888	14984	JENSEN, AMANDA LYNN
1	1019602		\$57.28	Mar 14, 2018	88888	15074	CHAMERLIK, KAREN
1	1019603		\$48.67	Mar 14, 2018	88888	16789	KRONABETTER, JULIE R
1	1019604		\$16.02	Mar 14, 2018	88888	17156	BOMSTA, LYLE J
1	1019605		\$6.27	Mar 14, 2018	88888	17951	BARTLING, MEGHAN
1	1019606		\$67.20	Mar 14, 2018	88888	17983	ANDREWS, JEFFREY G
1	1019607		\$159.16	Mar 14, 2018	88888	18391	JOHNSON, DOUGLAS A
1	1019608		\$212.90	Mar 14, 2018	88888	18797	GOODBUFFALO, DOMINIC E
1	1019609		\$59.69	Mar 14, 2018	88888	18921	KASO, ANGELA M
1	1019610		\$118.27	Mar 14, 2018	88888	19250	BERENS, MICHELE E
1	1019611		\$81.12	Mar 14, 2018	88888	6874	STEAD, AMY JO
1	1019612		\$47.36	Mar 14, 2018	88888	6874	STEAD, AMY JO
1	1019613		\$22.90	Mar 14, 2018	88888	6874	STEAD, AMY JO
1	1019614		\$110.61	Mar 14, 2018	88888	6874	STEAD, AMY JO
1	1019615		\$40.59	Mar 14, 2018	88888	6874	STEAD, AMY JO
1	1019616		\$100.36	Mar 14, 2018	88888	9295	WAGNER-SMITH, SHERRY
1	1019617		\$139.94	Mar 14, 2018	88888	9771	PLUCINAK, JODY L
1	1019618		\$62.34	Mar 14, 2018	88888	12283	NELSON, MICHELLE L
1	1019619		\$118.27	Mar 14, 2018	88888	13905	WENDLING, PAULA L
1	1019620		\$6.02	Mar 14,	88888	15065	STROWBRIDGE, STACI

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
1	1019621		\$28.88	Mar 14, 2018	88888	15697	OLSON, KIMBERLY LENORA
1	1019622		\$48.00	Mar 14, 2018	88888	17324	MALONE, MEGGAN J
1	1019623		\$62.66	Mar 14, 2018	88888	18296	VAN OSDEL, BETHANY A
1	1019624		\$61.45	Mar 14, 2018	88888	18874	WHITE, ERICA E
1	1019625		\$24.08	Mar 14, 2018	88888	19203	STAMPLEY, MORGAN
<b>Check Count</b>	<b>204</b>	<b>Grand Total</b>	<b>\$16,711.05</b>				

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	457558		\$935.04	Feb 17, 2018	29704	0	ANCHOR SOLAR INVESTMENTS, LLC
4	457559	Clear	\$970.63	Feb 17, 2018	00428	0	ARAMARK
4	457560	Clear	\$400.00	Feb 17, 2018	28758	0	BEHAVE YOUR BEST LLC
4	457561	Clear	\$1,535.00	Feb 17, 2018	21968	0	CEL PUBLIC RELATIONS, INC.
4	457562		\$60.00	Feb 17, 2018	28401	0	CHOY, KEREN
4	457563	Clear	\$3,461.77	Feb 17, 2018	06231	0	CONSOLIDATED COMMUNICATIONS
4	457564	Clear	\$1,302.83	Feb 17, 2018	28540	0	CORE BEVERAGE
4	457565	Clear	\$259.00	Feb 17, 2018	22013	0	CUSTOM WATER WORKS
4	457566	Clear	\$64,722.72	Feb 17, 2018	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	457567	Clear	\$79.20	Feb 17, 2018	09272	2	ECM PUBLISHERS, INC.
4	457568	Clear	\$1,010.42	Feb 17, 2018	28651	0	FOOD GROUP
4	457569		\$105.32	Feb 17, 2018	28202	0	FOUNDATION 191
4	457570	Clear	\$125.00	Feb 17, 2018	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATION
4	457571	Clear	\$521.00	Feb 17, 2018	20324	1	GURSTEL LAW FIRM, P.C.
4	457572	Clear	\$1,000.00	Feb 17, 2018	29590	0	HUSAK, PATRICE
4	457573	Clear	\$60.00	Feb 17, 2018	29182	0	HUTSAL, OLEKSANDRA
4	457574	Clear	\$29,873.14	Feb 17, 2018	27633	0	KELLY SERVICES, INC.
4	457575	Clear	\$135.00	Feb 17, 2018	01530	0	LAKEVILLE, CITY OF
4	457576	Clear	\$255.00	Feb 17, 2018	29716	0	LANDMARK ARCHITECTURAL SIGNS, LLC
4	457577	Clear	\$683.20	Feb 17, 2018	23914	0	MIDWEST VENDING
4	457578	Clear	\$270.00	Feb 17, 2018	22324	0	MULTILINGUAL WORD, INC.
4	457579	Clear	\$52.50	Feb 17, 2018	25372	4	NCS PEARSON INC
4	457580	Clear	\$1,040.00	Feb 17, 2018	08031	0	ORDWAY CENTER FOR THE PERFORMING ARTS
4	457581		\$450.00	Feb 17, 2018	29717	0	PAM MCDONALD CONSULTING, LLC
4	457582		\$150.00	Feb 17, 2018	24879	0	PEREZ, MELISSA M.
4	457583	Clear	\$627.00	Feb 17,	27940	0	RED'S SAVOY PIZZA

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	457584		\$290.00	Feb 17, 2018	28277	0	ROBERT J. BRUNO, LTD
4	457585		\$396.50	Feb 17, 2018	29683	1	ROCKIN JUMP EAGAN
4	457586	Clear	\$229.40	Feb 17, 2018	03532	2	SCHMITT MUSIC
4	457587	Clear	\$125,530.54	Feb 17, 2018	09331	0	SCHMITTY & SONS SCHOOL BUSES, INC.
4	457588	Clear	\$140.00	Feb 17, 2018	03196	3	SCHOLASTIC INC.
4	457589	Clear	\$1,115.16	Feb 17, 2018	28183	0	SECOND HARVEST HEARTLAND
4	457590	Clear	\$15.60	Feb 17, 2018	27563	0	SHRED RIGHT
4	457591	Clear	\$274.80	Feb 17, 2018	00016	2455	TASA, ALESIA
4	457592	Clear	\$543.00	Feb 17, 2018	28502	0	THE MCDOWELL AGENCY, INC.
4	457593	Clear	\$59,828.02	Feb 17, 2018	08203	1	TIES
4	457594	Clear	\$1,005.51	Feb 17, 2018	03802	0	TRIO SUPPLY
4	457595		\$171.05	Feb 17, 2018	E7415	0	UMHOFER, THOMAS C
4	457596	Clear	\$115.00	Feb 17, 2018	02813	7	US DEPARTMENT OF EDUCATION
4	457597	Clear	\$43,772.07	Feb 17, 2018	04417	1	US FOODS INC
4	457598	Unissued	\$0.00	Feb 17, 2018	04417	1	US FOODS INC
4	457599	Unissued	\$0.00	Feb 17, 2018	04417	1	US FOODS INC
4	457600	Unissued	\$0.00	Feb 17, 2018	04417	1	US FOODS INC
4	457601	Clear	\$495.00	Feb 17, 2018	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	457602		\$27,603.24	Feb 20, 2018	02519	0	CENTERPOINT ENERGY
4	457603	Clear	\$10,925.00	Feb 20, 2018	27043	0	CMERDC
4	457604	Clear	\$360.00	Feb 20, 2018	20524	0	DEWALD, RINA C.
4	457605	Clear	\$60.00	Feb 20, 2018	29581	0	DORE, ABDIWALI HASHI
4	457606	Clear	\$89.10	Feb 20, 2018	09272	2	ECM PUBLISHERS, INC.
4	457607	Clear	\$1,937.50	Feb 20, 2018	29667	0	GOETZ & ECKLAND P.A.
4	457608	Clear	\$29,356.56	Feb 20, 2018	09327	0	INTERMEDIATE SCHOOL DISTRICT 917

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	457609		\$240.00	Feb 20, 2018	24542	0	JAMA, SAFIYO
4	457610		\$305.00	Feb 20, 2018	29529	0	JH POOL CONSULTING, INC.
4	457611	Clear	\$1,610.00	Feb 20, 2018	28572	0	JOJO'S RISE AND WINE
4	457612	Clear	\$175.00	Feb 20, 2018	20523	0	JONES, SCOTT
4	457613	Clear	\$4,354.88	Feb 20, 2018	08356	1	KENNEDY & GRAVEN, CHARTERED
4	457614	Clear	\$650.76	Feb 20, 2018	01530	0	LAKEVILLE, CITY OF
4	457615	Clear	\$255.00	Feb 20, 2018	09951	0	MATH MASTERS OF MN
4	457616	Clear	\$97.00	Feb 20, 2018	22385	0	METRO TRANSIT
4	457617	Clear	\$2,815.18	Feb 20, 2018	03029	1	MINNESOTA ENERGY RESOURCES
4	457618	Clear	\$240.00	Feb 20, 2018	24659	0	MINNESOTA SWORD PLAY
4	457619		\$500.00	Feb 20, 2018	04656	2	MSNA
4	457620	Clear	\$4,058.80	Feb 20, 2018	24335	1	NEW DOMINION SCHOOL
4	457621	Clear	\$336.00	Feb 20, 2018	28168	0	ROARK, RICHARD JEFFREY
4	457622	Clear	\$39.88	Feb 20, 2018	03532	2	SCHMITT MUSIC
4	457623		\$11.00	Feb 20, 2018	26552	3	SCHOOL NUTRITION ASSOCIATION
4	457624		\$868.00	Feb 20, 2018	27465	0	SUMMER, JULIE ANNA
4	457625		\$40.00	Feb 20, 2018	29714	1	VERTICAL ENDEAVORS- BLOOMINGTON
4	457626	Clear	\$10,432.76	Feb 20, 2018	02776	0	XCEL ENERGY
4	457627	Clear	\$1,102.56	Feb 23, 2018	29434	0	ACER SERVICE CORPORATION
4	457628	Clear	\$660.00	Feb 23, 2018	26089	0	ADAGIO DJAY ENTERTAINMENT
4	457629		\$60.00	Feb 23, 2018	22108	0	AYAQUICA, SHERI
4	457630		\$180.00	Feb 23, 2018	28260	0	CHOY, SERGIO R.
4	457631	Clear	\$575,435.06	Feb 23, 2018	28300	1	DURHAM SCHOOL SERVICES
4	457632	Clear	\$99.00	Feb 23, 2018	09272	2	ECM PUBLISHERS, INC.
4	457633		\$99.50	Feb 23, 2018	06626	1	EDUCATIONAL PRODUCTS, INC
4	457634	Clear	\$3,945.00	Feb 23,	20802	0	EHLERS & ASSOCIATES, INC.

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	457635		\$8,850.00	Feb 23, 2018	29718	0	FLICEK, BRIAN GENE
4	457636	Clear	\$1,950.00	Feb 23, 2018	29719	0	GRAFINMAC, LLC
4	457637	Clear	\$1,112.83	Feb 23, 2018	07139	0	HASTINGS BUS COMPANY
4	457638		\$616.10	Feb 23, 2018	29724	0	HEIFER INTERNATIONAL
4	457639	Clear	\$70.00	Feb 23, 2018	20540	0	INTELLIGERE, INC
4	457640		\$120.00	Feb 23, 2018	24542	0	JAMA, SAFIYO
4	457641	Clear	\$80.00	Feb 23, 2018	02196	0	MACKIN EDUCATIONAL RESOURCES
4	457642	Clear	\$1,000.00	Feb 23, 2018	29588	0	MAKING MATHEMATICS MEANINGFUL
4	457643		\$559.00	Feb 23, 2018	25512	0	MAYER ARTS, INC.
4	457644	Clear	\$330.00	Feb 23, 2018	24921	0	MECA SPORTSWEAR
4	457645	Clear	\$300.00	Feb 23, 2018	00476	0	MN SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS
4	457646		\$480.00	Feb 23, 2018	24879	0	PEREZ, MELISSA M.
4	457647		\$60.00	Feb 23, 2018	21343	0	RAMACHER, THUY
4	457648		\$2,506.89	Feb 23, 2018	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	457649		\$2,588.70	Feb 23, 2018	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	457650		\$1,304.11	Feb 23, 2018	20099	4	RELIASTAR LIFE INSURANCE COMPANY
4	457651	Clear	\$765.00	Feb 23, 2018	29575	0	SKOW, KAREN
4	457652		\$1,054.89	Feb 23, 2018	28611	0	SOUTHWEST METRO INTERMEDIATE
4	457653		\$644.00	Feb 23, 2018	29720	0	STUDIOWEB.COM
4	457654		\$877.65	Feb 23, 2018	29345	1	T-MOBILE
4	457655		\$39,554.35	Feb 23, 2018	24486	0	THE HARTFORD
4	457656	Clear	\$113.70	Feb 23, 2018	28502	0	THE MCDOWELL AGENCY, INC.
4	457657		\$819.00	Feb 23, 2018	01637	0	THREE RIVERS PARK DISTRICT
4	457658	Clear	\$915.00	Feb 23, 2018	03469	0	TWIN CITIES REGIONAL SCIENCE FAIR (TCRSF)
4	457659	Clear	\$46,938.66	Feb 23, 2018	04417	1	US FOODS INC

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	457660	Unissued	\$0.00	Feb 23, 2018	04417	1	US FOODS INC
4	457661	Unissued	\$0.00	Feb 23, 2018	04417	1	US FOODS INC
4	457662	Clear	\$429.42	Feb 23, 2018	20019	0	VERNON COMPANY
4	457663		\$60.00	Feb 23, 2018	25560	0	WARSAME, KADRA
4	457664		\$1,560.00	Feb 23, 2018	27923	1	WORLD'S FINEST CHOCOLATE, INC.
4	457665		\$97.90	Feb 27, 2018	06215	0	AIRPORT TAXI, INC.
4	457666		\$158.00	Feb 27, 2018	24108	0	ANDREWS, GUY
4	457667		\$99.00	Feb 27, 2018	29725	0	ASSOCIATION FOR COMPUTING MACHINERY, INC
4	457668		\$76.00	Feb 27, 2018	27373	0	AYENI, PHILIP
4	457669		\$82.00	Feb 27, 2018	29728	0	BARBELN, BRIAN
4	457670		\$164.00	Feb 27, 2018	29691	0	BOWSER, CHARTAGAN
4	457671		\$82.00	Feb 27, 2018	29690	0	BRUMLEY, JOHN BLAIR
4	457672		\$180.00	Feb 27, 2018	01737	0	BURNSVILLE BLAZETTE BOOSTER CLUB
4	457673		\$76.00	Feb 27, 2018	27018	0	CARTER, JEREMY
4	457674		\$183.00	Feb 27, 2018	28973	0	CASPERSON, JULIE
4	457675		\$47,695.17	Feb 27, 2018	02519	0	CENTERPOINT ENERGY
4	457676		\$84.00	Feb 27, 2018	26492	0	CUNDY, BRODIE
4	457677		\$85.00	Feb 27, 2018	07393	3	DAKOTA COUNTY FINANCIAL SERVICES
4	457678		\$82.00	Feb 27, 2018	29688	0	EDMOND, ERIC
4	457679		\$82.00	Feb 27, 2018	25961	0	EDWARDS, WILSON
4	457680		\$178.16	Feb 27, 2018	29377	0	ELPIS ENTERPRISES
4	457681		\$82.00	Feb 27, 2018	29727	0	ENGEL, KEVIN
4	457682		\$500.10	Feb 27, 2018	29722	0	FARGO PUBLIC SCHOOL DISTRICT
4	457683		\$233.00	Feb 27, 2018	29709	0	GERMAIN, MARK
4	457684		\$484.50	Feb 27, 2018	29729	0	GREATAMERICA FINANCIAL SERVICES
4	457685		\$19.00	Feb 27,	00000	629	GUSTAFSON, KATHRYN

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	457686		\$79.00	Feb 27, 2018	E0016	0	HERRMANN, ROSINA
4	457687		\$76.00	Feb 27, 2018	26444	0	HOLTZ, TODD
4	457688		\$82.00	Feb 27, 2018	07850	0	JENSEN, RANDY
4	457689		\$149.00	Feb 27, 2018	26990	0	JOHNSON, BRENT
4	457690		\$362.00	Feb 27, 2018	24067	0	JOHNSON, DENNIS
4	457691		\$76.00	Feb 27, 2018	27571	0	KARNAS, LUCAS
4	457692		\$130.00	Feb 27, 2018	29035	0	KELLER, JOHN D
4	457693		\$116.00	Feb 27, 2018	03225	0	KORTE, STEVE
4	457694		\$76.00	Feb 27, 2018	21454	0	KRUEGER, DWIGHT
4	457695		\$79.00	Feb 27, 2018	E2173	0	LATTERY, AUDREY
4	457696		\$79.00	Feb 27, 2018	00000	488	LINS, ELIZABETH
4	457697		\$76.00	Feb 27, 2018	29046	0	MISENER, DENNIS JR.
4	457698		\$180.00	Feb 27, 2018	22324	0	MULTILINGUAL WORD, INC.
4	457699		\$1,485.00	Feb 27, 2018	00421	0	MUSIC THEATRE INTERNATIONAL
4	457700		\$2,034.60	Feb 27, 2018	06477	0	OFFICE OF MN IT SERVICES
4	457701		\$82.00	Feb 27, 2018	29726	0	PALMA, JOEL D.
4	457702		\$158.00	Feb 27, 2018	00000	7356	SACKETT, VICKI
4	457703		\$103.69	Feb 27, 2018	03532	2	SCHMITT MUSIC
4	457704		\$1,813.00	Feb 27, 2018	03369	0	SEXTON PRINTING
4	457705		\$1,236.93	Feb 27, 2018	28477	1	SOULO COMMUNICATIONS
4	457706		\$58.00	Feb 27, 2018	28589	0	SULLIVAN, LAMARR
4	457707		\$82.00	Feb 27, 2018	29418	0	SULLIVAN, THOMAS
4	457708		\$4,391.06	Feb 27, 2018	29345	1	T-MOBILE
4	457709		\$76.00	Feb 27, 2018	29548	0	TOWNZEN, RYAN
4	457710		\$76.00	Feb 27, 2018	29698	0	TURNBULL, BLAINE

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	457711		\$76.00	Feb 27, 2018	25960	0	TYLER, JEFF
4	457712		\$48,883.16	Feb 27, 2018	04417	1	US FOODS INC
4	457713	Unissued	\$0.00	Feb 27, 2018	04417	1	US FOODS INC
4	457714	Unissued	\$0.00	Feb 27, 2018	04417	1	US FOODS INC
4	457715	Unissued	\$0.00	Feb 27, 2018	04417	1	US FOODS INC
4	457716		\$15.00	Feb 27, 2018	00000	7355	WHETTER, ELIZABETH
4	457717		\$130.00	Feb 27, 2018	20623	0	WORDEN, JASON
4	457718		\$207.71	Mar 1, 2018	28491	0	A.J. MOORE ELECTRIC, INC.
4	457719		\$2,694.62	Mar 1, 2018	29434	0	ACER SERVICE CORPORATION
4	457720		\$11,278.06	Mar 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	457721	Unissued	\$0.00	Mar 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	457722	Unissued	\$0.00	Mar 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	457723	Unissued	\$0.00	Mar 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	457724	Unissued	\$0.00	Mar 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	457725	Unissued	\$0.00	Mar 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	457726	Unissued	\$0.00	Mar 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	457727	Unissued	\$0.00	Mar 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	457728	Unissued	\$0.00	Mar 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	457729		\$1,840.00	Mar 1, 2018	29460	0	ALL CITY ELEVATOR, INC.
4	457730		\$168.60	Mar 1, 2018	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	457731		\$2,538.89	Mar 1, 2018	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
4	457732		\$168.00	Mar 1, 2018	03197	1	ATTAINMENT COMPANY, INC.
4	457733		\$1,008.00	Mar 1, 2018	25449	2	AUTOMATED LOGIC CONTRACTING SERVICES
4	457734		\$322.61	Mar 1, 2018	00386	1	BARNES & NOBLE, INC.
4	457735		\$15,872.11	Mar 1, 2018	00477	0	BIX PRODUCE COMPANY
4	457736	Unissued	\$0.00	Mar 1,	00477	0	BIX PRODUCE COMPANY

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	457737	Unissued	\$0.00	Mar 1, 2018	00477	0	BIX PRODUCE COMPANY
4	457738	Unissued	\$0.00	Mar 1, 2018	00477	0	BIX PRODUCE COMPANY
4	457739	Unissued	\$0.00	Mar 1, 2018	00477	0	BIX PRODUCE COMPANY
4	457740		\$25.95	Mar 1, 2018	00172	1	BLICK ART MATERIALS
4	457741		\$24.45	Mar 1, 2018	00529	1	CAROLINA BIOLOGICAL SUPPLY COMPANY
4	457742		\$270.28	Mar 1, 2018	20289	1	CDW GOVERNMENT, INC.
4	457743		\$14,450.00	Mar 1, 2018	24466	1	CENTER FOR THE COLLABORATIVE CLASSROOM
4	457744		\$20,101.50	Mar 1, 2018	23509	0	COOL AIR MECHANICAL, INC.
4	457745		\$23,751.47	Mar 1, 2018	04186	1	DALCO
4	457746	Unissued	\$0.00	Mar 1, 2018	04186	1	DALCO
4	457747		\$11,334.73	Mar 1, 2018	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	457748	Unissued	\$0.00	Mar 1, 2018	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	457749	Unissued	\$0.00	Mar 1, 2018	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	457750		\$114.90	Mar 1, 2018	01064	2	EARL F. ANDERSEN
4	457751		\$752.40	Mar 1, 2018	28982	0	EKON-O-PAC, LLC
4	457752		\$262.50	Mar 1, 2018	01078	0	ELECTRO WATCHMAN, INC.
4	457753		\$1,704.74	Mar 1, 2018	27736	0	GLOBAL COMMUNICATIONS WIRING & SERVICES
4	457754		\$1,100.87	Mar 1, 2018	04387	1	GRAINGER
4	457755		\$540.00	Mar 1, 2018	01641	0	H&B SPECIALIZED PRODUCTS, INC.
4	457756		\$256.72	Mar 1, 2018	09046	0	HI TECH REFRIGERATION, INC
4	457757		\$370.60	Mar 1, 2018	09318	1	HILLYARD INC - MINNEAPOLIS
4	457758		\$1,289.25	Mar 1, 2018	08148	0	HL CORPORATION
4	457759		\$91.17	Mar 1, 2018	26668	1	HM RECEIVABLES CO LLC
4	457760		\$768.62	Mar 1, 2018	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	457761		\$1,587.49	Mar 1, 2018	05816	0	JOHN A. DAL SIN & SON, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	457762		\$1,085.00	Mar 1, 2018	28929	0	JOHN'S SEWER AND DRAIN CLEANING, INC.
4	457763		\$15,453.00	Mar 1, 2018	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	457764		\$670.00	Mar 1, 2018	05077	0	LOCKSAFE INC.
4	457765		\$2,000.00	Mar 1, 2018	02196	0	MACKIN EDUCATIONAL RESOURCES
4	457766		\$103.40	Mar 1, 2018	27932	1	MATHESON TRI-GAS, INC.
4	457767		\$650.67	Mar 1, 2018	08999	1	MINNESOTA ELEVATOR INC
4	457768		\$87.80	Mar 1, 2018	27342	1	MONOPRICE
4	457769		\$209.55	Mar 1, 2018	03519	0	NAPA AUTO PARTS
4	457770		\$301.74	Mar 1, 2018	25372	4	NCS PEARSON INC
4	457771		\$1,063.90	Mar 1, 2018	03116	6	NCS PEARSON, INC
4	457772		\$7,511.57	Mar 1, 2018	20320	0	NORTHERN AIR CORPORATION (NAC)
4	457773		\$1,566.50	Mar 1, 2018	27700	0	OLYMPIC COMMUNICATIONS INC.
4	457774		\$594.00	Mar 1, 2018	06985	0	PERIPOLE, INC.
4	457775		\$105.00	Mar 1, 2018	29705	0	POWERSECURE SERVICE, INC.
4	457776		\$1,513.00	Mar 1, 2018	28785	1	PRODOCON, INC
4	457777		\$4,280.92	Mar 1, 2018	23241	0	RYAN MECHANICAL, INC.
4	457778		\$762.74	Mar 1, 2018	26145	2	SCHOOL OUTFITTERS
4	457779		\$2,193.54	Mar 1, 2018	03587	1	SIMPLEX GRINNELL
4	457780		\$42.01	Mar 1, 2018	03689	0	STATE SUPPLY CO., INC.
4	457781		\$596.00	Mar 1, 2018	04664	0	SUMMIT PRINT COPY AND MAIL SERVICE
4	457782		\$4,188.55	Mar 1, 2018	03317	1	TOBII DYNVOX LLC
4	457783		\$625.47	Mar 1, 2018	22123	1	TOTAL FILTRATION SERVICES, INC.
4	457784		\$146.72	Mar 1, 2018	24444	0	TRI STATE BOBCAT
4	457785		\$123.26	Mar 1, 2018	29519	1	TRI-DIM FILTER CORP
4	457786		\$6,966.19	Mar 1, 2018	03802	0	TRIO SUPPLY
4	457787	Unissued	\$0.00	Mar 1,	03802	0	TRIO SUPPLY

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	457788		\$2,368.30	Mar 1, 2018	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	457789		\$95.65	Mar 1, 2018	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	457790		\$54.50	Mar 2, 2018	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	457791		\$2,032.50	Mar 2, 2018	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	457792		\$100.00	Mar 2, 2018	07014	0	CHASKA HIGH SCHOOL
4	457793		\$750.00	Mar 2, 2018	24984	0	CORY, BRENT
4	457794		\$15,618.75	Mar 2, 2018	22059	0	DAKOTA OUTDOORS LLC
4	457795		\$5,960.35	Mar 2, 2018	29385	0	DIGITAL INSURANCE, INC.
4	457796		\$250.00	Mar 2, 2018	29730	0	DONOVAL, NANCY
4	457797		\$2,500.00	Mar 2, 2018	25905	0	EAST METRO INTEGRATION DISTRICT #6067
4	457798		\$120.00	Mar 2, 2018	06734	1	EASTVIEW HIGH SCHOOL
4	457799		\$131.00	Mar 2, 2018	28531	0	EDUCATION MINNESOTA
4	457800		\$501.60	Mar 2, 2018	26262	1	EDUCATORS BENEFIT CONSULTANTS, LLC
4	457801		\$193.23	Mar 2, 2018	00889	1	ELSMORE SWIM SHOP
4	457802		\$304.50	Mar 2, 2018	24275	0	FAGERNESS, JOYCE
4	457803		\$969.94	Mar 2, 2018	28651	0	FOOD GROUP
4	457804		\$400.00	Mar 2, 2018	07087	0	FOREST LAKE HIGH SCHOOL
4	457805		\$105.32	Mar 2, 2018	28202	0	FOUNDATION 191
4	457806		\$1,169.44	Mar 2, 2018	29732	0	FRIESEN, JOHN BROCK
4	457807		\$350.00	Mar 2, 2018	29465	0	FROST III, ROBERT
4	457808		\$125.00	Mar 2, 2018	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATION
4	457809		\$521.00	Mar 2, 2018	20324	1	GURSTEL LAW FIRM, P.C.
4	457810		\$4,208.00	Mar 2, 2018	26911	0	INTERNATIONAL GYMNASTICS OF MN, LLC
4	457811	Unissued	\$0.00	Mar 2, 2018	26911	0	INTERNATIONAL GYMNASTICS OF MN, LLC
4	457812		\$1,500.00	Mar 2, 2018	24381	0	LA OPORTUNIDAD, INC.

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	457813		\$24.64	Mar 2, 2018	28748	0	LAMPRECHT, JOHN
4	457814		\$700.00	Mar 2, 2018	27847	0	LAPOINTE, WAKINYAN
4	457815		\$180.00	Mar 2, 2018	22324	0	MULTILINGUAL WORD, INC.
4	457816		\$420.00	Mar 2, 2018	24243	0	MUNOZ, MARIBEL
4	457817		\$50.00	Mar 2, 2018	00421	0	MUSIC THEATRE INTERNATIONAL
4	457818		\$96.00	Mar 2, 2018	08769	0	NCPERS MINNESOTA
4	457819		\$4,384.25	Mar 2, 2018	01686	0	RODGERS & HAMMERSTEIN THEATRICALS
4	457820		\$253.75	Mar 2, 2018	25562	0	SACHS, ALICE
4	457821		\$20.00	Mar 2, 2018	09588	4	SAVAGE, CITY OF
4	457822		\$76.00	Mar 2, 2018	27676	0	SCHOAF, JOSHUA
4	457823		\$7,843.40	Mar 2, 2018	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	457824		\$381.98	Mar 2, 2018	28183	0	SECOND HARVEST HEARTLAND
4	457825		\$51,938.00	Mar 2, 2018	23848	0	SFM
4	457826		\$250.00	Mar 2, 2018	06455	1	SHAKOPEE HIGH SCHOOL
4	457827		\$31.20	Mar 2, 2018	27563	0	SHRED RIGHT
4	457828		\$82.00	Mar 2, 2018	28923	0	SLATER, TOM
4	457829		\$8,496.00	Mar 2, 2018	27527	1	SNAP ON TOOLS
4	457830		\$4,650.00	Mar 2, 2018	27742	0	STRATEGIC SOURCE INC
4	457831		\$482.20	Mar 2, 2018	28502	0	THE MCDOWELL AGENCY, INC.
4	457832		\$184.03	Mar 2, 2018	01637	0	THREE RIVERS PARK DISTRICT
4	457833		\$2,465.00	Mar 2, 2018	08595	0	UNIVERSITY OF MINNESOTA-TUITION
4	457834		\$122.00	Mar 2, 2018	02813	7	US DEPARTMENT OF EDUCATION
4	457835		\$376.00	Mar 2, 2018	04417	1	US FOODS INC
4	457836		\$165.00	Mar 2, 2018	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	457837		\$120.00	Mar 2, 2018	25560	0	WARSAME, KADRA
4	457838		\$14,580.02	Mar 6,	28551	0	ADVANCED IMAGING SOLUTIONS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	457839		\$10,064.85	Mar 6, 2018	28551	1	ADVANCED IMAGING SOLUTIONS
4	457840		\$480.00	Mar 6, 2018	23909	0	ALEMENY-JONES, AUREA
4	457841		\$465.00	Mar 6, 2018	27129	0	ALI, AMAAL
4	457842		\$465.00	Mar 6, 2018	29435	0	ALI, HUDA
4	457843		\$418.00	Mar 6, 2018	27125	0	ALLEN, DARIEL J.
4	457844		\$375.00	Mar 6, 2018	27719	0	AUGUSTANA REGENT
4	457845		\$292.56	Mar 6, 2018	00386	1	BARNES & NOBLE, INC.
4	457846		\$82.00	Mar 6, 2018	28949	0	BOCK, FRED
4	457847		\$116.00	Mar 6, 2018	29691	0	BOWSER, CHARTAGAN
4	457848		\$7,297.50	Mar 6, 2018	02422	5	BURNSVILLE YMCA
4	457849		\$633.60	Mar 6, 2018	29243	0	CARLSON, GERRI
4	457850		\$900.00	Mar 6, 2018	25919	0	CORDOVA, LETICIA
4	457851		\$683.24	Mar 6, 2018	29431	1	CRAYOLA EXPERIENCE
4	457852		\$480.00	Mar 6, 2018	20524	0	DEWALD, RINA C.
4	457853		\$602.50	Mar 6, 2018	27732	0	DIALOG ONE LLC
4	457854		\$225.00	Mar 6, 2018	29432	0	DIRIE, BAHJO
4	457855		\$76.00	Mar 6, 2018	27943	0	DOUGHERTY, MICHAEL
4	457856		\$210.00	Mar 6, 2018	07754	1	EDGEWOOD MIDDLE SCHOOL
4	457857		\$82.00	Mar 6, 2018	29688	0	EDMOND, ERIC
4	457858		\$665.55	Mar 6, 2018	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	457859		\$82.00	Mar 6, 2018	25961	0	EDWARDS, WILSON
4	457860		\$13.65	Mar 6, 2018	29706	0	EXPRESS AUTO PARTS
4	457861		\$105.00	Mar 6, 2018	26554	0	GANADO, CESAR
4	457862		\$164.00	Mar 6, 2018	29054	0	GARRETT, SCOTT
4	457863		\$368.90	Mar 6, 2018	01458	1	GOPHER

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	457864		\$76.00	Mar 6, 2018	21505	0	HEALY, CHUCK
4	457865		\$76.00	Mar 6, 2018	23592	0	HELMER, TERRY
4	457866		\$5,515.00	Mar 6, 2018	27985	0	HILDI INC.
4	457867		\$70.00	Mar 6, 2018	20540	0	INTELLIGERE, INC
4	457868		\$25.00	Mar 6, 2018	01994	0	J&R SCHOOL SUPPLIES, INC.
4	457869		\$127.50	Mar 6, 2018	24542	0	JAMA, SAFIYO
4	457870		\$363.50	Mar 6, 2018	29479	0	JAMERSON, FELICIA
4	457871		\$222.00	Mar 6, 2018	24067	0	JOHNSON, DENNIS
4	457872		\$48,478.08	Mar 6, 2018	27633	0	KELLY SERVICES, INC.
4	457873		\$82.00	Mar 6, 2018	06519	0	KORBA, JERRY
4	457874		\$10,391.00	Mar 6, 2018	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
4	457875		\$31.88	Mar 6, 2018	01530	0	LAKEVILLE, CITY OF
4	457876		\$1,470.00	Mar 6, 2018	22948	0	METRO DINING CLUB
4	457877		\$76.00	Mar 6, 2018	25540	0	MILLER, PAUL
4	457878		\$885.00	Mar 6, 2018	24879	0	PEREZ, MELISSA M.
4	457879		\$120.00	Mar 6, 2018	22793	0	RABINOWICZ, JACK
4	457880		\$60.00	Mar 6, 2018	21343	0	RAMACHER, THUY
4	457881		\$76.00	Mar 6, 2018	22306	0	SCHILLER, THOMAS
4	457882		\$76.00	Mar 6, 2018	04844	0	SCHMIT, JEFF
4	457883		\$89.00	Mar 6, 2018	03532	2	SCHMITT MUSIC
4	457884		\$340.00	Mar 6, 2018	29575	0	SKOW, KAREN
4	457885		\$560.50	Mar 6, 2018	25227	0	SOLBERG, STACY
4	457886		\$465.00	Mar 6, 2018	26857	0	SOTO, NESTOR DAVID
4	457887		\$6,626.88	Mar 6, 2018	24346	0	STRATEGIC BEHAVIORAL SOLUTIONS
4	457888		\$82.00	Mar 6, 2018	29418	0	SULLIVAN, THOMAS
4	457889		\$60.00	Mar 6,	24968	0	TRANG, KRISTINE

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	457890		\$200.00	Mar 6, 2018	28852	0	TYLER, BRUCE
4	457891		\$465.00	Mar 6, 2018	25958	0	UGAS, ABDISAMAD
4	457892		\$465.00	Mar 6, 2018	25560	0	WARSAME, KADRA
4	457893		\$225.00	Mar 6, 2018	25837	0	WILLIAMS, REBECCA
4	457894		\$168.86	Mar 9, 2018	29434	0	ACER SERVICE CORPORATION
4	457895		\$1,500.00	Mar 9, 2018	28713	1	AGILE SPORTS TECHNOLOGIES, INC.
4	457896		\$867.96	Mar 9, 2018	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	457897		\$371.08	Mar 9, 2018	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	457898	Unissued	\$0.00	Mar 9, 2018	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	457899		\$1,800.00	Mar 9, 2018	09039	0	BHS SWIM BOOSTER CLUB
4	457900		\$2,727.03	Mar 9, 2018	24972	0	BIBLIOTHECA, LLC
4	457901		\$1,500.00	Mar 9, 2018	29442	0	BRANDWEIN, MICHAEL
4	457902		\$76.00	Mar 9, 2018	29735	0	BRATTON, DONALD
4	457903		\$1,840.00	Mar 9, 2018	29344	0	BRAVO PROTECTION PRODUCTS
4	457904		\$1,800.00	Mar 9, 2018	00435	0	BURNSVILLE ICE CENTER
4	457905		\$10,148.75	Mar 9, 2018	00673	0	BURNSVILLE, CITY OF
4	457906		\$11,476.79	Mar 9, 2018	04226	0	BURNSVILLE, CITY OF
4	457907	Unissued	\$0.00	Mar 9, 2018	04226	0	BURNSVILLE, CITY OF
4	457908		\$12,900.00	Mar 9, 2018	24466	1	CENTER FOR THE COLLABORATIVE CLASSROOM
4	457909		\$135.00	Mar 9, 2018	28401	0	CHOY, KEREN
4	457910		\$330.00	Mar 9, 2018	28260	0	CHOY, SERGIO R.
4	457911		\$250.00	Mar 9, 2018	20749	0	COMO PARK ZOO & CONSERVATORY
4	457912		\$132.00	Mar 9, 2018	03866	0	CONTINENTAL CLAY COMPANY
4	457913		\$544.00	Mar 9, 2018	00502	0	CORNERSTONE COPY CENTER
4	457914		\$18.55	Mar 9, 2018	00647	0	CROWN RENTAL, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	457915		\$1,272.62	Mar 9, 2018	06013	2	CULLIGAN
4	457916		\$8,844.08	Mar 9, 2018	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	457917		\$330.00	Mar 9, 2018	29581	0	DORE, ABDIWALI HASHI
4	457918		\$200.00	Mar 9, 2018	29736	0	DOWNING, ERIN
4	457919		\$5.00	Mar 9, 2018	00930	2	DRIVER VEHICLE SERVICES
4	457920		\$3,547.90	Mar 9, 2018	01002	0	EAGAN, CITY OF
4	457921		\$2,730.54	Mar 9, 2018	02333	1	EARTHGRAINS BAKING CO. INC.
4	457922		\$38.00	Mar 9, 2018	00016	662	GARLINGTON, STEPHANIE
4	457923		\$170.43	Mar 9, 2018	01642	0	GOPHER STAGE LIGHTING
4	457924		\$76.00	Mar 9, 2018	29734	0	HENDRICKSON, GRAHAM
4	457925		\$105.00	Mar 9, 2018	28654	0	HERSI, SANAA
4	457926		\$76.00	Mar 9, 2018	29733	0	HOLMGREN, BRENDA
4	457927		\$1,786.00	Mar 9, 2018	20347	1	HOUSE OF PRINT
4	457928		\$22.00	Mar 9, 2018	00000	7357	HRUSKA, JIRI
4	457929		\$90.00	Mar 9, 2018	29182	0	HUTSAL, OLEKSANDRA
4	457930		\$135.00	Mar 9, 2018	24867	0	IBAR, AMINA
4	457931		\$25,116.69	Mar 9, 2018	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	457932		\$87,057.08	Mar 9, 2018	27633	0	KELLY SERVICES, INC.
4	457933		\$307.50	Mar 9, 2018	08356	1	KENNEDY & GRAVEN, CHARTERED
4	457934		\$150.00	Mar 9, 2018	02673	10	LAKEVILLE SOUTH HIGH SCHOOL
4	457935		\$180.00	Mar 9, 2018	26282	0	LEE, WAI YEE
4	457936		\$3,575.00	Mar 9, 2018	08682	2	LIFETOUCH
4	457937		\$185.00	Mar 9, 2018	06559	1	MATRIX COMMUNICATIONS, INC.
4	457938		\$1,170.00	Mar 9, 2018	24523	0	MIDWEST LANGUAGE BANC, INC.
4	457939		\$200.00	Mar 9, 2018	29741	0	MINNEAPOLIS POLICE DEPT
4	457940		\$16,353.91	Mar 9,	03029	1	MINNESOTA ENERGY RESOURCES

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	457941		\$13,787.10	Mar 9, 2018	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	457942		\$1,107.50	Mar 9, 2018	22324	0	MULTILINGUAL WORD, INC.
4	457943		\$320.00	Mar 9, 2018	26335	0	NATIONAL ACADEMIC QUIZ TOURNAMENTS, LLC
4	457944		\$546.48	Mar 9, 2018	09589	4	NEOPOST USA
4	457945		\$10.85	Mar 9, 2018	00001	1786	NGO, TIM
4	457946		\$734.47	Mar 9, 2018	02765	0	NORCOSTCO, INC.
4	457947		\$82.00	Mar 9, 2018	29738	0	NYGAARD, SCOTT
4	457948		\$210.00	Mar 9, 2018	29740	0	ONALASKA HIGH SCHOOL
4	457949		\$450.00	Mar 9, 2018	29717	0	PAM MCDONALD CONSULTING, LLC
4	457950		\$165.00	Mar 9, 2018	25680	0	PLAY QUIZ BOWL LLC
4	457951		\$4,875.00	Mar 9, 2018	29713	0	PRESIDIO NETWORKED SOLUTIONS GROUP, LLC
4	457952		\$125.00	Mar 9, 2018	21458	0	PRIOR LAKE HIGH SCHOOL
4	457953		\$60.00	Mar 9, 2018	21343	0	RAMACHER, THUY
4	457954		\$381.80	Mar 9, 2018	29739	0	RAMBLING RIVER CENTER
4	457955		\$3,050.00	Mar 9, 2018	29412	0	REFLECTION SCIENCES, INC.
4	457956		\$5,238.62	Mar 9, 2018	09588	0	SAVAGE, CITY OF
4	457957		\$118.62	Mar 9, 2018	03532	2	SCHMITT MUSIC
4	457958		\$113,047.05	Mar 9, 2018	09331	0	SCHMITTY & SONS SCHOOL BUSES, INC.
4	457959		\$2,520.25	Mar 9, 2018	03196	4	SCHOLASTIC INC.
4	457960		\$1,310.00	Mar 9, 2018	26552	3	SCHOOL NUTRITION ASSOCIATION
4	457961		\$468.00	Mar 9, 2018	26921	0	SOUTH SUBURBAN CONFERENCE
4	457962		\$6,391.22	Mar 9, 2018	28611	0	SOUTHWEST METRO INTERMEDIATE
4	457963		\$240.00	Mar 9, 2018	27104	0	SUBURBAN LAW ENFORCEMENT ASSOCIATION (SLEA)
4	457964		\$18.00	Mar 9, 2018	28589	0	SULLIVAN, LAMARR
4	457965		\$789.41	Mar 9, 2018	29345	1	T-MOBILE

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	457966		\$148,788.44	Mar 9, 2018	08203	1	TIES
4	457967		\$60.00	Mar 9, 2018	24968	0	TRANG, KRISTINE
4	457968		\$6.40	Mar 9, 2018	21190	0	TROUSIL, WANDA
4	457969		\$165.00	Mar 9, 2018	28197	0	TWO RIGHT FEET
4	457970		\$90.00	Mar 9, 2018	25958	0	UGAS, ABDISAMAD
4	457971		\$51.75	Mar 9, 2018	04417	1	US FOODS INC
4	457972		\$95.65	Mar 9, 2018	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	457973		\$483.11	Mar 9, 2018	08200	0	WILD RUMPUS BOOKSTORE
4	457974		\$439.00	Mar 9, 2018	24368	0	WILSON, NATHAN
4	457975		\$7,542.90	Mar 9, 2018	02776	0	XCEL ENERGY
4	457976		\$684.63	Mar 13, 2018	00428	0	ARAMARK
4	457977		\$250.00	Mar 13, 2018	01740	0	BHS ALPINE SKI TEAM BOOSTER
4	457978		\$266.02	Mar 13, 2018	02781	5	CENTURYLINK
4	457979		\$61,967.41	Mar 13, 2018	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	457980		\$24,314.25	Mar 13, 2018	01475	0	FRIEDGES LANDSCAPING, INC.
4	457981		\$250.00	Mar 13, 2018	29667	0	GOETZ & ECKLAND P.A.
4	457982		\$406.00	Mar 13, 2018	29711	0	HIGH TOUCH HIGH TECH OF THE TWIN CITIES
4	457983		\$2,287.29	Mar 13, 2018	20347	1	HOUSE OF PRINT
4	457984		\$276.60	Mar 13, 2018	02483	1	INTEGRA TELECOM
4	457985		\$25,116.69	Mar 13, 2018	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	457986		\$1,200.00	Mar 13, 2018	29742	0	MASSIE, MARIUS
4	457987		\$927.00	Mar 13, 2018	24921	0	MECA SPORTSWEAR
4	457988		\$30.00	Mar 13, 2018	07914	2	MN DEPT OF LABOR AND INDUSTRY
4	457989		\$210.00	Mar 13, 2018	21343	0	RAMACHER, THUY
4	457990		\$478.94	Mar 13, 2018	24465	2	SHRED-IT USA
4	457991		\$15,736.56	Mar 13,	02776	0	XCEL ENERGY

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	457992		\$4,095.10	Mar 14, 2018	04153	1	U.S. POSTMASTER
4	457993		\$1,557.50	Mar 16, 2018	28491	0	A.J. MOORE ELECTRIC, INC.
4	457994		\$643.50	Mar 16, 2018	01118	0	ABLENET, INC.
4	457995		\$6,987.71	Mar 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	457996	Unissued	\$0.00	Mar 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	457997	Unissued	\$0.00	Mar 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	457998	Unissued	\$0.00	Mar 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	457999	Unissued	\$0.00	Mar 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	458000	Unissued	\$0.00	Mar 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	458001		\$137.28	Mar 16, 2018	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	458002		\$1,402.58	Mar 16, 2018	29704	0	ANCHOR SOLAR INVESTMENTS, LLC
4	458003		\$118.91	Mar 16, 2018	00428	0	ARAMARK
4	458004		\$516.73	Mar 16, 2018	00386	1	BARNES & NOBLE, INC.
4	458005	Unissued	\$0.00	Mar 16, 2018	00386	1	BARNES & NOBLE, INC.
4	458006		\$7,136.28	Mar 16, 2018	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	458007		\$12,039.04	Mar 16, 2018	00477	0	BIX PRODUCE COMPANY
4	458008	Unissued	\$0.00	Mar 16, 2018	00477	0	BIX PRODUCE COMPANY
4	458009	Unissued	\$0.00	Mar 16, 2018	00477	0	BIX PRODUCE COMPANY
4	458010		\$3,678.30	Mar 16, 2018	26720	0	BLUE BELL ENTERPRISES, INC.
4	458011		\$242.39	Mar 16, 2018	20289	1	CDW GOVERNMENT, INC.
4	458012		\$2,260.12	Mar 16, 2018	23509	0	COOL AIR MECHANICAL, INC.
4	458013		\$142.46	Mar 16, 2018	00645	0	CUB FOODS
4	458014		\$15,000.02	Mar 16, 2018	04186	1	DALCO
4	458015	Unissued	\$0.00	Mar 16, 2018	04186	1	DALCO
4	458016	Unissued	\$0.00	Mar 16, 2018	04186	1	DALCO

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	458017		\$1,200.00	Mar 16, 2018	26142	0	DENNIS ENVIRONMENTAL OPERATIONS
4	458018		\$4,552.21	Mar 16, 2018	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	458019		\$78.40	Mar 16, 2018	01064	2	EARL F. ANDERSEN
4	458020		\$1,241.85	Mar 16, 2018	01078	0	ELECTRO WATCHMAN, INC.
4	458021		\$104.33	Mar 16, 2018	08698	1	FERGUSON ENTERPRISES # 1657
4	458022		\$2,054.09	Mar 16, 2018	01541	1	GENERAL PARTS, LLC
4	458023		\$1,876.28	Mar 16, 2018	04387	1	GRAINGER
4	458024	Unissued	\$0.00	Mar 16, 2018	04387	1	GRAINGER
4	458025		\$8,285.00	Mar 16, 2018	00575	0	GROTH MUSIC COMPANY
4	458026		\$1,621.00	Mar 16, 2018	01641	0	H&B SPECIALIZED PRODUCTS, INC.
4	458027		\$33.70	Mar 16, 2018	09318	1	HILLYARD INC - MINNEAPOLIS
4	458028		\$1,092.65	Mar 16, 2018	28877	0	INTERSTATE ALL BATTERY CENTER
4	458029		\$302.99	Mar 16, 2018	02058	1	JOHN HENRY FOSTER MINNESOTA, INC.
4	458030		\$6,295.80	Mar 16, 2018	28622	1	JTM PROVISIONS CO. INC.
4	458031		\$15,453.00	Mar 16, 2018	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	458032		\$524.00	Mar 16, 2018	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	458033		\$12,425.43	Mar 16, 2018	02196	0	MACKIN EDUCATIONAL RESOURCES
4	458034		\$185.00	Mar 16, 2018	06559	1	MATRIX COMMUNICATIONS, INC.
4	458035		\$198.00	Mar 16, 2018	28041	0	MIXMI BRANDS INC.
4	458036		\$392.47	Mar 16, 2018	03519	0	NAPA AUTO PARTS
4	458037		\$575.00	Mar 16, 2018	29723	0	NASP, INC.
4	458038		\$930.00	Mar 16, 2018	03116	6	NCS PEARSON, INC
4	458039		\$10,744.83	Mar 16, 2018	20320	0	NORTHERN AIR CORPORATION (NAC)
4	458040		\$180.80	Mar 16, 2018	02489	1	OFFICE DEPOT COMPANY
4	458041		\$1,301.00	Mar 16, 2018	26086	0	ORKIN COMMERCIAL SERVICES
4	458042		\$700.00	Mar 16,	03757	0	PALMER WEST CONSTRUCTION

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			COMPANY, INC.
4	458043		\$57.20	Mar 16, 2018	03073	1	PRO-ED
4	458044		\$36.39	Mar 16, 2018	07235	0	REALLY GOOD STUFF
4	458045		\$966.72	Mar 16, 2018	23241	0	RYAN MECHANICAL, INC.
4	458046		\$508.53	Mar 16, 2018	26145	2	SCHOOL OUTFITTERS
4	458047		\$104.14	Mar 16, 2018	03745	2	SHERWIN-WILLIAMS
4	458048		\$256.00	Mar 16, 2018	03587	1	SIMPLEX GRINNELL
4	458049		\$26.39	Mar 16, 2018	03640	1	STAPLES ADVANTAGE
4	458050		\$822.98	Mar 16, 2018	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	458051		\$68.98	Mar 16, 2018	28268	0	TITAN MACHINERY INC.
4	458052		\$790.47	Mar 16, 2018	22123	1	TOTAL FILTRATION SERVICES, INC.
4	458053		\$8,415.39	Mar 16, 2018	03802	0	TRIO SUPPLY
4	458054	Unissued	\$0.00	Mar 16, 2018	03802	0	TRIO SUPPLY
4	458055		\$3,497.63	Mar 16, 2018	26380	0	TYLER TECHNOLOGIES INC
4	458056		\$43.92	Mar 16, 2018	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	458057		\$4,260.02	Mar 16, 2018	27728	1	US GAMES
4	458058		\$410.00	Mar 16, 2018	04377	0	WIGEN COMPANIES, INC. #86
<b>Check Count</b>	<b>501</b>	<b>Grand Total</b>	<b>\$2,460,224.07</b>				

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	102153		\$4,361.31	Mar 2, 2018	01078	0	ELECTRO WATCHMAN, INC.
3	102154		\$1,644.00	Mar 2, 2018	27736	0	GLOBAL COMMUNICATIONS WIRING & SERVICES
3	102155		\$218,820.40	Mar 2, 2018	22848	0	PEOPLES ELECTRIC COMPANY, INC
3	102156		\$2,293.70	Mar 2, 2018	28785	1	PRODOCON, INC
<b>Check Count</b>	<b>4</b>	<b>Grand Total</b>	<b>\$227,119.41</b>				

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**Agenda IV.A.5  
April 17, 2018**

**TO: Cynthia Amoroso, Superintendent and Board of Education**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: April 26, 2018**  
**RE: Budget Analysis for the Month Ending February 28, 2018**

**RECOMMENDATION:** That the Board accepts the Budget Analysis for the month ending February 28, 2018

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

	Year-to-Date Revenue	% of Adopted Budget	Year-to-Date Expenditures	% of Adopted Budget
All Funds	\$ 101,775,734	58.66%	\$ 100,396,791	46.39%
General Fund	\$ 80,085,405	63.36%	\$ 72,026,300	55.05%

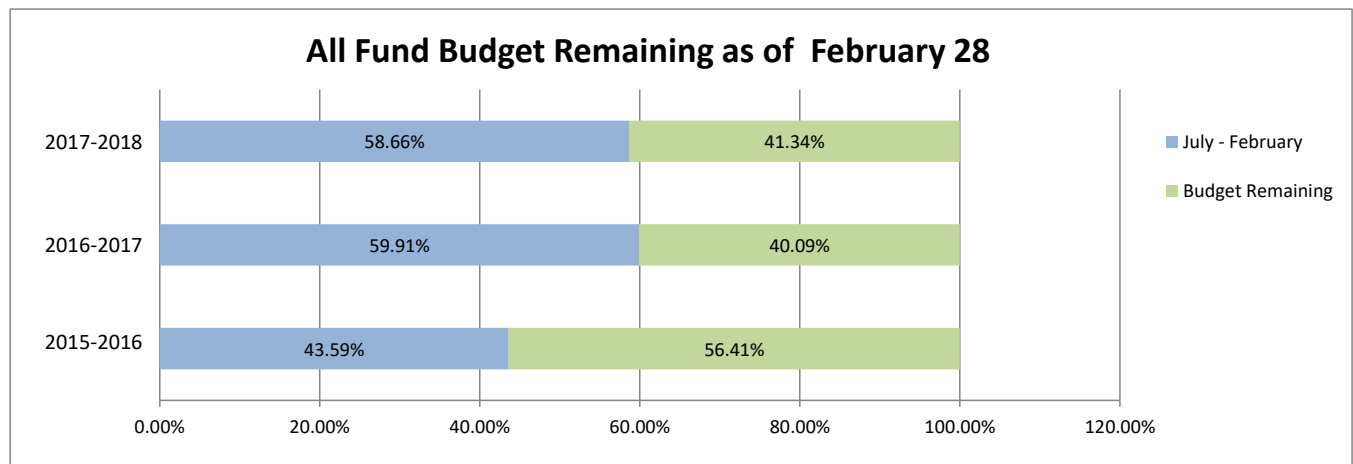
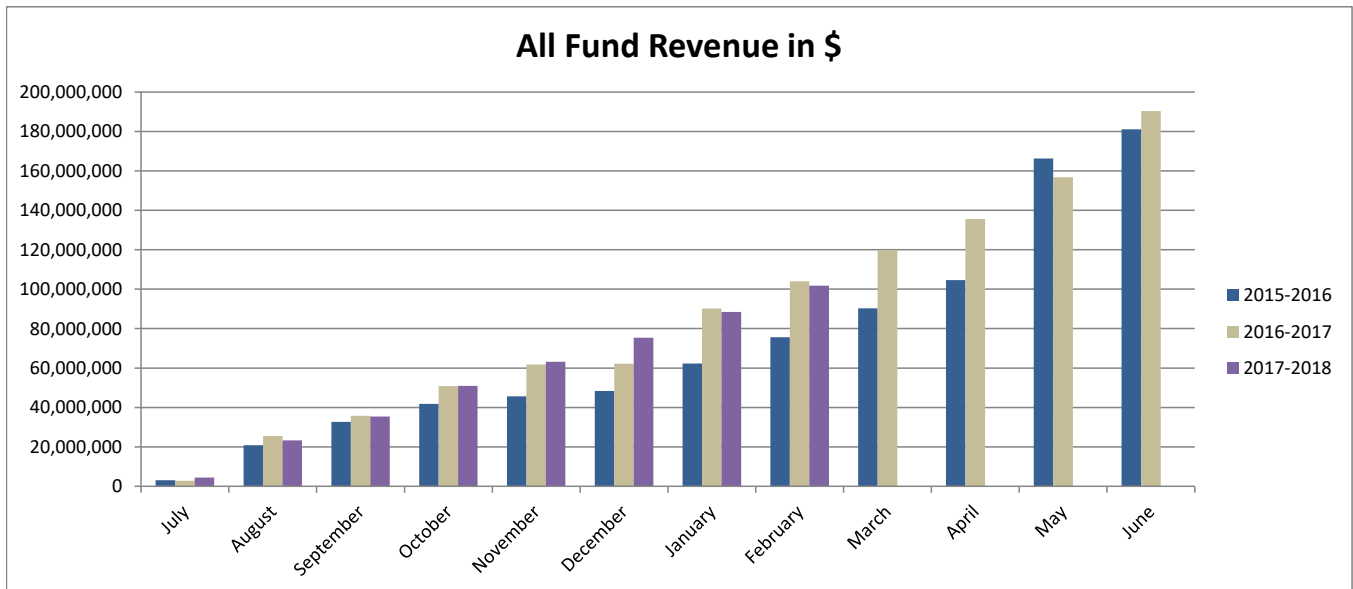
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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

All of the reports and graphs show last year’s actual figures, this year’s budget and this year’s activity to day. Additional detail is available upon request.

**REVENUE COMPARISON  
ALL FUNDS**

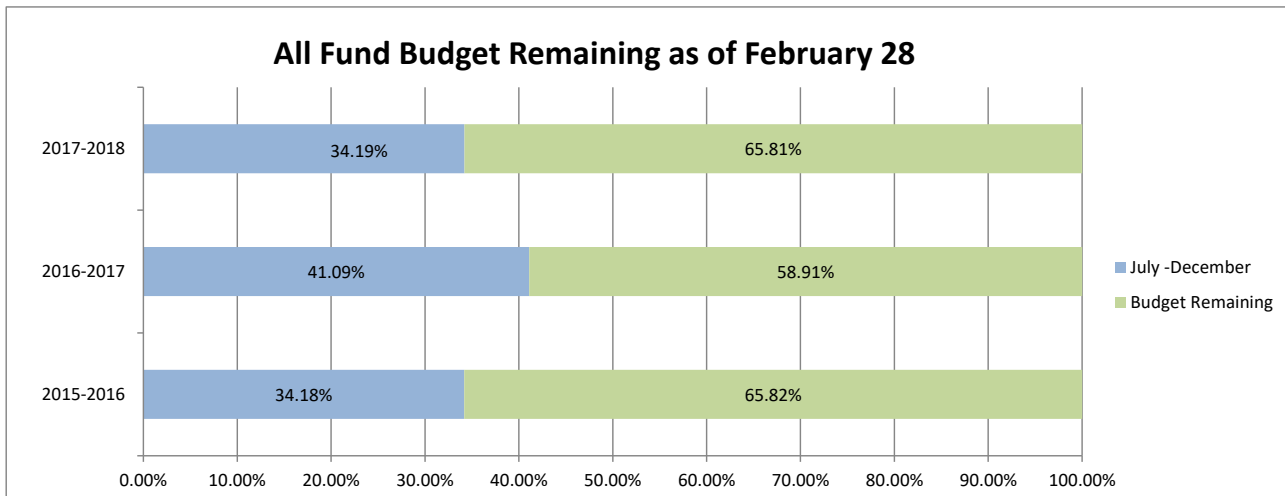
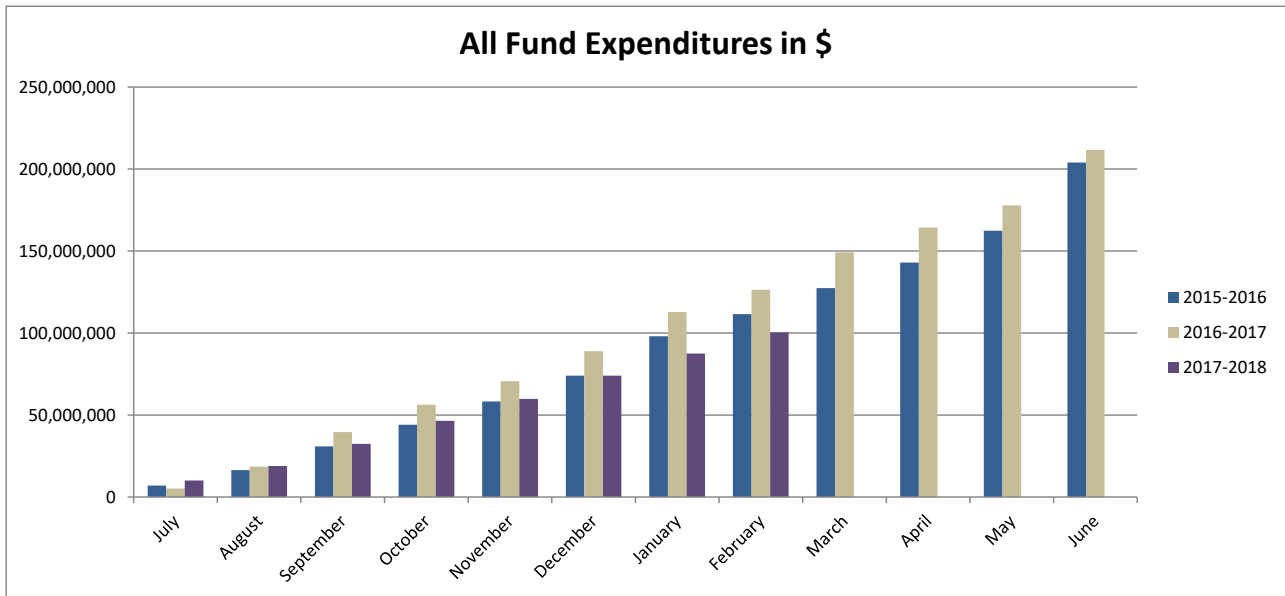
	2015-2016		2016-2017		2017-2018	
	\$	%	\$	%	\$	%
July	3,044,376	1.75%	2,809,302	1.62%	4,408,507	2.54%
August	20,776,436	11.97%	25,542,740	14.72%	23,331,132	13.45%
September	32,729,505	18.86%	35,814,597	20.64%	35,437,865	20.42%
October	41,826,417	24.11%	50,756,340	29.25%	50,946,461	29.36%
November	45,631,362 **	26.30%	61,773,537 **	35.60%	63,197,024 **	36.42%
December	48,389,298	27.89%	62,140,926	35.82%	75,336,594	43.42%
January	62,310,017	35.91%	90,177,955	51.97%	88,429,452	50.97%
February	75,637,174	43.59%	103,945,953	59.91%	101,775,734	58.66%
March	90,285,615	52.04%	119,608,094	68.94%		0.00%
April	104,623,897	60.30%	135,537,967	78.12%		0.00%
May	166,252,241	95.82%	156,805,987	90.38%		0.00%
June	181,117,868	104.39%	190,363,597	109.72%		0.00%
<b>BUDGET</b>	<b>162,577,015</b>	<b>100.00%</b>	<b>185,899,440</b>	<b>100.00%</b>	<b>173,504,173</b>	<b>100.00%</b>



\*\* The year to year comparison will vary due to the timing of the reversal of prior year accruals.

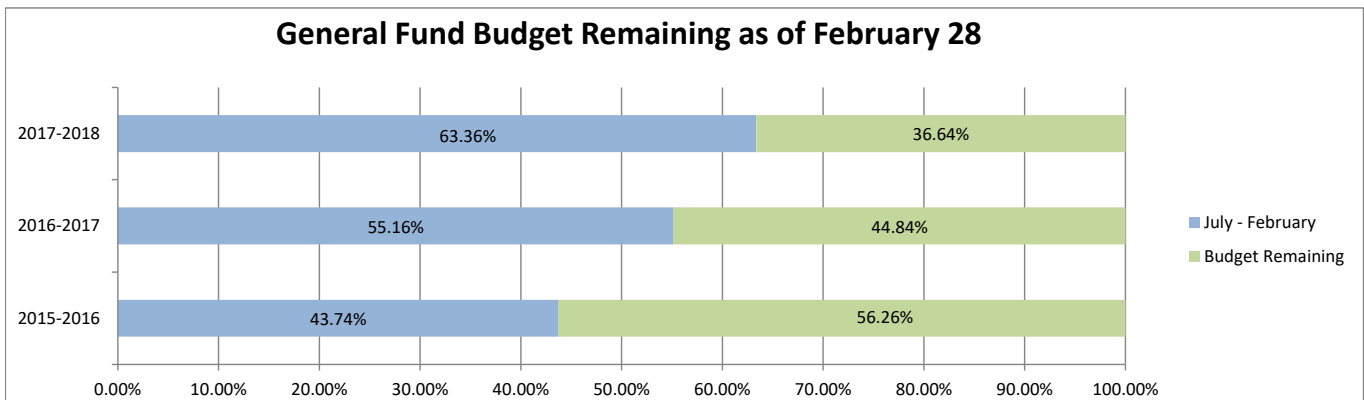
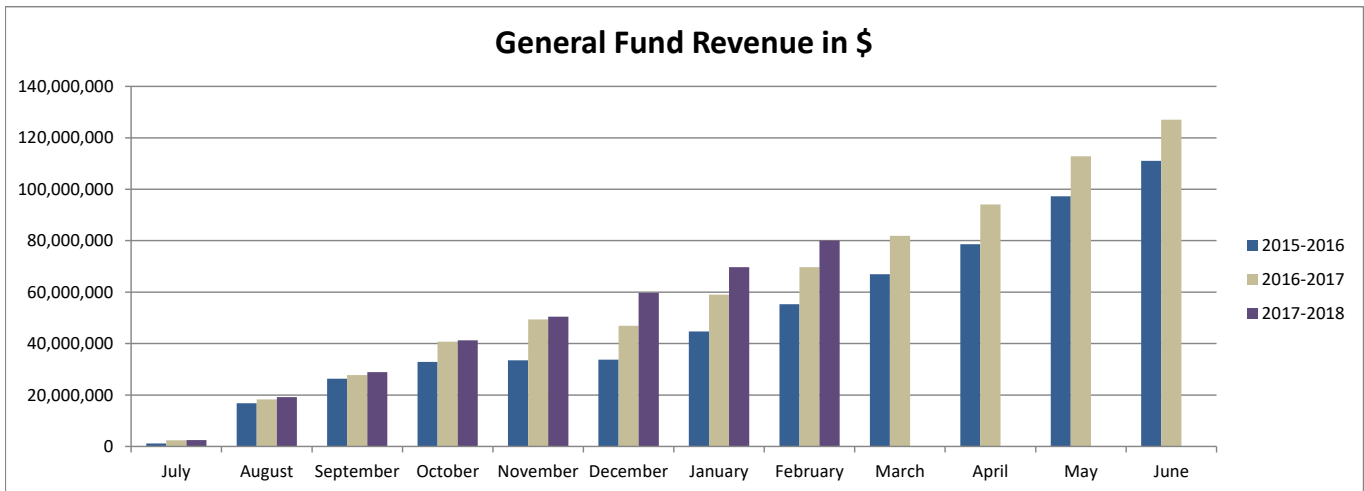
**EXPENDITURE COMPARISON  
ALL FUNDS**

	2015-2016		2016-2017		2017-2018	
	\$	%	\$	%	\$	%
July	7,049,033	3.26%	5,196,342	2.40%	10,085,346	4.66%
August	16,404,117	7.58%	18,514,790	8.55%	18,992,738	8.78%
September	30,882,275	14.27%	39,525,196	18.26%	32,446,236	14.99%
October	44,144,329	20.40%	56,289,453	26.01%	46,483,002	21.48%
November	58,247,227	26.91%	70,699,295	32.67%	59,866,783	27.66%
December	73,968,194	34.18%	88,941,755	41.09%	74,007,378	34.19%
January	97,976,121	45.27%	112,826,815	52.13%	87,488,695	40.42%
February	111,499,625	51.52%	126,370,492	58.39%	100,396,791	46.39%
March	127,360,079	58.84%	149,154,290	68.91%		0.00%
April	142,980,681	66.06%	164,279,619	75.90%		0.00%
May	162,380,604	75.03%	177,853,141	82.17%		0.00%
June	204,018,788	94.26%	211,687,557	97.81%		0.00%
<b>BUDGET</b>	<b>236,752,755</b>	<b>100.00%</b>	<b>209,757,533</b>	<b>100.00%</b>	<b>216,433,319</b>	<b>100.00%</b>



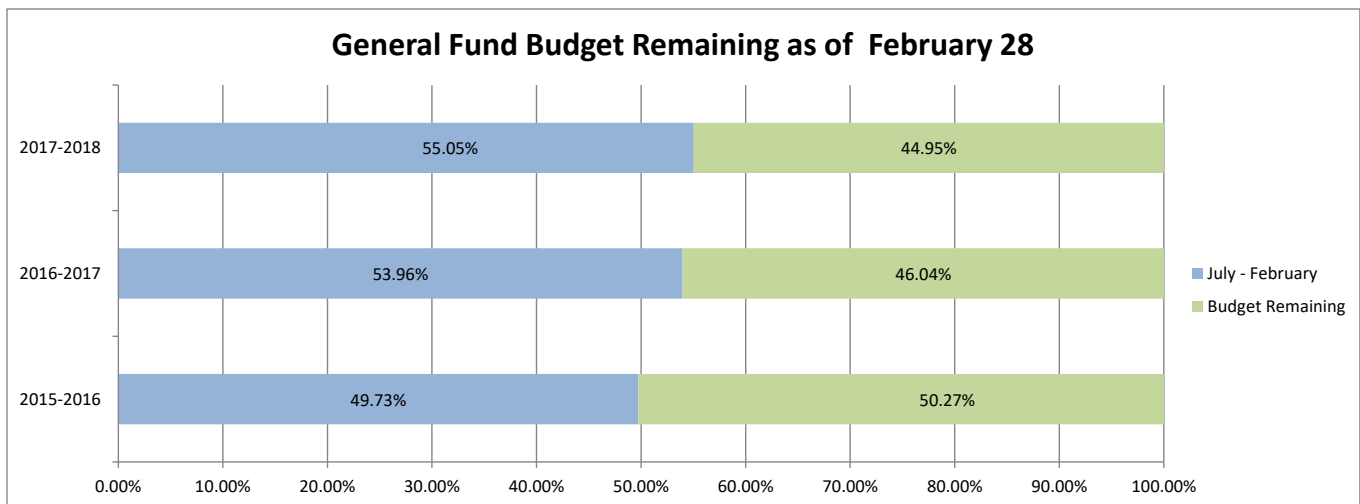
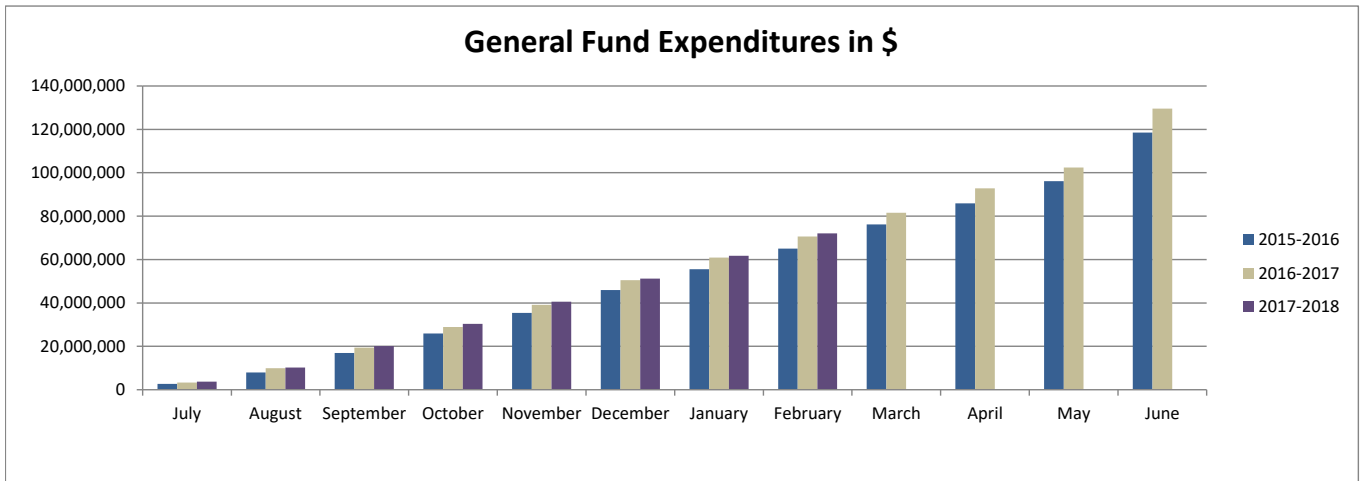
**REVENUE COMPARISON  
GENERAL FUND**

	2015-2016		2016-2017		2017-2018	
	\$	%	\$	%	\$	%
July	1,172,002	0.93%	2,428,394	1.92%	2,439,823	1.93%
August	16,819,666	13.31%	18,330,814	14.50%	19,160,640	15.16%
September	26,303,462	20.81%	27,731,893	21.94%	28,923,752	22.88%
October	32,868,210	26.00%	40,727,980	32.22%	41,294,231	32.67%
November	33,523,977 **	26.52%	49,365,639 **	39.05%	50,405,720 **	39.88%
December	33,750,953	26.70%	46,887,839	37.09%	59,702,729	47.23%
January	44,669,701	35.34%	59,026,452	46.70%	69,744,468	55.17%
February	55,293,029	43.74%	69,731,505	55.16%	80,085,405	63.36%
March	67,001,225	53.00%	81,909,480	64.80%		0.00%
April	78,653,851	62.22%	94,081,747	74.43%		0.00%
May	97,297,732	76.97%	112,774,259	89.22%		0.00%
June	111,032,879	87.84%	127,035,902	100.50%		0.00%
<b>BUDGET</b>	<b>118,046,063</b>	<b>100.00%</b>	<b>125,084,975</b>	<b>100.00%</b>	<b>126,406,866</b>	<b>100.00%</b>



**EXPENDITURE COMPARISON  
GENERAL FUND**

	2015-2016		2016-2017		2017-2018	
	\$	%	\$	%	\$	%
July	2,684,247	2.05%	3,281,485	2.51%	3,704,721	2.83%
August	7,972,377	6.09%	9,904,860	7.57%	10,272,961	7.85%
September	16,911,827	12.92%	19,362,893	14.80%	20,165,861	15.41%
October	25,943,715	19.83%	28,951,109	22.13%	30,322,535	23.17%
November	35,429,463	27.08%	39,179,314	29.94%	40,577,389	31.01%
December	45,930,671	35.10%	50,514,628	38.61%	51,240,711	39.16%
January	55,592,345	42.49%	60,876,065	46.52%	61,706,044	47.16%
February	65,071,177	49.73%	70,609,184	53.96%	72,026,300	55.05%
March	76,193,365	58.23%	81,513,622	62.30%		0.00%
April	85,924,006	65.67%	92,821,959	70.94%		0.00%
May	96,128,215	73.47%	102,373,514	78.24%		0.00%
June	118,503,256	90.57%	129,530,276	98.99%		0.00%
<b>BUDGET</b>	<b>121,227,919</b>	<b>100.00%</b>	<b>126,665,266</b>	<b>100.00%</b>	<b>130,846,390</b>	<b>100.00%</b>





**Agenda IV.A.6.  
April 26, 2018**

**To:** Board of Education, Members  
**From:** Cindy Amoroso, Superintendent  
**Date:** April 12, 2018  
**Re:** Report on Listening Session on April 12, 2018

Board members present: DeeDee Currier and Darcy Schatz  
Staff: Cindy Amoroso, Superintendent

Eight speakers presented at the 4.12.18 Board Listening session.

Three topics centered around the not yet announced budget adjustments. Three speakers were students and community members who advocated for Youth In Government, Middle School Wrestling (and middle level athletics in general), and school safety at the high school.

The other topic addressed was Teacher Contract Negotiations. One student, and four parents and community members spoke to the need to settle the teacher contract. Frustration was expressed about the impact of Work to Rule.

!



**Future Ready. Community Strong.**

**Agenda IV.A.7.  
April 26, 2018**

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

**From:** Dave Watkins, Assistant Superintendent

**Date:** April 20, 2018

**Re:** Policies 503: *Student Attendance*; 504: *Student Dress and Appearance*; and 524: *Internet Acceptable Use and Safety Policy*

**Recommendation:** Approve, on a second reading basis, Policies 503: *Student Attendance*; 504: *Student Dress and Appearance*; and 524: *Internet Acceptable Use and Safety Policy*.

- Policy 503 was updated to reflect current practice.
- Policy 504 was updated to reflect identification of clothing as well as body parts which need to be covered.
- Summary of changes to Policy 524: language updated to reflect digital resources and devices as opposed to computers, internet, and electronic communications which are dated. Technology is no longer nice to have but is a learning tool. Families and school need to work together to leverage those learning tools to best serve the needs of each student.

These policies were reviewed by the Policy Review Committee on March 6, 2018.

Policy 524 was reviewed by the Technology Committee on January 30, 2018.

Adopted: 12/1997  
Reviewed: 4/12/2018  
Revised: 4/26/2018  
Rescinds: JE

## **503 STUDENT ATTENDANCE**

### **I. PURPOSE**

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

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

#### **A. Responsibilities**

##### **1. Student's Responsibility**

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

##### **2. Parent or Guardian's Responsibility**

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

##### **3. Teacher's Responsibility**

The teacher has the responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. The teacher also has the responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. The

teacher also has the responsibility to provide any student who has been absent with any missed assignments upon request. Finally, the teacher has the responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. The administrator has the responsibility to require students to attend all assigned classes and study halls. The administrator also has the responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, the administrator has the responsibility to inform the student's parents or guardians of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Types of Absences

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
  - (1) Illness.
  - (2) Serious illness in the student's immediate family.
  - (3) A death or funeral in the student's immediate family or of a close friend or relative.
  - (4) Medical, dental, or orthodontic treatment, or a counseling

appointment.

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

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within two school days from the date of the student's return to school. However, the classroom teacher or the building principal may extend the time allowed for completion of make-up work in the case of an extended absence or other extenuating circumstances.

2. Unexcused Absences

- a. The following are examples of absences which will not be excused:
- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
  - (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance

procedures.

- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Absences resulting from cumulated unexcused tardies
- (6) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
  - a. Students tardy at the start of school must report to the school office for an admission slip.
  - b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close

friend or relative.

- d. Medical treatment or appointment.
- d. Court appearances occasioned by family or personal action.
- e. Physical emergency conditions such as fire, flood, storm, etc.
- f. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

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

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

### III. DISSEMINATION OF POLICY

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

#### **IV. REQUIRED REPORTING**

##### **A. Continuing Truant**

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

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

##### **B. Reporting Responsibility**

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

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

school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

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

**Cross References:** Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)

*Adopted:* 9/24/2015  
*Reviewed:* 4/12/2018  
*Revised:* 4/26/2018  
*Rescinds:*

*Burnsville-Eagan-Savage School District Policy 504*

**504 STUDENT DRESS AND APPEARANCE**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
  - 1. Clothing appropriate for the weather.
  - 2. Clothing that does not create a health or safety hazard.
  - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
  - 1. Tops that expose the midriff, cleavage, and other clothing such as shorts that expose undergarments.
  - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
  - 3. Apparel promoting products or activities that are illegal for use by minors.
  - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry (including sports apparel) communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Burnsville-Eagan-Savage School District Policy 413.
  - 5. Any apparel or footwear that would damage school property.

- D. Headwear and outerwear are not allowed in the building except with the approval of the building principal.
- E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.

### III. DEFINITIONS

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

### IV. PROCEDURES

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

**Legal References:** U. S. Const., amend. I  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*B.W.A. v. Farmington R-7 Sch. Dist.*, 554 F.3d 734 (8<sup>th</sup> Cir. 2009)  
*Lowry v. Watson Chapel Sch. Dist.*, 540 F.3d 752 (8<sup>th</sup> Cir. 2008)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)  
*B.H. ex rel. Hawk v. Easton Area School Dist.*, 725 F.3d 293 (3<sup>rd</sup> Cir.

2013)

*D.B. ex rel. Brogdon v. Lafon*, 217 Fed.Appx. 518 (6<sup>th</sup> Cir. 2007)

*Hardwick v. Heyward*, 711 F.3d 426 (4<sup>th</sup> Cir. 2013)

*Madrid v. Anthony*, 510 F.Supp.2d 425 (S.D. Tex. 2007)

*McIntire v. Bethel School, Indep. Sch. Dist. No. 3*, 804 F.Supp. 1415 (W.D. Okla. 1992)

*Hicks v. Halifax County Bd. of Educ.*, 93 F.Supp.2d 649 (E.D. N.C. 1999)

*Olesen v. Bd. of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820 (N.D. Ill. 1987)

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

*Adopted: 3/97*  
*Reviewed: 4/12/2018*  
*Revised: 4/26/2018*  
*Rescinds: IIBG and IIBG-E*

## **524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet and other digital resources. This policy also applies to the use of personally owned computing devices when used in school and on school networks and on non-school networks during school.

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

In making decisions regarding student and employee access to the school district digital resources the school district considers its own stated educational mission, goals, and objectives. Digital literacy skills are now fundamental to preparation of citizens and future employees. Access to the school district digital resources enables students and employees to explore thousands of libraries, databases, expert opinions, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of digital resources, student-owned communication devices, and the Internet throughout the curriculum and will provide guidance and instruction to students in their use as part of the mandated curriculum. Students will recognize that responsibility for positive uses of digital resources belongs to them.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school's digital resources which includes Internet access. The purpose of the resources is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the resources for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access and other digital resources through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF DIGITAL RESOURCES**

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access

privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

## **V. UNACCEPTABLE USES**

- A. The following uses of the school district digital resources are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
    - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
    - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
    - d. information or materials that could cause damage or danger of disruption to the educational process;
    - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
    - f. Users will not use external proxy servers or other means of bypassing the district's Internet content filter to gain access to these materials.
  2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
  4. Users will not use digital resources to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use digital resources to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or guardians or other staff members related to students).
  - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
    - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent or guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
    - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. The district may set up user accounts for students in commercial products in which the user agreement follows COPPA compliance.

Vetting of such products is to be done at the district level.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use digital resources to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of non-licensed software or media or copying software or media to or from any school computer. Users will give proper attribution to works in all media they find on the Internet.
  9. Users will not use the school digital resources for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.
  10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy 514. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that

the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

- D. Students and employees using privately-owned electronic devices must follow the policy stated in this document while on school property, attending any school-sponsored activity, or using the [school] network.

## **VI. FILTER**

- A. With respect to any of its devices with Internet access, the school district may monitor the online activities of both minors and adults and employ technology protection measures during any use of such devices by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
  - d. Can be considered hate speech (as defined by law).
  - e. Can be considered a recruiting tool for radical organizations (as defined by law).
- B. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
  - C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable

access for bona fide research or other lawful purposes.

- D. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- E. The school district may create filtering policies specific to groups using defined processes.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted only if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

## **IX. DIGITAL RESOURCES USE AGREEMENT**

- A. The proper use of digital resources including the Internet, and the educational value to be gained from proper digital resource use, is the joint responsibility of students, parents or guardians, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. Annually, a building administrator, principal or designated staff member is responsible to inform students of policies and guidelines for access to the school

district computer system and acceptable and safe use of the internet, including all electronic communications.

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district digital resources is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on any media or contracted service, including but not limited to, hard drives, servers, or cloud-based applications or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, servers, or officially contracted vendor applications.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property used to access school district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any

financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents or guardians.

6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS OR GUARDIANS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents or guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents or guardians are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents or guardians will be notified that their students will be using school district resources/accounts to access the Internet. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A statement that the school district's acceptable use policy is available for parental review.

## **XIII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all

parents, guardians, staff, and members of the community.

- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
*Doninger v. Niehoff*, 527 F.3d 41 (2<sup>nd</sup> Cir. 2008)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Kowalski v. Berkeley County Sch.*, 652 F.3d 656 (4<sup>th</sup> Cir. 2011)  
*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3<sup>rd</sup> Cir. 2011)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)  
*J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)

**Cross References:** Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)  
Burnsville-Eagan-Savage School District Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)  
Burnsville-Eagan-Savage School District Policy 514 (Bullying Prohibition Policy)  
Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)  
Burnsville-Eagan-Savage School District Policy 519 (Interviews of Students by Outside Agencies)  
Burnsville-Eagan-Savage School District Policy 521 (Student Disability)

Nondiscrimination)  
Burnsville-Eagan-Savage School District Policy 522 (Student Sex  
Nondiscrimination)  
Burnsville-Eagan-Savage School District Policy 603 (Curriculum  
Development)  
Burnsville-Eagan-Savage School District Policy 604 (Instructional  
Curriculum)  
Burnsville-Eagan-Savage School District Policy 606 (Textbooks and  
Instructional Materials)  
Burnsville-Eagan-Savage School District Policy 806 (Emergency  
Operations Policy)  
Burnsville-Eagan-Savage School District Policy 904 (Distribution of  
Materials on School District Property by Nonschool Persons)



**Future Ready. Community Strong.**

**Agenda IV.A.8.  
April 26, 2018**

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

**From:** Dave Watkins, Assistant Superintendent

**Date:** April 20, 2018

**Re:** Approve No Changes to Policies 516: *Student Medication*; 527: *Student Use and Parking of Motor Vehicles*; *Patrols, Inspections, and Searches*; 510: *School Activities*; and 519: *Interviews of Students by Outside Agencies*

**Recommendation:** Approve no changes to Policies 516: *Student Medication*; 527: *Student Use and Parking of Motor Vehicles*; *Patrols, Inspections, and Searches*; 510: *School Activities*; and 519: *Interviews of Students by Outside Agencies*.

The policies were reviewed by the Policy Review Committee on April 16, 2018. All policies will be reviewed every 3-5 years.

Adopted: 1/99

Burnsville-Eagan-Savage School District Policy 516

Reviewed: [5/12/2016](#)/[26/2018](#)

Revised: 5/26/2016

Rescinds: JLCD

## **516 STUDENT MEDICATION**

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription and nonprescription or "over the counter" medication to students during the school day.

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

The school district acknowledges that some students may require prescription and/or over the counter medications during the school day and on school-sponsored field trips. Whenever possible, medication should be given to students by a parent or guardian before and/or after school hours. The school district's licensed school nurse or designee will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

### **III. REQUIREMENTS**

- A. The administration of prescription and non-prescription medication at school requires authorization from a person licensed to prescribe medications and a completed signed request from the student's parent. An oral request from a parent or guardian must be reduced to writing within two school days
- B. A Medication Authorization form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be kept in the school health office. Exceptions to this requirement are as noted below in Part I.: and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. The school nurse, or other designated person, shall be responsible for the filing of the Medication Authorization form in the health records section of the student file.
- H. Medication may be administered only by the licensed school nurse or designee. Procedures for administration of medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy. The licensed school nurse is responsible for educating unlicensed personnel in accordance with school district procedures.
- I. Specific Exceptions:
  - 1. Parents/guardians must make arrangements with the licensed school nurse for special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings. Such special health treatments do not constitute administration of medicine;
  - 2. Emergency health procedures, including emergency administration of medicine, are not subject to this policy;
  - 3. Medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  - 4. Medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  - 5. Medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
    - a. the school district has received a written authorization from the student's medical provider and parent or guardian permitting the student to self-administer the medication;
    - b. the inhaler is properly labeled for that student; and
    - c. the parent has not requested school personnel to administer the

medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year.

The school nurse must assess the student's knowledge and skills to safely possess and use an asthma inhaler and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
  - a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration agency.
8. A 7-12 grade student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's medical provider and the parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any medication or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
9. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
  - a. possess epinephrine auto-injectors; or
  - b. if the parent and prescribing medical professional determine the

student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

J. "Parent" for students 18 years old or older is the student.

**Legal References:** Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
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)

**Cross References:** Burnsville-Eagan-Savage School District Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: 1/1986  
Reviewed: ~~10/22/2015~~/26/2018  
Revised: 11/5/2015  
Rescinds: JHFD

Burnsville-Eagan-Savage School District Policy 527

## **527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

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

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

### **III. DEFINITIONS**

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.

- D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

#### **IV. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in parking lots designated for use only by staff or by the general public.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
  - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator.

#### **V. PATROLS, INSPECTIONS, AND SEARCHES**

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

##### **A. Patrols and Inspections**

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

##### **B. Search of Interior of Student Motor Vehicle**

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such

searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

## **VI. DIRECTIVES AND GUIDELINES**

The superintendent is granted authority to develop reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations.

## **VII. PARKING FEE/PERMIT SYSTEM**

If the school district institutes a permit system and intends to charge students a fee for parking permits or makes changes to parking fees, the procedures in Minn. Stat. 123B.38 must be followed before the fees are implemented.

## **VIII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, §10  
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)

*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 417 (Chemical Use and Abuse)  
Burnsville-Eagan-Savage School District Policy 418 (Drug-Free Workplace/Drug-Free School)  
Burnsville-Eagan-Savage School District Policy 501 (School Weapons Policy)  
Burnsville-Eagan-Savage School District Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)  
Burnsville-Eagan-Savage School District Policy 712 (Video Surveillance Other Than on Buses)

Adopted: 09/1999

Burnsville-Eagan-Savage School District Policy 510

Reviewed: ~~12/03/2015~~ 4/26/2018

Revised: 12/17/2015

Rescinds: IGD, IGDD, IGDH and IGDJ & IGDJ-R

## **510 SCHOOL ACTIVITIES**

### **I. PURPOSE**

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

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

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, social and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

### **III. GOALS**

Co-curricular activities have multiple purposes. The goals listed here serve as ideals in the development of specific procedures in each activity.

- A. To provide students with opportunities to participate in varied activities as resources and facilities permit;
- B. To provide both competitive and noncompetitive programs;
- C. To develop competitive programs that maintain a balance between participation and making a winning effort;
- D. To assist in developing good character and self-discipline in participants;
- E. To teach a knowledge of one's own strengths and weaknesses and how to deal with them;
- F. To teach respect for all people;
- G. To develop an understanding and appreciation of the interpersonal skills required for team or community life;
- H. To teach individual and team skills;
- I. To teach safety and good physical and mental practices;
- J. To take advantage of the opportunities available for students with special interests, talents and abilities;
- K. To instill in students a desire for self-improvement and excellence;
- L. To encourage the highest standards of conduct and scholastic achievement among all participants;
- M. To develop integrity and leadership;
- N. To encourage modesty in victory and graciousness in defeat;
- O. To cooperate with related community programs;
- P. To cooperate with ISD 191 programs at either higher or lower grade levels.

#### **IV. RESPONSIBILITY**

- A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. The superintendent or designee shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.

***Legal References:*** Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 503 (Student Attendance)  
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)  
MSBA Service Manual, Chapter 5, Various Educational Programs

Adopted: 2/1996  
Reviewed: [10/8/20154/26/2018](#)  
Revised: 10/22/2015  
Rescinds: JIH

*Burnsville-Eagan-Savage School District Policy 519*

## **519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

### **I. PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

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

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, the principal shall be responsible for determining whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

### **III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the Maltreatment of Minors Act, Minn. Stat. § 626.556, Subd. 10, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minn. Stat. § 626.556, Subd. 10 (c) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district

property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property 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 district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district 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, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law Enforcement Agency Upon Receipt of a Report)

**Cross References:** Burnsville-Eagan-Savage School District Policy 103 (Complaints – Students, Employees, Parents, Other Persons)

Burnsville-Eagan-Savage School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)



**Agenda IV.A.9.  
April 26, 2018**

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

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

**Date: April 26, 2018**

**Re: Waste and Recycling agreement extension.**

RECOMMENDATION: That the Board of Education approve the extension of the waste and recycling agreement for an additional two years to Dick's Sanitation Inc. (DSI)

Dick's Sanitation Inc. has provided removal of the school districts waste and recycling going on 6 years and has partnered with the school district to make sure our waste and recycling materials are processed according to the counties management plan.

Over the past 4 years Dick's Sanitation Inc. has received increase costs from the Hennepin County Environmental and Energy Agency to deliver waste to the Hennepin County facilities which they have not passed on to the school district.

The current agreement which runs out on June 30, 2018 has an annual cost of \$58,063.77 which includes a combination of nine-month service at 13 locations and twelve-month service at 5 locations.

The extended agreement which was recalculated to nine-month service at all of our locations has an annual cost of \$59,760.00 or a 3% increase the first year and no increase the second year.

The 5 twelve-month service locations were billed on the current agreement throughout the summer months whether the containers were full or not. By going to a nine-month service agreement and on-call pickup during the summer months we can make sure that the containers are full when the service needs to be provided.



**CONTRACTOR'S DUTIES:** Contractor agrees to furnish the disposal, solid waste and recycling collection services and equipment as specified herein.

**TERM:** 2 YEAR

**Customer/Site:** ISD 191 Burnsville Schools/ISD 191 Burnsville Schools

Customer agrees that Contractor shall have the exclusive right to collection and disposal of Customer's solid waste and recyclable materials as defined in the Service Agreement. Any material or service not defined in this agreement and picked up by the contractor will be charged to the customer. The initial term of this Agreement will be for the term defined above from the Effective Date and for any renewal term. This Agreement shall automatically renew for like terms unless either party gives written notice of cancellation by Certified Mail to the other at least sixty (60) days but not more than one hundred and twenty (120) days prior to the cancellation of the initial term or any renewal term then in effect. In the event the Customer has an existing agreement with a different service provider, the effective date of this Agreement shall be the first renewal date of the Customer's existing provider's agreement. At the end of the initial term or a renewal term, Customer agrees to give Contractor written notice of any offer received from other service providers for like services and grants Contractor the right to provide a competitive rate for like services. Final costs for the removal of equipment will be provided to the Customer at this time.

**NON PERFORMANCE OF SERVICES :** In the event that the Customer is dissatisfied with service throughout the term of this agreement, DSI will have FIFTEEN(15) days after receiving WRITTEN notification of the issue from the customer of a resolution to the issue. If DSI does not respond within this timeline, the customer can execute a 60 day notice to discontinue services at the specified location without penalty.

**EARLY TERMINATION :** In the event that the Customer terminates this Agreement other than as provided above. Customer shall pay Contractor, as liquidated damages, an amount equal to fifty percent (50%) of the Average Monthly Charge multiplied by the number of months remaining in the term of this Agreement. The Average Monthly Charge is: 1) the average of charges, including equipment charges, for the six (6) months preceding termination; or 2) if termination is less than six (6) months into the term of this Agreement, the average of charges since the Effective Date; or 3) if termination before any charges, the billing rate multiplied times four (4) months of billing charges. In the event that the Contractor has purchased any compactor, baler or specialized equipment to service Customer, Customer will pay any balance of equipment including interest, installation charges and/or other fees associated with the equipment as well as the cost to remove any equipment on site.

**COLLECTIONS :** If Contractor fails to make a scheduled collection on the appropriate scheduled day, for any reason other than inaccessibility or causes beyond Contractor's control, Customer shall notify Contractor by fax/phone/e-mail that the collection has not been made. Unless otherwise excused, Contractor shall perform said collection within twenty four (24) hours of communication. In addition, on collection day(s) Customer shall provide unobstructed access to the equipment. If the equipment is blocked or not accessible, Contractor will attempt to notify Customer, Contractor shall be excused from completing that said collection and any additional collection or rescheduled attempts to provide such collection shall be charged as an "additional pick-up" subject to Contractor's inability to service Customer because of parked vehicles and/or other hazardous which may impede collection.

**EQUIPMENT AND OPERATION USAGE:** Customer shall be responsible for safekeeping and cleanliness of all equipment. Customer shall be liable to Contractor for loss or damage to the equipment in excess of reasonable wear. Customer shall use the equipment only for its intended purpose and shall not overload or make alterations or improvements to the equipment. All equipment provided by Contractor for use by Customer has not purchased shall be in the possession of Customer but shall remain the property of the Contractor and Customer shall have no rights of ownership of equipment herein. Customer agrees to indemnify, defend and hold harmless Contractor against all claims, fines, suits, damages and penalties and any other liability for injury or death to persons or loss or damage to property due to Customer's operation or possession of equipment. It is the customer's sole responsibility for determining the location and placement of the contractor's container(s) and for ensuring that such placement(s) comply with all fire, building and health codes applicable to the customer's property.

**RATE CHANGES & FUEL ADJUSTMENT:** Contractor rate increases include, but are not limited to, increases annually to reflect the Metropolitan Consumer Price Index Percentage as set forth by the State of Minnesota and U.S. Department of labor, increases in landfill tip fees and/or increased costs of any additional taxes, host fees and environmental fees passed on by landfills, operational and transportation increases. Changes in rates, frequency, size of and/or quantity of equipment may be agreed upon orally or in writing by the parties without changing the original terms of this agreement as set forth. This Agreement shall remain in effect for the term provided herein and shall apply to changes in service address location (s) or additional service location (s) of Customer within the service area in which the Contractor provide such service which may include subcontracting of service herein.

**SOLID WASTE & RECYCLING MATERIALS:** Customer represents and acknowledges that the waste material produced, collected and transported by Contractor pursuant to this Agreement is solid waste generated by Customer, and will not contain any hazardous, industrial waste, sludge or liquids, batteries, appliances, electronics, tires, fluorescent or incandescent lamps, yard waste, radio active waste, medical, flammable, explosive and/or "hazardous waste". The term "hazardous waste" as used in this Agreement shall include any waste listed or characterized as hazardous or toxic by state, federal and local laws and regulations and may change at any time based on the changes in these laws. Contractor may reject and return to Customer any waste material which Contractor has not agreed to collect under this Agreement at the Customer's expense. At Contractor's request Customer shall provide, at Customer's expense, a industrial waste profile including TCLP testing, Materials Safety Data Sheets and/or chemical characterization of waste to be collected and transported by Contractor.

**CHARGES AND PAYMENT TERMS:** Customer shall pay Contractor on a monthly basis for the services provided by Contractor including all fees for collection, disposal, and for equipment used including any repairs. Customer agrees to pay Contractor for all extra fees for additional yardage, bulk items, appliances, tires, electronics and any other special services. Customer shall pay for any contaminated recycling loads in containers, roll-offs, compactor boxes and/or carts at an extra per cubic yardage rate. Payments shall be made by Customer with thirty (30) days after receipt of an invoice from Contractor. A late charge will be assessed on any past due balances. A reactivation fee to restart collection services due to a stop in service for non-payment may be applied. Customer will be liable for all taxes, fees or other charges assessed by for the collection and/or disposal of Customer's waste materials by federal, state, or local laws and regulations. Customer shall pay all attorney's fees incurred by Contractor upon enforcement of this Agreement. Contractor may suspend service or remove equipment from Customer's property if payment terms are not fulfilled, without prejudice to any Contractor's other rights. Suspension of service ("placed on-stop") or removal of equipment due to non-payment shall not void the terms, conditions or obligations of this agreement by Contractor.

**FORCE MAJEURE & ASSIGNMENT:** If, and to the extent that either Contractor or Customer is precluded from performing its duties and/or obligations under this Agreement as the result of acts of God, strikes, lockouts, authority of laws, riots or labor disputes, or other causes beyond its control, such non-performing party shall be excused to the extent that its performance continues to be precluded by such acts. Customer may not assign its rights and/or obligations under this Agreement without the prior written consent of the Contractor.

**OVERWEIGHT CONTAINERS:** Customer shall not overload roll-off containers, compactor and self-contained containers and/or dumpsters, carts or other equipment provided by Contractor. In the event an overweight fine is assessed to Contractor as a result of transporting or dumping material during collection, the cost of said overweight fine shall be paid by Customer.

**BINDING AGREEMENT:** This Agreement is a legally binding contract on the part of the Contractor and the Customer and their respective heirs, successors and assigns in accordance with the terms and conditions set out herein.

SCHEDULE A ADDENDUM 7/1/2018

Customer	Site	Site Name	Service	Qty	Size	Frequency	Activity	Rate	Months of Service	Proposed Rates 2018
46702	1	RIVER RIDGE EDUCATION CENTER	Commercial Trash	1	2	1	Auto Charge	\$52.00	9	\$54.34
46702	1	RIVER RIDGE EDUCATION CENTER	Commercial SingleSort	1	2	1	Auto Charge Non Taxable	\$30.00	9	\$41.32
46702	2	BURNSVILLE ALT HIGH SCHOOL	Commercial Trash	1	8	1	Auto Charge	\$95.00	9	\$104.79
46702	2	BURNSVILLE ALT HIGH SCHOOL	Commercial SingleSort	1	10	1	Auto Charge Non Taxable	\$38.75	9	\$56.47
46702	2	BURNSVILLE ALT HIGH SCHOOL	Commercial Organics	1	4	1	Auto Charge Non Taxable	\$57.00	9	\$75.41
46702	3	BURNSVILLE HIGH SCHOOL-THEATRE	Commercial Trash	1	3	2	Auto Charge	\$118.00	9	\$125.01
46702	3	BURNSVILLE HIGH SCHOOL	Commercial Organics	1	6	2	Auto Charge Non Taxable	\$194.00	9	\$188.72
46702	3	BURNSVILLE HIGH SCHOOL	Trash Compactor	1	35	OC				
46702	3	BURNSVILLE HIGH SCHOOL	Recycle Compactor	1	40	OC				
46702	5	DIAMONDHEAD SR CAMPUS	Commercial Trash	2	6	3	Auto Charge	\$520.00	9	\$412.34
46702	5	DIAMONDHEAD SR CAMPUS	Commercial SingleSort	1	6	2	Auto Charge Non Taxable	\$100.00	9	\$97.79
46702	5	DIAMONDHEAD SR CAMPUS	Commercial Organics	1	3	1	Auto Charge Non Taxable	\$78.00	9	\$65.94
46702	6	CENTRAL RECEIVING/WAREHOUSE	Commercial Trash	1	8	2	Auto Charge	\$147.00	9	\$208.28
46702	6	CENTRAL RECEIVING/WAREHOUSE	Commercial SingleSort	1	2	1	Auto Charge Non Taxable	\$30.50	9	\$41.32
46702	7	EAGLE RIDGE JR HIGH	Commercial Trash	1	8	2	Auto Charge	\$185.00	9	\$209.58
46702	7	EAGLE RIDGE JR HIGH	Commercial SingleSort	1	8	1	Auto Charge Non Taxable	\$36.50	9	\$52.68
46702	7	EAGLE RIDGE JR HIGH	Commercial Organics	1	8	1	Auto Charge Non Taxable	\$110.00	9	\$113.30
46702	8	NEILL ELEMENTARY	Commercial Trash	1	4	2	Auto Charge	\$131.00	9	\$141.67
46702	8	NEILL ELEMENTARY	Commercial SingleSort	1	4	2	Auto Charge Non Taxable	\$65.00	9	\$90.21
46702	8	NEILL ELEMENTARY	Commercial Organics	1	6	1	Auto Charge Non Taxable	\$72.75	9	\$94.36
46702	9	GIDEON POND ELEMENTARY	Commercial Trash	1	4	2	Auto Charge	\$131.00	9	\$141.67
46702	9	GIDEON POND ELEMENTARY	Commercial SingleSort	1	8	2	Auto Charge Non Taxable	\$73.00	9	\$105.36
46702	9	GIDEON POND ELEMENTARY	Commercial Organics	1	6	1	Auto Charge Non Taxable	\$72.75	9	\$94.36
46702	10	HARRIET BISHOP ELEMENTARY	Commercial Trash	1	8	2	Auto Charge	\$185.00	9	\$209.58
46702	10	HARRIET BISHOP ELEMENTARY	Commercial SingleSort	2	3	2	Auto Charge Non Taxable	\$69.00	9	\$97.79
46702	10	HARRIET BISHOP ELEMENTARY	Commercial Organics	1	8	1	Auto Charge Non Taxable	\$82.50	9	\$113.30

Notes

Haul \$165.00/ \$60.00/ton Monthly Rental \$295.70  
 Haul \$165.00/ \$15.00/ton Monthly Rental \$295.70

1-6yd and 1-8yd  
 1-6yd and 1-3yd

1-2yd 1x/wk too

46702	11	HIDDEN VALLEY ELEMENTARY	Commercial Trash	2	4	2	Auto Charge	\$185.00	9	\$209.58
46702	11	HIDDEN VALLEY ELEMENTARY	Commercial Recycle	1	6	3	Auto Charge Non Taxable	\$104.00	9	\$146.68
46702	11	HIDDEN VALLEY ELEMENTARY	Commercial Organics	1	6	2	Auto Charge Non Taxable	\$194.00	9	\$188.72
46702	12	JOHN METCALF JR HIGH	Commercial Trash	1	8	3	Auto Charge	\$277.50	9	\$312.42
46702	12	JOHN METCALF JR HIGH	Commercial SingleSort	1	8	2	Auto Charge Non Taxable	\$73.00	9	\$105.36
46702	12	JOHN METCALF JR HIGH	Commercial Organics	1	6	1	Auto Charge Non Taxable	\$82.50	9	\$94.36
46702	13	MARION WEST SAVAGE ELEMENTARY	Commercial Trash	1	6	2	Auto Charge	\$159.79	9	\$175.95
46702	13	MARION WEST SAVAGE ELEMENTARY	Commercial SingleSort	1	8	3	Auto Charge Non Taxable	\$110.00	9	\$158.05
46702	13	MARION WEST SAVAGE ELEMENTARY	Commercial Organics	1	8	1	Auto Charge Non Taxable	\$82.50	9	\$113.30
46702	14	JOSEPH NICOLLET JR HIGH	Commercial Trash	1	8	2	Auto Charge	\$185.00	9	\$208.28
46702	14	JOSEPH NICOLLET JR HIGH	Commercial SingleSort	1	8	2	Auto Charge Non Taxable	\$73.00	9	\$105.36
46702	14	JOSEPH NICOLLET JR HIGH	Commercial Organics	1	8	1	Auto Charge Non Taxable	\$82.50	9	\$113.30
46702	15	RAHN ELEMENTARY	Commercial Trash	1	4	2	Auto Charge	\$131.00	9	\$141.67
46702	15	RAHN ELEMENTARY	Commercial SingleSort	1	4	2	Auto Charge Non Taxable	\$65.00	9	\$90.21
46702	15	RAHN ELEMENTARY	Commercial Organics	1	6	1	Auto Charge Non Taxable	\$72.75	9	\$94.36
46702	16	SIOUX TRAIL ELEMENTARY	Commercial Trash	1	2	1	Auto Charge	\$52.00	9	\$54.18
46702	16	SIOUX TRAIL ELEMENTARY	Commercial SingleSort	1	8	2	Auto Charge Non Taxable	\$73.00	9	\$105.36
46702	16	SIOUX TRAIL ELEMENTARY	Commercial Organics	1	4	1	Auto Charge Non Taxable	\$97.68	9	\$75.41
46702	17	SKY OAKS ELEMENTARY	Commercial Trash	1	6	3	Auto Charge	\$240.00	9	\$262.46
46702	17	SKY OAKS ELEMENTARY	Commercial SingleSort	1	4	2	Auto Charge Non Taxable	\$134.00	9	\$90.21
46702	17	SKY OAKS ELEMENTARY	Commercial Organics	1	6	2	Auto Charge Non Taxable	\$194.00	9	\$188.72
46702	17	SKY OAKS ELEMENTARY	Commercial SingleSort	1	4	2	Auto Charge Non Taxable	\$37.00	9	\$45.18
46702	18	VISTA VIEW ELEMENTARY	Commercial Trash	1	3	2	Auto Charge	\$118.00	9	\$125.01
46702	18	VISTA VIEW ELEMENTARY	Commercial SingleSort	1	6	3	Auto Charge Non Taxable	\$104.00	9	\$146.68
46702	18	VISTA VIEW ELEMENTARY	Commercial Organics	1	6	1	Auto Charge Non Taxable	\$72.75	9	\$94.36
46702	19	WILLIAM BYRNE ELEMENTARY	Commercial Organics	1	3	1	Auto Charge Non Taxable	\$45.00	9	\$65.94
46702	19	WILLIAM BYRNE ELEMENTARY	Commercial SingleSort	1	8	2	Auto Charge Non Taxable	\$73.00	9	\$105.36
46702	19	WILLIAM BYRNE ELEMENTARY	Commercial Trash	1	6	1	Auto Charge	\$90.00	9	\$87.49
								\$5,881.72		\$6,639.50
								Current		Proposed
								Total		Total

\*Rates proposed are base rates and do not include tax or locked 10% fuel

2nd 4yd Recycle



**Agenda V.A.**

**To:** Members, Board of Education

**From:** Stacey Sovine, Executive Director of Human Resources

**Date:** April 26, 2018

**Re:** Approve Premiums and Rates for Employee Benefits

**RECOMMENDATION:** That the Board of Education approves the FY19 premiums and rates for employee benefits.

Below are the premiums/rates for the respective employee benefits for our July 1, 2018 through June 30, 2019 plan years.

**Health Self Insured Employee Benefit:**

Family coverage, Annual premium of \$24,170.40 and a \$2,000 HRA contribution for a monthly combined premium of \$2,180.86

Single coverage, Annual premium of \$9,423.72 and a \$1,000 HRA contribution for a monthly combined premium of \$868.64

**Dental Self Insured Employee Benefit with Delta Dental:**

Family coverage full monthly premium of \$96.76 and an annual cost of \$1,161.12

Single coverage full monthly premium of \$37.05 and an annual cost of \$444.60

**Group Life Insurance:**

Rates hold at \$0.086 per \$1,000 effective July 1, 2018

**Long Term Disability Insurance:**

Rates hold at .00418 per \$1,000 effective July 1, 2018

Employer and Employee portion of above premiums and rates are dependent upon contract language covering employee's employment with the district.

**BURNSVILLE – EAGAN – SAVAGE  
INDEPENDENT SCHOOL DISTRICT 191  
HUMAN RESOURCES**

AGENDA ITEM: V.B

To: Members of the Board of Education  
Superintendent Cynthia Amoroso

From: Stacey Sovine  
Executive Director of Human Resources

Date: April 26, 2018

RE: Resolution relating to the Termination of Teaching Contracts for the following Long Term Substitute Teachers effective at the close of the 2017 - 2018 school year

**RECOMMENDATION:** It is the recommendation that the Board of Education adopt the following resolution:

**BE IT RESOLVED,** by the Board of Education of School District 191, that the teaching contracts of the following long-term substitute teachers be terminated at the close of the 2017 - 2018 school year.

<u>Last Name</u>	<u>First Name</u>	<u>School</u>
Dorigan-Slette	Cynthia	ECSE
Engelhart	Kyna	MMS
Erbes	Sarah	ECSE
Haberlack	Anna	HB
Johnson	Marlys	MMS
Kamano	Joy	WB
Kennedy	Jennifer	ECSE
Kutz	Robin	VV
Lobben	Angela	HB
Mickelson	Ashly	HV
Mosher	Nancy	MWS, SO
Nelson	Tara	ECSE
Oscarson	Kristi	ECSE
Peck	Analise	ECSE, BHS
Pettes	Julie	HV
Rossakis	John	ECSE
Schmidt	Dwight	BHS

Surm	Tanya	BAHS
Roczniak	Eugene	BAHS

**BE IT FURTHER RESOLVED**, that written notice is sent to said teachers regarding termination and nonrenewal of his/her contract as provided by law.

**BURNSVILLE – EAGAN – SAVAGE  
INDEPENDENT SCHOOL DISTRICT 191  
HUMAN RESOURCES**

AGENDA ITEM: V.C

To: Members of the Board of Education  
Superintendent Cynthia Amoroso

From: Stacey Sovine  
Executive Director of Human Resources

Date: April 26, 2018

RE: Resolution relating to the termination and nonrenewal of that portion of teaching contracts in excess of 1.0 and/or beyond contractual rights at the conclusion of the 2017 - 2018 school year.

**RECOMMENDATION:** It is the recommendation that the Board of Education adopt the following resolution:

**BE IT RESOLVED,** by the Board of Education of Independent School District 191 that the portion of teaching contracts of staff in excess of 1.0 and/or contractual rights be terminated at the close of the 2017 – 2018 school year.

TEACHER NAME	TOTAL FTE
Heather Alvey	.2000
Michele Berens	.0360
Steve Brady	.0956
Ryan Czapar	.0650
Kathryn Decker	.0650
John Glas	.0650
Jeffrey Hammer	.0650
Cory Charles Johnson	.0650
Kyle Kalina	.0650
Scott Kosloski	.2000
Stephen Petinelli	.0559
Emily Robb	.2000
Emily Robb	.4000
Vicki Robole	.2000
Jessica Thomas	.0650
Ethan Walker	.0650
Jonah Weisbond	.0138

**BE IT FURTHER RESOLVED**, that written notice is sent to said teachers regarding termination and nonrenewal of his/her contract as provided by law.

**BURNSVILLE – EAGAN – SAVAGE  
INDEPENDENT SCHOOL DISTRICT 191  
HUMAN RESOURCES**

AGENDA ITEM: V.D – Revised

To: Members of the Board of Education  
Superintendent Cynthia Amoroso

From: Stacey Sovine  
Executive Director of Human Resources

Date: April 26, 2018

RE: Resolution relating to the Termination and Nonrenewal of the Teaching Contracts of Probationary Certified Personnel at the close of the 2017 - 2018 school year.

**RECOMMENDATION:** It is the recommendation that the Board of Education adopt the following resolution:

**BE IT RESOLVED,** by the Board of Education of Independent School District 191, pursuant to Minnesota Statute § 122A.40 that the teaching contracts of the following licensed probationary teachers in Independent School District 191 be terminated at the end of the 2017 – 2018 school year.

Name	Location	FTE Amount
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Blackman, Laura	VV	1.00
Brandon, Debra	HV	.50
Buckrey, Susan	BHS	.60
Craig, Alyssa	WB	1.00
Craig, Sara	BHS	1.00
Forster, Kathryn	HB	1.00
Hansen, Maya	WB	1.00
Harves, Nicole	MWS	.30
Hubbard, Mark	BHS	.80
Huisman, Mitchell	HB	1.00
Jones, Jacqueline	BHS	.30
Kalina, Kyle	NMS	1.00
Kaso, Angela	MMS	.15
Kosloski, Scott	BHS	.20
Kramer, Krista	VV	1.00

Lahr, Joelynn	BHS/ERMS	1.00
Lindula, Katherine	SO	1.00
Lund, Kaj	MMS	.15
Mayasich, Jennifer	MMS	.34
Meyer, Andrew	NMS	.83
Mohamed, Ayan	MMS	1.00
Monson, Corey	Rahn	1.00
Novine, Cheryl	Rahn	.50
Palesch, Kaycie	ERMS	.17
Pleviak, Meghan	Rahn	1.00
Plueger, Aimee	MMS	.15
Robinette, Sarah-Catherine	Rahn	.50
Schenkelberg, Samantha	NMS	1.00
Strano, Andrew	WB	1.00
Vanthournout, Jana	EN	1.00
Wening, Alesha	ST	.50
Wiggins, Dion	MMS	1.00
Winterlin, Sarah	MWS	1.00

**BE IT FURTHER RESOLVED**, that written notice is sent to said teachers regarding termination and nonrenewal of his/her contract as provided by law.



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

**Agenda V.E.  
April 26, 2018**

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

**From:** Jim Schmid, Board Chair

**Date:** April 20, 2018

**Re:** Appoint Board Member Representative to 917

**RECOMMENDATION:** that the Board of Education duly appoints Director DeeDee Currier a School Board Member of Intermediate School District 917, to represent Independent School District 191, for a term of three years beginning July 1, 2018.



**Future Ready. Community Strong.**

**Agenda V.F.  
April 26, 2018**

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

**From:** Dave Watkins, Assistant Superintendent

**Date:** April 20, 2018

**Re:** Policies 520: *Student Surveys*; 523: *Policies Incorporated by Reference*, and 529: *Staff Notification of Violent Behavior by Students*

**Recommendation:** Approve, on a first reading basis, changes to Policies 520: *Student Surveys*; 523: *Policies Incorporated by Reference*, and 529: *Staff Notification of Violent Behavior by Students*.

Changes were suggested by administration or MSBA. These policies were reviewed by the Policy Review Committee on April 16, 2018.

Adopted: 10/22/2015  
Reviewed: ~~10/8/2015~~4/26/2018  
Revised:  
Rescinds:

## **520 STUDENT SURVEYS**

### **I. PURPOSE**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

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

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

### **III. DEFINITIONS**

- A. “Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.
- B. “Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.
- C. “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
- D. “Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or dental screening.

### **IV. STUDENT SURVEYS IN GENERAL**

- A. Student surveys will be conducted anonymously and in an indiscernible fashion.

No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.

- B. The superintendent or designee may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student has the opportunity to opt out of the survey. Any and all documents containing the written permission of a parent for a student to opt out of a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.
- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

**V. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM**

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
  - 1. political affiliations or beliefs of the student or the student's parent;

2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:
  - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.
  - b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
  - c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).
- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.
  - (1) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
    - (a) college or other post-secondary education recruitment or military;
    - (b) book clubs, magazines, and programs providing access to low cost literary products;
    - (c) curriculum and instructional materials used by elementary and secondary schools;
    - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
    - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
    - (f) student recognition programs.
  - (2) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the

instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
  - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
  - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
    - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
    - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
    - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.
  - c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
  - d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

~~D.A.~~ The school district ~~shall~~must give parents and students notice of their rights under this ~~section~~policy at the beginning of each school year and after making substantive changes to this policy.

B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.

B.C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information;  
Parent Notice and Opportunity for Opting Out)  
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. 1232h (Protection of Pupil Rights)  
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)  
*C.N. v. Ridgewood Bd. of Educ.*, 430 F.3d. 159 (3<sup>rd</sup> Cir. 2005)  
*Fields v. Palmdale School Dist.*, 427 F.3d. 1197 (9<sup>th</sup> Cir. 2005)

**Cross References:** Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)  
Burnsville-Eagan-Savage School District Policy 521 (Student Disability Nondiscrimination)  
Burnsville-Eagan-Savage School District Policy 522 (Student Sex Nondiscrimination)

Adopted: 10/22/2015  
Reviewed: ~~10/8/2015~~4/26/2018  
Revised:  
Rescinds:

Burnsville-Eagan-Savage School District Policy 5230

## 523 POLICIES INCORPORATED BY REFERENCE

### PURPOSE

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

Policy 102	Equal Educational Opportunity
Policy 103	Complaints – Students, Employees, Parents, Other Persons
Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Policy 305	Policy Implementation
Policy 413	Harassment and Violence
Policy 417	Chemical Use and Abuse
Policy 418	Drug-Free Workplace/Drug-Free School
Policy 419	Tobacco- <del>and Smoke</del> -Free Environment
<del>Policy 420</del>	<del>Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions</del>
Policy 498	Political Campaigns and Activities
<del>Policy 511</del>	<del>Student Fundraising</del>
Policy 524	Internet Acceptable Use and Safety Policy
Policy 525	Violence Prevention
Policy 610	Field Trips
Policy 613	Graduation Requirements
Policy 614	School District Testing Plan and Procedure
Policy 615	Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and <del>LEP-EL</del> Students
Policy 616	School District System Accountability
Policy 707	Transportation of Public School Students
Policy 708	Transportation of Nonpublic School Students
Policy 709	Student Transportation Safety Policy
Policy 710	Extracurricular Transportation
Policy 711	Video Recording on School Buses
Policy 712	Video Surveillance Other Than on Buses
Policy 801	Equal Access to School Facilities

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

*Legal References:*

*Cross References:*

Adopted: 10/22/2015  
Reviewed: ~~10/8/2015~~4/26/2018  
Revised:  
Rescinds: GBEAD

## **529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

### **I. PURPOSE**

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to interact with such a student.

The purpose of this policy is to address the circumstances in which private student data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the assignment of students with a history of violent behavior.

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

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will interact with such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

### **III. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. 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 educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the 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;
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, or
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School Staff Member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. 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

4. 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.

#### **IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

##### **A. Reports of Violent Behavior**

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

##### **B. Recipients of Notice**

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to assignment of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is assigned to a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

##### **C. Determination of Who Receives Notice**

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

##### **D. Form of Written Notice**

The notice given to classroom teachers and school staff members will be in

writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

**V. MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

## VI. PARENTAL OR GUARDIAN NOTICE

- A. The administration will notify parents or guardians annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents or guardians will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

## VII. PROFESSIONAL DEVELOPMENT NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior intervention support and may discuss necessary intervention services such as student behavioral assessments.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)  
Minn. Stat. § 121A.45 (Grounds for Dismissal)  
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)  
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

**Cross References:** Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)

Middle School Activity Data Report 2016-2017

District: Burnsville Public School District  
 School: All MS  
 School Year: 16-17

Program Type	Season	Male/Female	Activity Name	# of Weeks		# of Teams	# of Female Head Coaches	# of Male Head Coaches	# of Male Asst Coaches	# of Female Students Participating	# of Male Students Participating	Total Expenditure	Total per Participant Expenditures
				Regular Season	Post Season								
<b>Nicollet</b>													
Intramural	Fall	Co-ed	Cross Country (Running)	8	0	1	0	1	0	5	4	\$ 5,640.00	\$ 626.67
Interscholastic	Fall	Female	Soccer	9	0	0	1	0	0	16	0	\$ 5,137.84	\$ 321.12
Interscholastic	Fall	Female	Tennis	6	0	1	1	0	0	9	0	\$ 3,567.23	\$ 396.36
Interscholastic	Fall	Male	Soccer	9	0	0	0	1	0	0	26	\$ 5,001.07	\$ 192.35
Interscholastic	Winter	Female	Basketball	9	0	0	0	1	0	9	0	\$ 5,611.81	\$ 623.53
Interscholastic	Winter	Female	Dance Team (High Kick& J	9	0	1	1	0	0	6	0	\$ 4,736.60	\$ 789.43
Interscholastic	Winter	Male	Basketball	9	0	0	0	1	0	0	17	\$ 5,194.04	\$ 305.53
Interscholastic	Winter	Male	Wrestling	9	0	1	0	1	0	9	9	\$ 5,049.83	\$ 561.09
Interscholastic	Spring	Female	Track and Field	6	0	1	1	0	0	19	0	\$ 4,336.63	\$ 228.24
Interscholastic	Spring	Male	Tennis	6	0	0	0	0	0	0	1	\$ 3,557.74	\$ 3,557.74
Interscholastic	Spring	Male	Track and Field	6	0	0	0	1	0	0	18	\$ 4,373.58	\$ 242.98
<b>Metcalf</b>													
Intramural	Fall	Co-ed	Cross Country (Running)	8	0	1	1	0	0	14	17	\$ 5,640.00	\$ 181.94
Interscholastic	Fall	Female	Soccer	9	0	1	1	0	0	18	0	\$ 4,942.81	\$ 274.60
Interscholastic	Fall	Female	Tennis	6	0	1	0	1	0	12	0	\$ 3,567.80	\$ 297.32
Interscholastic	Fall	Male	Soccer	9	0	1	0	1	0	0	14	\$ 5,153.41	\$ 368.10
Interscholastic	Winter	Female	Basketball	9	0	1	0	1	0	11	0	\$ 5,509.16	\$ 500.83
Interscholastic	Winter	Female	Dance Team (High Kick& J	9	0	1	1	0	0	20	0	\$ 5,063.94	\$ 253.20
Interscholastic	Winter	Male	Basketball	9	0	1	0	1	0	0	13	\$ 5,588.59	\$ 429.89
Interscholastic	Winter	Male	Wrestling	9	0	1	0	1	0	0	10	\$ 5,063.68	\$ 506.37
Interscholastic	Spring	Female	Track and Field	6	0	1	0	1	0	33	0	\$ 7,346.05	\$ 222.61
Interscholastic	Spring	Male	Tennis	6	0	1	0	1	0	0	17	\$ 3,561.30	\$ 209.49
Interscholastic	Spring	Male	Track and Field	6	0	1	0	1	0	0	30	\$ 4,784.27	\$ 159.48
<b>Eagle Ridge</b>													
Intramural	Fall	Co-ed	Cross Country (Running)	8	0	1	0	1	0	14	14	\$ 5,640.00	\$ 201.43
Interscholastic	Fall	Female	Soccer	9	0	1	1	0	0	26	0	\$ 4,793.77	\$ 184.38
Interscholastic	Fall	Female	Tennis	6	0	0	0	1	0	11	0	\$ 4,655.86	\$ 423.26
Interscholastic	Fall	Male	Soccer	9	0	1	0	1	0	0	18	\$ 5,153.41	\$ 286.30
Interscholastic	Winter	Female	Basketball	9	0	1	0	1	0	13	0	\$ 5,509.16	\$ 423.78
Interscholastic	Winter	Female	Dance Team (High Kick& J	9	0	1	1	0	0	24	0	\$ 5,063.94	\$ 211.00
Interscholastic	Winter	Male	Basketball	9	0	1	0	1	0	0	8	\$ 5,588.59	\$ 698.57
Interscholastic	Winter	Male	Wrestling	9	0	1	0	1	0	0	18	\$ 5,063.68	\$ 281.32
Interscholastic	Spring	Female	Track and Field	6	0	1	0	1	0	49	0	\$ 7,346.05	\$ 149.92
Interscholastic	Spring	Male	Tennis	6	0	1	0	1	0	0	11	\$ 3,561.30	\$ 323.75
Interscholastic	Spring	Male	Track and Field	6	0	1	0	1	0	0	31	\$ 4,784.27	\$ 154.33

PROGRAM 2016-2017	Total Number	Total Expenditure	Overall Per Pupil Cost	HS Numbers 17-18	MS Students Participating at the HS
Cross Country	68	\$ 16,920.00	\$ 248.82	46 Boys & Girls	0
Girls Soccer	60	\$ 14,874.42	\$ 247.91	86	1
Girls Tennis	32	\$ 11,790.89	\$ 368.47	27	3
Boys Soccer	58	\$ 15,307.89	\$ 263.93	92	1
Girls Basketball	33	\$ 16,630.13	\$ 503.94	45	16
Dance Team	30	\$ 14,864.48	\$ 495.48	40 (Comp.)	16
Boys Basketball	38	\$ 16,371.22	\$ 430.82	81	3
Wrestling	37	\$ 15,177.19	\$ 410.19	27	3
Girls Track & Field	101	\$ 19,028.73	\$ 188.40	49	1
Boys Tennis	29	\$ 10,680.34	\$ 368.29	37 (21 12th Grade)	1
Boys Track & Field	79	\$ 13,942.12	\$ 176.48	70	

**Middle School Offerings SSC & HS Numbers**

<b><u>School</u></b>	<b><u>Dance Team</u></b>	<b><u>Boys Tennis</u></b>	<b><u>Girls Tennis</u></b>	<b><u>Wrestling</u></b>	<b><u>Boys Cross Country</u></b>	<b><u>Girls Cross Country</u></b>
Lakeville North		X	X	X	X	X
Lakeville South		X	X	X	X	X
Farmington		X	X	X	7-12 program	7-12 program
Rosemount		x	X	X	X	X
Eastview		x	x	x	x	x
Eagan		X	X	X	X	X
Apple Valley		X	X	X	X	X
Shakopee	7-12 program	X	X	X	7-12 program	7-12 program
Prior Lake		X	X	X	7-12 Program	7-12 Program

**Approximate Number of Participants by sport at the HIGH SCHOOLS**

<b><u>School</u></b>	<b><u>Dance Team</u></b>	<b><u>Boys Tennis</u></b>	<b><u>Girls Tennis</u></b>	<b><u>Wrestling</u></b>	<b><u>Boys Cross Country</u></b>	<b><u>Girls Cross Country</u></b>
Lakeville North	47	39	36	29	38	39
Lakeville South	45	35	40	35	35	50
Farmington	44	13	31	39	44	25
Rosemount	40	38	34	35	65	48
Eastview	60	60	60	55	50	50
Eagan	27	46	40	35-38	52	37
Apple Valley	40	30	30	50	25	25
Shakopee	50	45	45	45-50	(7-12 Program) - 75	(7-12 Program) - 80
Prior Lake	60	30	36	50	(7-12 Program)- 65	(7-12 Program)- 40
<b>Burnsville</b>	<b>40</b>	<b>37</b>	<b>27</b>	<b>27</b>	<b>25</b>	<b>21</b>

Lakeville School District has a Separate Middle AD that oversees all of the MS Athletics.

Farmington has a middle school AD to run these programs.

District 196 has middle school people that manage MS athletics.

Shakopee has an Ass't AD that manages MS athletics

PL has an assistant AD that manages MS athletics

**Potential Options for Retaining the Current Structure  
in Tennis and Wrestling for 2018-2019**

**Reality:**

1. Boys tennis, girls tennis, and wrestling at the middle schools in its current structure cost ISD 191 approximately \$38,000 to operate in 2016-2017.
2. Participation fees collected at the high school went from \$189,628.00 in 2016-2017 to \$168,567.00 currently as of April 26, 2018. This is a reduction in revenue of \$21,061 in approximately one school year.

**Option #1:**

**Increase participation fees in order to generate extra revenue to cover the expense of keeping the structure that is currently in place for Boys & Girls Tennis and Wrestling.**

1. The estimated total dollar amount needed (with the anticipated reduction of participation fees in 2018-2019 and the potential increase in cost of transportation and officials) is approximately \$60,000.
  - a. In order to make up this difference, participation fees for full-pay students would need to be increased by approximately 30%.
  - b. Fees increases would look like:
    - i. Middle School fee would increase from \$80 to \$105
    - ii. \$105 increased to \$140
      1. Competitive Cheer
      2. Spirit Cheer
    - iii. \$115 increased to \$150
      1. Olympic Weightlifting
      2. Weightlifting
    - iv. \$135 to \$175
      1. Cross Country
      2. Adapted Soccer
      3. Dance Team
      4. Tennis
      5. Adapted Hockey
      6. Adapted Softball
    - v. \$155 increased to \$205
      1. Soccer
      2. Volleyball
      3. Basketball
      4. Alpine Ski
      5. Nordic Ski
      6. Wrestling
      7. Track and Field

- 8. Baseball
- 9. Softball
- vi. \$165 increased to \$215
  - 1. Football
  - 2. Hockey
  - 3. Swimming
  - 4. Lacrosse

### **Option #2**

**Keep the current structure in place for Wrestling and Tennis and eliminate coaching positions at the high school.**

- 1. The estimated cost to operate would be \$38,000.
- 2. This would result in eliminating approximately 10 coaching positions at the high school. Possible determination in eliminating positions would be based on:
  - a. Enrollment in the program (low participation equals less coaches)
  - b. Potentially eliminating lower level (9<sup>th</sup> Grade Coaches)
    - i. This would mean that there could potentially be an elimination of full teams.
    - ii. If there is no coach for the specific level, no team would be provided.

### **Option #3**

**A hybrid mix of Option #1 and Option #2. There would be adjustments made with the coaching staffs at the high school, and there would be an increase in participation fees.**

### **Option #4**

**Keeping the original proposal and create programming using the BYC after school program to assist in creating developmental programming/training for programs that are shifting from 6-8/9-12 programs to 7-12 programs.**

Group	Category	Ref#	Item	Savings	Talking Points
1 & 2	stipends	1	Eliminate Stipends for:  Tech Club  Student Council  Choir	\$ 45,000.00	Proposed items are either not a part of core instruction or the associated skills are embedded into core instruction; provides opportunity to create equity Opportunity to create new or reform our current programs/events; some stipends have remained unfilled in recent years Maintaining Peer Helper stipend provides schools with flexibility to serve their student leadership needs This is an after-school activity; currently not in all buildings; not part of elementary curriculum; needing to hire outside people to staff; have general music for all students as part of elementary program Stipends we are preserving put an emphasis on safety for all students Reduce \$4,500 per site.
	printing	2	Reduce number of printers in each building	\$ 15,000.00	Printing plan is in the works to reduce number of printers and push printing to less costly machines. Printing costs in building budgets would be reduced. \$200 per site per month.
	printing	3	Decrease number of copy impressions by 10% overall	\$ 5,300.00	As our technology increases, our need to make copies is reduced
	support staff	4	Decrease Level II EAs by one hour per site	\$ 31,100.00	Would not impact bumping rights; Would have minimal impact on students since Level II staff do not have student contact time, for the most part
	licensed staff	5	Reduce 19.75 FTE	\$ 1,300,000.00	Classroom, specialist and HB GT coord; right sizes based on enrollment and shift of former coordinator responsibilities to other positions
	<b>Group 1 &amp; 2 TOTAL</b>				<b>\$</b>
3	support staff	6	Eliminate SPED 6.5 Level 2's, add three Lvl 3's	\$ 125,000.00	Change Model, realign duties to create a more efficient and effective system
	stipends	8	Eliminate lead teachers Stipends	\$ 22,500.00	Supervisors take over the communication; SPED Forms allows us to pull the data more immediately. 15,000 Elm, 4,500 Middle, 1,500 BEST and 1,500 BAHS

Group	Category	Ref#	Item	Savings	Talking Points
	licensed staff	13	Reducing BHS-resource through retirement(1.0)	\$ 118,632.00	right size to needs
	support staff	14	Eliminating 1 Tech Positions- EAs	\$ 45,000.00	No longer as many differences between reg ed and sped needs; AT Teacher can support when a communication device or specialize equipment is involved
	licensed staff	15	Anticipating staff member shifting to CIC (1.0)	\$ 65,000.00	One CIC position is necessary from ECSE; this shifted position is funded by ProPay/Compensatory.
	licensed staff	16	Reducing OT-Retirement (1.0)	\$ 127,437.00	Right size to needs
	licensed staff	17	Reducing 1 Focus Teacher-Elem	\$ 127,437.00	Right size to needs
	licensed staff	18	Reducing 1 Resource Teacher-(Retirement)	\$ 118,632.00	Right size to needs
	licensed staff	19	Reducing FOCUS - Middle/ Secondary-Retirement	\$ 134,372.00	Right size to needs
	licensed staff	19a	Increasing Social Workers	\$ -	Increase in Social Workers from 10 to 16, funded by A&I funding (65% of 16 postions) available now as we include AVID positions in general staffing
	consulting/legal	20	Eliminating Strategic Behavior Solution	\$ 72,000.00	This is a contract signed in the past for consulting services. We no longer need this consulting as we now have the capacity within our own staff.
	Curriculum and PD	21	Reduce Spec Ed Curriculum Budget	\$ 12,000.00	Re-alignment of intervention curriculum to grade level standards (Iready, IXL, UPAR,...)
	supplies/materials/food	23	Eliminate BEST-Lifetime Fitness Membership	\$ 1,900.00	Not needed
	supplies/materials/food	24	Eliminate BEST-Phone Lease	\$ 3,600.00	Not needed because it is a duplicate
	stipends	26	Eliminate BLT Cluster	\$ 7,500.00	-1,500 x 5

Group	Category	Ref#	Item	Savings	Talking Points
	licensed staff	26a	Reduction of health assistants and LPNs	\$ 185,453.00	-flattened services out -working on efficiencies for Third Party Billing -working on efficiencies for Evaluations -eliminated 2 service providers in a building on the same day -due to the complicated issues of our students, we based on new model on LSN's and RN's -new model gives the buildings 1 person to serve on their student support team verses several staff members serving their health office
	travel/conferences	26b	Decrease Health Director's out of state travel budget	\$ 2,000.00	Current budget exceed cost of out of state travel.
	<b>Group 3 TOTAL</b>			<b>\$</b>	<b>1,168,463.00</b>
4	licensed staff	27	Reduce Media Specialist 0.74	\$ 50,700.00	Role of media person has changed with change in use of media center. Feel that the they can keep up the Media center duties while still teaching two classes. Especially with the move to more online books (Dakota Library connection) and many teachers are doing research projects right in their classrooms.
	stipends	28	Eliminate Volunteer Coordinators at MS	\$ 8,232.00	At the Middle Schools this position is an employee and the work is usually not done outside of the work day.
	support staff	29	Reduce Campus Supervisor by one person at two sites	\$ 70,000.00	We are reducing them anyway as part of our transition from campus supervisors to one dean per middle school. This will accelerate the transition time period. \$35,000 each
<b>Group 4 TOTAL</b>			<b>\$</b>	<b>128,932.00</b>	
5	testing	30	Eliminate MPCC	\$ 7,500.00	This is an external curriculum data base that is rarely used, reduction will allow us to maximize resources
	supplies/materials/food	31	Eliminate Curriculum Library	\$ 1,750.00	Curriculum resources have been moved to Schoology, and will be accessed there.

Group	Category	Ref#	Item	Savings	Talking Points
	support staff	32	Move Lvl 3 Clerical support from department to cover responsibilities in other areas created by elimination of Lvl 1's	\$ 75,000.00	Staff reduction with the least impact on department workflow
	support staff	33	Reduce PLTW hourly pay	\$ 8,000.00	Reduction aligns budget to actual past expenditures
	testing	34	Do not add 2nd grade CogAT	\$ 16,000.00	Original plan was to move CogAt testing to 2nd and 4th grade to minimize the number of assessments that 3rd and 5th grade students need to complete. To make this move there would need to be 1 year of duplicate testing for 2nd and 3rd grade and an increased cost. We will not add these additional costs.
	Curriculum and PD	35	Eliminate Write from the beginning lead hourly pay	\$ 5,000.00	WFTB implementation has been limited over the past 8 years. K-12 Writing is under curriculum review, so we will not include this expenditure.
	consulting/legal	36	Eliminate Opening Week Speaker	\$ 3,000.00	Have only used once in five years; have three-year plan to utilize students, staff and community to provide opening aligned with Strategic Roadmap
	Curriculum and PD	37	Eliminate PD \$ provided to buildings	\$ 68,500.00	**Note: BLT/DATA day \$ will still be allocated at same rate as 2017-2018. Allocate \$100 per FTE Allows for buildings to provide some local PD that is aligned with their School Improvement Plans.
	Curriculum and PD	38	Reduce allocation for DLS Curriculum Development K-5	\$ 3,600.00	DLS curriculum development is complete, allowing for reduction of start up costs
	Curriculum and PD	39	Eliminate Seesaw Technology Application K-5	\$ 26,000.00	Expenditures were duplicated; See Saw will still be available
	Curriculum and PD	40	Capital - Reduction (DL license)	\$ 2,250.00	Due to Chromebook software resources we are able to reduce expenditure
	Curriculum and PD	41	Capital - Reduction (Coding)	\$ 7,500.00	Coding curriculum development is complete, allowing for reduction of start up costs

Group	Category	Ref#	Item	Savings	Talking Points
	Curriculum and PD	42	Reduce PLTW PD for teachers	\$ 15,000.00	Alignment to actual budget expenditures
	Curriculum and PD	43	Reduce Membership Dues	\$ 5,090.00	Reduce to actual 3 year cost average.
	Curriculum and PD	44	Reduce Teachscape License	\$ 5,400.00	Reduce to reflect the number of essential staff using license.
	Curriculum and PD	45	Reduce District PD	\$ 11,000.00	Aligning to actual budget expenditures
	Curriculum and PD	45a	Reduce one Coordinator	\$ 130,000.00	Will not fill current open position
<b>Group 5 TOTAL</b>				<b>\$</b>	<b>390,590.00</b>
7	support staff	56	Reduce 1.0 EA at BAHS and 2.0 BHS	\$ 120,000.00	We can continue to provide the same level of support services at BAHS with a reduced number of EAs. At BHS, this is part of a complete redesign of our support services involving and additional AP, dean, and the addition of new social workers.
	support staff	56a	Shift in Dean position at BAHS	\$ 48,000.00	Eliminate one Dean position and fill with an extension of ABE Coordinator position serving as Dean at BAHS
	support staff	57	Eliminate remaining 5.0 EA (campus supervisors) at BHS and replace with two deans	\$ 35,000.00	<a href="https://docs.google.com/document/d/15ndaZLgyVfh8T6PFp3zOV3N6KUNQIVsLD4L10r77b34/edit?usp=sharing">https://docs.google.com/document/d/15ndaZLgyVfh8T6PFp3zOV3N6KUNQIVsLD4L10r77b34/edit?usp=sharing</a> changing model to add Deans vs EAs
	consulting/legal	58	Eliminate contract with 360s Communities for Family Support Worker	\$ 45,000.00	Will be replaced with district social workers through different funding source
	supplies/materials/food	59	Freeze Supply Budget for BAHS and BHS	\$ 4,000.00	We can meet needs with allocating existing budget
	licensed staff	60	Reduce 0.7 Counselor at BHS	\$ 57,400.00	We remain within the MN average student to counselor ratio of 451:1 Will be covered with addition of two social workers from different funding source Due to alignment with ASCA model, we're taking duties off of the counselors plates
	stipends	61	stipends paid above ProPay	\$ 5,000.00	BLT remains a representative group
	licensed staff	62	Reduce 0.5 Media	\$ 44,000.00	Previous media model is obsolete We have a FT EA No computer labs

Group	Category	Ref#	Item	Savings	Talking Points
			Reduce use media Specialist at BHS		2 on-site tech. specialists Reduction in use of textbooks and other books and increase in use of technology
	supplies/materials/food	63	Eliminate Youth Frontiers 9th Grade Retreat	\$ 8,000.00	We can provide in-house support and programming for 9th graders that will have a greater impact
	supplies/materials/food	64	Identify lower cost alternative to Turnitin.com	\$ 5,000.00	Other product choices at a cheaper cost with the same capabilities
	increased fees	65	Increase annual parking fee to \$125	\$ 8,000.00	Remains a lower fee than neighboring schools. Must communicate the parking fee is in line with other metro districts.
	Stipends	66	Eliminate Volunteer Coord. Stipends @ BHS	\$ 2,500.00	Position no longer needed
	printing	67	Reduce 1 copier at BHS (or combination of small copiers)	\$ 5,000.00	Will be able to maintain current copy load with a reduced number of copiers  One-to-one initiative means we're moving to more online resources and have less need for paper
	MS activities/athletics	68	Combining wrestling programs	\$ 13,200.00	<u>Registration in MS wrestling is down (17 wrestlers). Costs exceed Demand. 7th and 8th grade athletes can participate in HS wrestling. All 7th &amp; 8th grade students can participate in high school programming.</u>
	MS activities/athletics	69	Combining tennis programs	\$ 18,600.00	<u>Link to rationale: Registration in MS tennis is low. Costs exceed demand. 7th and 8th grade athletes can participate in HS tennis</u>
	MS activities/athletics	70	Combining cross-country programs	\$ 8,400.00	Registration in MS CC is low. Costs exceed demand. 7th and 8th grade athletes can participate in HS CC.
	MS activities/athletics	71	Combining danceline programs	\$ 13,200.00	A large number of our students in danceline are 7th and 8th graders already at BHS.
	MS stipend	72	Eliminate MS athletic coordinators	\$ 12,000.00	Duties absorbed by MS, AP, Dean, clerical, Athletics and activities coordinator.

Group	Category	Ref#	Item	Savings	Talking Points
	activities/athletics	73	Delay non-essential site improvement work paid out of athletic budget	\$ 20,000.00	Reduction of revenue. Costs should be factored into a long-range capital improvement plan.
	activities/athletics	75	Eliminate YIG offered at Secondary	\$ 10,218.00	(HS & MS) This is not a school activity. It is run through YMCA, students pay a fee to YMCA.
	stipend	76	Eliminate Band and Vocal Co-curricular stipends at HS	\$ 20,845.00	Co Curricular stipends already exist for band and vocal programming which takes place outside of the duty day. These stipends being cut are for programming aligned with curriculum during the school day as part of their regular instruction. Aligns with middle school model, which includes hourly pay for concerts.
	MS stipend	77	Eliminate MS newspaper	\$ 6,300.00	Low participation. Costs exceed demand.
	stipend	78	Eliminate Newspaper Assistant (HS)	\$ 2,300.00	there is already editor and assistant editor positions.
	stipend	79	Eliminate PROUD Assistan	\$ 2,000.00	Group size warrants 1 supervisor.
	activities/athletics	80	Eliminate Diversity Coordinator and Asst. Coordinator	\$ 7,300.00	WeDay coordination shift to another existing student group.
	stipend	81	Eliminate Studio Producer	\$ 3,800.00	Position can be absorbed by media specialist
	stipend	82	Eliminate non-competitive One Act Plays at BHS	\$ 5,600.00	We will support a competitive one act.
	activities/athletics	83	Added 1.31.18 Eliminate Activities Coordinator	\$ 70,000.00	With addition of AP some of these responsibilities can be absorbed.

**Group 7 TOTAL \$ 600,663.00**

8	consulting/legal	83a	16060 Reduce Communications consulting	\$ 20,000.00	Reduce consulting, will not require as much consulting related to the levy referendum.
	supplies/materials/food	84	16040 Reduce HR Food	\$ 1,000.00	Reduce or eliminate food provided for new teacher orientation, retirements
	supplies/materials/food	85	16040 Reduce HR Supplies	\$ 3,000.00	Reduce for necessity only and based what was spent historically.
	travel/conferences	86	16040 Reduce HR Travel/Conf.	\$ 4,000.00	Reduce for necessity only and based what was spent historically.
	supplies/materials/food	87	16040 Reduce HR Publications	\$ 3,800.00	Printing should be necessity only or in house (vs. sent out). Utilize electronic resources.

Group	Category	Ref#	Item	Savings	Talking Points
	printing	88	16040 Reduce HR Printing	\$ 2,300.00	Printing should be necessity only or in house (vs. sent out). Utilize electronic resources.
	consulting/legal	89	16040 Reduce HR Consulting Fees	\$ 17,500.00	Current budget is \$102,300 with \$50,000 spent last year. Room to reduce.
	consulting/legal	90	16041 Reduce budget for Liability Insurance	\$ 34,700.00	Current budget is \$465K, reduce to \$447K; typical spend is \$350K-\$400K
	consulting/legal	91	16050 Reduce Business Legal Services	\$ 7,000.00	Budget reduction compared to what has been spent historically
	consulting/legal	92	16050 Reduce Consulting budget for Strategic Source Inc beginning Dec 1, 2018	\$ 55,800.00	Accounting staff will take on the work necessary to gather and publicize quotes and bids on a routine cycle
	support staff	93	Reduce Lvl 1 Clerical support at Diamondhead	\$ 50,000.00	Reduce enrollment staffing
	consulting/legal	94	Reduce Snow removal budget	\$ 100,000.00	More in line with what is being spent on snow removal
	support staff	95	Move supervisor staff	\$ 90,000.00	Move to H&S as allowable
	support staff	96	Eliminate LTD Positions	\$ 14,500.00	Only need one Courier
	utilities	97	Reduce utilities budget	\$ 100,000.00	In past 2 years, amount spent on Utilities has been less than budget by at least \$100,000.
	support staff	98	Eliminate 1 maintenance position	\$ 71,000.00	Would be staffing at only 3 remaining maintenance positions
<b>Group 8 TOTAL</b>				<b>\$</b>	<b>574,600.00</b>
9	supplies/materials/food	99	Reduce Tech Dept General Supplies	\$ 3,000.00	Budget aligned to current expenditures.
	eliminate leases	100	Eliminate Leases	\$ 60,000.00	We currently have two leases that will expire. Some of the funds have already been identified to fund our phone upgrade and the technology security audit but there is an additional amount that could be reduced. ease funds already allocated: Tech Audit \$85,000 to be covered from Fd 26 While the following will be covered under the \$245K lease budget no longer needed for leases.

Group	Category	Ref#	Item	Savings	Talking Points
	staff computers	101			\$100,000 - phone upgrade \$85,000 - Skyward overlap of costs \$60,000 represents the balance
			Eliminate teacher Chromebooks	\$ 68,000.00	Currently our teachers have 2 devices. During our initial 1:1 implementation we provided Chromebooks to teachers so they became familiar with the same device students were receiving. Now that our 1:1 is established, teachers would not need the exact device. When 3 year life of Chromebooks is done students will be refreshed but teachers will go down to 1 device - only their laptop/desktop.
	staff computers	102	Move staff replacement of laptops/desktops to 6 year rotation	\$ 40,000.00	Computer specs make useful life longer than past. We will be replacing all teacher computers with a portable device.  Now \$240,000 for 5 year rotation
<b>Group 9 TOTAL</b>				<b>\$</b>	<b>171,000.00</b>
10	consulting/legal	103	Reduction in general consulting fees	\$ 4,472.00	Aligns with current expenditures
	travel/conferences	104	Reduction in travel/conferences	\$ 3,000.00	Fewer conferences
	printing	105	Reduction in printing and binding	\$ 500.00	Aligns with current expenditures
	supplies/materials/food	106	Reduction in general supplies	\$ 1,500.00	Aligns with current expenditures
	consulting/legal	107	Reduction in legal services and consulting fees	\$ 2,000.00	Aligns with current expenditures
	travel/conferences	108	Reduction in travel/conferences	\$ 2,700.00	Fewer conferences
	consulting/legal	109	Reduction in legal services and consulting fees	\$ 16,500.00	Aligns with current expenditures
	capital	110	Reduction in capital	\$ 300.00	Expenditure not needed at this time.
	supplies/materials/food	111	Reduce Postage	\$ 500.00	Aligns with current expenditures
	printing	112	Reduce Advertising	\$ 500.00	Aligns with current expenditures
	supplies/materials/food	113	Reduce Office Supplies	\$ 200.00	Aligns with current expenditures
supplies/materials/food	114	Reduce Subscriptions and periodicals	\$ 500.00	Aligns with current expenditures	

Group	Category	Ref#	Item	Savings	Talking Points
	consulting/legal	115	Reduction in Consulting fees	\$ 1,000.00	Aligns with current expenditures
	printing	116	Reduction in printing and binding	\$ 1,469.00	Aligns with current expenditures
	travel/conferences	117	Reduction in travel	\$ 2,000.00	Fewer conferences
<b>Total</b>				<b>\$</b>	<b>37,141.00</b>
<b>Grand Total Savings General Fund</b>				<b>\$</b>	<b>4,467,789.00</b>
Fund 01 and Fund 04				\$ 4,582,749.00	
<b>Group 6 TOTAL FUND 04</b>				<b>\$</b>	<b>114,960.00</b>