



**Future Ready. Community Strong.**

## **Regular Meeting Agenda**

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN, 55337  
November 15, 2018  
6:30 PM

5:45 PM Listening Session with Directors Abigail Alt and Dan Luth

- I. Call to Order
  - A. Welcome
  - B. Pledge of Allegiance
- II. Approval of Agenda
- III. Information
  - A. Future Ready. Community Strong.
    - 1. William Byrne Elementary Principal Overview 3  
Presenter: Lyle Bomsta
  - B. Reports
    - 1. Receive a Report on Fall Enrollment 22  
Presenter: Lisa Rider, Executive Director of Business Services
    - 2. Board of Education Committee Reports 53
    - 3. Student Representative 54
    - 4. Superintendent 55
    - 5. Board Member 56
- 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 Minutes 57
    - 2. Approve Personnel Recommendations 59
    - 3. Adopt a Resolution to Accept Donations 60
    - 4. Approve Payroll, Expenditures, Receipts and Investments 62
    - 5. Receive a Report on the October 25, 2018 Listening Session 98
    - 6. Approve, on a First Reading Basis, Nonsubstantive Changes to Policies 99  
*102: Equal Educational Opportunity, 401: Equal Employment Opportunity, 406: Public and Private Personnel Data, 418: Drug-Free Workplace/Drug-*

*Free School, 423: Employee-Student Relationships, 424: License Status, 427: Workload Limits for Certain Teachers, 505: Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees, 510: School Activities, 524: Internet Acceptable Use and Safety Policy, 614: School District Assessment Program, and 713: Student Activity Accounting*

7. Approve, on a First Reading Basis, Changes to Policy 422: *Policies Incorporated by Reference* 148
8. Adopt a Resolution Supporting Form A Application to Minnesota High School League Foundation 150

V. New Business

- A. Approve an Extended Field Trip Request Application for Initial Approval of a Field Trip for Burnsville High School Band Students to go to Greece in Spring 2020 154  
Presenter: Keith French and Molly Holmes, Sponsoring Staff
- B. Resolution Canvassing Returns of Votes of School District General Election and Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties 155  
Presenter: Lisa Rider, Executive Director of Business Services
- C. Approve, on a First Reading Basis, Changes to Policies 202: *School Board Officers* and 212: *School Board Member Development* 174  
Presenter: Cindy Amoroso, Superintendent

- VI. Adjourn to a Board Workshop on Audit Review 180  
Presenter: Lisa Rider, Executive Director of Business Services



**Agenda III.A.1.  
November 15, 2018**

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

**From:** Lyle Bomsta, Principal

**Date:** November 8, 2018

**Re:** William Byrne Elementary Principal Overview

Receive a William Byrne Elementary Principal Overview from Principal Lyle Bomsta.



**ONE91**  
Burnsville · Eagan · Savage



***William Byrne STEM  
Elementary School  
2018***

**School Board Report**

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

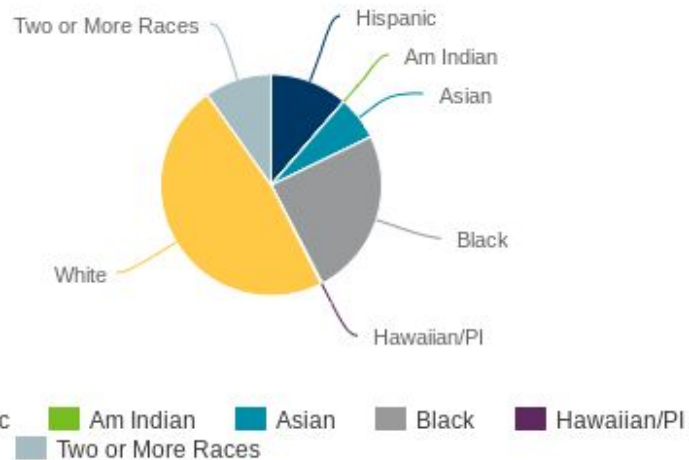
# Building Leadership Team:

- Sarah Gant - 5th Grade
- Lisa Hanson - 4th Grade
- Ashley Johnson - English as a Second Language
- Melissa Smith - 1st Grade
- Alli Skoglund - Continuous Improvement Coach

# Demographics

## Ethnicity

2018 Enrollment by Race/Ethnicity

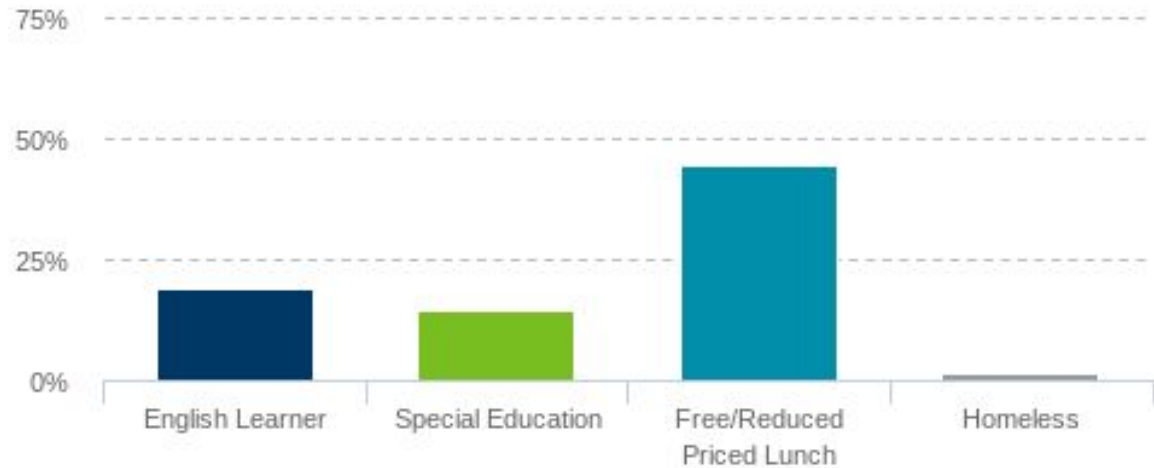


Race/Ethnicity	Count	Percent
Hispanic or Latino	50	11.4%
American Indian or Alaska Native	0	0.0%
Asian	28	6.4%
Black or African American	107	24.5%
Native Hawaiian or Other Pacific Islander	1	0.2%
White	208	47.6%
Two or More Races	43	9.8%
<b>All Students</b>	<b>437</b>	<b>100.0%</b>

From MN Department of Education: [education.state.mn.us](http://education.state.mn.us)

# Demographics

## Special Populations



	Count	Percent
English Learner	84	19.2%
Special Education	63	14.4%
Free/Reduced Priced Lunch	194	44.4%
Homeless	7	1.6%

From MN Department of Education: [education.state.mn.us](http://education.state.mn.us)

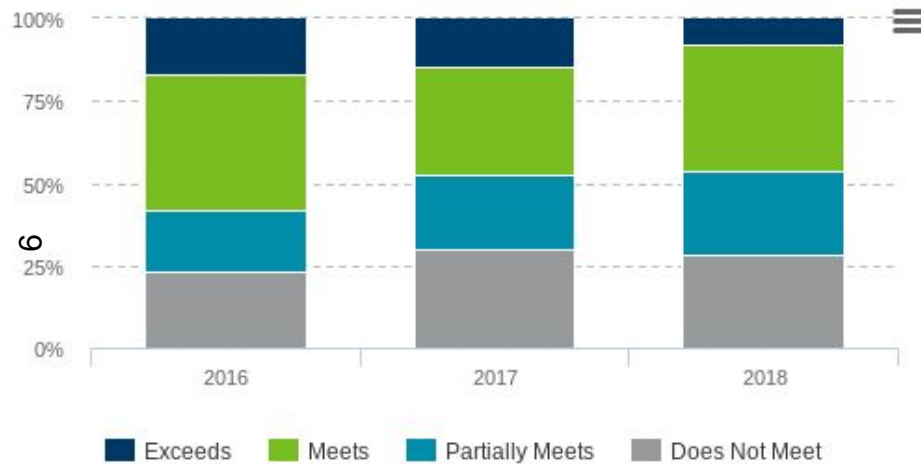
# Site Improvement Plan

## Achievement Goals:

- The percentage of all students of color or 2 or more races enrolled October 1 in grades 3-5 at William Byrne Elementary who earn an achievement level of Meets the Standards or Exceeds the Standards in Reading on the MCA will increase from 44% to 48% in 2019.
- The percentage of all students of color or 2 or more races enrolled October 1 in grades 3-5 at William Byrne Elementary who earn an achievement level of Meets the Standards or Exceeds the Standards in Math on the MCA will increase from 42.8% to 46.8% in 2019.

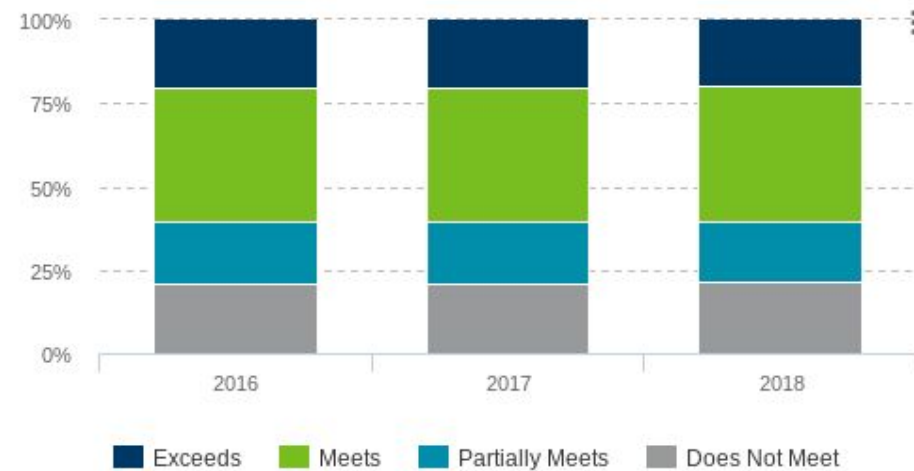
# Data- Reading MCA Proficiency

## Building MCA



Year		Exceeds	Meets	Partially Meets	Does Not Meet
2016	Count	57	139	62	78
	Percent	17.0%	41.4%	18.5%	23.2%
2017	Count	35	77	52	71
	Percent	14.9%	32.8%	22.1%	30.2%
2018	Count	19	91	59	67
	Percent	8.1%	38.6%	25.0%	28.4%

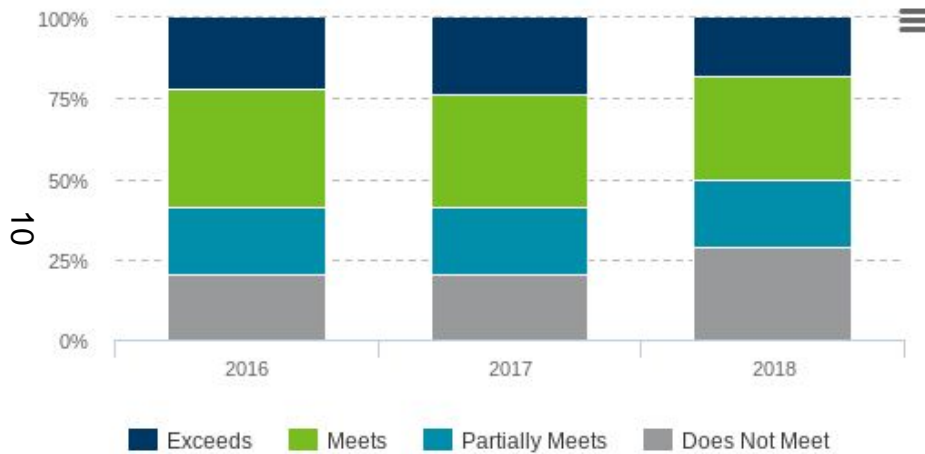
## State MCA



Year		Exceeds	Meets	Partially Meets	Does Not Meet
2016	Count	88,408	176,703	82,737	92,178
	Percent	20.1%	40.2%	18.8%	20.9%
2017	Count	89,355	180,670	83,390	92,270
	Percent	20.0%	40.5%	18.7%	20.7%
2018	Count	89,014	181,203	82,067	95,206
	Percent	19.9%	40.5%	18.3%	21.3%

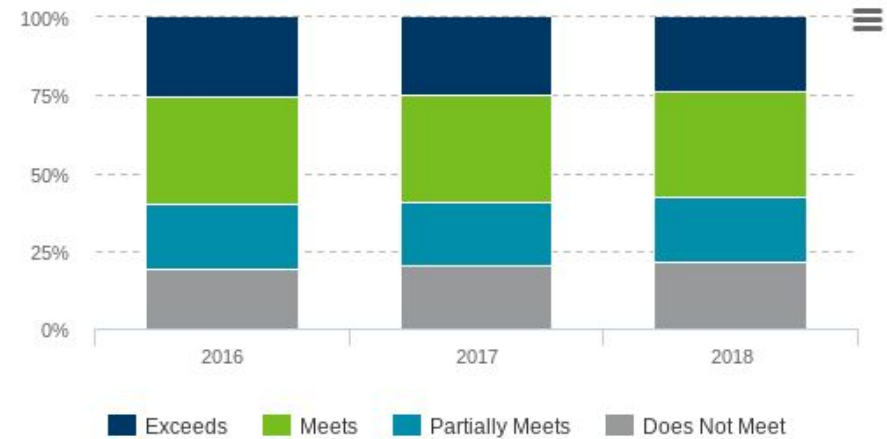
# Data- Math MCA Proficiency

## Building MCA



Year		Exceeds	Meets	Partially Meets	Does Not Meet
2016	Count	73	124	70	69
	Percent	21.7%	36.9%	20.8%	20.5%
2017	Count	55	82	49	48
	Percent	23.5%	35.0%	20.9%	20.5%
2018	Count	43	76	49	68
	Percent	18.2%	32.2%	20.8%	28.8%

## State MCA

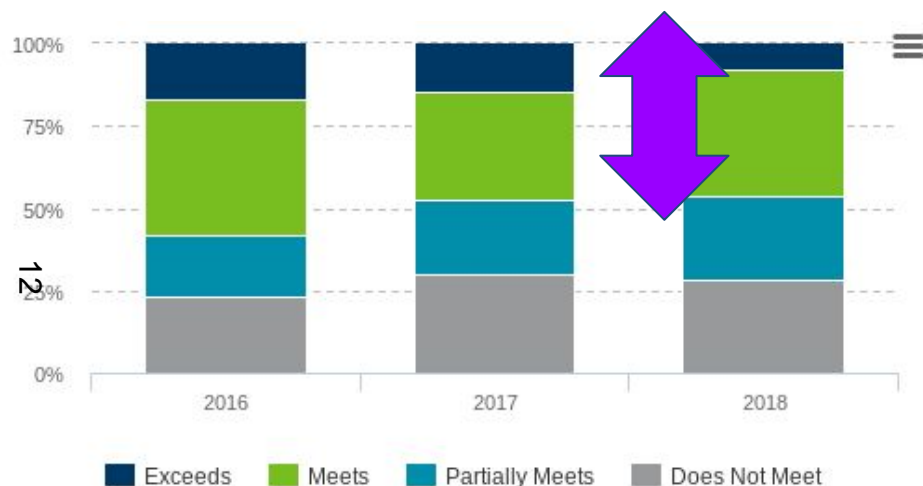


Year		Exceeds	Meets	Partially Meets	Does Not Meet
2016	Count	110,766	149,976	88,989	84,242
	Percent	25.5%	34.6%	20.5%	19.4%
2017	Count	110,358	150,007	90,559	88,919
	Percent	25.1%	34.1%	20.6%	20.2%
2018	Count	106,240	149,282	92,008	95,115
	Percent	24.0%	33.7%	20.8%	21.5%

# Data to Celebrate

- Progress Towards English Language Proficiency
  - 84.9% Average Progress Toward Target vs State Average of 67%
- Reading Academic Progress - Reading Level Improved
  - 10% Higher than the State Average
- Science MCA Scores
  - Consistently 10%+ Higher than State Average
- Math MCA Results for Black Students
  - 20% higher than state average
- Data Sources: [MDE Data Center](#)

# Data to Focus On



Year		Exceeds	Meets	Partially Meets	Does Not Meet
2016	Count	57	139	62	78
	Percent	17.0%	41.4%	18.5%	23.2%
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## Designing Schoolwide Systems for Student Success

### Academic Instruction

Tertiary Interventions  
(for individual students)

- Assessment-based
- High Intensity

Secondary Interventions  
(for some students)

- High Efficiency
- Rapid Response

Universal Interventions  
(for all students)

- Preventive, Proactive

### Behavioral Instruction

Tertiary Interventions  
(for individual students)

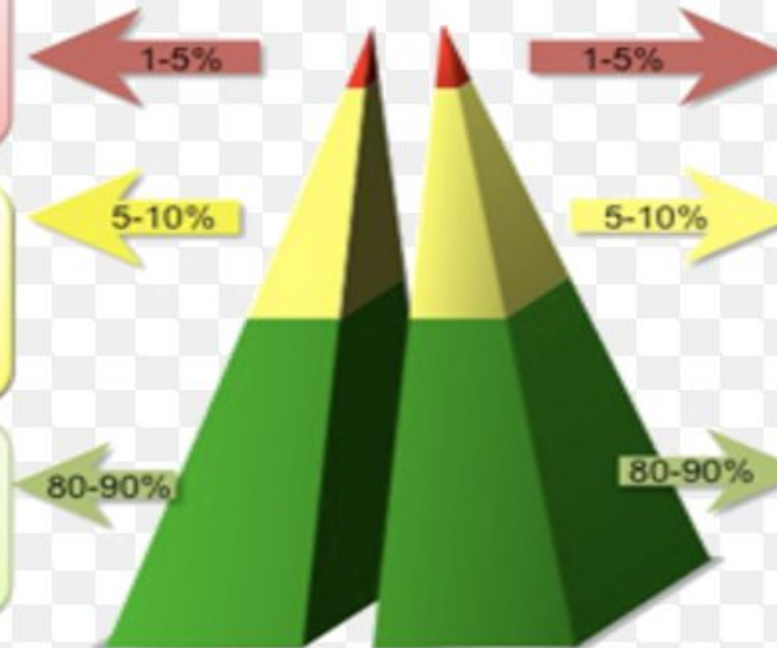
- Assessment-based
- Intense, durable procedures

Secondary Interventions  
(for some students: at-risk)

- High Efficiency
- Rapid Response

Universal Interventions  
(for all students)

- All Settings
- Preventive, Proactive



# Multi-Tiered System of Supports (MTSS)



**1** Assessment of student performance

**2** Effective instruction and intervention

**3** Collaborative teams use data to make instructional decisions

# Multi-Tiered System of Supports (MTSS)

**Collaborative  
Team Focus**

**1**

Assessment of  
student performance

**2**

Effective instruction  
and intervention

**3**

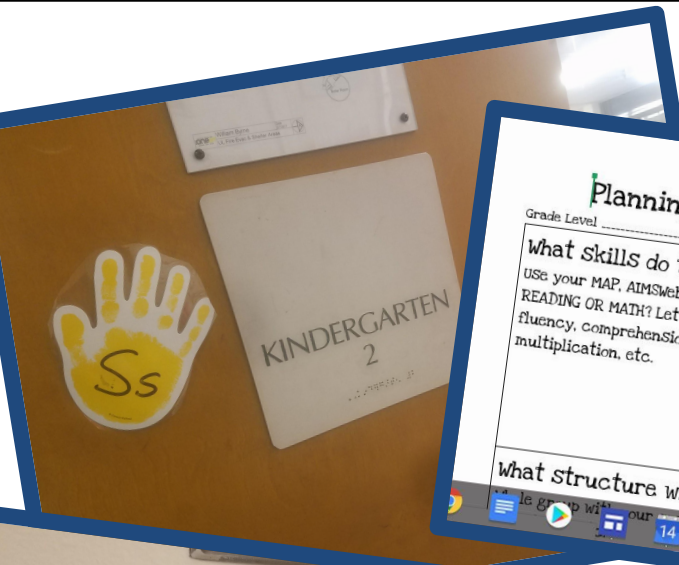
Collaborative teams  
use data to make  
instructional decisions

**Big  
Ideas**

# Collaborative Team Focus

- team approach beyond classroom teacher
- focus students connected to building goal
- academic and social emotional
- specific responses to students
  - small group
  - individualized
  - whole group
- weekly data meetings
- daily data gathering





### Planning Your Intervention Block

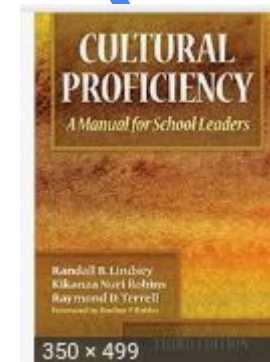
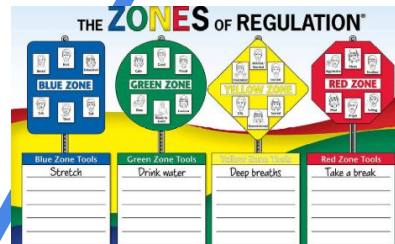
Grade Level \_\_\_\_\_

**What skills do the students need?**  
Use your MAP, AIMSweb, Viewpoint data.  
READING OR MATH? Letter naming, letter sounds, phonemic awareness, fluency, comprehension, etc. Number sense, addition/subtraction, multiplication, etc.

**What structure will you use?**  
\_\_\_\_\_

le group with \_\_\_\_\_ grade level Sp \_\_\_\_\_, Small groups, individual.





## Designing Schoolwide Systems for Student Success

### Academic Instruction

Tertiary Interventions  
(for individual students)

- Assessment-based
- High Intensity

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### Behavioral Instruction

Tertiary Interventions  
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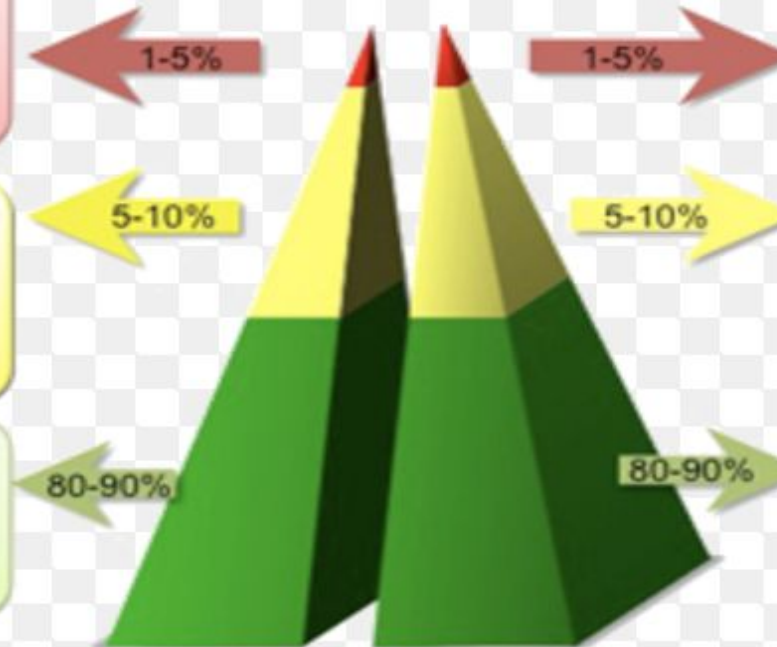
- Assessment-based
- Intense, durable procedures

Secondary Interventions  
(for some students: at-risk)

- High Efficiency
- Rapid Response

Universal Interventions  
(for all students)

- All Settings
- Preventive, Proactive



# “Who are we proud to be...”



# Contact Information:

*Lyle Bomsta*

*<http://www.isd191.org/schools/william-byrne-elementary>*

*952-707-3501 | [lbomsta@isd191.org](mailto:lbomsta@isd191.org)*

*11608 River Hills Drive  
Burnsville, MN 55337*



**Agenda III.B.1.  
November 15, 2018**

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

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

**Date:** November 8, 2018

**Re:** Report on Fall Enrollment

Receive a report on Fall Enrollment from Lisa Rider, executive director of business services.



# ISD 191 2018-2019 Enrollment & Enrollment Projection

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

# Early Education Students –

Programming expanding to educate more Pre-Kindergarten children in ONE91

2

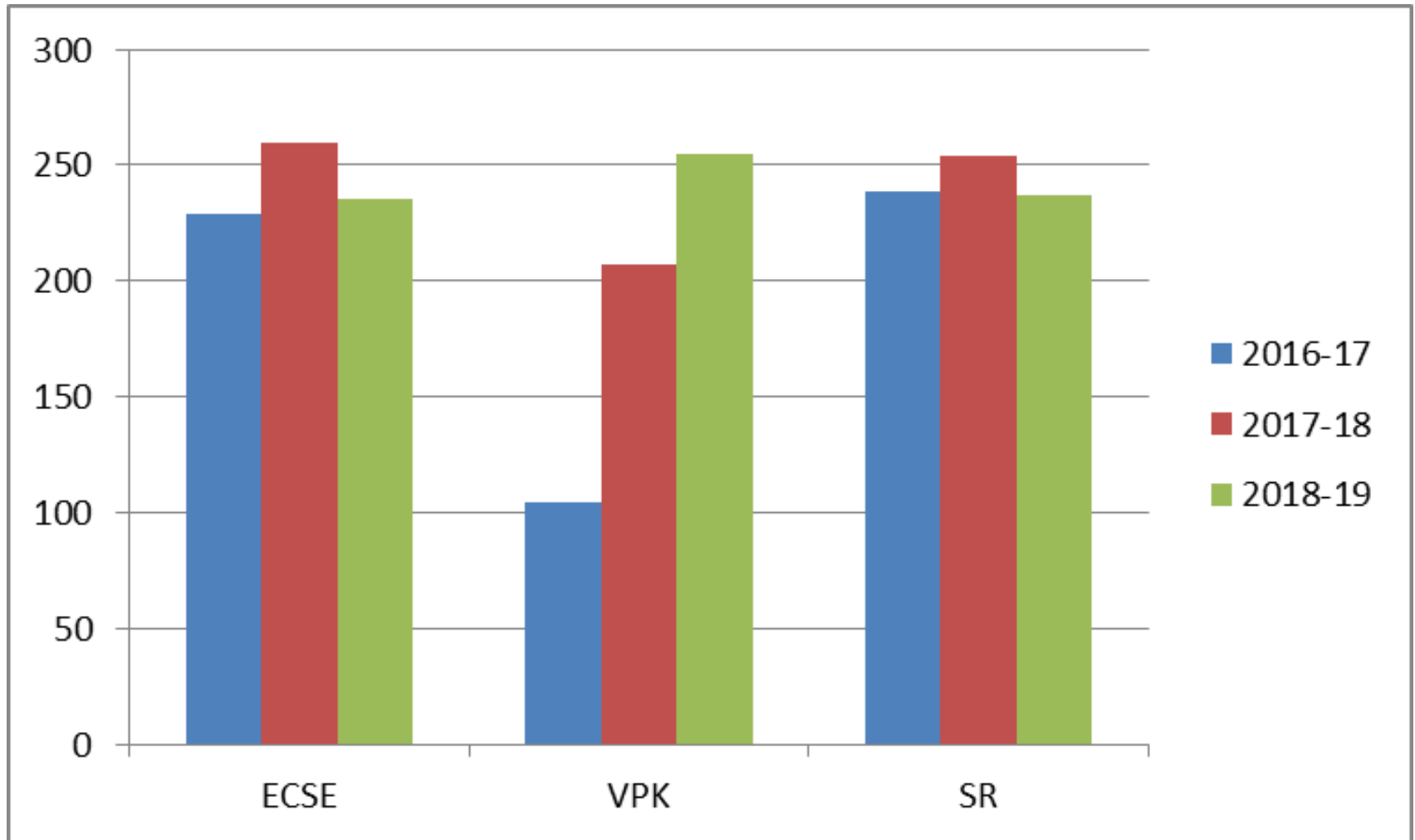
- Early Ed Students are:
  - Early Childhood Special Education (ECSE) – Funded by State & Federal Funds (General Fund)
  - Voluntary Pre-Kindergarten (VPK) – Funded by State Grant (General Fund)
  - School Readiness (SR) – Funded by Tuition and State Pathways Scholarships (Community Education)

24

# Early Ed- 3 Yr Comparison October 1 Seat Count Fall 2017 to Fall 2019

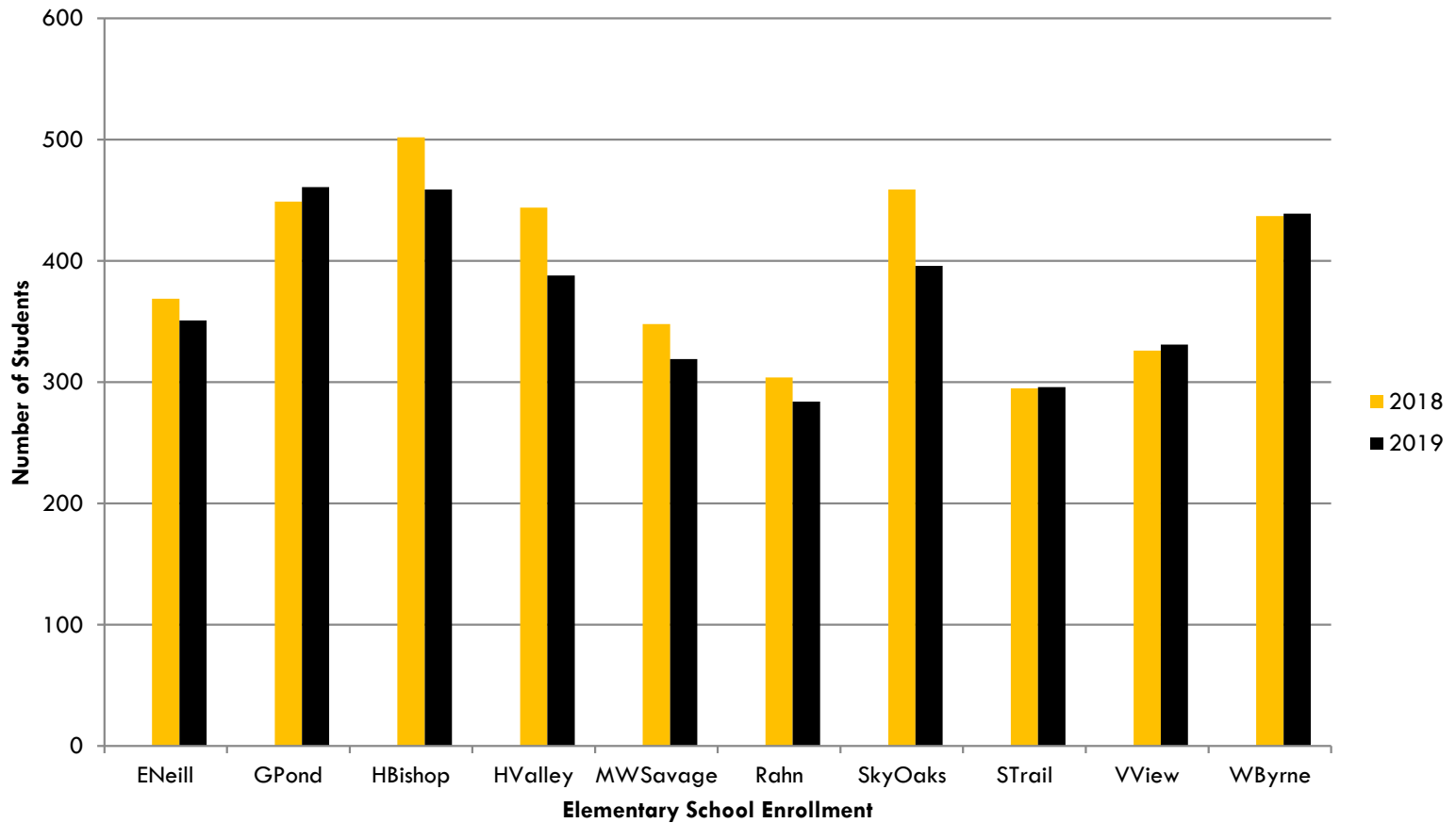
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25



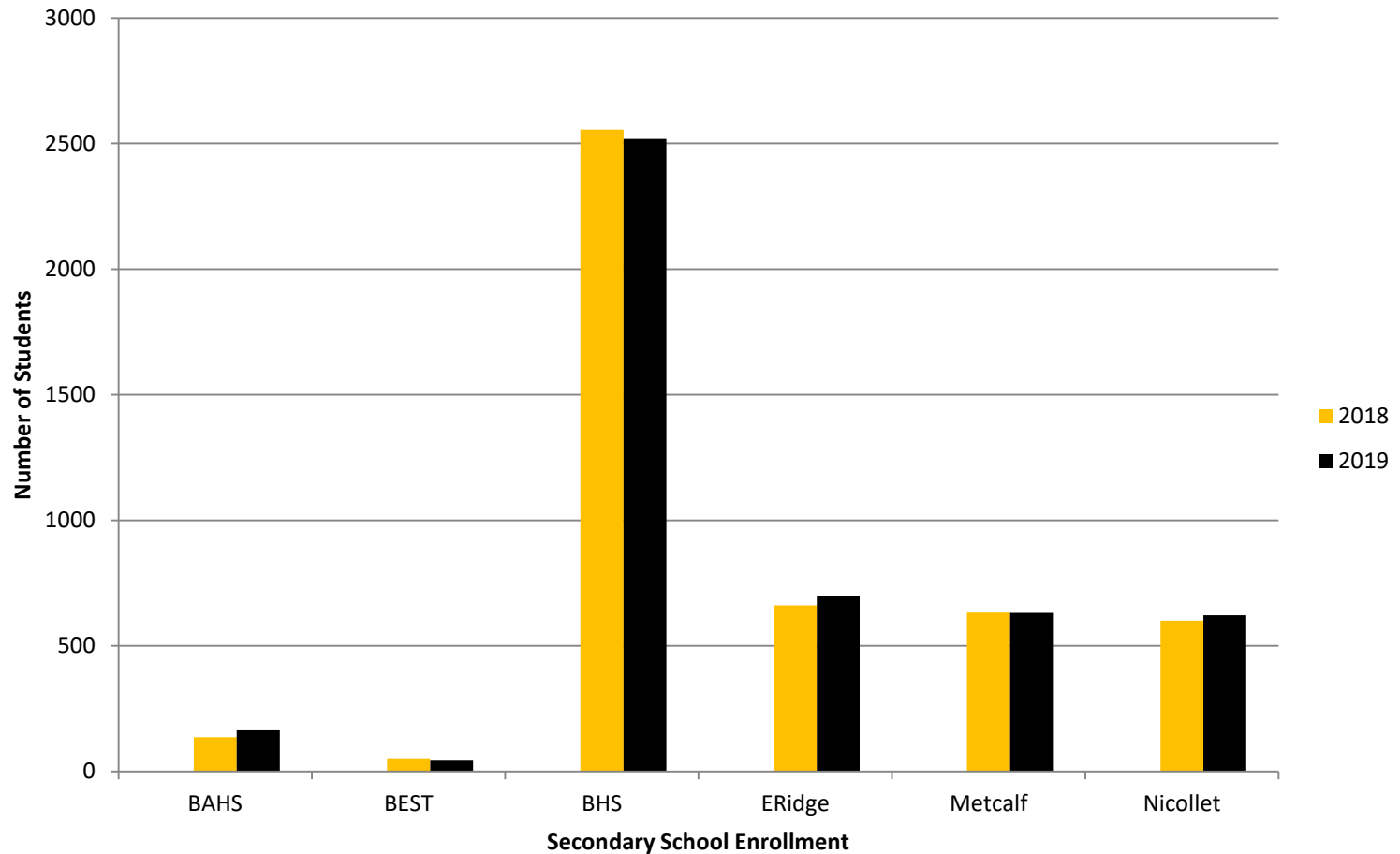
# Elementary- 2-Yr Comparison October 1 Seat Count 2018 to 2019 Grades K-5

### Elementary 2 Year Comparison



# Secondary- 2-Yr Comparison October 1 Seat Count 2018 to 2019 Grades 6-12

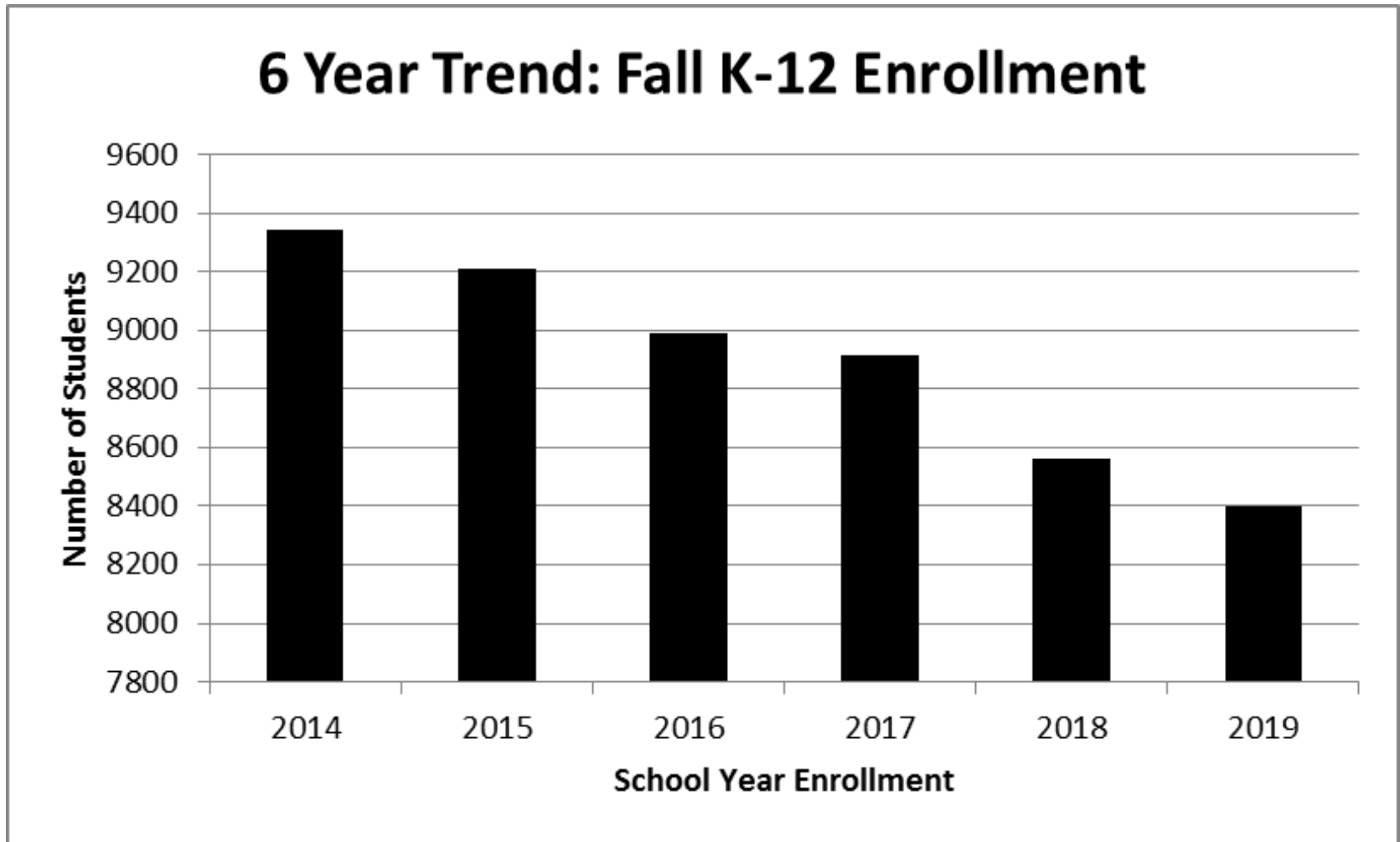
## Secondary 2 Year Comparison



# Historical Enrollment Data- Oct 1

## Grades K-12

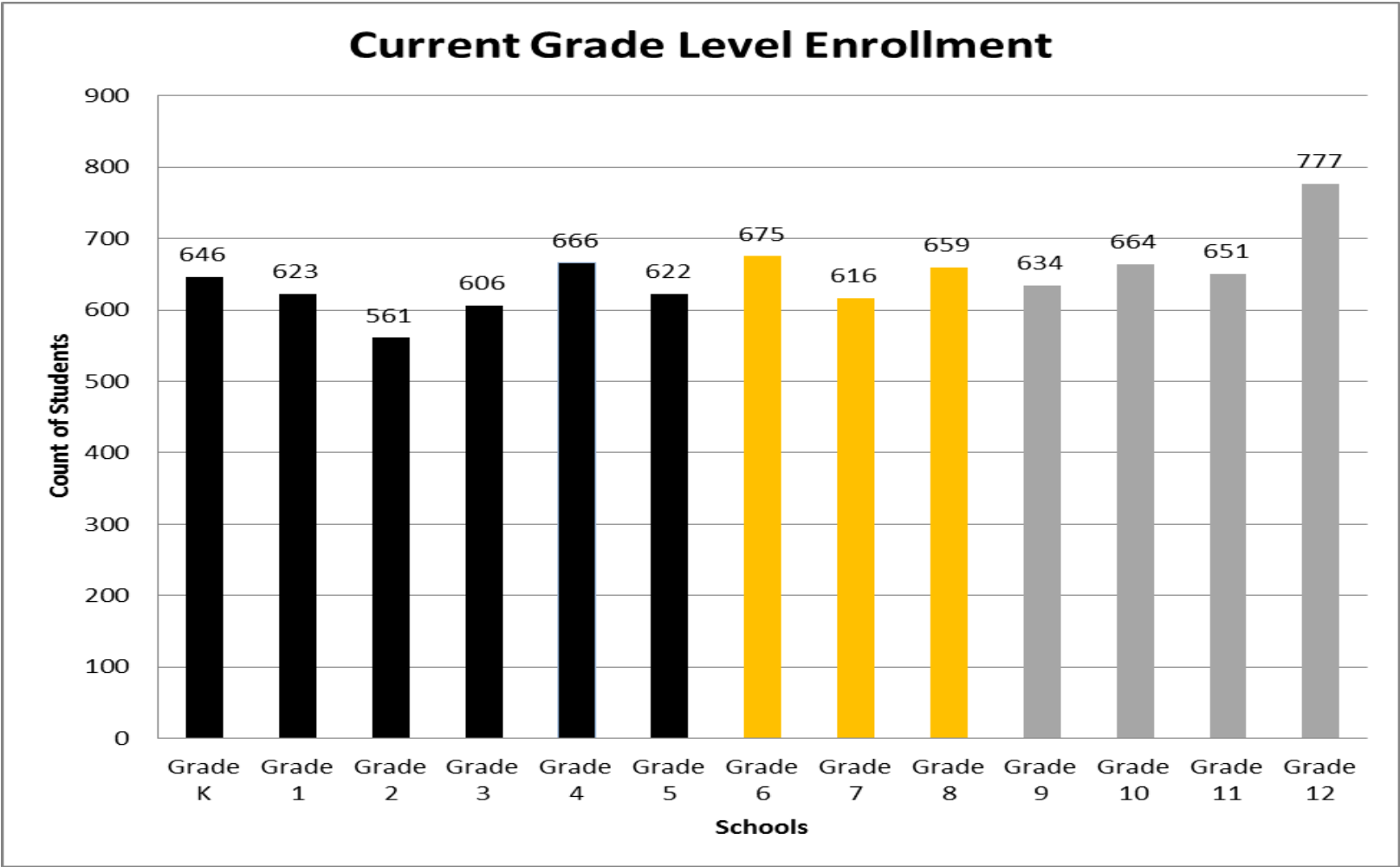
6



28

\* 2014-18 Finalized MDE Fall Counts

\*\*2018-19 Preliminary MDE Fall Counts



District Seat Count as of 10/1/2018

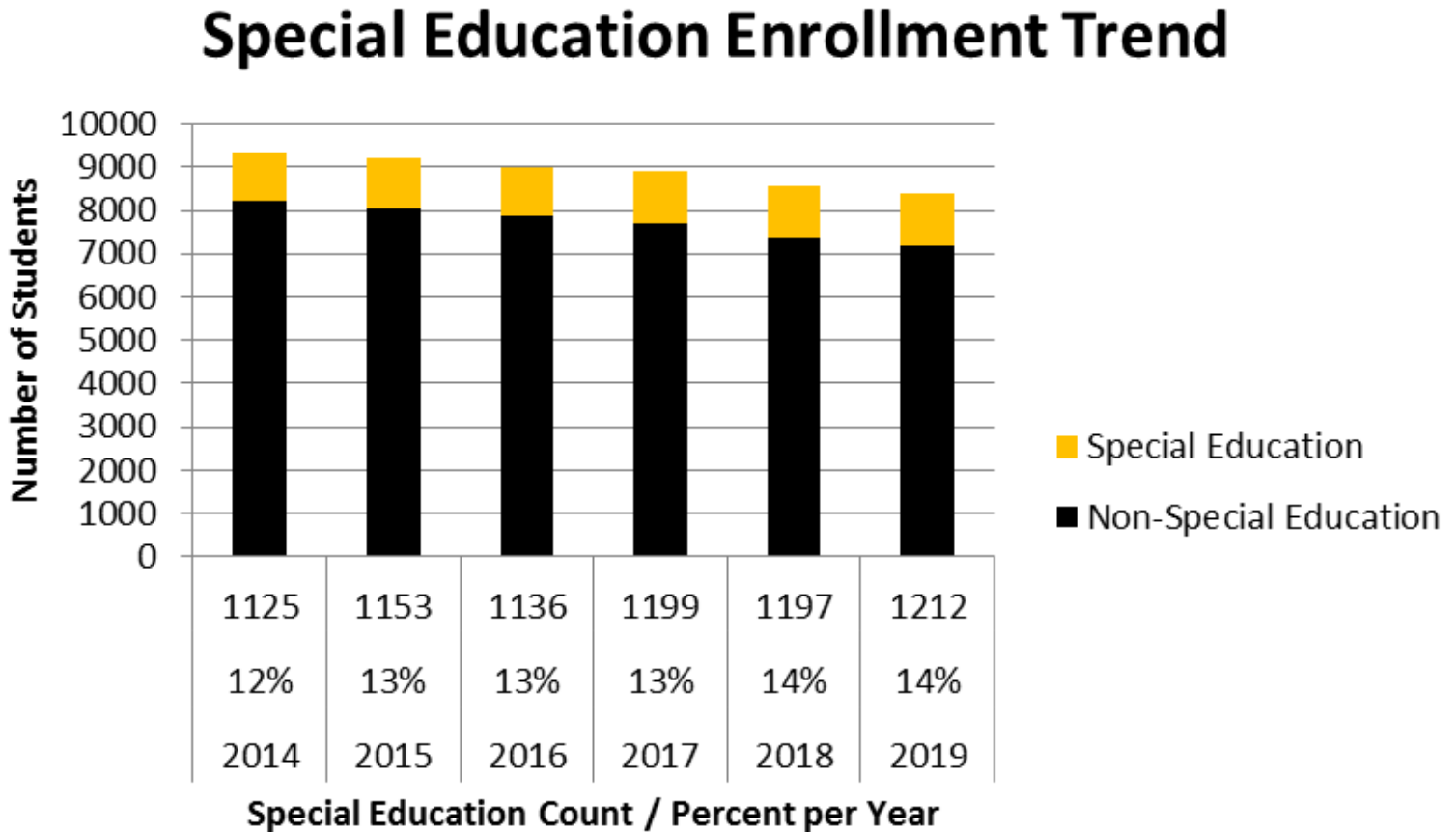
# Composition of the Fall October 1, 2018 Population

# District Composition

## % Special Education Enrollment

K-12

9



\* 2014-18 Finalized MDE Fall Counts

\*\*2018-19 Preliminary MDE Fall Counts

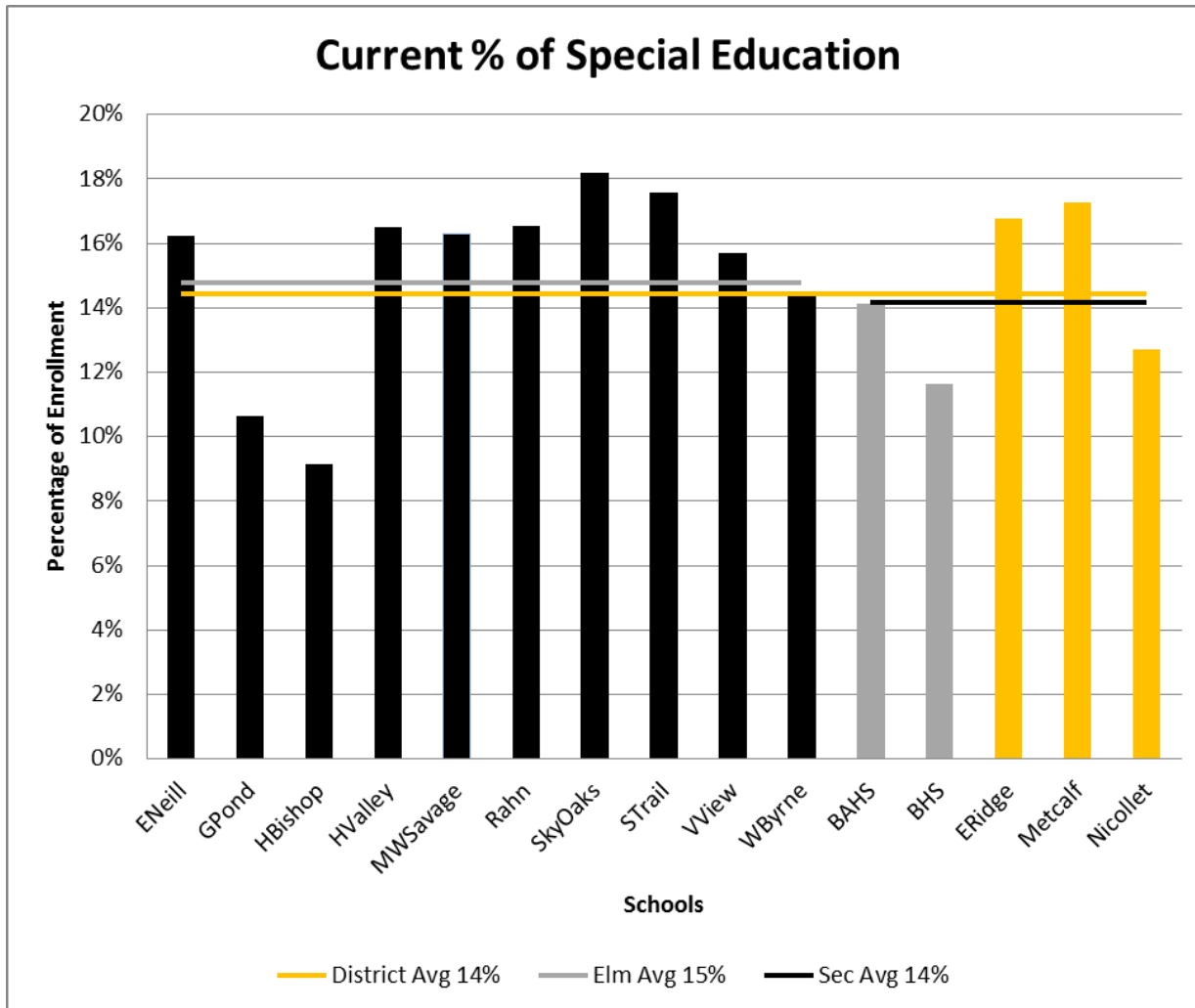
31

# % Students Served Special Education by Building

including District, Elementary, and Secondary Average

K-12

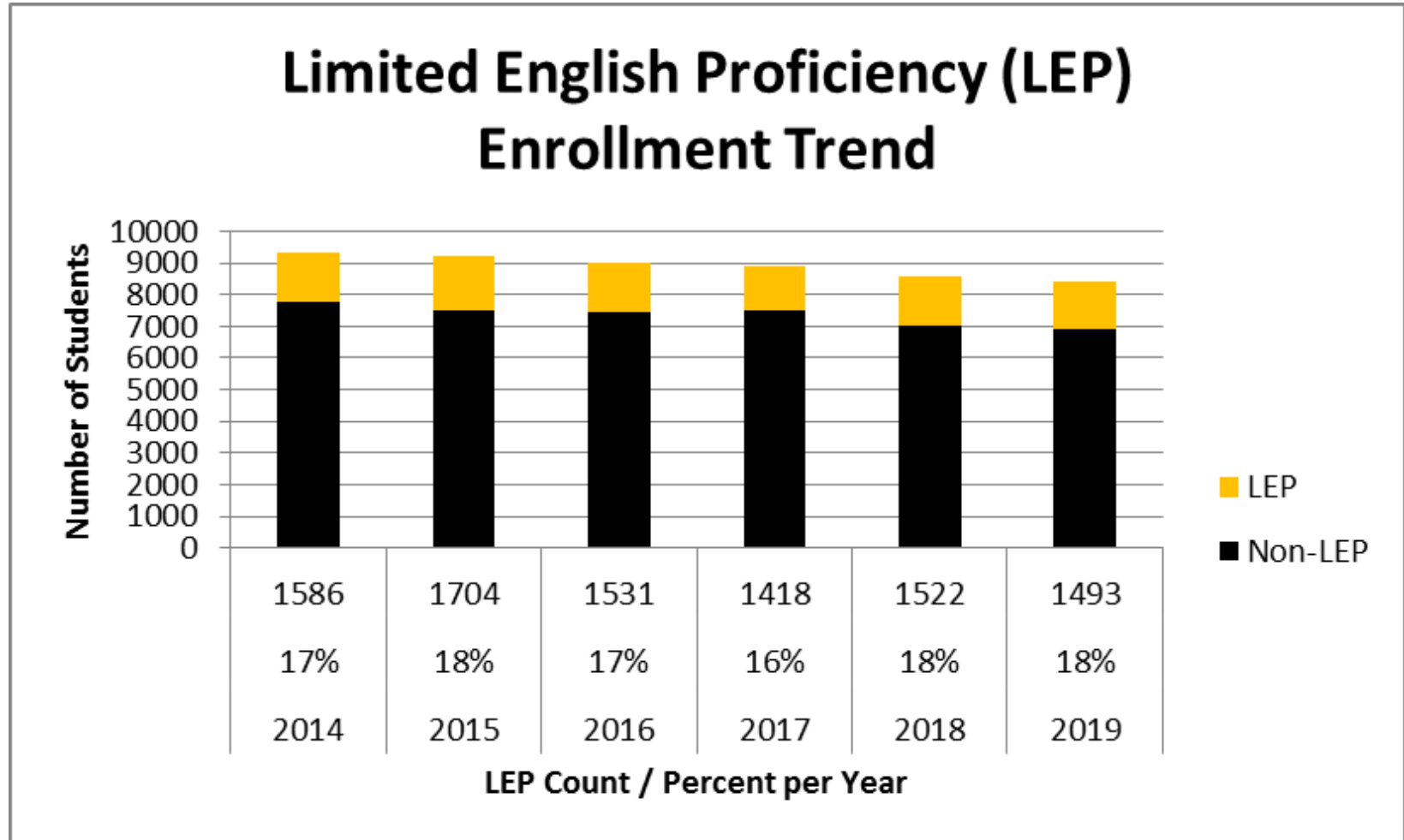
10



32

# District Composition K-12

## Limited English Proficiency Enrollment Trend

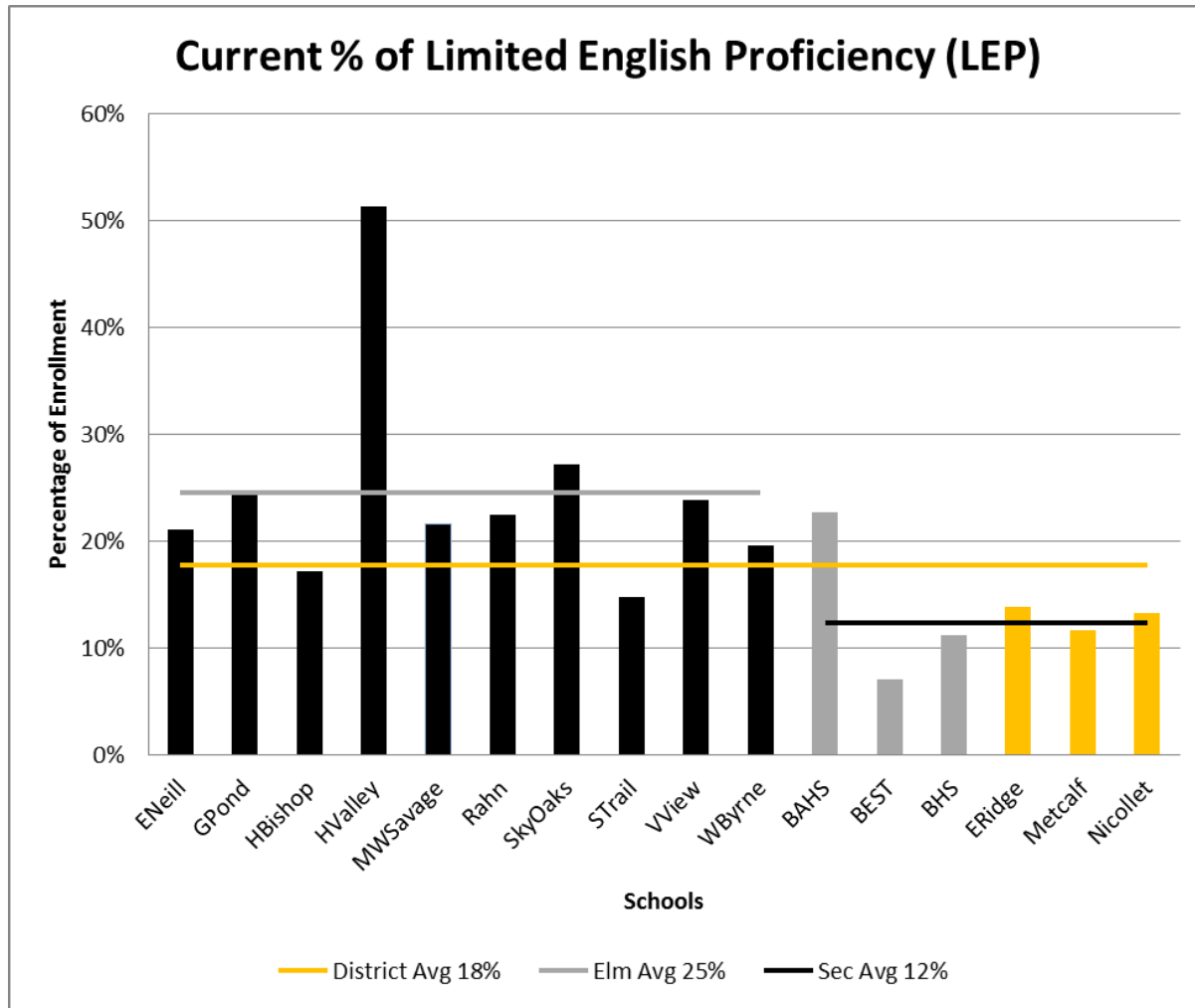


\* 2014-18 Finalized MDE Fall Counts

\*\*2018-19 Preliminary MDE Fall Counts

# % Eligible Limited English Proficiency Students by Building

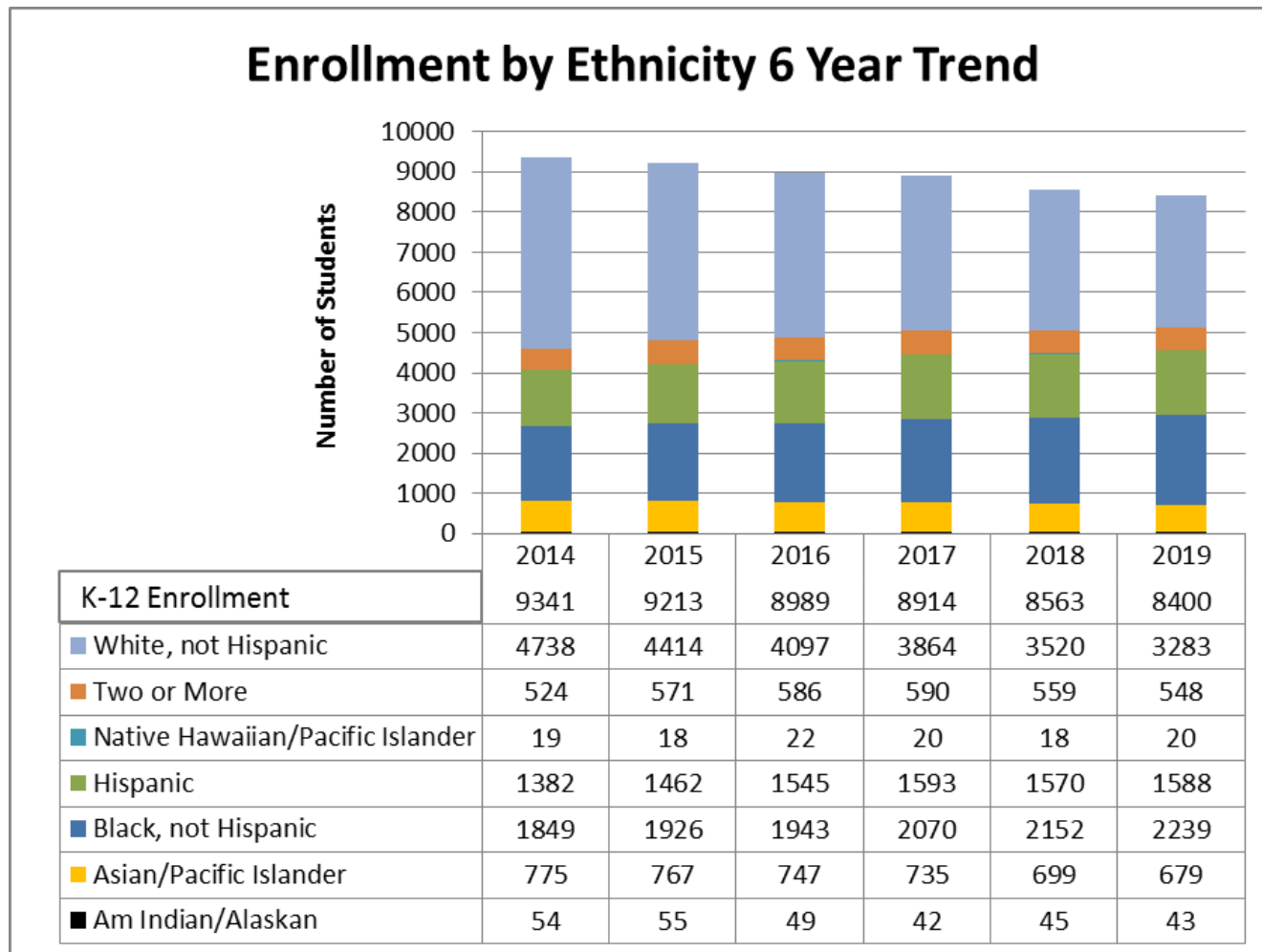
including District, Elementary, and Secondary Average



# District Composition

## Enrollment by Ethnicity Six Year Trend

K-12

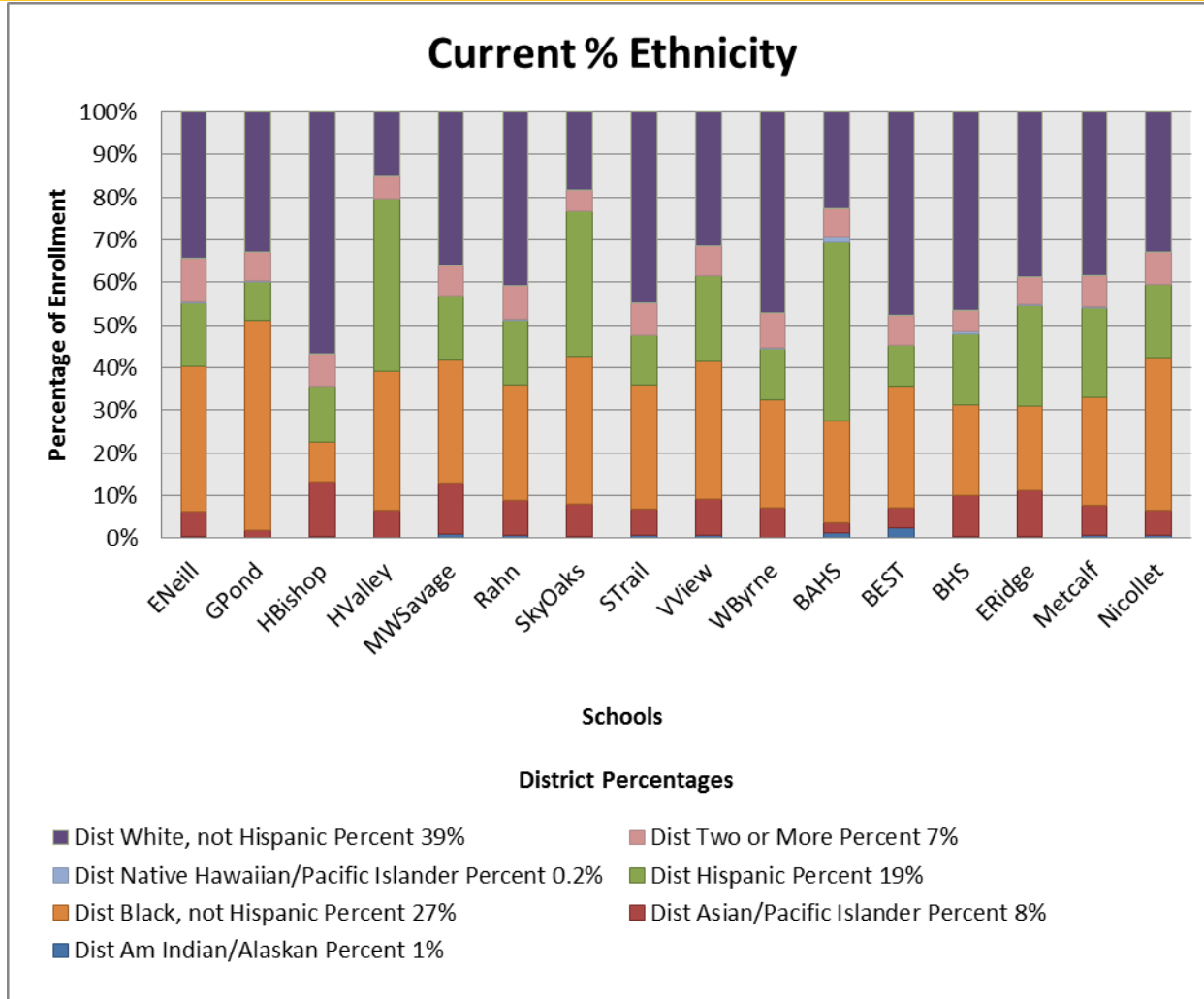


\* 2014-18 Finalized MDE Fall Counts

\*\*2018-19 Preliminary MDE Fall Counts

# % of Student Ethnicity by Building

K-12



Preliminary MDE Fall Count: Numbers as of 10/1/2018

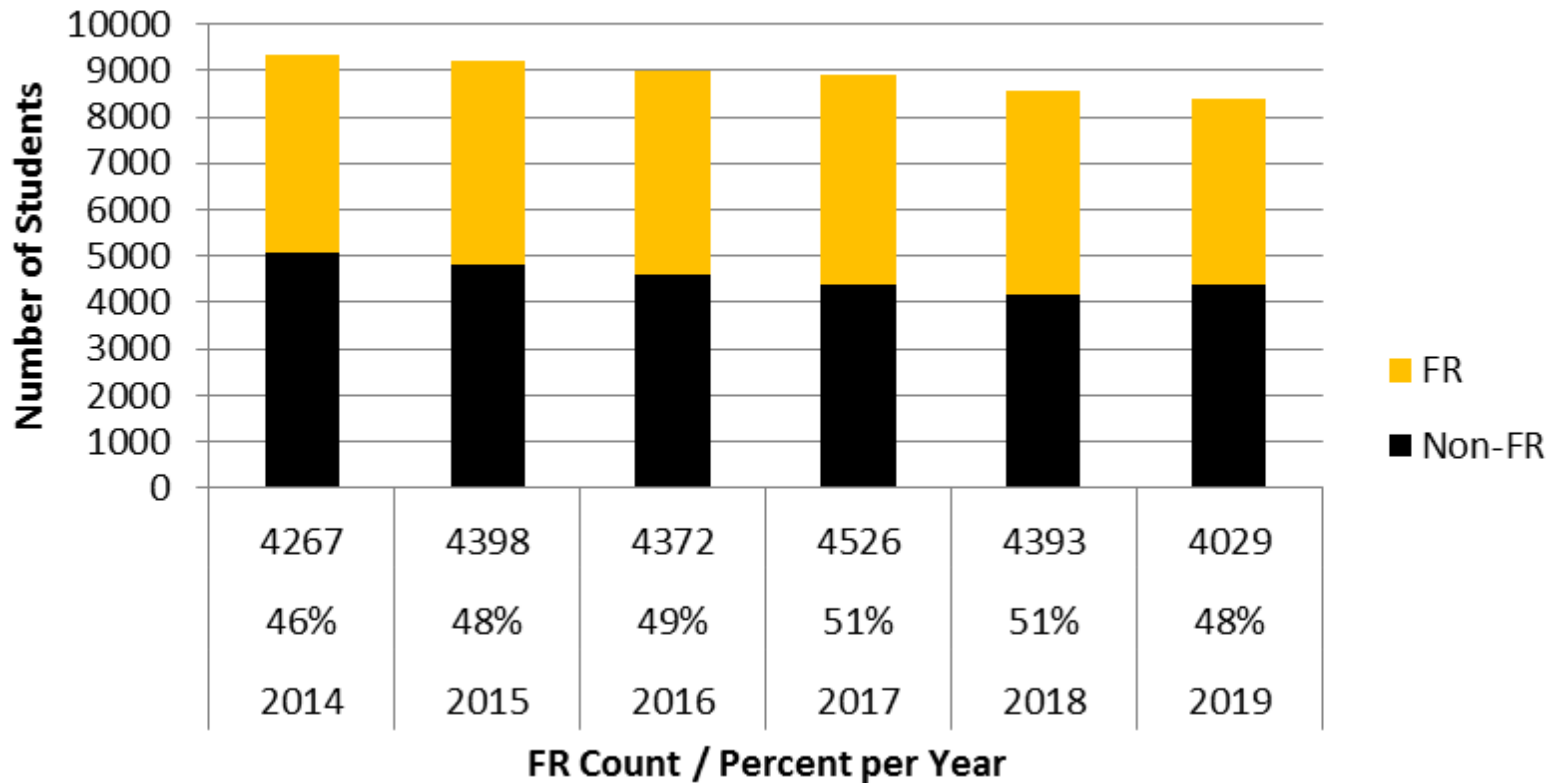
# District Composition

## % Free and Reduced Eligibility Trend

K-12

15

### Free / Reduced Meals Enrollment Trend



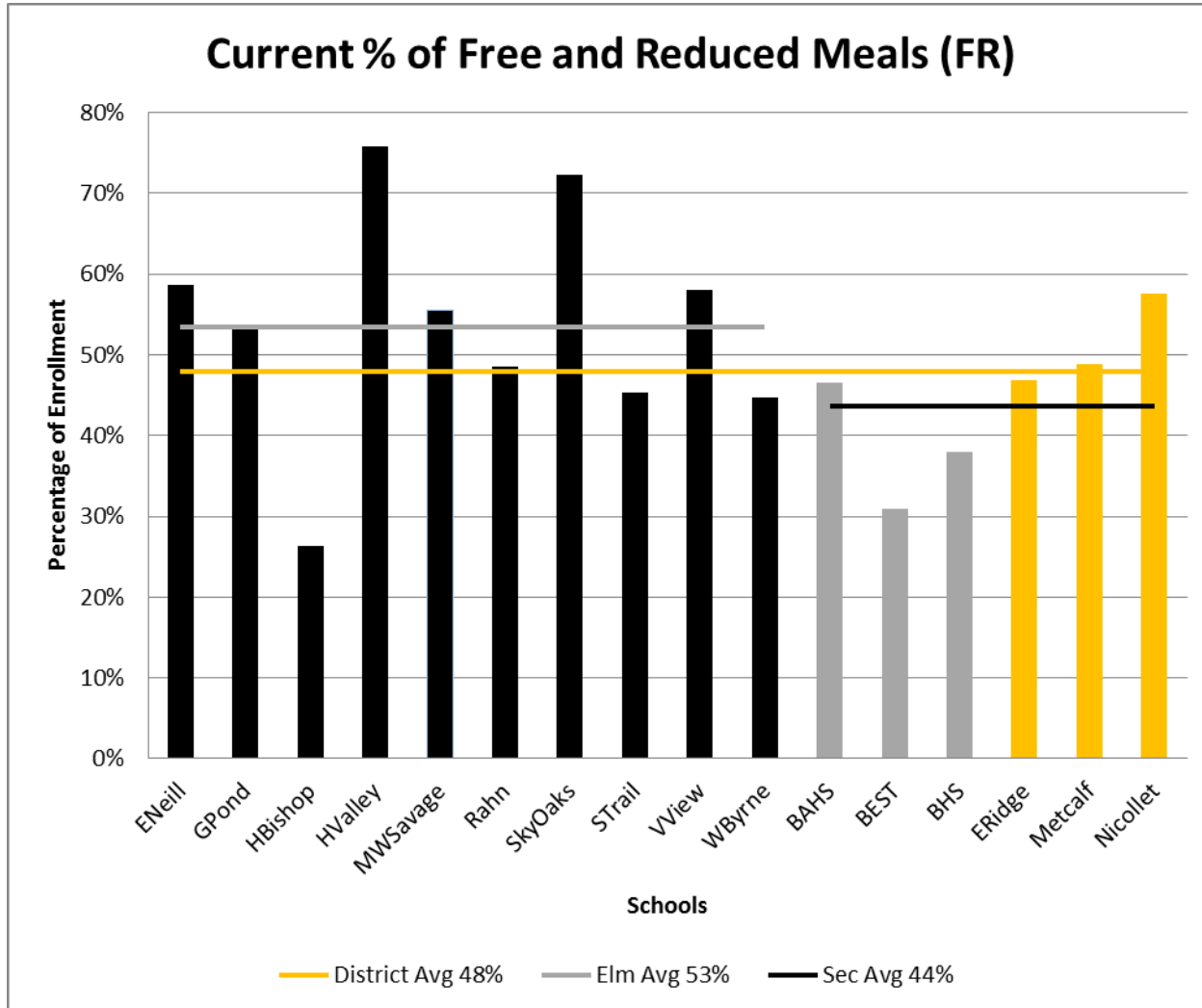
\* 2014-2018 Finalized MDE Fall Counts

\*\*2018-2019 Preliminary MDE Fall Counts: Numbers as of 10/17/2018

37

# % Students Served Free & Reduced Eligible by Building with District, Elementary, and Secondary Average

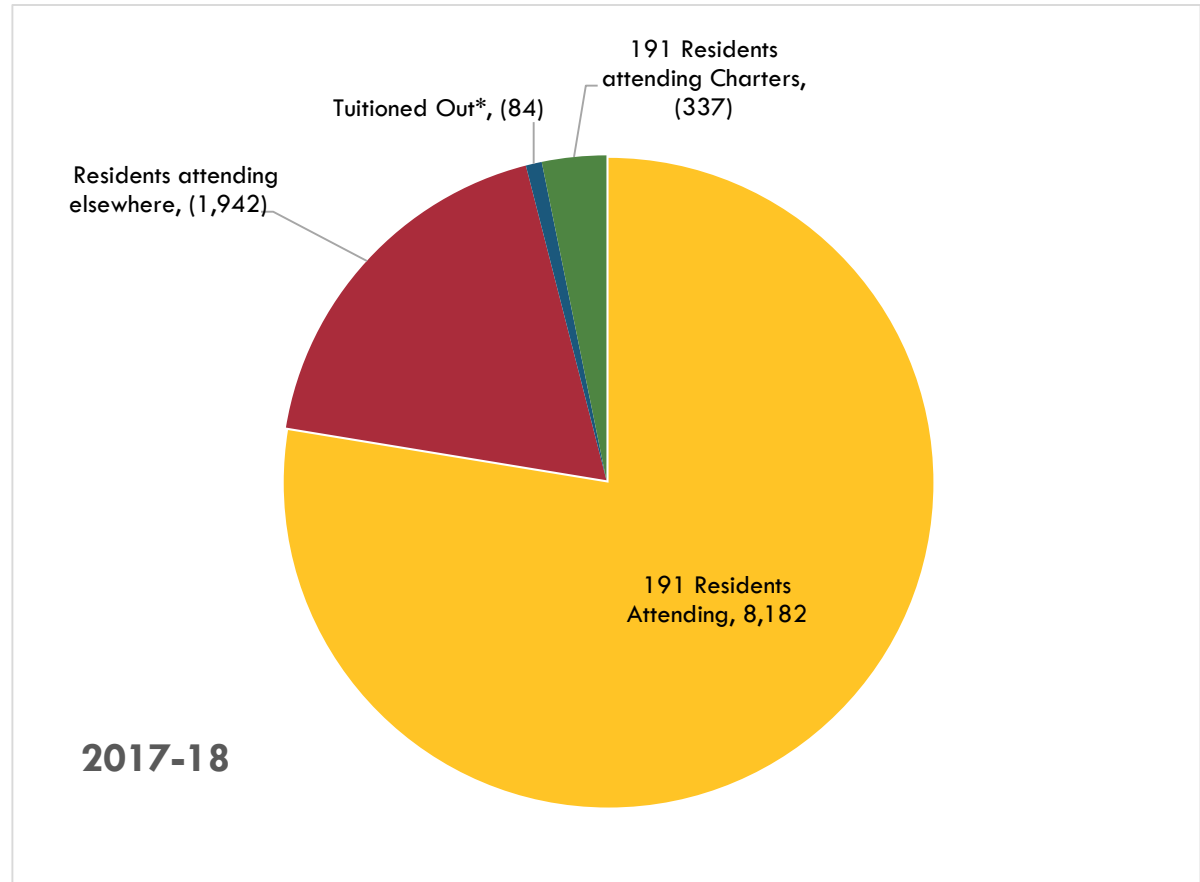
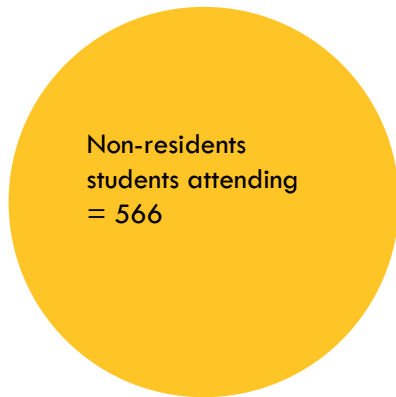
K-12



# School Choice 2017-2018 PK-12

Total Students Served of 8,748 includes 8,182 of residents and 566 of Non-residents.

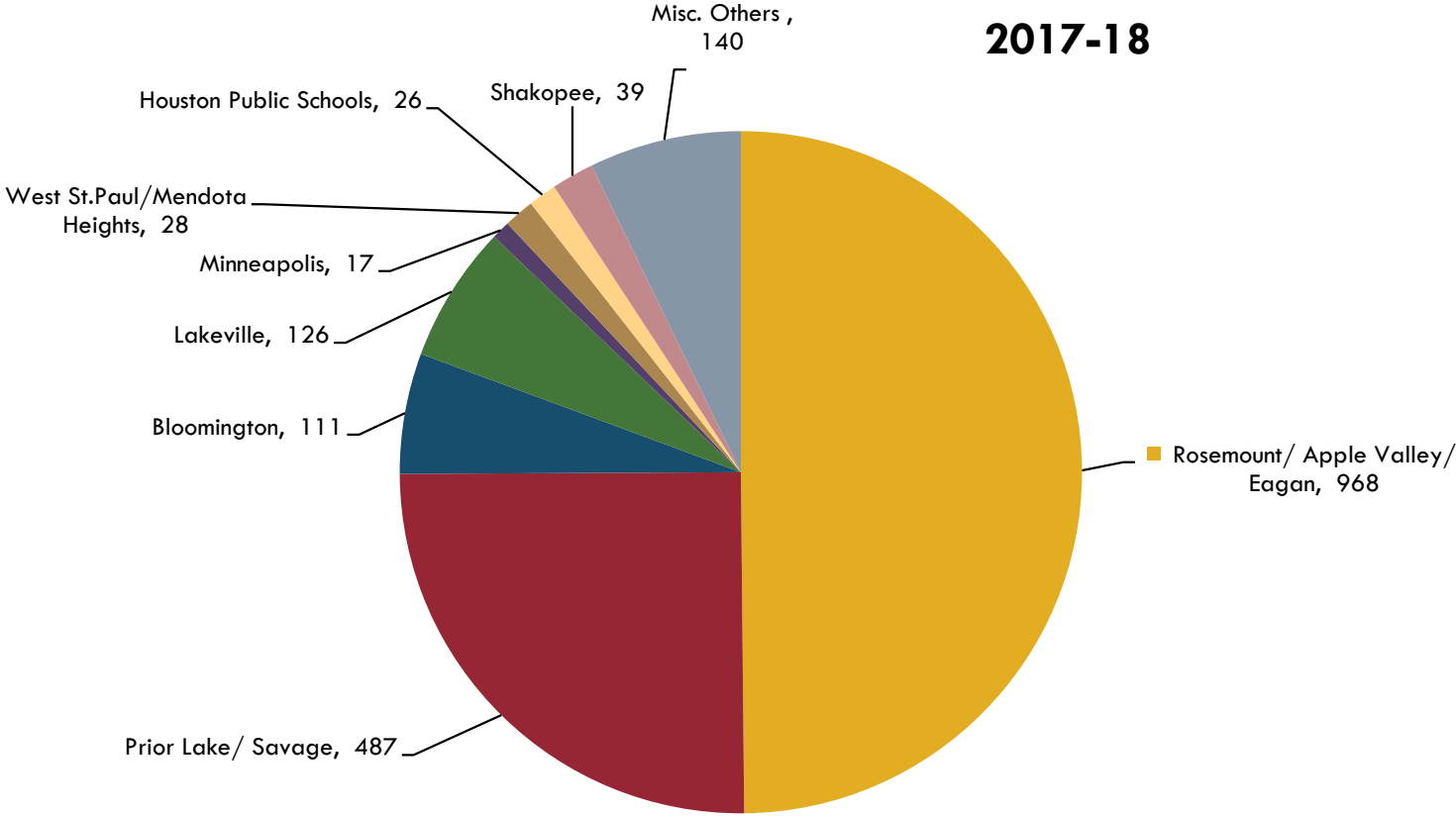
39



\* Includes ONE91 students served through District 917  
Finalized MDE 2017-18 End Of Year Counts

# School Choice 2017-2018 PK-12

## 1942 Resident students served at other public schools



# Definition of Enrollment Terms

19

## **Fall Enrollment**

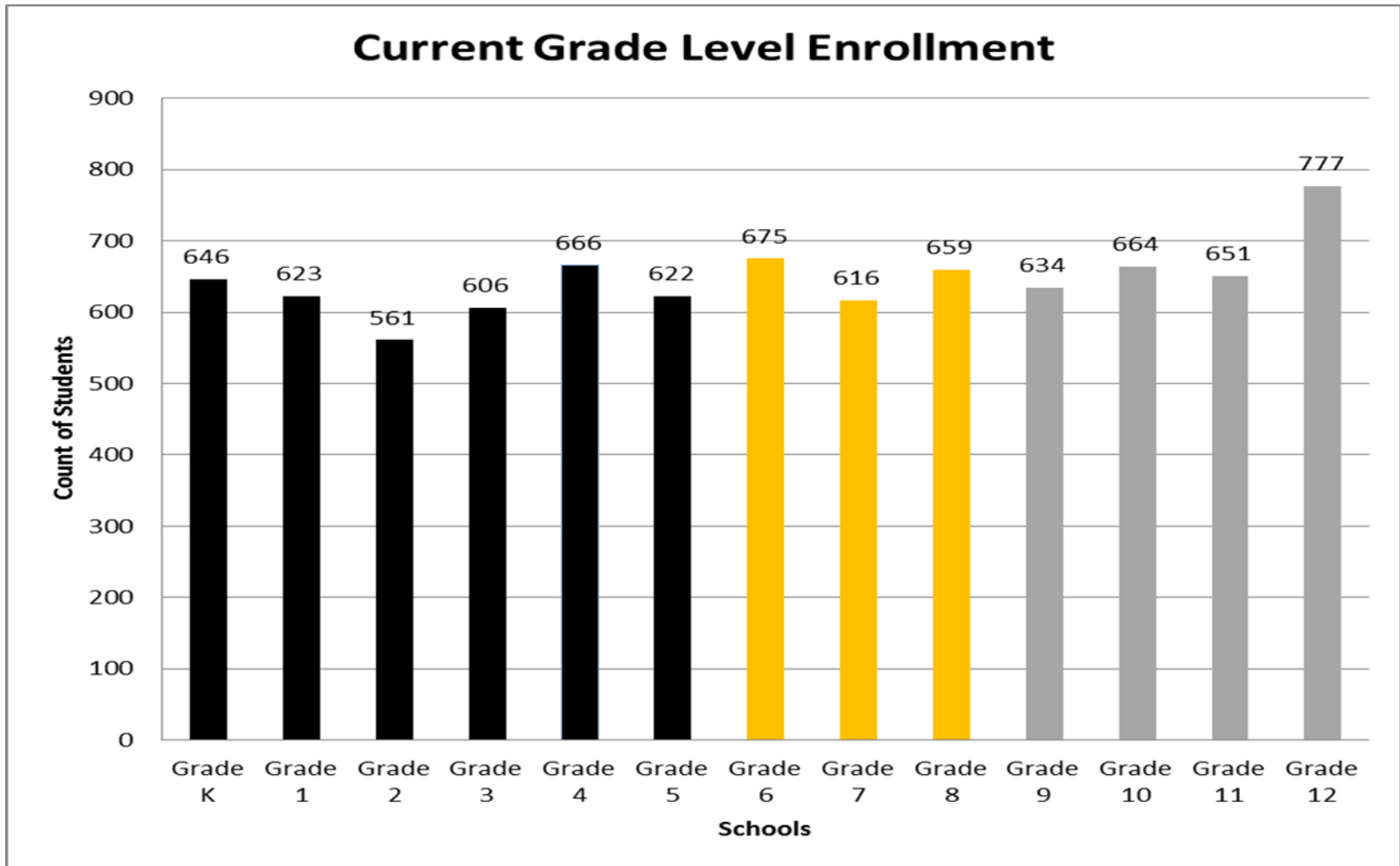
Fall enrollment count is based on the number of students enrolled over October 1 of that current school year.

## **End of Year Enrollment**

Is a calculation at the end of the school year that takes into consideration all enrollments (whether full year or part of the year) and includes students enrolled in extended day and extended year (outside of the regular school day and year). The calculation is also referred to as the average daily membership (ADM).

41

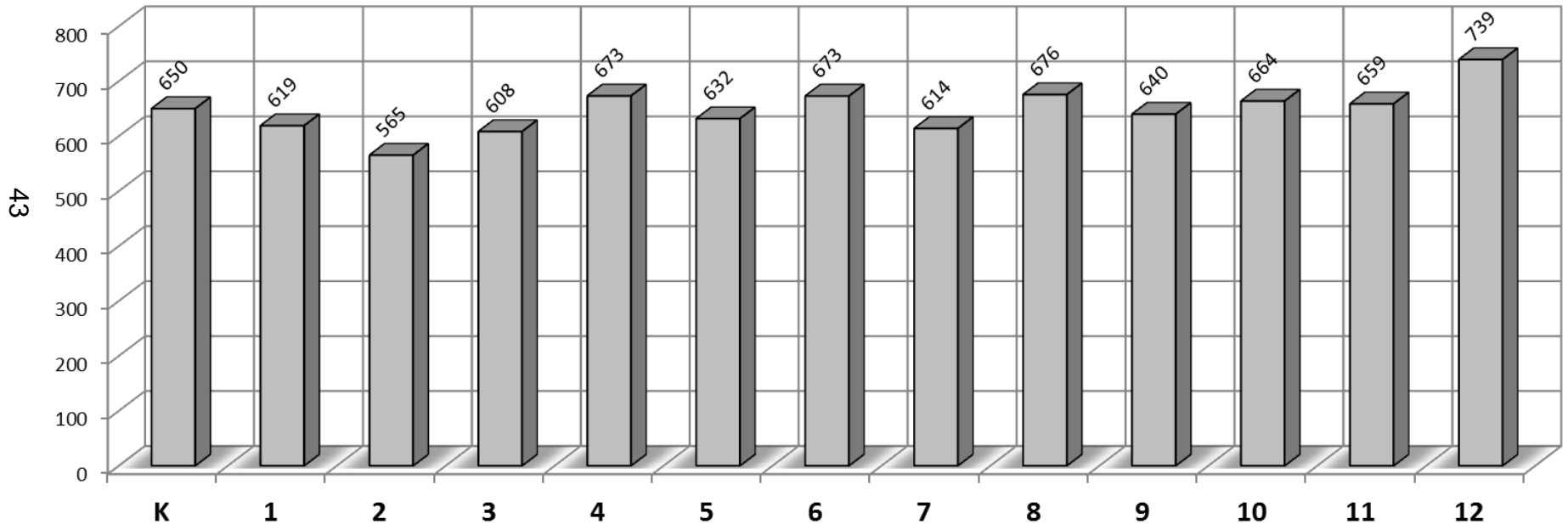
# 2018-19 Grade Level Enrollment – Update Oct 1<sup>st</sup>



8,400 Total 2018-19 Fall Enrollment K-12

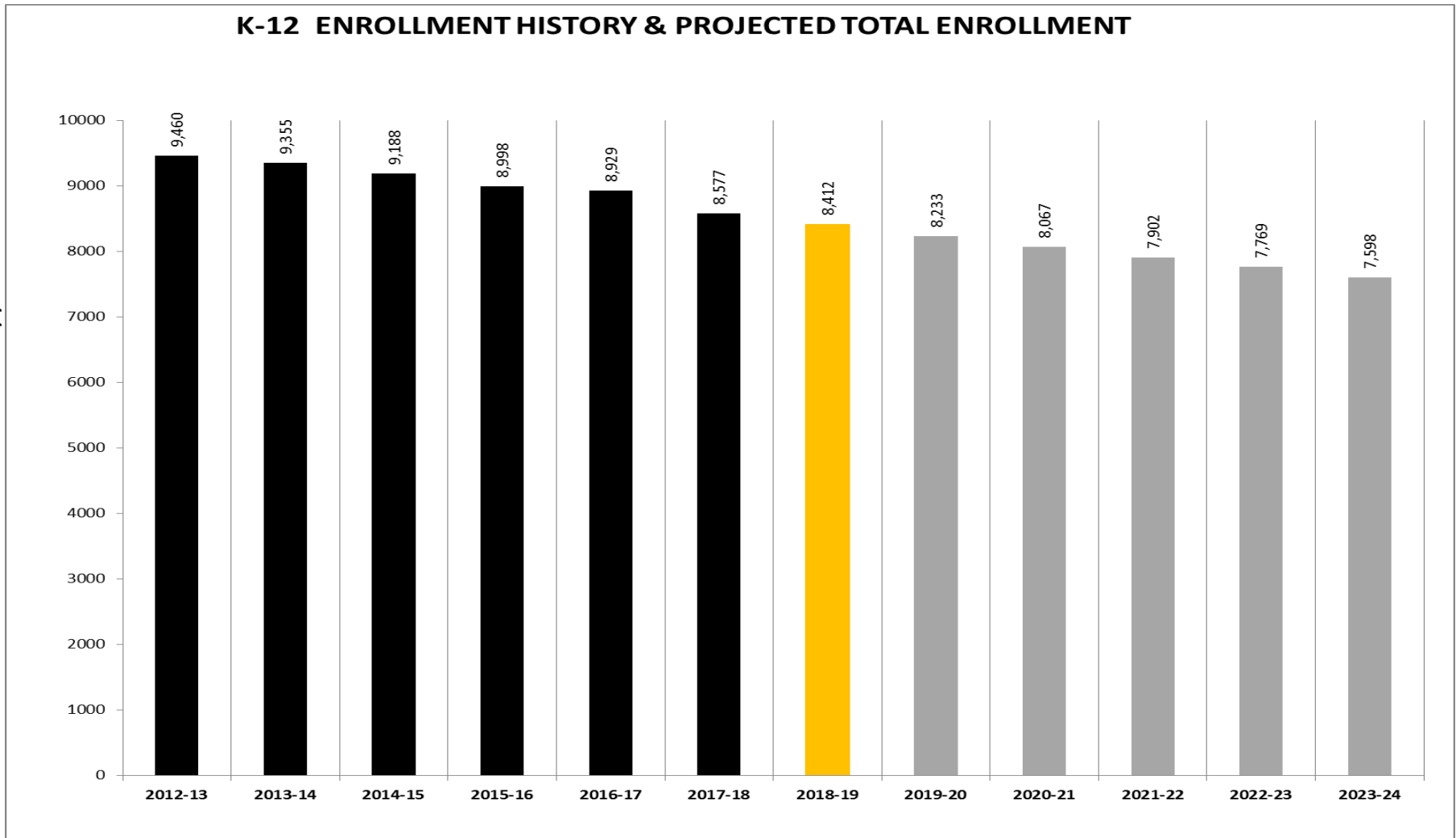
# 2018-19 Grade Level Enrollment Projection— End Of Year

21



8,412 Total Projected End of Year Enrollment

# K-12 Enrollment History & Projected Total Enrollment Using 7 Yr Weighted Ratio Method



# THANK YOU

**District** **ONE91**

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

# Historical, Current & Future Enrollment Elementary K-5

## Burnsville-Eagan-Savage #191

### 2018-2019 ENROLLMENT PROJECTION EOY ADM

GRADE	HISTORICAL						*	CURRENT	*	FUTURE ENROLLMENT PROJECTIONS				
	12/13	13/14	14/15	15/16	16/17	17/18		18/19		19/20	20/21	21/22	22/23	23/24
KDG	862.07	806.41	743.88	685.52	642.19	657.10	*	650.00	*	650.00	650.00	650.00	650.00	650.00
GRADE 1	736.05	818.41	746.27	734.28	676.81	602.20	*	619.10	*	623.03	623.03	623.03	623.03	623.03
GRADE 2	729.85	714.99	790.56	716.89	712.25	637.90	*	565.30	*	591.29	595.09	595.09	595.09	595.09
GRADE 3	<u>731.43</u>	<u>711.23</u>	<u>706.69</u>	<u>762.56</u>	<u>688.50</u>	<u>676.50</u>	*	<u>608.30</u>	*	<u>542.90</u>	<u>567.83</u>	<u>571.48</u>	<u>571.48</u>	<u>571.48</u>
KDG-GRADE 3	3059.40	3051.04	2987.40	2899.25	2719.75	2573.70	*	2442.70	*	2407.22	2435.96	2439.61	2439.61	2439.61
GRADE 4	716.43	705.96	702.28	677.04	744.10	644.00	*	673.30	*	589.95	526.54	550.73	554.27	554.27
GRADE 5	<u>680.79</u>	<u>708.63</u>	<u>673.54</u>	<u>698.91</u>	<u>671.31</u>	<u>741.50</u>	*	<u>631.80</u>	*	<u>663.47</u>	<u>581.36</u>	<u>518.87</u>	<u>542.70</u>	<u>546.19</u>
GRADES 4-5	1397.22	1414.59	1375.82	1375.95	1415.41	1385.50	*	1305.10	*	1253.42	1107.90	1069.60	1096.97	1100.46
<b>TOTAL K-5</b>	<b>4448.26</b>	<b>4401.99</b>	<b>4275.07</b>	<b>4095.70</b>	<b>4135.16</b>	<b>3959.20</b>	*	<b>3747.80</b>	*	<b>3660.64</b>	<b>3543.86</b>	<b>3509.21</b>	<b>3536.58</b>	<b>3540.07</b>
<b>KDG-GRADE 12</b>	<b>9459.78</b>	<b>9355.22</b>	<b>9187.90</b>	<b>8997.67</b>	<b>8929.00</b>	<b>8576.90</b>	*	<b>8412.20</b>	*	<b>8232.50</b>	<b>8066.60</b>	<b>7902.20</b>	<b>7768.90</b>	<b>7598.10</b>

HISTORY=2013-2018 History taken from the Gender-Ethnicity by Grade by District File of the MDE (GEGD) including Extended Day/Year Students

CURRENT=2018/19 END of Year ADM Projected including Extended Day/Year Students

FUTURE PROJECTIONS= based on weighted ratio 7 year

# Historical, Current & Future Enrollment Secondary 6-12

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## Burnsville-Eagan-Savage #191

### 2018-2019 ENROLLMENT PROJECTION EOY ADM

GRADE	HISTORICAL						*	CURRENT	*	FUTURE ENROLLMENT PROJECTIONS				
	12/13	13/14	14/15	15/16	16/17	17/18		18/19		19/20	20/21	21/22	22/23	23/24
GRADE 6	701.11	663.86	702.37	663.61	680.89	614.10	*	672.90	*	599.44	629.48	551.57	492.29	514.90
GRADE 7	687.27	672.70	651.42	661.57	637.94	664.70	*	613.90	*	655.53	583.97	613.22	537.33	479.58
GRADE 8	<u>712.63</u>	<u>690.25</u>	<u>681.31</u>	<u>656.80</u>	<u>684.45</u>	<u>624.30</u>	*	<u>675.60</u>	*	<u>619.24</u>	<u>661.25</u>	<u>589.06</u>	<u>618.57</u>	<u>542.02</u>
GRADES 6-8	2101.01	2026.81	2035.10	1981.98	2003.28	1903.10	*	1962.40	*	1874.22	1874.69	1753.85	1648.19	1536.49
GRADE 9	700.18	702.51	668.58	667.66	659.81	645.10	*	640.00	*	667.15	611.52	653.01	581.72	610.86
GRADE 10	722.12	688.23	687.95	666.26	683.99	655.80	*	663.80	*	644.28	671.61	615.60	657.37	585.60
GRADE 11	733.40	689.31	658.27	673.83	672.00	678.10	*	658.80	*	657.02	637.69	664.74	609.31	650.64
GRADE 12	<u>746.45</u>	<u>782.73</u>	<u>774.78</u>	<u>732.74</u>	<u>774.74</u>	<u>735.60</u>	*	<u>739.40</u>	*	<u>729.17</u>	<u>727.18</u>	<u>705.79</u>	<u>735.72</u>	<u>674.37</u>
GRADES 9-12	2902.15	2862.78	2789.58	2740.49	2790.54	2714.60	*	2702.00	*	2697.63	2648.00	2639.14	2584.11	2521.47
GRADES 6-12	5003.16	4889.59	4824.68	4722.47	4793.82	4617.70	*	4664.40	*	4571.85	4522.69	4392.99	4232.30	4057.96
KDG-GRADE 12	9459.78	9355.22	9187.90	8997.67	8929.00	8576.90	*	8412.20	*	8232.50	8066.60	7902.20	7768.90	7598.10
<b>HISTORY</b> =2013-2018 History taken from the Gender-Ethnicity by Grade by District File of the MDE (GEGD) including Extended Day/Year Students														
<b>CURRENT</b> =2018/19 END of Year ADM Projected including Extended Day/Year Students														
<b>FUTURE PROJECTIONS</b> = based on weighted ratio 7 year														

# Summary of Residents/Non-Residents

SUMMARY OF RESIDENTS/NON-RESIDENTS											
			2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
191 Residents Total			10,476	10,504	10,404	10,453	10,491	10,645	10,652	10,707	10,545
191 Residents Attending			9,274	9,189	8,968	8,901	8,782	8,692	8,507	8,459	8,182
191 Residents Attending Elsewhere			1,202	1,314	1,436	1,552	1,709	1,953	2,145	2,248	2,363
Open Enrolled Out											
Residents attending elsewhere			(894)	(992)	(1,136)	(1,252)	(1,405)	(1,632)	(1,807)	(1,900)	(1,942)
Open enrolled In											
Non-Residents attending 191			503	538	564	622	638	558	560	570	566
Difference			(391)	(454)	(572)	(630)	(767)	(1,074)	(1,247)	(1,330)	(1376)
Tuitioned Out			(62)	(59)	(53)	(56)	(54)	(59)	(53)	(79)	(84)
191 Residents attending Charters			(247)	(264)	(247)	(244)	(250)	(262)	(285)	(269)	(337)

# Summary of Residents attending Elsewhere

Residents Attending Other Districts (Open Enrollment-Out) Students Attending										
District	Students									
	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	
Rosemount/ Apple Valley/ Eagan	439	497	586	641	721	855	962	931	968	
Prior Lake/ Savage	208	230	266	296	354	408	455	503	487	
Bloomington	53	51	55	51	60	70	70	86	111	
Lakeville	37	51	51	71	94	95	106	124	126	
Minneapolis	32	37	20	15	15	12	16	13	17	
West St.Paul/Mendota Heights	20	19	17	23	29	25	23	33	28	
Houston Public Schools	19	21	28	33	25	24	24	36	26	
Shakopee	26	20	21	25	18	22	22	34	39	
Misc. Others	28	66	92	97	56	88	129	140	140	
		992	1136	1252	1372	1,632	1,807	1,900	1,942	
Residents Attending Charter Schools- Over 15 Students Attending										
District	Students									
	2009-10	2010-11	2011-12	2012-13	2013-2014	2014-15	2015-16	2016-17	2017-18	
Paideia	57.44	53.54	47.56	43.20	43.52	42.49	33.81	0	-	
Seven Hills Classical Academy	38.00	30.00	29.67	28.40	31.17	47.45	55.47	55	61.00	
Minnesota Transitions Charter School	29.19	42.04	36.62	36.23	41.00	36.01	40.95	36	43.00	
Aspen Academy	18.62	25.68	32.49	44.60	52.00	49.17	40.93	59	93.00	
Higher Ground			23.27	18.13	43.95	13.71	20.16	20	16.00	
Eagle Ridge Academy						15.00	11.14	18	23.00	
Tuitioned Out		59	53	56	54	59.00	53.00	78	84.00	
Tuitioned In		27	0	3	1	1.00	1.00	1.5	1.00	



<b>Supplement</b>												
<b>PPT Slide #13</b>	Counts	Percent	Counts	Percent	Counts	Percent	Counts	Percent	Counts	Percent	Counts	Percent
<b>Total</b>	9341	100.0%	9213	100.0%	8989	100.0%	8914	100.0%	8563	100.0%	8400	100.0%
<b>Row Labels</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>
<b>Am Indian/Alaskan</b>	54	0.6%	55	0.6%	49	0.5%	42	0.5%	45	0.5%	43	0.5%
<b>Asian/Pacific Islander</b>	775	8.3%	767	8.3%	747	8.3%	735	8.2%	699	8.2%	679	8.1%
<b>Black, not Hispanic</b>	1849	19.8%	1926	20.9%	1943	21.6%	2070	23.2%	2152	25.1%	2239	26.7%
<b>Hispanic</b>	1382	14.8%	1462	15.9%	1545	17.2%	1593	17.9%	1570	18.3%	1588	18.9%
<b>Native Hawaiian/Pacific Islander</b>	19	0.2%	18	0.2%	22	0.2%	20	0.2%	18	0.2%	20	0.2%
<b>Two or More</b>	524	5.6%	571	6.2%	586	6.5%	590	6.6%	559	6.5%	548	6.5%
<b>White, not Hispanic</b>	4738	50.7%	4414	47.9%	4097	45.6%	3864	43.3%	3520	41.1%	3283	39.1%

**PPT slide 14 ethnicity % FY 19 by School site**

School	Am Indian/Alaskan Percent	Asian/Pacific Islander Percent	Black, not Hispanic Percent	Hispanic Percent	Native Hawaiian/Pacific Islander Percent	Two or More Percent	White, not Hispanic Percent
ENeill	0.3%	6.0%	34.2%	14.8%	0.3%	10.3%	34.2%
GPond	0.2%	1.5%	49.2%	9.1%	0.2%	6.9%	32.8%
HBishop	0.4%	12.9%	9.4%	13.1%	0.0%	7.4%	56.9%
HValley	0.3%	6.2%	32.7%	40.5%	0.0%	5.2%	15.2%
MWSavage	0.9%	11.9%	28.8%	15.4%	0.0%	6.9%	36.1%
Rahn	0.7%	8.1%	27.1%	15.1%	0.4%	7.8%	40.9%
SkyOaks	0.5%	7.6%	34.6%	34.1%	0.0%	5.1%	18.2%
STrail	0.7%	6.1%	29.1%	11.8%	0.0%	7.4%	44.9%
VView	0.6%	8.5%	32.3%	20.2%	0.0%	7.0%	31.4%
WByrne	0.0%	7.1%	25.5%	11.9%	0.2%	8.2%	47.2%
BAHS	1.2%	2.5%	23.9%	41.7%	1.2%	6.8%	22.7%
BEST	2.4%	4.8%	28.6%	9.5%	0.0%	7.1%	47.6%
BHS	0.5%	9.4%	21.4%	16.7%	0.3%	5.2%	46.5%
ERidge	0.3%	10.9%	19.9%	23.5%	0.4%	6.3%	38.7%
Metcalf	0.6%	7.0%	25.4%	21.1%	0.3%	7.3%	38.4%
Nicollet	0.8%	5.8%	35.8%	17.1%	0.2%	7.6%	32.9%
District	0.5%	8.1%	26.7%	18.9%	0.2%	6.5%	39.1%



**Future Ready. Community Strong.**

**Agenda III.B.2.  
November 15, 2018**

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

**From:** Jim Schmid, Chair

**Date:** November 8 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

Intermediate School District 917 - DeeDee Currier, Board Representative

Sourcewell - 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



**Agenda III.B.3.  
November 15, 2018**

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

**From:** Sundus Hussein, Student Representative

**Date:** November 8, 2018

**Re:** Student Representative Report

Receive the Student Representative report from Student Representative Sundus Hussein.



**Agenda III.B.4.  
November 15, 2018**

**To:** Board of Education, Members  
**From:** Cindy Amoroso Superintendent  
**Date:** November 8, 2018  
**Re:** Superintendent Report

Receive the Superintendent Report from Superintendent Cindy Amoroso.



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**Agenda III.B.5.  
November 15, 2018**

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

**From:** Jim Schmid, Board Chair

**Date:** November 8, 2018

**Re:** Board Member Reports

Receive reports from Board Members.

School Board Minutes  
INDEPENDENT SCHOOL DISTRICT 191  
October 25, 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, Alt, VandenBoom, Schatz, Luth, Miller and Chair Schmid. Superintendent Amoroso was absent. Others in attendance were Assistant Superintendent Watkins, administrators, staff and members of the public. Luth arrived 6:56 p.m.

Attendance

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

Pledge of Allegiance

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

Agenda

Received a report on Read for the Record from Vicki Roy.

Read for the Record

Chair Schmid read *Maybe Something Beautiful*, by F. Isabel Campoy and Theresa Howell, and illustrated by Rafael López, to a group of preschool students.

Received an update on Foundation 191 from Tom Umhoefer, Director of Community Education, and Robbie Bunnell, Savage Parks & Recreation Administration.

Reports

Received a Gideon Pond Elementary Principal Overview from Chris Bellmont, Principal.

Received committee reports from VandenBoom on behalf of Technology Committee; Alt on behalf of Policy Review Committee; Luth on behalf of Student Performance and Achievement Committee; and Currier on behalf of ISD 917 and AMSD.

Received a verbal report from Sundus Hussein.

Received a report on the proposed timeline for the superintendent search and request for proposal.

Moved by VandenBoom, seconded by Miller, to approve the consent agenda:

Consent Agenda

-Approve minutes of the regular board meeting on October 11, 2018.

Minutes

-Approve personnel recommendations for H. Ae Kim, D. Brandon, K. Korkowski, D. Watkins, J. Nguyen, Brittney Smith, F. Mohamud, Z.

Personnel

Gearman, Y. Ford, C. Thunstorm, S. Lechner, B. Mauser, M. Gorzycki, F. Mohamud, R. Kuester, K. El-Amin, K. Rider, A. Colin, J. Glas, and A. Davis.

-Approve and accept donations.

-Approve August payroll checks numbered 719088-719104 and Direct Deposit notices numbered 692693-694507 in the net amount of \$3,323,744.41. June & August claims to date represented by checks numbered 460404-460837, 1020434-1020562, and 102178-102179 and wire transfers and adjustments totaling \$8,187,444.04.

Accept August receipts of \$15,098,033.61 and investments for the General Fund & 2015A School Building Bonds and OPEB of \$51,238,553.33 as of August 31, 2018.

-Receive a report on the October 11, 2018, Listening Session.

Motion carried unanimously (7, 0).

Moved by Alt, seconded by Currier, to adjourn to a board workshop at 7:30 p.m. Motion carried unanimously (7. 0).

The workshop began at 7:33 p.m. The purpose of the workshop was Marketing Research Study. The workshop ended at 9:23 p.m.

Recommendations

Deposits, checks, receipts and investments

Budget Analysis

Listening Session

Adjourn to a Board Workshop

Workshop

November 15, 2018

Bob VandenBoom, clerk

Date Approved

**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:** November 15, 2018 FINAL

**RE:** Recommended Personnel Changes

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE
Certified	Appointment	Replacement	JoAnn Nagy		District-wide	Nurse	11/5/2018
Certified	Appointment	New Position	Debra Brandon		Hidden Valley Elementary	Teacher SPED	10/29/2018 REVISED
Classified	Appointment	Replacement	Todd Swanson	*	District-wide	Custodian I	11/12/2018
Classified	Appointment	Replacement	Danelle Wilson		Edward Neill Elementary	EA Level IV	11/1/2018
Classified	Appointment	New Position	Scott Emhoff		Metcalf Middle School	EA Level IV	11/1/2018
Classified	Appointment	New Position	Jasmin Phommavongsa	*	District-wide	AVID Tutor	2018/2019 School Year
Classified	Change of Assignment		Tamala Neher		Nicollet Middle School	Food Service Asst Manger	11/1/2018
Classified	Change of Assignment		Derek Sather		Burnsville High School	Custodian Level II	10/29/2018
Classified	Resignation		Safiya Said		Hidden Valley Elementary	EA Level III	11/1/2018
Classified	Resignation		Sandra Inselman		ECSE Center	EA Level IV	11/30/2018
Classified	Retirement		Rodney Kreps		Metcalf Middle School	Custodian Level II	12/28/2018
Classified	Retirement		Keith Carlson	*	Diamondhead Education Center	Custodian I	11/30/2018
Classified	Termination		Roberta Hop		Sky Oaks Elementary School	Nurse	10/26/2018
Co-Curricular/Coach	Appointment	Replacement	Danette Westerlund		Metcalf Middle School	Head Coach Girls Basketball	Winter Season 2019
Co-Curricular/Coach	Appointment	Replacement	Nathan Dapper		Burnsville High School	Assistant Coach Girls Hockey	Winter Season 2019
Co-Curricular/Coach	Appointment	Replacement	Robert Thompson		Nicollet Middle School	Head Coach Girls Basketball	Winter Season 2019
Co-Curricular/Coach	Appointment	Replacement	Bruce Weston		Burnsville High School	Assistant Coach Boys Basketball	Winter Season 2019
Co-Curricular/Coach	Appointment	Replacement	Hector Torres	*	Burnsville High School	Assistant Coach Boys Basketball	Winter Season 2019
Co-Curricular/Coach	Appointment	New Position	Andrew Qualley	*	Burnsville High School	Assistant Coach Nordic Skiing	Winter Season 2019
Co-Curricular/Coach	Resignation		Beth Raebel		Burnsville High School	Coach Volleyball	11/14/2018
Co-Curricular/Coach	Termination		Jeremie Bellenir		Nicollet Middle School	Coach Girls Basketball	11/1/2018
Co-Curricular/Coach	Termination		Christopher White	*	Burnsville High School	Assistant Swimming Coach Boys	



**Agenda IV.A.3.  
November 15, 2018**

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

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

**Date:** November 8, 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 November 15, 2018.

---

Bob VandenBoom  
Clerk – Board of Education

<b>Date</b>	<b>Donor</b>	<b>Recipient</b>	<b>Terms</b>	<b>Donation</b>
10/5/2018	JoAnn Fabrics/Kids in Need Donation Program	Hidden Valley Elementary	Crafting supplies for students	JoAnn Fabrics
10/15/2018	Paula Nania	John Metcalf Middle School	Support the Middle School Orchestra Program	3/4 Violin Model K500 S#50081805-04
10/25/2018	Anonymous	District 191	Student Unpaid Meal Charges	\$30.00
11/1/2018	Anonymous	Food Service Student Meal Accounts at RA and GP	Food Service Unpaid meal accounts for 2 specific students	\$200.00
10/30/2018	Gateway Bank	Burnsville High School	Burnsville High School - General	"Give Local" Campaign - Accounts opened in July or August could designate a local charity for donation.
10/23/2018	River Hills United Methodist	BrainPower in a Backpack	Cash donation	\$1,520.00
10/23/2018	CRS Rice Bowl	BrainPower in a Backpack	Cash Donation	\$800.00

**Total monetary donation received: \$2,550.00**



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

**Agenda IV.A.4  
Nov 5, 2018**

**TO: Cindy Amoroso, Superintendent and Board of Education**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: Nov 15, 2018**  
**RE: September Payroll, Claims and Receipts**

**RECOMMENDATION:** That the Board approves September payroll checks numbered 719108-719130 and Direct Deposit notices numbered 694508-697390 in the net amount of \$4,243,419.14. September & October claims to date represented by checks numbered 460838-461392, 1020563-1020694, and 102180-102184 and wire transfers and adjustments totaling \$7,486,837.96. Also, that the Board accepts September receipts of \$10,074,090.12 and investments for the General Fund & 2015A School Building Bonds and OPEB of \$51,507,917.04 as of September 30, 2018.

September 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  
September 2018**

**Cash Receipts**

Receipts		
Miscellaneous Adjustments		<u>\$10,074,090.12</u>

**TOTAL SEP CASH RECEIVED** 10,074,090.12

**CASH DISBURSEMENTS**

Sep

Regular Payroll Checks	719108-719130	\$4,243,419.14
Direct Deposit Notices	694508-697390	

Aug payables previously approved:	\$1,195,494.20
Sep Claims previously approved:	\$819,167.56
June Claims previously approved:	\$29,093.00

Sep Claims:	460838-460968	\$857,881.82
	461048-461144	
	1020563-1020624	\$8,071.20
	102180-102184	\$92,968.99

Aug A/P Wires- Wires+P-card	\$4,954,634.04
Miscellaneous Adjustments	<u>\$9,123.82</u>

**TOTAL SEP CASH DISBURSED** 12,209,853.77

**TOTAL EXPENSES TO BE APPROVED**

Sep Cash Disbursed	\$12,209,853.77
Less: Items Previously Approved	-\$2,043,754.76

Plus: Sep Payables	460969-461047	\$1,058,065.42
Checks	461305-461392	

Oct Claims:	461145-461304	\$497,577.90
Checks	1020625-1020694	\$8,514.77

**TOTAL TO BE APPROVED** 11,730,257.10

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 9/30/2018</u>
GENERAL FUND	\$12,731,477.16	\$22,739,880.00	\$35,471,357.16
OPEB	\$522,626.62	\$8,416,562.00	\$8,939,188.62
OPEB EQUITY INV THROUGH JULY 31, 2018	\$8,196.65	\$3,991,934.65	\$4,000,131.30
2015A SCHOOL BUILDING BONDS	\$750.89	\$3,096,490.07	\$3,097,240.96
	<u>\$13,263,051.32</u>	<u>\$38,244,866.72</u>	<u>\$51,507,918.04</u>

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



# Total Portfolio Report CAR

As of: 09/30/18

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	09/30/18	09/30/18	PMA SECURITIES SYNDICATE (PMAS)	\$6,803,180.00	\$6,803,180.00	
MM					Investment Shares Portfolio	\$12,731,477.16	\$12,731,477.16	
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
TS	261709	1	09/25/18	10/25/18	MN TRUST TERM SERIES	\$12,521,780.83	\$12,500,000.00	2.120
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
CD	252115	1	03/19/18	03/19/19	CFG COMMUNITY BANK	\$249,853.11	\$244,900.00	2.023
CD	252116	1	03/19/18	03/19/19	LANDMARK COMMUNITY BANK	\$249,853.11	\$244,900.00	2.023
CD	252117	1	03/19/18	03/19/19	VILLAGE BANK & TRUST - WINTRUST	\$249,949.00	\$245,000.00	2.020
CD	258176	1	07/26/18	07/26/19	T BANK, NA	\$249,845.90	\$243,900.00	2.438
CD	258175	1	07/26/18	01/27/20	FINANCIAL FEDERAL BANK	\$249,610.58	\$240,200.00	2.600
CD	258188	1	07/27/18	01/27/20	EAGLEBANK	\$249,651.28	\$240,500.00	2.525

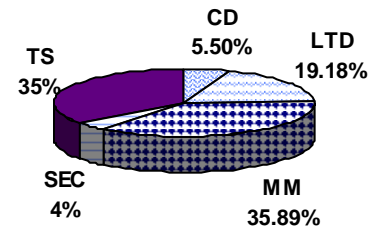
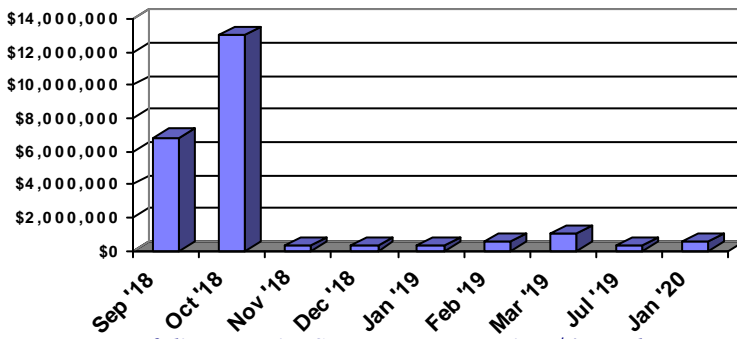
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> \$35,541,142.32 \$35,471,357.16

Time and Dollar Weighted Portfolio Yield: 2.113 %

Weighted Average Portfolio Maturity: 25.80 Days

MM: 35.89%  
CD's: 5.50%  
CP: 0.00%  
SEC: 4.19%



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 09/30/18

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	\$522,626.62	\$522,626.62	
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
CD	257801	1	07/19/18	07/19/19	MAINSTREET BANK	\$249,908.71	\$244,100.00	2.380
CD	257802	1	07/19/18	07/19/19	GOLDEN CIRCLE CREDIT UNION, INC.	\$155,291.40	\$151,800.00	2.300
CD	257803	1	07/19/18	07/19/19	SONABANK	\$249,818.05	\$244,100.00	2.343
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
CD	257798	1	07/19/18	07/20/20	FIRST INTERNET BANK OF INDIANA	\$249,273.69	\$236,400.00	2.696
CD	257799	1	07/19/18	07/20/20	REGENT BANK	\$249,280.58	\$236,700.00	2.650
CD	257800	1	07/19/18	07/20/20	ELGA CREDIT UNION	\$175,787.50	\$166,900.00	2.637
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 --> **\$9,153,771.69** **\$8,939,188.62**

Time and Dollar Weighted Portfolio Yield: **1.825 %**

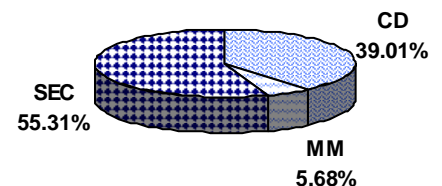
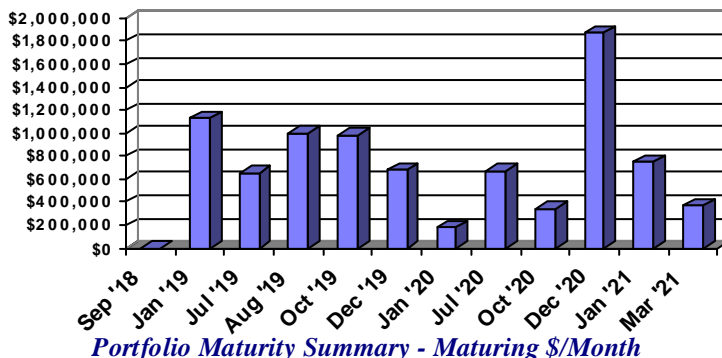
Weighted Average Portfolio Maturity: **494.32 Days**

MM: **5.85%**

CD's: **40.19%**

CP: **0.00%**

SEC: **53.97%**





# Total Portfolio Report CAR

As of: 09/30/18

**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	\$782.42	\$782.42	
SDA					Savings Deposit Account - ASSOCIATED BANK, NA	\$3,008,025.95	\$3,008,025.95	

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

**Total Amount --> \$3,008,808.37 \$3,008,808.37**

**Time and Dollar Weighted Portfolio Yield: 1.800 %**

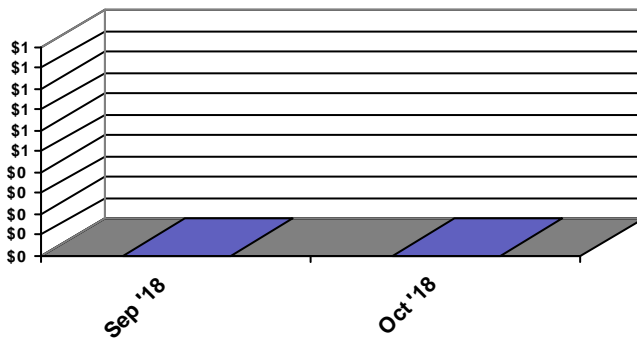
**Weighted Average Portfolio Maturity: 1.00 Days**

**MM: 100.00%**

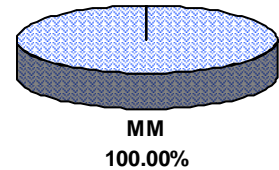
**CD's: 0.00%**

**CP: 0.00%**

**SEC: 0.00%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

## September 2018

### Wire Transfers

Date	From	To	Amount	For
090418	MSDLAF	Internal Revenue Service	1,090,895.96	8/31/18 Payroll - Federal Taxes
090418	MSDLAF	State of Minnesota	205,660.84	8/31/18 Payroll - State Taxes
090418	MSDLAF	State of Minnesota	2,169.90	8/31/18 Payroll - Child Support
090418	MSDLAF	PERA	119,925.96	8/31/18 Payroll - PERA
090418	MSDLAF	Preferred One	340,085.70	Health Insurance
090418	MSDLAF	TRA	520,633.08	8/31/18 Payroll - TRA
090418	MSDLAF	First Bank & Trust	187,159.71	8/31/18 Payroll - TSA Wire
090618	MSDLAF	Delta Dental	25,224.40	Dental Insurance
090718	MSDLAF	Corporate Health	14,288.47	Medical Claims
090718	MSDLAF	Corporate Health	12,902.90	Flex Claims
091018	MSDLAF	Corporate Health	11,487.89	Medical Claims
091018	MSDLAF	Corporate Health	11,324.36	Medical Claims
091018	MSDLAF	Preferred One	322,933.34	Health Insurance
091218	MSDLAF	Delta Dental	13,202.96	Dental Insurance
091318	MSDLAF	Preferred One	105,692.47	Health Insurance
091418	MSDLAF	Corporate Health	4,727.58	Flex Claims
091418	MSDLAF	Corporate Health	9,082.79	Medical Claims
091718	MSDLAF	State of Minnesota	746,360.79	9/15/18 Payroll - Federal Taxes
091718	MSDLAF	State of Minnesota	2,169.90	9/15/18 Payroll - Child Support

091718	MSDLAF	First Bank & Trust	219,260.20	9/15/18 Payroll - TSA Wire
091718	MSDLAF	Internal Revenue Service	771,471.93	9/15/18 Payroll - State Taxes
091718	MSDLAF	Preferred One	300,706.17	Health Insurance
091718	MSDLAF	PERA	122,118.64	9/15/18 Payroll - PERA
091718	MSDLAF	TRA	372,979.08	9/15/18 Payroll - TRA
091918	MSDLAF	Potalia TDCPostage	5,000.00	9/17/18 Postage
092118	MSDLAF	Corporate Health	13,749.06	Flex Claims
092118	MSDLAF	Healthy Savings	3,011.02	Healthy Savings Program
092118	MSDLAF	Corporate Health	11,132.64	Medical Claims
092418	MSDLAF	Preferred One	256,766.86	Health Insurance
092618	MSDLAF	Delta Dental	30,562.42	Dental Insurance
092818	MSDLAF	Corporate Health	6,614.87	Flex Claims
092818	MSDLAF	Corporate Health	16,845.97	Medical Claims

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1020563		\$7.52	Sep 19, 2018	88888	7490	LEAKE, DONALD L
1	1020564		\$58.82	Sep 19, 2018	88888	8284	JEFFERS, LUCRETIA
1	1020565		\$34.56	Sep 19, 2018	88888	9236	LIPPKA, JONALYN
1	1020566		\$7.09	Sep 19, 2018	88888	9302	BOHR, JENNIFER L
1	1020567		\$33.97	Sep 19, 2018	88888	11212	JORDAN, WENDY
1	1020568		\$58.21	Sep 19, 2018	88888	14984	JENSEN, AMANDA LYNN
1	1020569		\$1.64	Sep 19, 2018	88888	15682	GONZALEZ, MEGAN
1	1020570		\$33.00	Sep 19, 2018	88888	15851	GOODLING, STEFANIE
1	1020571		\$78.28	Sep 19, 2018	88888	17755	JOHNSON, CORY CHARLES
1	1020572		\$5.94	Sep 19, 2018	88888	18797	GOODBUFFALO, DOMINIC E
1	1020573		\$1,320.00	Sep 19, 2018	88888	18873	LEPPER, JAY C
1	1020574		\$1,000.00	Sep 19, 2018	88888	19158	EWERT, CASEY B
1	1020575		\$16.14	Sep 19, 2018	88888	19277	ANDERSON, LAURIE
1	1020576		\$34.47	Sep 19, 2018	88888	19284	DERUSHA, JESSALYNN
1	1020577		\$149.97	Sep 19, 2018	88888	11452	TRANBY, BONITA K.
1	1020578		\$27.25	Sep 19, 2018	88888	13692	NIEMIEC, ALICIA
1	1020579		\$121.48	Sep 19, 2018	88888	15925	SAMPERS, KAREN M
1	1020580		\$30.19	Sep 19, 2018	88888	17462	TINKLENBERG, AARON D
1	1020581		\$9.38	Sep 19, 2018	88888	17852	SPIELER, VICKI J
1	1020582		\$39.19	Sep 19, 2018	88888	18144	MILINOVICH, TRACY
1	1020583		\$134.17	Sep 19, 2018	88888	18983	SANTOS, MIYA D
1	1020584		\$9.72	Sep 19, 2018	88888	19191	TIMMER, ANDREW J
1	1020585		\$10.69	Sep 19, 2018	88888	19302	SCHROEDER, WENDY
1	1020586		\$1,000.00	Sep 19, 2018	88888	19390	PAEK, GUILLAUME J
1	1020587		\$18.29	Sep 26, 2018	88888	7805	CHERP, NANCY M
1	1020588		\$22.56	Sep 26,	88888	7847	KOLSTAD, MICHELE M

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
1	1020589		\$61.43	Sep 26, 2018	88888	10290	BRADY, STEVE
1	1020590		\$105.22	Sep 26, 2018	88888	11821	BLANDIN, MELISSA
1	1020591		\$210.61	Sep 26, 2018	88888	14970	DEUTSCH, MATTHEW R
1	1020592		\$343.20	Sep 26, 2018	88888	16319	CONNELL, PAUL J
1	1020593		\$12.27	Sep 26, 2018	88888	16789	KRONABETTER, JULIE R
1	1020594		\$10.57	Sep 26, 2018	88888	17322	CZAPAR, KELLY N
1	1020595		\$400.00	Sep 26, 2018	88888	18043	AMOROSO, CYNTHIA
1	1020596		\$200.00	Sep 26, 2018	88888	18391	JOHNSON, DOUGLAS A
1	1020597		\$23.00	Sep 26, 2018	88888	19158	EWERT, CASEY B
1	1020598	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020599	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020600	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020601	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020602	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020603	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020604	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020605	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020606	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020607	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020608	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020609	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020610	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020611	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020612	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020613	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT

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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	1020614	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020615	Unissued	\$0.00	Sep 30, 2018	00000	0	COMMUNITY EDUCATION REFUND ACCOUNT
1	1020616		\$20.33	Sep 26, 2018	88888	6100	SAUNDERS, SHARON D
1	1020617		\$315.01	Sep 26, 2018	88888	7145	RIGGS, MARK D
1	1020618		\$50.69	Sep 26, 2018	88888	9670	ROBOLE, VICKI M
1	1020619		\$1,245.00	Sep 26, 2018	88888	15741	PHILLIPS, MARIA
1	1020620		\$200.00	Sep 26, 2018	88888	16166	RIDER, LISA K
1	1020621		\$11.34	Sep 26, 2018	88888	17183	VOIGT, PAMELA M
1	1020622		\$200.00	Sep 26, 2018	88888	17487	SOVINE, STACEY
1	1020623		\$200.00	Sep 26, 2018	88888	18215	WATKINS, DAVID
1	1020624		\$200.00	Sep 26, 2018	88888	19154	PIKAL, ROBIN
1	1020625		\$17.00	Oct 3, 2018	88888	6842	CHALLGREN, MARGARET TEN BROEK
1	1020626		\$248.80	Oct 3, 2018	88888	8309	HENDRIX, EUGENIA M
1	1020627		\$136.77	Oct 3, 2018	88888	11821	BLANDIN, MELISSA
1	1020628		\$68.67	Oct 3, 2018	88888	12319	CIN, STEPHANIE P
1	1020629		\$16.35	Oct 3, 2018	88888	15394	BEAULIEU, KOURTNEY A
1	1020630		\$44.15	Oct 3, 2018	88888	15922	DUNN, RUTH C
1	1020631		\$39.94	Oct 3, 2018	88888	15977	HEIM, WILLIAM V
1	1020632		\$46.34	Oct 3, 2018	88888	16004	JORGENSEN, SHANNON E
1	1020633		\$55.70	Oct 3, 2018	88888	16004	JORGENSEN, SHANNON E
1	1020634		\$24.74	Oct 3, 2018	88888	16004	JORGENSEN, SHANNON E
1	1020635		\$40.00	Oct 3, 2018	88888	16888	DAVIDSON, ELIZABETH A
1	1020636		\$13.00	Oct 3, 2018	88888	17175	FUNSTON, KATHY L
1	1020637		\$31.07	Oct 3, 2018	88888	17435	LUND, ELLIOTT J
1	1020638		\$4.53	Oct 3, 2018	88888	18381	DEROUIN, JILL
1	1020639		\$50.69	Oct 3,	88888	18649	BLUHM, WILLIAM AE

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
1	1020640		\$7.68	Oct 3, 2018	88888	18797	GOODBUFFALO, DOMINIC E
1	1020641		\$19.51	Oct 3, 2018	88888	18990	FLIKEID, TASHA
1	1020642		\$33.93	Oct 3, 2018	88888	19137	BORMANN, MEGAN
1	1020643		\$10.98	Oct 3, 2018	88888	19138	HARROLD, ABBY
1	1020644		\$46.49	Oct 3, 2018	88888	6874	STEAD, AMY JO
1	1020645		\$24.69	Oct 3, 2018	88888	7347	SMITH, KELLY L
1	1020646		\$455.51	Oct 3, 2018	88888	8086	NEPSUND, JEFF L
1	1020647		\$15.42	Oct 3, 2018	88888	8281	PLASCHKO, MARY BETH
1	1020648		\$23.05	Oct 3, 2018	88888	13431	PAETZOLD, ROBERT JAMES
1	1020649		\$39.13	Oct 3, 2018	88888	13654	ROBB, BRADLEY E
1	1020650		\$15.42	Oct 3, 2018	88888	14671	SMITH, TRACY J
1	1020651		\$47.42	Oct 3, 2018	88888	14914	RONN, KELLY J
1	1020652		\$14.66	Oct 3, 2018	88888	15398	SKOGLUND, ALLISON L
1	1020653		\$26.43	Oct 3, 2018	88888	15700	REID, LISA M
1	1020654		\$3.00	Oct 3, 2018	88888	16003	PRANSCHKE, STEPHANIE T
1	1020655		\$86.66	Oct 3, 2018	88888	16501	NESS, KAREN M
1	1020656		\$16.73	Oct 3, 2018	88888	17183	VOIGT, PAMELA M
1	1020657		\$11.55	Oct 3, 2018	88888	18045	VO, KELLY RAE
1	1020658		\$40.00	Oct 3, 2018	88888	18677	MCLAUGHLIN, ALEXANDRA M
1	1020659		\$60.63	Oct 3, 2018	88888	18874	WHITE, ERICA E
1	1020660		\$92.76	Oct 3, 2018	88888	18915	RENFORD, RYNETTA M
1	1020661		\$11.34	Oct 3, 2018	88888	19577	NAVARRO, RACHEL
1	1020662		\$4.69	Oct 10, 2018	88888	7490	LEAKE, DONALD L
1	1020663		\$13.19	Oct 10, 2018	88888	8189	BRAUN, JEAN C
1	1020664		\$51.61	Oct 10, 2018	88888	9302	BOHR, JENNIFER L

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1020665		\$29.95	Oct 10, 2018	88888	10290	BRADY, STEVE
1	1020666		\$42.55	Oct 10, 2018	88888	11279	BRANDNER, RENEE
1	1020667		\$59.98	Oct 10, 2018	88888	13396	HUTCHINSON, JENNIFER L
1	1020668		\$2.62	Oct 10, 2018	88888	13396	HUTCHINSON, JENNIFER L
1	1020669		\$10.24	Oct 10, 2018	88888	13396	HUTCHINSON, JENNIFER L
1	1020670		\$5.99	Oct 10, 2018	88888	13396	HUTCHINSON, JENNIFER L
1	1020671		\$10.00	Oct 10, 2018	88888	13396	HUTCHINSON, JENNIFER L
1	1020672		\$3.99	Oct 10, 2018	88888	13396	HUTCHINSON, JENNIFER L
1	1020673		\$42.46	Oct 10, 2018	88888	13495	BROWN, CHRISTOPHER M
1	1020674		\$119.01	Oct 10, 2018	88888	14970	DEUTSCH, MATTHEW R
1	1020675		\$65.40	Oct 10, 2018	88888	15074	CHAMERLIK, KAREN
1	1020676		\$9.81	Oct 10, 2018	88888	15682	GONZALEZ, MEGAN
1	1020677		\$27.96	Oct 10, 2018	88888	16001	FRITZ, KIMBERLY A
1	1020678		\$106.57	Oct 10, 2018	88888	16605	CRAWFORD, CINDY Y
1	1020679		\$31.28	Oct 10, 2018	88888	16789	KRONABETTER, JULIE R
1	1020680		\$386.68	Oct 10, 2018	88888	18043	AMOROSO, CYNTHIA
1	1020681		\$24.31	Oct 10, 2018	88888	18649	BLUHM, WILLIAM AE
1	1020682		\$112.71	Oct 10, 2018	88888	18691	GULDEN, JANET
1	1020683		\$72.21	Oct 10, 2018	88888	18797	GOODBUFFALO, DOMINIC E
1	1020684		\$170.00	Oct 10, 2018	88888	19468	KAUFFMAN, CHRISTINA
1	1020685		\$59.68	Oct 10, 2018	88888	19646	GAGE, LUCAS B
1	1020686		\$193.37	Oct 10, 2018	88888	4356	SIMON, GLENN D.
1	1020687		\$4,500.00	Oct 10, 2018	88888	8086	NEPSUND, JEFF L
1	1020688		\$55.92	Oct 10, 2018	88888	10543	WURDEMAN, SCOTT
1	1020689		\$41.42	Oct 10, 2018	88888	17169	VAUGHT, ELIZABETH C
1	1020690		\$96.47	Oct 10,	88888	17268	SINGLETON, SARAH K

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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	1020691		\$79.95	Oct 10, 2018	88888	17431	QUINTANA NUNEZ, MARIANA
1	1020692		\$98.21	Oct 10, 2018	88888	18071	MCPARLAND, SHANNON
1	1020693		\$37.62	Oct 10, 2018	88888	19187	TOUSIGNANT, ROBYN E
1	1020694		\$8.18	Oct 10, 2018	88888	19455	MARTINEZ, ANNETTE
<b>Check Count</b>	<b>132</b>	<b>Grand Total</b>	<b>\$16,585.97</b>				

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	460838		\$1,402.58	Sep 18, 2018	29704	0	ANCHOR SOLAR INVESTMENTS, LLC
4	460839	Clear	\$67.00	Sep 18, 2018	24521	0	BANYAI, KELLY
4	460840	Clear	\$449,190.67	Sep 18, 2018	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	460841	Clear	\$106.00	Sep 18, 2018	28187	0	BRIGHTBILL, THEODORE
4	460842	Clear	\$1,708.01	Sep 18, 2018	29474	0	BROWN BOX TEES, LLC
4	460843	Clear	\$82.00	Sep 18, 2018	29570	0	BROWNING, JAMES
4	460844		\$571.02	Sep 18, 2018	05944	0	BURNSVILLE SWIM CLUB, INC.
4	460845	Clear	\$720.00	Sep 18, 2018	00673	0	BURNSVILLE, CITY OF
4	460846	Clear	\$235.00	Sep 18, 2018	01928	1	CHANHASSEN HIGH SCHOOL
4	460847	Clear	\$87.00	Sep 18, 2018	25015	0	CHRISTENSEN, ERIK
4	460848	Clear	\$3,758.10	Sep 18, 2018	06231	0	CONSOLIDATED COMMUNICATIONS
4	460849	Clear	\$3,365.45	Sep 18, 2018	00502	0	CORNERSTONE COPY CENTER
4	460850		\$67.00	Sep 18, 2018	28071	0	DAY, JON
4	460851		\$100.00	Sep 18, 2018	27732	0	DIALOG ONE LLC
4	460852		\$90.00	Sep 18, 2018	23971	0	DOHERTY, SANDY
4	460853	Clear	\$3,210.52	Sep 18, 2018	01002	0	EAGAN, CITY OF
4	460854	Clear	\$1,089.33	Sep 18, 2018	00016	1780	FOUNDATION 191
4	460855	Clear	\$145.86	Sep 18, 2018	28202	0	FOUNDATION 191
4	460856	Clear	\$50.00	Sep 18, 2018	03622	2	GALE/CENGAGE LEARNING
4	460857	Clear	\$140.00	Sep 18, 2018	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATION
4	460858	Clear	\$538.00	Sep 18, 2018	20324	1	GURSTEL LAW FIRM, P.C.
4	460859		\$90.00	Sep 18, 2018	22710	0	HARRIS, DENNIS
4	460860		\$67.00	Sep 18, 2018	24344	0	HOWARD, DOMINIC
4	460861	Clear	\$174.87	Sep 18, 2018	02483	1	INTEGRA TELECOM
4	460862	Clear	\$67.00	Sep 18, 2018	03225	0	KORTE, STEVE
4	460863		\$67.00	Sep 18,	28591	0	LUBOW, SCOTT

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	460864	Clear	\$150.00	Sep 18, 2018	25721	0	MANKATO WEST HIGH SCHOOL
4	460865	Clear	\$200.00	Sep 18, 2018	21513	0	MAPLE GROVE SENIOR HIGH SCHOOL
4	460866		\$1,100.00	Sep 18, 2018	28931	0	MASPA/STATE NEGOTIATORS
4	460867	Clear	\$121.00	Sep 18, 2018	29338	0	MCSHANE, JAMES
4	460868	Clear	\$180.00	Sep 18, 2018	24523	0	MIDWEST LANGUAGE BANC, INC.
4	460869	Clear	\$565.00	Sep 18, 2018	09177	0	MINNESOTA SAFETY COUNCIL
4	460870	Clear	\$155.00	Sep 18, 2018	29825	0	MINUTEMAN PRESS
4	460871		\$832.00	Sep 18, 2018	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	460872	Clear	\$156.00	Sep 18, 2018	00624	0	MINNESOTA HISTORICAL SOCIETY
4	460873	Clear	\$67.00	Sep 18, 2018	21266	0	MOORE, JAY
4	460874	Clear	\$123.00	Sep 18, 2018	28562	0	MORGAN, AMY
4	460875	Clear	\$1,893.75	Sep 18, 2018	22324	0	MULTILINGUAL WORD, INC.
4	460876		\$67.00	Sep 18, 2018	04724	0	NELSON, DAVID ALLEN "RUSTY"
4	460877	Clear	\$67.00	Sep 18, 2018	25782	0	ODEGARD, THOMAS
4	460878		\$121.00	Sep 18, 2018	24508	0	PARSONS, ZACHARY
4	460879		\$420.00	Sep 18, 2018	28277	0	ROBERT J. BRUNO, LTD
4	460880	Clear	\$87.00	Sep 18, 2018	27804	0	ROURKE, SETH
4	460881		\$104.00	Sep 18, 2018	24679	0	SCHALLER, WES
4	460882	Clear	\$87.00	Sep 18, 2018	26552	3	SCHOOL NUTRITION ASSOCIATION
4	460883		\$200.00	Sep 18, 2018	04656	8	SCHOOL NUTRITION DIRECTORS OF MINNESOTA(SNDM)
4	460884	Clear	\$971.00	Sep 18, 2018	01076	3	SWNEWSMEDIA.COM
4	460885		\$87.00	Sep 18, 2018	29084	0	TESKE, DAVID LUKE
4	460886	Clear	\$1,315.04	Sep 18, 2018	04417	1	US FOODS INC
4	460887	Unissued	\$0.00	Sep 18, 2018	04417	1	US FOODS INC
4	460888	Unissued	\$0.00	Sep 18, 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	460889	Unissued	\$0.00	Sep 18, 2018	04417	1	US FOODS INC
4	460890		\$9.00	Sep 18, 2018	00016	3381	WHITE, JESSICA
4	460891		\$87.00	Sep 18, 2018	22288	0	ZEYEN, DON
4	460892	Clear	\$257.50	Sep 21, 2018	02623	1	ACCO BRANDS USA LLC
4	460893	Clear	\$2,945.80	Sep 21, 2018	27223	1	AVID CENTER
4	460894		\$67.00	Sep 21, 2018	29867	0	BELD, BRYAN
4	460895		\$75.60	Sep 21, 2018	00001	1833	BERRY, KAYLA
4	460896	Clear	\$121.00	Sep 21, 2018	29866	0	BUNGE, LUKE
4	460897	Clear	\$87.85	Sep 21, 2018	00706	0	BURNSVILLE CHAMBER OF COMMERCE
4	460898	Clear	\$300.00	Sep 21, 2018	03719	0	BURNSVILLE GIRLS BASKETBALL BOOSTERS
4	460899	Clear	\$23.76	Sep 21, 2018	00673	0	BURNSVILLE, CITY OF
4	460900	Clear	\$2,729.58	Sep 21, 2018	02519	0	CENTERPOINT ENERGY
4	460901		\$87.00	Sep 21, 2018	29865	0	CHURCHILL, ADAM
4	460902		\$724.50	Sep 21, 2018	00502	0	CORNERSTONE COPY CENTER
4	460903	Clear	\$7,937.49	Sep 21, 2018	29871	1	CULINEX
4	460904	Clear	\$74,416.36	Sep 21, 2018	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	460905	Clear	\$2,504.50	Sep 21, 2018	01928	0	EASTERN CARVER COUNTY SCHOOLS
4	460906		\$3,016.19	Sep 21, 2018	25053	0	EF EDUCATIONAL TOURS
4	460907		\$250.00	Sep 21, 2018	24675	3	ERA SOTR
4	460908		\$790.00	Sep 21, 2018	24387	0	FLAMINIO, KATHRYN
4	460909	Clear	\$4,661.00	Sep 21, 2018	29863	1	GLS COMPANIES
4	460910		\$700.00	Sep 21, 2018	24432	0	I GOT SKILLS
4	460911	Clear	\$4,642.92	Sep 21, 2018	07417	1	IND. SCHOOL DIST. 200
4	460912	Clear	\$345.15	Sep 21, 2018	04344	0	IND. SCHOOL DIST. 347
4	460913	Clear	\$2,392.76	Sep 21, 2018	24274	1	INNOVATIVE OFFICE SOLUTIONS, LLC
4	460914	Clear	\$5,795.00	Sep 21,	28098	0	KIRB APPAREL LLC

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	460915	Clear	\$260.82	Sep 21, 2018	00016	2216	LINDSEY, DENISE
4	460916	Clear	\$260.82	Sep 21, 2018	00016	2201	LOCKREM, LEISHA
4	460917	Clear	\$2,458.83	Sep 21, 2018	28793	1	MANSFIELD OIL COMPANY
4	460918	Clear	\$2,250.00	Sep 21, 2018	22948	0	METRO DINING CLUB
4	460919	Clear	\$508.93	Sep 21, 2018	03029	1	MINNESOTA ENERGY RESOURCES
4	460920		\$865.00	Sep 21, 2018	08338	0	MN ASSOC OF SECONDARY SCHOOL PRINCIPAL(MASSP)
4	460921	Clear	\$661.97	Sep 21, 2018	06838	0	MOLLY HAWKINS' HOUSE INC
4	460922		\$1,500.00	Sep 21, 2018	28766	0	MUNOZ, MEGAN
4	460923	Clear	\$533.14	Sep 21, 2018	06477	0	OFFICE OF MN IT SERVICES
4	460924		\$34.07	Sep 21, 2018	00000	1599	PEDERSEN, NORMA
4	460925	Clear	\$343.00	Sep 21, 2018	20125	2	PREMIER AGENDAS
4	460926	Clear	\$67.00	Sep 21, 2018	29870	0	RICE, CALYSTA
4	460927	Clear	\$750.00	Sep 21, 2018	25756	1	ROCHESTER 100, INC.
4	460928	Clear	\$299.70	Sep 21, 2018	03196	6	SCHOLASTIC INC.
4	460929	Clear	\$1,010.00	Sep 21, 2018	26552	3	SCHOOL NUTRITION ASSOCIATION
4	460930		\$850.00	Sep 21, 2018	03609	0	SCIENCE MUSEUM OF MINN.
4	460931	Clear	\$67.00	Sep 21, 2018	29869	0	SEEGER, JEFFREY
4	460932		\$2,642.78	Sep 21, 2018	28611	0	SOUTHWEST METRO INTERMEDIATE 288
4	460933	Clear	\$260.82	Sep 21, 2018	00016	3327	SPITZNAGLE, KATHLEEN
4	460934	Clear	\$260.82	Sep 21, 2018	00016	2455	TASA, ALESIA
4	460935	Clear	\$13,071.22	Sep 21, 2018	29847	0	TEACHERS ON CALL
4	460936	Clear	\$252.88	Sep 21, 2018	08203	1	TIES
4	460937	Clear	\$40,775.47	Sep 21, 2018	29826	0	UPPER LAKES FOOD, INC.
4	460938	Unissued	\$0.00	Sep 21, 2018	29826	0	UPPER LAKES FOOD, INC.
4	460939	Unissued	\$0.00	Sep 21, 2018	29826	0	UPPER LAKES FOOD, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	460940		\$67.00	Sep 21, 2018	29868	0	VIVEKANANDA, ACHANTA
4	460941		\$317.00	Sep 21, 2018	08458	0	WORDMASTERS LLC
4	460942	Clear	\$29.75	Sep 25, 2018	06215	0	AIRPORT TAXI, INC.
4	460943	Clear	\$25.95	Sep 25, 2018	29771	0	AMERICAN MAILING MACHINES
4	460944		\$270.00	Sep 25, 2018	28973	0	CASPERSON, JULIE
4	460945	Clear	\$619.44	Sep 25, 2018	27279	1	COLE PAPERS INC.
4	460946		\$965.00	Sep 25, 2018	26763	1	CoSN
4	460947	Clear	\$458.80	Sep 25, 2018	26262	1	EDUCATORS BENEFIT CONSULTANTS, LLC
4	460948		\$349.40	Sep 25, 2018	24387	0	FLAMINIO, KATHRYN
4	460949		\$86.94	Sep 25, 2018	23284	0	FOLSTAD, DENISE
4	460950		\$395.00	Sep 25, 2018	29729	0	GREATAMERICA FINANCIAL SERVICES
4	460951		\$171.52	Sep 25, 2018	00575	0	GROTH MUSIC COMPANY
4	460952		\$932.14	Sep 25, 2018	01826	0	IND. SCHOOL DIST. 625
4	460953		\$238.00	Sep 25, 2018	24921	0	MECA SPORTSWEAR
4	460954	Clear	\$97.00	Sep 25, 2018	22385	0	METRO TRANSIT
4	460955		\$600.00	Sep 25, 2018	06886	2	MN STATE HIGH SCHOOL MATHEMATICS LEAGUE
4	460956		\$810.00	Sep 25, 2018	04656	2	MSNA
4	460957		\$360.00	Sep 25, 2018	24879	0	PEREZ, MELISSA M.
4	460958		\$60.00	Sep 25, 2018	21343	0	RAMACHER, THUY
4	460959		\$687.10	Sep 25, 2018	02397	0	SCHOOL MATE
4	460960		\$67.00	Sep 25, 2018	24711	0	SHER, ARTEM
4	460961		\$340.00	Sep 25, 2018	29575	0	SKOW, KAREN
4	460962	Clear	\$1,361.21	Sep 25, 2018	28477	1	SOULO COMMUNICATIONS
4	460963		\$12,810.90	Sep 25, 2018	28611	0	SOUTHWEST METRO INTERMEDIATE 288
4	460964	Clear	\$26,469.00	Sep 25, 2018	08203	1	TIES
4	460965		\$1,000.00	Sep 25,	21135	0	UNIVERSITY OF UTAH

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	460966	Clear	\$36,287.30	Sep 25, 2018	29826	0	UPPER LAKES FOOD, INC.
4	460967	Unissued	\$0.00	Sep 25, 2018	29826	0	UPPER LAKES FOOD, INC.
4	460968	Unissued	\$0.00	Sep 25, 2018	29826	0	UPPER LAKES FOOD, INC.
4	460969		\$4,471.20	Oct 1, 2018	29434	0	ACER SERVICE CORPORATION
4	460970		\$11,765.60	Oct 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	460971	Unissued	\$0.00	Oct 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	460972	Unissued	\$0.00	Oct 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	460973	Unissued	\$0.00	Oct 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	460974	Unissued	\$0.00	Oct 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	460975	Unissued	\$0.00	Oct 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	460976	Unissued	\$0.00	Oct 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	460977	Unissued	\$0.00	Oct 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	460978	Unissued	\$0.00	Oct 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	460979		\$266.15	Oct 1, 2018	27586	0	AMERICAN OFFICE PRODUCTS
4	460980		\$1,516.75	Oct 1, 2018	03503	0	AMERICAN TIME & SIGNAL
4	460981		\$294.39	Oct 1, 2018	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	460982	Unissued	\$0.00	Oct 1, 2018	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	460983		\$210.00	Oct 1, 2018	25449	2	AUTOMATED LOGIC CONTRACTING SERVICES
4	460984		\$240.48	Oct 1, 2018	00386	1	BARNES & NOBLE, INC.
4	460985		\$495,336.57	Oct 1, 2018	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	460986		\$10,253.32	Oct 1, 2018	00477	0	BIX PRODUCE COMPANY
4	460987	Unissued	\$0.00	Oct 1, 2018	00477	0	BIX PRODUCE COMPANY
4	460988	Unissued	\$0.00	Oct 1, 2018	00477	0	BIX PRODUCE COMPANY
4	460989	Unissued	\$0.00	Oct 1, 2018	00477	0	BIX PRODUCE COMPANY
4	460990		\$351.08	Oct 1, 2018	00172	1	BLICK ART MATERIALS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	460991		\$5,239.66	Oct 1, 2018	23784	1	BOYER TRUCKS
4	460992		\$4,558.40	Oct 1, 2018	00707	1	CARRIER CORPORATION
4	460993		\$31.06	Oct 1, 2018	00483	0	CASSIDY-TRICKER INDUSTRIAL SALES, INC.
4	460994		\$3,590.07	Oct 1, 2018	20289	1	CDW GOVERNMENT, INC.
4	460995		\$546.70	Oct 1, 2018	27279	1	COLE PAPERS INC.
4	460996		\$183.33	Oct 1, 2018	00552	1	CONNEY SAFETY PRODUCTS
4	460997		\$15,974.00	Oct 1, 2018	23509	0	COOL AIR MECHANICAL, INC.
4	460998		\$150.00	Oct 1, 2018	00502	0	CORNERSTONE COPY CENTER
4	460999		\$64.57	Oct 1, 2018	29846	0	COTTENS' INC.
4	461000		\$29.88	Oct 1, 2018	00647	0	CROWN RENTAL, INC.
4	461001		\$7,946.91	Oct 1, 2018	04186	1	DALCO
4	461002	Unissued	\$0.00	Oct 1, 2018	04186	1	DALCO
4	461003	Unissued	\$0.00	Oct 1, 2018	04186	1	DALCO
4	461004		\$184.28	Oct 1, 2018	09859	1	DISCOUNT SCHOOL SUPPLY
4	461005		\$5,636.86	Oct 1, 2018	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	461006	Unissued	\$0.00	Oct 1, 2018	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	461007		\$190.95	Oct 1, 2018	24933	0	DURAND MANUFACTURING, INC.
4	461008		\$1,678.62	Oct 1, 2018	08846	2	ECOLAB
4	461009		\$445.00	Oct 1, 2018	23953	1	ECSI
4	461010		\$247.40	Oct 1, 2018	28982	0	EKON-O-PAC, LLC
4	461011		\$1,725.39	Oct 1, 2018	01541	1	GENERAL PARTS, LLC
4	461012		\$181.35	Oct 1, 2018	01458	1	GOPHER
4	461013		\$763.45	Oct 1, 2018	04387	1	GRAINGER
4	461014		\$1,043.81	Oct 1, 2018	01478	1	GRAYBAR ELECTRIC COMPANY, INC.
4	461015		\$3,944.57	Oct 1, 2018	09046	0	HI TECH REFRIGERATION, INC
4	461016		\$1,388.20	Oct 1,	04818	0	HORIZON COMMERCIAL POOL SUPPLY

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	461017		\$425.47	Oct 1, 2018	03362	4	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.
4	461018		\$4,598.62	Oct 1, 2018	28887	1	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.
4	461019		\$116.60	Oct 1, 2018	28877	0	INTERSTATE ALL BATTERY CENTER
4	461020		\$840.00	Oct 1, 2018	03587	1	JOHNSON CONTROLS FIRE PROTECTION LP
4	461021		\$15,453.00	Oct 1, 2018	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	461022		\$90.68	Oct 1, 2018	27342	1	MONOPRICE
4	461023		\$2.24	Oct 1, 2018	02544	1	MTI DISTRIBUTING CO.
4	461024		\$741.30	Oct 1, 2018	25372	4	NCS PEARSON INC
4	461025		\$1,775.40	Oct 1, 2018	04156	0	NEWS-2-YOU, INC.
4	461026		\$4,527.96	Oct 1, 2018	20320	0	NORTHERN AIR CORPORATION (NAC)
4	461027		\$146.01	Oct 1, 2018	02489	1	OFFICE DEPOT COMPANY
4	461028		\$941.76	Oct 1, 2018	01709	1	PPG ARCHITECTURAL FINISHES
4	461029		\$360.00	Oct 1, 2018	29715	0	RAINBOW TREE COMPANY
4	461030		\$59,810.18	Oct 1, 2018	29749	0	RAK CONSTRUCTION, INC.
4	461031		\$42.80	Oct 1, 2018	07235	0	REALLY GOOD STUFF LLC
4	461032		\$190.62	Oct 1, 2018	25097	1	SCHOOL SPECIALTY INC
4	461033		\$843.24	Oct 1, 2018	28183	0	SECOND HARVEST HEARTLAND
4	461034		\$49.90	Oct 1, 2018	02217	1	SIEMENS INDUSTRY, INC.
4	461035		\$103.89	Oct 1, 2018	28241	0	SOCIAL THINKING PUBLISHING
4	461036		\$273.61	Oct 1, 2018	03689	0	STATE SUPPLY CO., INC.
4	461037		\$168.82	Oct 1, 2018	03658	0	SUBSCRIPTION SERVICES OF AMERICA INC.
4	461038		\$2,643.30	Oct 1, 2018	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	461039		\$20.00	Oct 1, 2018	05746	0	THEATRICAL COSTUME COMPANY
4	461040		\$527.51	Oct 1, 2018	29519	1	TRI-DIM FILTER CORP
4	461041		\$35.76	Oct 1, 2018	24444	0	TRI-STATE BOBCAT

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	461042		\$6,427.22	Oct 1, 2018	03802	0	TRIO SUPPLY
4	461043	Unissued	\$0.00	Oct 1, 2018	03802	0	TRIO SUPPLY
4	461044		\$210.00	Oct 1, 2018	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	461045		\$155.00	Oct 1, 2018	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	461046		\$52.02	Oct 1, 2018	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	461047		\$375.36	Oct 1, 2018	04321	1	WARD'S NATURAL SCIENCE
4	461048		\$52.00	Sep 28, 2018	28922	0	AHMED, TAUFIQ
4	461049		\$100.50	Sep 28, 2018	28727	0	ALY, ZAKARIA
4	461050		\$40.00	Sep 28, 2018	00000	7371	AMBERT, YOLANDA
4	461051		\$52.00	Sep 28, 2018	25296	0	ANAYA, DAVID
4	461052		\$67.00	Sep 28, 2018	06111	0	ANGER, DAVID
4	461053		\$67.00	Sep 28, 2018	27373	0	AYENI, PHILIP
4	461054		\$121.00	Sep 28, 2018	27380	0	BACH, WILLIAM
4	461055		\$52.00	Sep 28, 2018	23367	0	BARTCZAK, ANDREW
4	461056		\$279.00	Sep 28, 2018	09341	0	BEAMAN, LOUISE
4	461057		\$52.00	Sep 28, 2018	26265	0	BEECHER, JOHN
4	461058		\$67.00	Sep 28, 2018	28949	0	BOCK, FRED
4	461059		\$52.00	Sep 28, 2018	25320	0	BORCHERS, WILLIAM S
4	461060		\$67.00	Sep 28, 2018	29880	0	BREIT, ALAN
4	461061		\$52.00	Sep 28, 2018	28187	0	BRIGHTBILL, THEODORE
4	461062		\$69.00	Sep 28, 2018	00000	7370	BRUCCIANI, JEANNE
4	461063		\$525.00	Sep 28, 2018	00673	0	BURNSVILLE, CITY OF
4	461064		\$13,900.00	Sep 28, 2018	00362	0	C&H SPORT SURFACES, INC.
4	461065		\$609.00	Sep 28, 2018	29243	0	CARLSON, GERRI
4	461066		\$355.00	Sep 28, 2018	04701	0	CATALYST GRAPHICS, INC.
4	461067		\$4,669.21	Sep 28,	02519	0	CENTERPOINT ENERGY

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	461068		\$52.00	Sep 28, 2018	25292	0	CLEAR, DAVID
4	461069		\$90.00	Sep 28, 2018	26790	0	CLEVELAND, ROLAND
4	461070		\$123.00	Sep 28, 2018	23540	0	CRUNSTEDT, ROBERT
4	461071		\$52.00	Sep 28, 2018	08039	0	DAVIS, FORSTER
4	461072		\$400.00	Sep 28, 2018	26142	0	DENNIS ENVIRONMENTAL OPERATIONS
4	461073		\$576.28	Sep 28, 2018	09859	1	DISCOUNT SCHOOL SUPPLY
4	461074		\$67.00	Sep 28, 2018	29879	0	DOGAN, IBRAHIM
4	461075		\$67.00	Sep 28, 2018	24583	0	DORFNER, JOHN
4	461076		\$67.00	Sep 28, 2018	22127	0	DRAKE, PAUL
4	461077		\$64.00	Sep 28, 2018	29877	0	ELAINE HAGENBERG MUSIC, LLC
4	461078		\$67.00	Sep 28, 2018	28585	0	FAGER, STEVE
4	461079		\$15.00	Sep 28, 2018	00000	7372	FRANK, SHARON
4	461080		\$10.00	Sep 28, 2018	00016	3382	GARVEY, MARGARET
4	461081		\$67.00	Sep 28, 2018	28944	0	HANSON, RANDY
4	461082		\$167.50	Sep 28, 2018	21989	0	HARTWELL, JOSH
4	461083		\$87.00	Sep 28, 2018	22035	0	HEIFORT, MICHAEL
4	461084		\$87.00	Sep 28, 2018	29326	0	HUPPERT, ADAM
4	461085		\$121.00	Sep 28, 2018	29299	0	HUSEMANN, CASSANDRA
4	461086		\$70.00	Sep 28, 2018	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	461087		\$95.00	Sep 28, 2018	22261	0	INTERNATIONAL DIABETES CENTER
4	461088		\$210.00	Sep 28, 2018	08939	0	ITEM
4	461089		\$67.00	Sep 28, 2018	03574	0	JESSEN, CHRIS
4	461090		\$48.00	Sep 28, 2018	00000	7368	JOHNSON, DIANE
4	461091		\$69.00	Sep 28, 2018	25959	0	JOHNSON, MEGHAN
4	461092		\$67.00	Sep 28, 2018	03189	0	KILEN, KIP

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	461093		\$38.00	Sep 28, 2018	00000	7369	KOEHLER, CINDY
4	461094		\$87.00	Sep 28, 2018	20366	0	KOPPANG, MICHAEL
4	461095		\$10,848.33	Sep 28, 2018	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
4	461096		\$186.00	Sep 28, 2018	27413	0	KRAUSE, JEFF
4	461097		\$200.00	Sep 28, 2018	27847	0	LAPOINTE, WAKINYAN
4	461098		\$8.00	Sep 28, 2018	07703	0	LOE'S OIL COMPANY, INC.
4	461099		\$9,215.04	Sep 28, 2018	02196	0	MACKIN EDUCATIONAL RESOURCES
4	461100		\$69.00	Sep 28, 2018	08647	0	MARSHALL, JAMES
4	461101		\$123.00	Sep 28, 2018	27521	0	MCCANN, WILLIAM F.
4	461102		\$90.00	Sep 28, 2018	24973	0	MCKAY, FRANK
4	461103		\$100.00	Sep 28, 2018	26315	0	METRO COMMUNITY ED. DIRECTORS ASSN.
4	461104		\$102.00	Sep 28, 2018	05886	0	MILLER, STEVE
4	461105		\$67.00	Sep 28, 2018	04719	0	MITSON, STEVE
4	461106		\$682.00	Sep 28, 2018	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	461107		\$360.00	Sep 28, 2018	03661	0	MN SCHOOL COUNSELORS ASSOCIATION (MSCA)
4	461108		\$100.50	Sep 28, 2018	21266	0	MOORE, JAY
4	461109		\$263.75	Sep 28, 2018	24717	0	NAMES, NUMBERS & MORE
4	461110		\$126.00	Sep 28, 2018	02467	0	NOVAK, JANICE S.
4	461111		\$67.00	Sep 28, 2018	04870	0	OELFKE, MARK
4	461112		\$67.00	Sep 28, 2018	25059	0	OLSON, THOR
4	461113		\$67.00	Sep 28, 2018	24508	0	PARSONS, ZACHARY
4	461114		\$5,825.05	Sep 28, 2018	29793	1	PLANSOURCE
4	461115		\$16.95	Sep 28, 2018	08521	0	RATWIK, ROSZAK & MALONEY, P.A.
4	461116		\$268.80	Sep 28, 2018	28168	0	ROARK, RICHARD JEFFREY
4	461117		\$121.00	Sep 28, 2018	24785	0	ROCK, KEITH
4	461118		\$200.00	Sep 28,	29751	0	RUNNING, PHILIP

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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	461119		\$750.00	Sep 28, 2018	28434	0	RUPP, ANDERSON, SQUIRES & WALDSPURGER, P.A.
4	461120		\$8,100.00	Sep 28, 2018	26796	0	SAFEWAY DRIVING SCHOOL
4	461121		\$50.00	Sep 28, 2018	24679	0	SCHALLER, WES
4	461122		\$67.00	Sep 28, 2018	05978	0	SCHOAF, SCOTT
4	461123		\$177.10	Sep 28, 2018	03196	6	SCHOLASTIC INC.
4	461124		\$87.00	Sep 28, 2018	23410	0	SCHULTZ, DAVID
4	461125		\$90.00	Sep 28, 2018	29876	0	SELLE, TERRENCE
4	461126		\$9,317.43	Sep 28, 2018	23848	0	SFM
4	461127		\$69.00	Sep 28, 2018	26322	0	STEPHAN, BILL
4	461128		\$119.00	Sep 28, 2018	29875	0	SUNBEEB, SUBEL
4	461129		\$26,891.24	Sep 28, 2018	29847	0	TEACHERS ON CALL
4	461130		\$538.55	Sep 28, 2018	28502	0	THE MCDOWELL AGENCY, INC.
4	461131		\$7.00	Sep 28, 2018	00000	9607	TRYGESON, ELRAE
4	461132		\$73.62	Sep 28, 2018	E7415	0	UMHOEFER, THOMAS C
4	461133		\$9,745.78	Sep 28, 2018	29826	0	UPPER LAKES FOOD, INC.
4	461134		\$450.00	Sep 28, 2018	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	461135		\$248.00	Sep 28, 2018	29874	0	VAN SLYKE, ROBERT
4	461136		\$104.00	Sep 28, 2018	29555	0	VERSLUIS, J R FRANS
4	461137		\$67.00	Sep 28, 2018	28565	0	WAREHAM, TIMOTHY
4	461138		\$156.00	Sep 28, 2018	29878	0	WASCHEK, MARY
4	461139		\$87.00	Sep 28, 2018	28957	0	WATWOOD, IAN
4	461140		\$67.00	Sep 28, 2018	27467	0	WEHR, TIMOTHY
4	461141		\$67.00	Sep 28, 2018	29197	0	WILLIAMS, AARON
4	461142		\$50.00	Sep 28, 2018	05950	0	WINTER, CLARENCE
4	461143		\$14.31	Sep 28, 2018	02776	0	XCEL ENERGY

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	461144		\$52.00	Sep 28, 2018	05046	0	ZWEBER-LANGER, ALBANY
4	461145		\$462.08	Oct 2, 2018	02623	1	ACCO BRANDS USA LLC
4	461146		\$1,093.00	Oct 2, 2018	24455	0	ALL FOR KIDZ
4	461147		\$1,470.00	Oct 2, 2018	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	461148		\$600.00	Oct 2, 2018	27938	0	BUTLER, IONE
4	461149		\$375.00	Oct 2, 2018	25919	0	CORDOVA, LETICIA
4	461150		\$185.00	Oct 2, 2018	29872	0	DEPT OF EMPLOYMENT & ECONOMIC DEVELOPMENT
4	461151		\$360.00	Oct 2, 2018	20524	0	DEWALD, RINA C.
4	461152		\$952.59	Oct 2, 2018	28651	0	FOOD GROUP
4	461153		\$52.00	Oct 2, 2018	29882	0	FORSYTHE, JOSH
4	461154		\$190.43	Oct 2, 2018	28202	0	FOUNDATION 191
4	461155		\$130.00	Oct 2, 2018	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATION
4	461156		\$538.00	Oct 2, 2018	20324	1	GURSTEL LAW FIRM, P.C.
4	461157		\$120.00	Oct 2, 2018	24542	0	JAMA, SAFIYO
4	461158		\$175.00	Oct 2, 2018	08865	19	METRO ECSU
4	461159		\$200.00	Oct 2, 2018	27408	0	MONTGOMERY ORCHARD, LLC
4	461160		\$1,350.00	Oct 2, 2018	28766	0	MUNOZ, MEGAN
4	461161		\$80.00	Oct 2, 2018	08769	0	NCPERS MINNESOTA
4	461162		\$150.00	Oct 2, 2018	24879	0	PEREZ, MELISSA M.
4	461163		\$2,655.94	Oct 2, 2018	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	461164		\$2,757.10	Oct 2, 2018	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	461165		\$1,655.91	Oct 2, 2018	20099	4	RELIASTAR LIFE INSURANCE COMPANY
4	461166		\$277.00	Oct 2, 2018	28277	0	ROBERT J. BRUNO, LTD
4	461167		\$217.50	Oct 2, 2018	25562	0	SACHS, ALICE
4	461168		\$7,052.57	Oct 2, 2018	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	461169		\$6,810.00	Oct 2,	23848	0	SFM

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	461170		\$41,424.60	Oct 2, 2018	24486	0	THE HARTFORD
4	461171		\$22.04	Oct 2, 2018	04172	0	UNITED PARCEL SERVICE
4	461172		\$2,500.00	Oct 2, 2018	03666	2	UNIVERSITY OF WISCONSIN-STEVENS POINT
4	461173		\$116.60	Oct 2, 2018	29826	0	UPPER LAKES FOOD, INC.
4	461174		\$71.00	Oct 2, 2018	02813	8	US DEPARTMENT OF EDUCATION
4	461175		\$75.00	Oct 2, 2018	25560	0	WARSAME, KADRA
4	461176		\$260.82	Oct 2, 2018	00016	3026	WATTERSON, SHELLY
4	461177		\$335.00	Oct 2, 2018	27844	0	WGI SPORT OF THE ARTS
4	461178		\$2,615.26	Oct 5, 2018	00017	0	AIM ELECTRONICS, INC.
4	461179		\$1,070.00	Oct 5, 2018	00673	0	BURNSVILLE, CITY OF
4	461180		\$20,351.77	Oct 5, 2018	04226	0	BURNSVILLE, CITY OF
4	461181	Unissued	\$0.00	Oct 5, 2018	04226	0	BURNSVILLE, CITY OF
4	461182		\$2,480.13	Oct 5, 2018	01904	0	CENTENNIAL ISD12
4	461183		\$320.00	Oct 5, 2018	08621	1	CHILDREN'S THEATRE COMPANY
4	461184		\$18,000.00	Oct 5, 2018	27322	0	CLIFTONLARSONALLEN, LLP
4	461185		\$70.00	Oct 5, 2018	00502	0	CORNERSTONE COPY CENTER
4	461186		\$100.00	Oct 5, 2018	01049	1	EAGAN, CITY OF
4	461187		\$65.00	Oct 5, 2018	27841	0	EAST RIDGE HIGH SCHOOL
4	461188		\$133.65	Oct 5, 2018	09272	2	ECM PUBLISHERS, INC.
4	461189		\$665.55	Oct 5, 2018	26262	1	EDUCATORS BENEFIT CONSULTANTS, LLC
4	461190		\$9,874.00	Oct 5, 2018	27360	0	EVERLAST CLIMBING INDUSTRIES, INC.
4	461191		\$13,350.00	Oct 5, 2018	29383	0	EXPLAIN EVERYTHING SALES, INC.
4	461192		\$1,795.00	Oct 5, 2018	24387	0	FLAMINIO, KATHRYN
4	461193		\$8,418.88	Oct 5, 2018	28988	1	FRONTLINE TECHNOLOGIES GROUP, LLC
4	461194		\$1,123.10	Oct 5, 2018	20744	0	GOPHER STATE EVENTS, LLC

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	461195		\$61,283.60	Oct 5, 2018	01390	0	INTERMEDIATE SCHOOL DISTRICT 287
4	461196		\$2,311.05	Oct 5, 2018	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	461197		\$285.00	Oct 5, 2018	08356	1	KENNEDY & GRAVEN, CHARTERED
4	461198		\$368.00	Oct 5, 2018	21553	3	LIFETIME FITNESS
4	461199		\$295.00	Oct 5, 2018	00016	3383	LOPEZ, ASHLEY
4	461200		\$864.50	Oct 5, 2018	24921	0	MECA SPORTSWEAR
4	461201		\$20,107.46	Oct 5, 2018	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	461202		\$40.65	Oct 5, 2018	03238	2	MN DEPT OF REVENUE
4	461203		\$1,415.00	Oct 5, 2018	03216	0	MROS, RICHARD
4	461204		\$504.13	Oct 5, 2018	03116	1	PEARSON EDUCATION
4	461205		\$5,980.70	Oct 5, 2018	29793	1	PLANSOURCE
4	461206		\$1,480.00	Oct 5, 2018	06693	0	POWELL, MALINDA
4	461207		\$7,336.11	Oct 5, 2018	09588	0	SAVAGE, CITY OF
4	461208		\$438.35	Oct 5, 2018	24465	2	SHRED-IT USA
4	461209		\$39,094.81	Oct 5, 2018	29847	0	TEACHERS ON CALL
4	461210		\$495.00	Oct 5, 2018	29764	0	TWIN CITIES PHOTO BOOTHS
4	461211		\$290.00	Oct 5, 2018	08798	28	UNIVERSITY OF MINNESOTA - EXTENSION
4	461212		\$33,148.51	Oct 5, 2018	29826	0	UPPER LAKES FOOD, INC.
4	461213	Unissued	\$0.00	Oct 5, 2018	29826	0	UPPER LAKES FOOD, INC.
4	461214	Unissued	\$0.00	Oct 5, 2018	29826	0	UPPER LAKES FOOD, INC.
4	461215	Unissued	\$0.00	Oct 5, 2018	29826	0	UPPER LAKES FOOD, INC.
4	461216	Unissued	\$0.00	Oct 5, 2018	29826	0	UPPER LAKES FOOD, INC.
4	461217	Unissued	\$0.00	Oct 5, 2018	29826	0	UPPER LAKES FOOD, INC.
4	461218		\$495.00	Oct 5, 2018	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	461219		\$874.40	Oct 5, 2018	20019	0	VERNON COMPANY
4	461220		\$969.81	Oct 9,	01365	0	AMERIPRIDE LINEN AND APPAREL

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			SERVICES
4	461221		\$869.52	Oct 9, 2018	00075	4	ANOKA HENNEPIN SCHOOL DISTRICT #11
4	461222		\$27,635.00	Oct 9, 2018	27223	1	AVID CENTER
4	461223		\$1,066.31	Oct 9, 2018	00673	12	BURNSVILLE FIRE DEPT
4	461224		\$721.30	Oct 9, 2018	00502	0	CORNERSTONE COPY CENTER
4	461225		\$936.00	Oct 9, 2018	27788	0	DECA, INC.
4	461226		\$11,302.79	Oct 9, 2018	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	461227		\$916.61	Oct 9, 2018	01002	0	EAGAN, CITY OF
4	461228		\$795.00	Oct 9, 2018	09272	2	ECM PUBLISHERS, INC.
4	461229		\$92.25	Oct 9, 2018	02995	0	FAST SIGNS
4	461230		\$81.75	Oct 9, 2018	00000	7374	HAWES, MARY K
4	461231		\$39.00	Oct 9, 2018	00000	7373	HERRERA, JIMENA
4	461232		\$535.10	Oct 9, 2018	05142	0	IND. SCHOOL DIST. 181
4	461233		\$650.00	Oct 9, 2018	27788	1	MN DECA- JACKIE SCHILLER
4	461234		\$360.00	Oct 9, 2018	22324	0	MULTILINGUAL WORD, INC.
4	461235		\$5,837.00	Oct 9, 2018	24335	1	NEW DOMINION SCHOOL
4	461236		\$347.76	Oct 9, 2018	00016	3384	PIPER, DANA
4	461237		\$4,270.00	Oct 9, 2018	25729	0	RENT N' SAVE PORTABLE SERVICES
4	461238		\$63.90	Oct 9, 2018	03532	2	SCHMITT MUSIC
4	461239		\$332.41	Oct 9, 2018	03196	6	SCHOLASTIC INC.
4	461240		\$123.72	Oct 9, 2018	E7415	0	UMHOEFER, THOMAS C
4	461241		\$299.00	Oct 9, 2018	28492	0	VETERAN SHREDDING
4	461242		\$87.00	Oct 12, 2018	23596	0	ALLER, ANDREW
4	461243		\$323.64	Oct 12, 2018	22956	1	AMAZON CAPITAL SERVICES
4	461244		\$529.63	Oct 12, 2018	27586	0	AMERICAN OFFICE PRODUCTS
4	461245		\$186.00	Oct 12, 2018	27409	0	ANDERSEN, AL

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	461246		\$630.00	Oct 12, 2018	28184	0	ART EDUCATORS OF MN
4	461247		\$121.00	Oct 12, 2018	24503	0	BEAULIEU, NATHAN
4	461248		\$100.00	Oct 12, 2018	26265	0	BEECHER, JOHN
4	461249		\$52.00	Oct 12, 2018	25320	0	BORCHERS, WILLIAM S
4	461250		\$195.00	Oct 12, 2018	01904	1	CENTENNIAL HIGH SCHOOL
4	461251		\$266.02	Oct 12, 2018	02781	5	CENTURYLINK
4	461252		\$67.00	Oct 12, 2018	24528	0	CHARCHENKO, BRADLEY
4	461253		\$240.00	Oct 12, 2018	25919	0	CORDOVA, LETICIA
4	461254		\$245.00	Oct 12, 2018	00502	0	CORNERSTONE COPY CENTER
4	461255		\$67.00	Oct 12, 2018	29569	0	DALSIN, TYLER
4	461256		\$67.00	Oct 12, 2018	28071	0	DAY, JON
4	461257		\$360.00	Oct 12, 2018	20524	0	DEWALD, RINA C.
4	461258		\$2,687.11	Oct 12, 2018	02333	1	EARTHGRAINS BAKING CO. INC.
4	461259		\$1,435.65	Oct 12, 2018	28651	0	FOOD GROUP
4	461260		\$104.00	Oct 12, 2018	29890	0	FURLAND, TIMOTHY
4	461261		\$87.00	Oct 12, 2018	29889	0	GRANDSTRAND, BRIAN
4	461262		\$67.00	Oct 12, 2018	22421	0	HARRIS, PAUL
4	461263		\$2,230.51	Oct 12, 2018	29536	0	HIGH POINT NETWORKS, LLC
4	461264		\$845.00	Oct 12, 2018	27985	0	HILDI INC.
4	461265		\$90.00	Oct 12, 2018	29888	0	HORKEY, MITCHELL
4	461266		\$121.00	Oct 12, 2018	29299	0	HUSEMANN, CASSANDRA
4	461267		\$360.00	Oct 12, 2018	24542	0	JAMA, SAFIYO
4	461268		\$87.00	Oct 12, 2018	29887	0	JORGENSON, TERRY
4	461269		\$115.00	Oct 12, 2018	09369	0	KALLIN, LAWRENCE
4	461270		\$162.50	Oct 12, 2018	27780	0	MADURA, TOM
4	461271		\$248.00	Oct 12,	29886	0	MALONE, ERIN

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	461272		\$121.00	Oct 12, 2018	02869	0	MCGREGOR, IAN
4	461273		\$25.00	Oct 12, 2018	24973	0	MCKAY, FRANK
4	461274		\$100.00	Oct 12, 2018	05886	0	MILLER, STEVE
4	461275		\$902.71	Oct 12, 2018	03029	1	MINNESOTA ENERGY RESOURCES
4	461276		\$121.00	Oct 12, 2018	29884	0	MOSES, ANDREW
4	461277		\$25.00	Oct 12, 2018	05320	10	MRPA/MASS
4	461278		\$648.08	Oct 12, 2018	09589	2	NEOPOST USA INC
4	461279		\$1,000.00	Oct 12, 2018	02136	0	NORMANDEALE COMMUNITY COLLEGE
4	461280		\$134.00	Oct 12, 2018	25782	0	ODEGARD, THOMAS
4	461281		\$67.00	Oct 12, 2018	23370	0	PERRONE, JAMES
4	461282		\$248.00	Oct 12, 2018	29322	0	PODRATZ, JERRY
4	461283		\$279.00	Oct 12, 2018	29485	0	POKELA, KEITH
4	461284		\$100.00	Oct 12, 2018	25293	0	PORTER, MARILYN
4	461285		\$148.00	Oct 12, 2018	29893	0	RICK'S SWIM EQUIPMENT REPAIR, LLC
4	461286		\$56.00	Oct 12, 2018	24679	0	SCHALLER, WES
4	461287		\$67.00	Oct 12, 2018	29885	0	SCHLEY, CALEB
4	461288		\$32,501.65	Oct 12, 2018	09331	1	SCHMITTY & SONS
4	461289		\$1,221.40	Oct 12, 2018	28183	0	SECOND HARVEST HEARTLAND
4	461290		\$25.00	Oct 12, 2018	29876	0	SELLE, TERRENCE
4	461291		\$8,399.16	Oct 12, 2018	23848	0	SFM
4	461292		\$67.00	Oct 12, 2018	28797	0	SHIBLEY, JEREMY
4	461293		\$115.00	Oct 12, 2018	29883	0	SIMONS, GEORGE MICHAEL
4	461294		\$67.00	Oct 12, 2018	28190	0	SOWADA, ANDREW
4	461295		\$7,573.18	Oct 12, 2018	29345	1	T-MOBILE
4	461296		\$87.00	Oct 12, 2018	27397	0	TURCOTTE, WILLIAM J

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	461297		\$13,991.50	Oct 12, 2018	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	461298		\$2,252.00	Oct 12, 2018	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	461299		\$660.00	Oct 12, 2018	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	461300		\$87.00	Oct 12, 2018	26781	0	VOGT, JASON
4	461301		\$50.00	Oct 12, 2018	29892	0	WARNS, ZACHARY
4	461302		\$1,024.58	Oct 12, 2018	29829	0	WYLDE HARE LLC
4	461303		\$20,167.56	Oct 12, 2018	02776	0	XCEL ENERGY
4	461304		\$2,573.00	Oct 12, 2018	25571	0	XCEL ENERGY CENTER
4	461305		\$11,072.56	Oct 16, 2018	28491	0	A.J. MOORE ELECTRIC, INC.
4	461306		\$1,688.64	Oct 16, 2018	29434	0	ACER SERVICE CORPORATION
4	461307		\$9,208.72	Oct 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	461308	Unissued	\$0.00	Oct 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	461309	Unissued	\$0.00	Oct 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	461310	Unissued	\$0.00	Oct 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	461311	Unissued	\$0.00	Oct 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	461312	Unissued	\$0.00	Oct 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	461313	Unissued	\$0.00	Oct 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	461314	Unissued	\$0.00	Oct 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	461315		\$137.47	Oct 16, 2018	00428	0	ARAMARK
4	461316		\$260.60	Oct 16, 2018	00386	1	BARNES & NOBLE, INC.
4	461317		\$143,219.00	Oct 16, 2018	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	461318		\$7,985.89	Oct 16, 2018	00477	0	BIX PRODUCE COMPANY
4	461319	Unissued	\$0.00	Oct 16, 2018	00477	0	BIX PRODUCE COMPANY
4	461320	Unissued	\$0.00	Oct 16, 2018	00477	0	BIX PRODUCE COMPANY
4	461321	Unissued	\$0.00	Oct 16, 2018	00477	0	BIX PRODUCE COMPANY
4	461322		\$2,186.68	Oct 16,	20289	1	CDW GOVERNMENT, 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	461323		\$480.00	Oct 16, 2018	28424	0	CENTRAL ROOFING COMPANY
4	461324		\$2,648.13	Oct 16, 2018	27279	1	COLE PAPERS INC.
4	461325		\$355.26	Oct 16, 2018	00552	1	CONNEY SAFETY PRODUCTS
4	461326		\$1,256.98	Oct 16, 2018	23509	0	COOL AIR MECHANICAL, INC.
4	461327		\$150.00	Oct 16, 2018	00502	0	CORNERSTONE COPY CENTER
4	461328		\$37.38	Oct 16, 2018	29846	0	COTTENS' INC.
4	461329		\$915.15	Oct 16, 2018	29862	1	CST MN - BIN#170065
4	461330		\$23.64	Oct 16, 2018	00645	0	CUB FOODS
4	461331		\$7,493.89	Oct 16, 2018	04186	1	DALCO
4	461332	Unissued	\$0.00	Oct 16, 2018	04186	1	DALCO
4	461333	Unissued	\$0.00	Oct 16, 2018	04186	1	DALCO
4	461334		\$5,994.46	Oct 16, 2018	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	461335	Unissued	\$0.00	Oct 16, 2018	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	461336		\$99.00	Oct 16, 2018	01064	2	EARL F. ANDERSEN
4	461337		\$247.40	Oct 16, 2018	28982	0	EKON-O-PAC, LLC
4	461338		\$12,436.40	Oct 16, 2018	01078	0	ELECTRO WATCHMAN, INC.
4	461339		\$207.85	Oct 16, 2018	29706	0	EXPRESS AUTO PARTS
4	461340		\$1,476.00	Oct 16, 2018	26949	0	FAIRFIELD GLASS & WINDOW, INC.
4	461341		\$76.49	Oct 16, 2018	08698	1	FERGUSON ENTERPRISES # 1657
4	461342		\$250.00	Oct 16, 2018	26109	0	FIELD ENVIRONMENTAL CONSULTING, INC.
4	461343		\$2,052.84	Oct 16, 2018	01541	1	GENERAL PARTS, LLC
4	461344		\$244.31	Oct 16, 2018	27736	0	GLOBAL COMMUNICATIONS WIRING & SERVICES
4	461345		\$2,512.95	Oct 16, 2018	04387	1	GRAINGER
4	461346	Unissued	\$0.00	Oct 16, 2018	04387	1	GRAINGER
4	461347		\$444.48	Oct 16, 2018	01478	1	GRAYBAR ELECTRIC COMPANY, 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	461348		\$232.00	Oct 16, 2018	01641	0	H&B SPECIALIZED PRODUCTS, INC.
4	461349		\$2,643.48	Oct 16, 2018	09046	0	HI TECH REFRIGERATION, INC
4	461350		\$8,837.44	Oct 16, 2018	26668	1	HM RECEIVABLES CO LLC
4	461351		\$1,048.42	Oct 16, 2018	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	461352		\$4,970.00	Oct 16, 2018	03362	4	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.
4	461353		\$1,479.00	Oct 16, 2018	21184	1	HP
4	461354		\$1,088.75	Oct 16, 2018	20578	1	INTEGRATED FIRE & SECURITY
4	461355		\$2,338.00	Oct 16, 2018	23420	0	IXL LEARNING, INC.
4	461356		\$1,005.40	Oct 16, 2018	29071	0	JOBS FOUNDATION/TECH DUMP
4	461357		\$7,119.47	Oct 16, 2018	05816	0	JOHN A. DAL SIN & SON, INC.
4	461358		\$27,177.95	Oct 16, 2018	03587	1	JOHNSON CONTROLS FIRE PROTECTION LP
4	461359		\$906.20	Oct 16, 2018	27818	1	JUNIOR LIBRARY GUILD
4	461360		\$524.25	Oct 16, 2018	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	461361		\$593.73	Oct 16, 2018	27439	1	LEARNING A-Z
4	461362		\$12,054.73	Oct 16, 2018	28793	1	MANSFIELD OIL COMPANY
4	461363		\$94.00	Oct 16, 2018	27932	1	MATHESON TRI-GAS, INC.
4	461364		\$5,608.90	Oct 16, 2018	08999	1	MEI TOTAL ELEVATOR SOLUTIONS
4	461365		\$2,354.84	Oct 16, 2018	07752	0	MILLER ELECTRIC, INC.
4	461366		\$5,550.00	Oct 16, 2018	28341	0	MINNESOTA ROADWAYS CO.
4	461367		\$100.00	Oct 16, 2018	07914	2	MN DEPT OF LABOR AND INDUSTRY
4	461368		\$1,065.64	Oct 16, 2018	27342	1	MONOPRICE
4	461369		\$317.00	Oct 16, 2018	20320	0	NORTHERN AIR CORPORATION (NAC)
4	461370		\$1,301.00	Oct 16, 2018	26086	0	ORKIN COMMERCIAL SERVICES
4	461371		\$1,267.00	Oct 16, 2018	22848	0	PEOPLES ELECTRIC COMPANY, INC
4	461372		\$1,033.68	Oct 16, 2018	01709	1	PPG ARCHITECTURAL FINISHES
4	461373		\$3,864.58	Oct 16,	28785	1	PRODOCON, 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	461374		\$1,839.20	Oct 16, 2018	29492	0	PURELAND SUPPLY LLC
4	461375		\$102.93	Oct 16, 2018	07235	0	REALLY GOOD STUFF LLC
4	461376		\$250.00	Oct 16, 2018	05511	1	RED WING SHOE COMPANY INC
4	461377		\$480.42	Oct 16, 2018	21851	1	RED WING SHOE COMPANY INC
4	461378		\$5,857.00	Oct 16, 2018	03532	2	SCHMITT MUSIC
4	461379		\$1,663.56	Oct 16, 2018	03537	1	SCHOOL HEALTH SUPPLY CO., INC.
4	461380		\$216.94	Oct 16, 2018	25097	1	SCHOOL SPECIALTY INC
4	461381		\$36,735.03	Oct 16, 2018	02217	1	SIEMENS INDUSTRY, INC.
4	461382		\$1,748.76	Oct 16, 2018	03689	0	STATE SUPPLY CO., INC.
4	461383		\$262.25	Oct 16, 2018	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	461384		\$86.99	Oct 16, 2018	04308	0	SUPER DUPER SCHOOL CO.
4	461385		\$507.75	Oct 16, 2018	22319	0	TEMPLE ELECTRIC MOTOR SERVICE INC.
4	461386		\$2,746.47	Oct 16, 2018	29519	1	TRI-DIM FILTER CORP
4	461387		\$47.36	Oct 16, 2018	24444	0	TRI-STATE BOBCAT
4	461388		\$702.30	Oct 16, 2018	04037	1	TRIARCO ARTS & CRAFTS
4	461389		\$8,813.31	Oct 16, 2018	03802	0	TRIO SUPPLY
4	461390	Unissued	\$0.00	Oct 16, 2018	03802	0	TRIO SUPPLY
4	461391		\$51.99	Oct 16, 2018	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	461392		\$3,817.26	Oct 16, 2018	04563	0	WENZEL PLUMBING-HEATING-COOLING LLC
<b>Check Count</b>	<b>555</b>	<b>Grand Total</b>	<b>\$2,413,525.14</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	102180		\$376.00	Sep 21, 2018	27586	0	AMERICAN OFFICE PRODUCTS
3	102181	Clear	\$3,981.91	Sep 21, 2018	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	102182	Clear	\$9,339.10	Sep 21, 2018	01078	0	ELECTRO WATCHMAN, INC.
3	102183	Clear	\$6,115.98	Sep 21, 2018	27736	0	GLOBAL COMMUNICATIONS WIRING & SERVICES
3	102184	Clear	\$73,156.00	Sep 21, 2018	22848	0	PEOPLES ELECTRIC COMPANY, INC
<b>Check Count</b>	<b>5</b>	<b>Grand Total</b>	<b>\$92,968.99</b>				



**Agenda IV.A.5.  
November 15, 2018**

**To:** Board of Education, Members  
**From:** Dave Watkins, Assistant Superintendent  
**Date:** November 8, 2018  
**Re:** Report on Listening Session on October 25, 2018

10.25.18 School Board Listening Session

In attendance:  
Board Members Darcy Schatz and Bob VandenBoom  
Assistant Superintendent Dave Watkins

Speakers: None



**Future Ready. Community Strong.**

**Agenda IV.A.6.  
November 15, 2018**

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

**From:** Stacey Sovine, Executive Director of Human Resources,  
Lisa Rider, Executive Director of Business Services, and  
Dave Watkins, Assistant Superintendent

**Date:** November 8, 2018

**Re:** First reading of nonsubstantive changes to policies

**Recommendation:** Approve, on a First Reading Basis, nonsubstantive changes to Policies 102: *Equal Educational Opportunity*, 401: *Equal Employment Opportunity, Public and Private Personnel Data*, 418: *Drug-Free Workplace/Drug-Free School*, 423: *Employee-Student Relationships*, 424: *License Status*, 427: *Workload Limits for Certain Teachers*, 505: *Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees*, 510: *School Activities*, 524: *Internet Acceptable Use and Safety Policy*, 614: *School District Assessment Program*, and 713: *Student Activity Accounting*.

The policy changes were suggested by MSBA and reviewed by administration and by the Policy Review Committee on October 25.

Adopted: 10/1999  
Reviewed: [9/28/2017](#)[11/15/2018](#)  
Revised: [10/26/2017](#)[MSBA 2018](#)  
Rescinds: AC

*Burnsville-Eagan-Savage School District Policy 102*

## 102 EQUAL EDUCATIONAL OPPORTUNITY

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, ~~gender identity~~, marital status, parental status, status with regard to public assistance, disability, sexual orientation, [gender identity and expression](#), or age. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every ~~school district employee~~[teacher, administrator, volunteer, contractor, or other employee of the school district](#) is responsible to comply with and ensure compliance with this policy.
- E. Any student, parent or guardian having a question regarding this policy should discuss it with the Assistant Superintendent.

**Legal References:** Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

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

Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)

[Burnsville-Eagan-Savage School District Policy 422 \(Policies Incorporated by Reference\)](#)

Burnsville-Eagan-Savage School District Policy 521 (Student Disability Nondiscrimination)

Burnsville-Eagan-Savage School District Policy 522 (Student Sex Nondiscrimination)

Adopted: 11/1983  
Reviewed: ~~1/11/2018~~11/15/2018  
Revised: 6/9/2016MSBA 2018  
Rescinds:

Burnsville-Eagan-Savage School District Policy 401

## 401 EQUAL EMPLOYMENT OPPORTUNITY

### I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for Independent School District 191 employment and school district employees.

### II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, ~~gender identity~~, marital status, status with regard to public assistance, disability, sexual orientation, gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every ~~school district employee~~teacher, administrator, volunteer, contractor, or other employee of the school district shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the Executive Director of Human Resources.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 2615 (Family and Medical Leave Act)  
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)  
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 402 (Disability Nondiscrimination)  
Burnsville-Eagan-Savage School District Policy 405 (Veteran's Preference)  
Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)  
[Burnsville-Eagan-Savage School District Policy 422 \(Policies Incorporated by Reference\)](#)

Adopted: 12/03  
Reviewed: [3/17/2017](#)[11/15/2018](#)  
Revised: [3/23/2017](#)[MSBA 2018 NS](#)  
Rescinds: *GBLA*

*Burnsville-Eagan-Savage School District Policy 406*

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to Independent School District 191 employees as to the data the school district collects and maintains regarding its personnel.

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

- A. All data on individuals collected, created, received, maintained or disseminated by Independent School District 191, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Personnel data" means government data on individuals collected because they are or were employees of the school district, applicants for employment, volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data includes data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- E. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- F. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health

care provider. "Protected health information" excludes health information in education records covered by the Federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.

- G. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

#### IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteer and independent contractors, is public:
1. name;
  2. employee identification number, which may not be the employee's social security number;
  3. actual gross salary;
  4. salary range;
  5. terms and conditions of employment relationship;
  6. contract fees;
  7. actual gross pension;
  8. the value and nature of employer-paid fringe benefits;
  9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
  10. job title;
  11. bargaining unit;
  12. job description;
  13. education and training background;
  14. previous work experience;
  15. date of first and last employment;

16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. §13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received;
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment or advisory board/ commission is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability;

- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Regardless of whether there has been a final disposition as defined in Minn. Stat. §13.43, Subd.2 (b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- E. According to Minn. Stat. Section 13.43, subd. 2 (f)(1)(2), data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents is private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. An individual's checking account number is private when submitted to a government entity.
- E. Personal data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. Independent School District 191 may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. Independent School District 191 may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. §253.07, Subd. 1; or
  3. A court, law enforcement agency or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to be school district in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- K. Independent School District 191 shall make any report to the ~~board of teaching~~[Minnesota Professional Educator Licensing and Standards Board](#) or the state board of education as required by Minn. Stat. §122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. §122A.20, Subd. 2.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Minnesota Department of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child

that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- S. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the executive director of human resources or designee must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under

Minn. Stat. § 13.41, Subd. 5, and must provide the [Board of Teaching Minnesota Professional Educator Licensing and Standards Board](#) and the licensing division at MDE with the necessary and relevant information to enable the [Board of Teaching Minnesota Professional Educator Licensing and Standards Board](#) and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the [Board of Teaching Minnesota Professional Educator Licensing and Standards Board](#) and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

## **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals is classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

## **VII. CHANGE IN CLASSIFICATIONS**

Independent School District 191 shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## **VIII. RESPONSIBLE AUTHORITY**

The school district has designated Stacey Sovine, executive director of human resources as the authority responsible for personnel data. If you have any questions, contact him at 952-707-2010.

## **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

### **Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. §13.02 (Definitions)  
Minn. Stat. §13.37 (General Nonpublic Data)  
Minn. Stat. §13.39 (Civil Investigation Data)  
Minn. Stat. §13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)  
Minn. Stat. §122A.20, Subd. 2 (Mandatory Reporting)P.L.

Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)  
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)  
P.L. 104-191 9HIPAA)  
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References:

Policy 206 (Public Participation in School Board Deliberations)  
Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: 6/89

Burnsville-Eagan-Savage School District Policy 418

Reviewed: ~~12/14/2017~~11/15/2018

Revised: ~~2/22/2018~~MSBA 2018 NS

Rescinds: GBCBA, JFCH

## **418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

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

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, controlled substances, or medical cannabis in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### **III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.

- D. “Toxic substances” includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- E. “Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; 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; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### **V. PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district’s student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent or designee.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## **VI. ENFORCEMENT**

### **A. Students**

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

### **B. Employees**

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse

assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

**Legal References:** Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)  
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)  
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)  
Minn. Stat. § 624.701 (~~Liquor~~-Alcohol in Certain Buildings or Grounds)  
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
21 U.S.C. § 812 (Schedules of Controlled Substances)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

**Cross References:** Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Burnsville-Eagan-Savage School District Policy 416 (Drug and Alcohol Testing)  
Burnsville-Eagan-Savage School District Policy 417 (Chemical Use and Abuse)  
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)  
Burnsville-Eagan-Savage School District Policy 516 (Student Medication)

Adopted: 4/2001  
Reviewed: ~~6/8/2017~~11/15/2018  
Revised: 6/22/2017—MSBA 2018 NS  
Rescinds: GBEAB, 423-R

Burnsville-Eagan-Savage School District Policy 423

## **423 EMPLOYEE-STUDENT RELATIONSHIPS**

### **I. PURPOSE**

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

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

- A. This policy applies to all school district employees at all times, whether on or off duty, and while on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
  - 1. Dating students.
  - 2. Having any interaction/activity of a sexual nature with a student.
  - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

### **III. REPORTING AND INVESTIGATION**

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

### **IV. SCHOOL DISTRICT ACTION**

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the [Board of Teaching Minnesota Professional Educator Licensing and Standards Board](#) or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

### **V. SCOPE OF LIABILITY**

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

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)  
Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Minnesota ~~Board of Teaching~~[Professional Educator Licensing and Standards Board or Board of School Administrators](#))  
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)  
Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)  
Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

**Cross References:** Burnsville-Eagan-Savage School District Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
Burnsville-Eagan-Savage School District Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
Burnsville-Eagan-Savage School District Policy 306 (Administrator Code of Ethics)  
Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)  
Burnsville-Eagan-Savage School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Burnsville-Eagan-Savage School District Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
Burnsville-Eagan-Savage School District Policy 421 (Gifts to Employees)  
Burnsville-Eagan-Savage School District Policy 507 (Corporal Punishment)

Adopted: 9/10/2015

Burnsville-Eagan-Savage School District Policy 424

Reviewed: ~~1/11/2018~~ 11/15/2018

Revised: ~~1/25/2018~~ MSBA 2018 NS

Rescinds:

## **424 LICENSE STATUS**

### **I. PURPOSE**

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

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

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

### **III. PROCEDURE**

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

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

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

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

**Cross References:**

Adopted: 8/27/2015  
Reviewed: ~~2/22/2018~~11/15/2018  
Revised: 12/3/2015 MSBA 2018 NS  
Rescinds:

Burnsville-Eagan-Savage School District Policy 427

## **427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS**

### **I. PURPOSE**

The purpose of this policy is for the Burnsville-Eagan-Savage School District to establish general parameters for determining the workload limits of special education staff who provide services to children and youth with disabilities receiving direct special education services 60 percent or less of the instructional day.

### **II. DEFINITIONS**

#### **A. Special Education Staff; Special Education Teacher**

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota [Board of Teaching Professional Educator Licensing and Standards Board](#) to instruct children and youth with specific disabling conditions.

#### **B. Direct Services**

"Direct services" means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

#### **C. Indirect Services**

"Indirect services" means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children and youth with disabilities to monitor and observe.

#### **D. Workload**

"Workload" means a special education teacher's total number of minutes required for all due process responsibilities including direct and indirect services, evaluation and reevaluation time, management of Individual Education Program (IEP) plans, travel time, parental contact, and other services required in the IEPs.

### **III. GENERAL STATEMENT OF POLICY**

- A. Workload limits for Burnsville-Eagan-Savage School District 191 special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the Burnsville-Eagan-Savage School District shall take into consideration the following factors: student contact minutes; evaluation and reevaluation time; indirect services; management of IEPs; travel time; and other services required in the IEPs of eligible students.

#### **IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED**

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

***Legal References:*** Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)  
Minn. R. 3525.2340, Subp. 4.B.  
Minn. R. 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “direct services,” “indirect services,” “teacher” and “workload”)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 508 Extended School Year for Certain Students with Individualized Education Programs  
Burnsville-Eagan-Savage School District Policy 608 Instructional Services—Special Education

Adopted: 12/3/2015

Burnsville-Eagan-Savage School District Policy 505

Reviewed: ~~5/25/2017~~11/15/2018

Revised: \_\_\_\_\_: MSBA 2018 NS

Rescinds:

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

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

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

minors of the age to whom distribution is requested;

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

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

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

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

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

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

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

#### **IV. GUIDELINES**

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

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

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

#### **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

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

#### **VI. PROCEDURES FOR APPEAL PROCESS**

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

#### **VII. DISCIPLINARY ACTION**

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken,

in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

## VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

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

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)  
*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

**Cross References:** Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
[Burnsville-Eagan-Savage School District Policy 422 \(Policies Incorporated by Reference\)](#)  
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)  
Burnsville-Eagan-Savage School District Policy 512 (School-Sponsored Student Publications)  
Burnsville-Eagan-Savage School District Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: 09/1999

Burnsville-Eagan-Savage School District Policy 510

Reviewed: ~~4/26/2018~~11/15/2018

Revised: ~~12/17/2015~~MSBA 2018 NS

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 (~~Cœurricular and~~ Extracurricular Activities; Insurance)

**Cross References:** Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)

Burnsville-Eagan-Savage School District Policy 503 (Student Attendance)

Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)

Burnsville-Eagan-Savage School District Policy 713 (Student Activity Accounting)

Burnsville-Eagan-Savage School District Policy 609: (Religion)

MSBA Service Manual, Chapter 5, Various Educational Programs

Adopted: 3/97

Burnsville-Eagan-Savage School District Policy 524

Reviewed: 4/12/201811/15/2018

Revised: 4/26/2018MSBA 2018 NS

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~~restriction 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-restriction~~ 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 422 \(Policies Incorporated by Reference\)](#)  
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)

Adopted: 9/29/2016  
Reviewed: 8/24/201711/15/2018  
Revised: 9/14/2017MSBA 2018 NS  
Rescinds:

*Burnsville-Eagan-Savage School District Policy 614*

## **614 SCHOOL DISTRICT ASSESSMENT PROGRAM**

### **I. PURPOSE**

The purpose of this policy is to authorize student assessment.

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

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

### **III. RESPONSIBILITIES**

#### **A. Superintendent**

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

#### **B. District Staff**

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

4. Comply with all state and federal guidelines and requests specific to the assessment program.
5. Bring to the attention of the assistant superintendent or superintendent or designee, any breach in requirements, or conflicting information regarding the administration or security requirements of an assessment, or any knowledge of a confirmed or potential breach.

C. Principals

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

D. Students

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

E. School/Department Staff

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

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

**Legal References:** Minn. Stat. § 13.34 (Examination Data)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)  
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
20 U.S.C. § 6301, *et seq.* (Every Child-Student Succeeds Act)

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

Adopted: 4/14/2016

Burnsville-Eagan-Savage School District Policy 713

Reviewed: ~~3/24/2016~~ 11/15/2018

Revised: \_\_\_\_\_: MSBA 2018 NS

Rescinds:

## **713 STUDENT ACTIVITY ACCOUNTING**

### **I. PURPOSE**

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

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

#### **A. Curricular and Cocurricular Activities**

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

#### **B. Extracurricular Activities**

The school board shall take charge of, control over, and account for all student activity accounting that relates to extracurricular activities.

#### **C. Non-Student Activities**

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

### **III. DEFINITIONS**

#### **A. Cocurricular Activity**

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

#### **IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS**

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the appropriate school personnel, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.

2. The appropriate school personnel shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS), the Manual for Activity Fund Accounting (MAFA) to the extent applicable, and school district policies and procedures.

B. Extracurricular Activities

1. Extracurricular Activities Under Board Control

- a. Any and all costs of extracurricular activities under board control may be provided from school revenues.
- b. All money received or expended for extracurricular activities under board control shall be turned over to the appropriate school personnel, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
- c. The appropriate school personnel shall account for all revenues and expenditures related to extracurricular activities under board control in accordance with UFARS and MAFA and school district policies and procedures.

2. Extracurricular Activities Not Under Board Control

- a. All extracurricular activities not under board control shall be self-sustaining with all expenses, except direct salary costs and indirect costs of the use of school facilities, met by dues, admissions, or other student fundraising events. The general fund shall reflect only those salaries directly related to and readily identified with the activity and paid by public funds.
- b. Revenues and expenditures for extracurricular activities not under board control shall be recorded and be managed according to MAFA and shall be reviewed for compliance with and accepted by the school board in accordance with school district policies and procedures.
- c. All student activity funds will be collected and expended:
  - (1) in compliance with school district policies and procedures;
  - (2) under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;

- (3) in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
  - (4) for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
  - (5) in a manner which meets a public purpose.
- d. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will be removed from the terminated student activity account and deposited into the student activity account defined. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

## V. DEMONSTRATION OF ACCOUNTABILITY

### Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

**Legal References:** Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)  
Minn. Stat. § 123B.35 (General Policy)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.38 (Hearing)  
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)  
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)  
*Visina v. Freeman*, 252 Minn. 177, 89 N.W.2d 635 (1958)  
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

**Cross References:** Uniform Financial Accounting and Reporting Standards (UFARS)  
Manual for Activity Fund Accounting (MAFA)

Burnsville-Eagan-Savage School District Policy 510 (Student Activities)

Burnsville-Eagan-Savage School District Policy 511 (Student Fundraising)

Burnsville-Eagan-Savage School District Policy 701 (Establishment and Adoption of School District Budget)

Burnsville-Eagan-Savage School District Policy 701.1 (Modification of School District Budget)

Burnsville-Eagan-Savage School District Policy 702 (Accounting)

Burnsville-Eagan-Savage School District Policy 703 (Annual Audit)

Burnsville-Eagan-Savage School District Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)

Burnsville-Eagan-Savage School District Policy 706 (Acceptance of Gifts)



**Agenda IV.A.7.  
November 15, 2018**

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

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

**Date:** November 8, 2018

**Re:** First reading of changes to Policy 422: Policies Incorporated by Reference

**Recommendation:** Approve, on a first reading basis, changes to Policy 422: *Policies Incorporated by Reference* and add "Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)" to the Cross References section of each policy listed on Policy 422.

Changes suggested by administration and reviewed by the Policy Review Committee on October 25.

Adopted: 9/10/2015  
Reviewed: ~~1/11/2018~~11/15/2018  
Revised:  
Rescinds:

*Burnsville-Eagan-Savage School District Policy 422*

## 422 POLICIES INCORPORATED BY REFERENCE

### PURPOSE

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

Policy 102	Equal Educational Opportunity
Policy 103	Complaints – Students, Employees, Parents, Other Persons
Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Policy 305	Policy Implementation
<u>Policy 401</u>	<u>Equal Employment Opportunity</u>
Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Policy 507	Corporal Punishment
Policy 510	Student Activities
Policy 511	<del>Student</del> -Fundraising
Policy 517	Student Recruiting
Policy 518	DNR-DNI Orders
Policy 519	Interviews of Students by Outside Agencies
Policy 524	Internet Acceptable Use and Safety Policy
Policy 525	Violence Prevention
Policy 610	Field Trips
Policy 710	Extracurricular Transportation
Policy 711	Video Recording on School Buses
Policy 712	Video Surveillance Other Than on Buses
Policy 802	Disposition of Obsolete Equipment and Material

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

**Legal References:**

**Cross References:**



**Agenda IV.A.8.  
November 15, 2018**

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

**From:** Guillaume Paek, Director of Athletics

**Date:** November 1, 2018

**Re:** MSHSL Foundation grant

**Recommendation:** that the Board of Education adopts a Resolution supporting Form A Application to Minnesota High School League Foundation.

Here is a brief summary of the MSHSL Foundation grant:

It was a grant that had been in place, but was sunset several years ago. The money that is given out is money generated from the MSHSL State Tournaments. The grant passed through state legislature in 2017. There were no grants given in school year 2017-2018 because the money needed to be generated from the State Tournaments from that school year in order to be disbursed in school year 2018-2019. This grant is given based on a formula of total students enrolled and total number of unduplicated participants in athletics who qualify for free or reduced lunch. There are no additional requirements or matched dollars needed from school districts. The money given to schools is done so to offset the cost of free or reduced students participating in our athletic programs at a free or reduced participation fee rate.

# FORM A

## MSHSL Foundation Application for Grant for Student Participation

**Mission Statement:** Founded in 2007, the Minnesota State High School League Foundation is a nonprofit association, serving both public and private schools, created to complement the Minnesota State High School League by providing support for Minnesota's high school youth to participate in athletics and fine arts. Minnesota State High School League Foundation's goals are to promote the growth of high school students through participation in valuable extra-curricular activities.

**Awarding of Grants:** The primary goal of the Foundation will be to award grants that assist, recognize, promote, and fund extra-curricular participation by high school students in athletic and fine arts programs. These grants will be awarded based upon gender balance, school size and geographic location to the extent possible.

The Minnesota State High School League Foundation Board of Directors has determined that the number of Free and reduced lunch students in grades 9-12 will be used for classification purposes. The MSHSL Foundation wants to encourage each school to seek students whose family income may be limited and encourage them to participate in athletic and fine arts programs in each school community and to recognize the role you play in this endeavor and to assist you in your continued efforts to engage more students.

Please complete the following steps as identified in the FORM A WORKSHEET found on the reverse side of this form.

1. List the number of free/reduced lunch students identified in your schools' **October 1, 2017** report to the Department of Education.

Grade 9:	<u>301</u>	TOTAL	<input type="text" value="1040"/>
Grade 10:	<u>282</u>		
Grade 11:	<u>246</u>		
Grade 12:	<u>211</u>		

2. Identify the total **UNDUPLICATED** number of free or reduced lunch students who participated in your schools' activity programs during the **2017-2018** school year.

**TOTAL UNDUPLICATED COUNT**

3. Attach an original MSHSL FOUNDATION RESOLUTION to this document and mail both items to:

MSHSL Foundation  
2100 Freeway Blvd.  
Brooklyn Center, MN 55430

OR

Email both documents to [ljohnson@mshsl.org](mailto:ljohnson@mshsl.org)

4. All documentation **MUST** be submitted by email or postmarked **NO LATER** than November 1, 2018.

Name of School: Burnsville High School Federal Tax ID # 41-6000802

Street Address: 600 State Highway 13

City, State, Zip: Burnsville, MN, 55337

Guillaume Paek  
Name of Person Completing this Form

Cindy Amoroso  
Name of School Superintendent

\_\_\_\_\_  
Signature

  
Signature

## FORM A WORKSHEET

Please complete the following steps and enter that information on the reverse side of this form.  
Go to [www.mshslfoundation.org](http://www.mshslfoundation.org) and print FORM A and the FORM A Resolution.

### STEP 1

List the number of free and reduced lunch students identified in the October 1, 2017 report submitted by your school to the Minnesota Department of Education.

Grade 9:	_____	TOTAL	<input type="text"/>
Grade 10:	_____		
Grade 11:	_____		
Grade 12:	_____		

### STEP 2

Identify the **UNDUPLICATED** number of free or reduced lunch students who participated in your activities program during the **2017-2018 school year**. Only count each student participant one (1) time.

- This should be an unduplicated number. In other words, you should only count a student once regardless of the number of activities in which the student might participate.

Example: Sally Smith: Fall-volleyball; Winter-dance; Spring-golf.  
Sally counts as one (1) student regardless of the number of activities in which she participates.

Bill Johnson: Winter-wrestling.  
Bill counts as one (1) student even though he was only in one activity.

**TOTAL UNDUPLICATED COUNT**  
of free/reduced lunch students   
Enter this number on FORM A

### STEP 3

- \_\_\_\_\_ Print the FORM A Resolution found on the MSHSL Foundation website ([www.mshslfoundation.org](http://www.mshslfoundation.org)).
- \_\_\_\_\_ Contact your school superintendent and have the MSHSL Foundation FORM A Resolution approved at a regularly scheduled School Board meeting.
- \_\_\_\_\_ Once approved, have the School Board Chair and School Board Clerk/Treasurer sign the Resolution.
- \_\_\_\_\_ Ensure that FORM A is completed in its entirety and that the MSHSL Foundation Resolution is attached to/or submitted with FORM A.

### STEP 4

Submit the original FORM A and the FORM A Resolution to the MSHSL Foundation by US Mail or by email **NO LATER THAN NOVEMBER 1, 2018**.

**FORM A**

**RESOLUTION OF SCHOOL BOARD SUPPORTING  
FORM A APPLICATION TO MINNESOTA  
STATE HIGH SCHOOL LEAGUE FOUNDATION**

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District ISD 191 School Board recognizes the value of students participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school district in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the ISD 191 School Board supports the District's application to the Minnesota State High School League Foundation for a **FORM A** grant to offset student activity fees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk - Treasurer



**Future Ready. Community Strong.**

**Agenda V.A.  
November 15, 2018**

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

**From:** Keith French and Molly Holmes, Sponsoring Staff

**Date:** November 8, 2018

**Re:** Extended Field Trip Request Application for Initial Approval of a Field Trip for Burnsville High School Band Students to go to Greece in Spring 2020

**Recommendation:** Approve an extended field trip request application for initial approval of a field trip for Burnsville High School band students to go to Greece in spring 2020.

**Date of trip:** Spring 2020

**Destination:** Greece

**Name of sponsoring staff:** Keith French and Molly Holmes

**Estimated cost per student:** \$3,900.00

**Estimated number of students and chaperones:** 80-100 students and 8-10 chaperones.

**Educational objective:** The primary objective is to enhance students musical experience through performance. Students will enhance their awareness of other cultures concerts including daytime/evening concerts, school exchange concerts, and clinics.

**Proposed program:** We will tour Greece including Athens, and Santorini. We will perform at least four concerts during our trip. The trip will help the students gain a better understanding and awareness of another culture through its people and historic sites.



**Agenda V.B.  
November 15, 2018**

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

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

**Date:** November 8, 2018

**Re:** Resolution Canvassing Returns of Votes of School District General Election and Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties

**Recommendation:** Approve adopting a resolution canvassing returns of votes of school district general election and authorizing issuance of certificates of election and directing the school district clerk to perform other election related duties.

The resolution canvassing the election must be adopted between three (3) days and ten (10) days after the date of the election (between November 9 and November 16, 2018). The Dakota and Scott County Auditors should also be notified of the results of the general election.

EXTRACT OF MINUTES OF MEETING  
OF THE SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 191  
(BURNSVILLE-EAGAN-SAVAGE)  
DAKOTA AND SCOTT COUNTIES, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 191 (Burnsville-Eagan-Savage), Dakota and Scott Counties, Minnesota, was duly held in said school district on the 15th day of November, 2018, at 6:30 p.m. for the purpose, in part, of canvassing its general election.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION CANVASSING RETURNS  
OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION AND  
AUTHORIZING ISSUANCE OF CERTIFICATES  
OF ELECTION AND DIRECTING THE SCHOOL DISTRICT CLERK  
TO PERFORM OTHER ELECTION RELATED DUTIES**

BE IT RESOLVED by the School Board of Independent School District No. 191, Dakota and Scott Counties, Minnesota, as follows:

1. It is hereby found, determined and declared that the general election of the voters of this school district held on November 6, 2018, was in all respects duly and legally called and held.
2. As specified in the attached Abstract and Return of Votes Cast, a total of 48,493 voters of the district voted at said general election on the election of four (4) school board members for four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:

Lesley Chester	12,698	Abigail Alt	14,166
Jim Schmid	12,064	WRITE-IN	472
Scott Hume	13,606	_____	_____
Jen Holweger	13,621	_____	_____

3. Abigail Alt, Jen Holweger, Scott Hume, and Lesley Chester, having received the highest number of votes, are elected to four (4) year terms beginning on the first Monday in January, 2019.

4. The clerk is hereby directed to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

5. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 191 to the following candidates:

- a. Abigail Alt
- b. Jen Holweger
- c. Scott Hume
- d. Lesley Chester

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

6. The certificate of election shall be in substantially the form attached hereto.

7. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver a certificate to each person entitled thereto personally or be certified mail.

8. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA    )  
COUNTIES OF DAKOTA   ) SS  
AND SCOTT                )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 191 (Burnsville-Eagan-Savage), Dakota and Scott Counties, Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to canvassing the results of the general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 15th day of November 2018.

---

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

Abstract of Votes Cast  
Independent School District No. 191 (BURNSVILLE)  
State of Minnesota  
at the State General Election  
Held Tuesday, November 6, 2018

Compiled from the Official Returns.

Summary of Totals  
Independent School District No. 191 (BURNSVILLE)  
Tuesday, November 6, 2018 State General Election

Number of persons registered as of 7 a.m.	61247
Number of persons registered on Election Day	3977
Number of accepted regular, military, and overseas absentee ballots and mail ballots	12666
Number of federal office only absentee ballots	7
Number of presidential absentee ballots	0
Total number of persons voting	48493

Summary of Totals  
Independent School District No. 191 (BURNSVILLE)  
Tuesday, November 6, 2018 State General Election

**KEY TO PARTY ABBREVIATIONS**

NP - Nonpartisan

School Board Member (ISD #191) (Elect 4)

NP  
Lesley Chester  
12698

NP  
Jim Schmid  
12064

NP  
Scott Hume  
13606

NP  
Jen Holweger  
13621

NP  
Abigail Alt  
14166

WI  
WRITE-IN\*\*  
472

Detail of Election Results  
 Independent School District No. 191 (BURNSVILLE)  
 Tuesday, November 6, 2018 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
19 1050 : APPLE VALLEY P-5A	1836	78	1590
19 1210 : BURNSVILLE P-01	2421	90	1978
19 1220 : BURNSVILLE P-02	1952	135	1459
19 1230 : BURNSVILLE P-03	1836	179	1421
19 1240 : BURNSVILLE P-04	2387	201	1891
19 1250 : BURNSVILLE P-05	1564	179	1139
19 1260 : BURNSVILLE P-06	2206	152	1740
19 1270 : BURNSVILLE P-07	1896	107	1555
19 1280 : BURNSVILLE P-08	3092	179	2461
19 1290 : BURNSVILLE P-09	1582	85	1260
19 1300 : BURNSVILLE P-10	2338	137	1820
19 1310 : BURNSVILLE P-11	2207	122	1671
19 1320 : BURNSVILLE P-12	1798	147	1369
19 1340 : BURNSVILLE P-14	2291	177	1751
19 1360 : BURNSVILLE P-16	2222	154	1705
19 1370 : BURNSVILLE P-17	1687	140	1328
19 1740 : EAGAN P-04	2590	217	2039
19 1750 : EAGAN P-5A	2828	144	2276
19 1755 : EAGAN P-5B	2233	140	1799
19 1790 : EAGAN P-9A	2731	150	2137
19 1795 : EAGAN P-9B	1133	77	978
70 0105 : SAVAGE P-1	2002	121	1488
70 0110 : SAVAGE P-2	2041	162	1655
70 0111 : SAVAGE P-3	2369	128	1852
70 0112 : SAVAGE P-4	2661	141	2171
70 0116 : SAVAGE P-7	1962	137	1663
70 0117 : SAVAGE P-8	1203	53	1010
70 0130 : SHAKOPEE P-4	2375	145	1822
70 0156 : SHAKOPEE P-12A	1804	100	1465
Independent School District No. 191 (BURNSVILLE) Total:	61247	3977	48493

Detail of Election Results  
 Independent School District No. 191 (BURNSVILLE)  
 Tuesday, November 6, 2018 State General Election

Office Title: School Board Member (ISD #191) (Elect 4)

Precinct	NP Lesley Chester	NP Jim Schmid	NP Scott Hume	NP Jen Holweger	NP Abigail Alt
19 1050 : APPLE VALLEY P-5A	99	96	113	111	95
19 1210 : BURNSVILLE P-01	703	821	784	788	802
19 1220 : BURNSVILLE P-02	545	421	569	528	575
19 1230 : BURNSVILLE P-03	578	537	632	613	643
19 1240 : BURNSVILLE P-04	641	708	752	751	876
19 1250 : BURNSVILLE P-05	367	358	407	435	505
19 1260 : BURNSVILLE P-06	714	602	692	706	751
19 1270 : BURNSVILLE P-07	656	603	733	723	724
19 1280 : BURNSVILLE P-08	857	857	1060	952	1058
19 1290 : BURNSVILLE P-09	503	436	601	519	500
19 1300 : BURNSVILLE P-10	692	722	686	762	753
19 1310 : BURNSVILLE P-11	455	396	439	460	463
19 1320 : BURNSVILLE P-12	235	216	239	251	301
19 1340 : BURNSVILLE P-14	6	3	10	8	5
19 1360 : BURNSVILLE P-16	122	137	122	129	164
19 1370 : BURNSVILLE P-17	580	517	607	611	622
19 1740 : EAGAN P-04	537	511	511	597	619
19 1750 : EAGAN P-5A	406	331	363	402	436
19 1755 : EAGAN P-5B	550	466	497	515	560
19 1790 : EAGAN P-9A	382	359	356	382	394
19 1795 : EAGAN P-9B	174	213	197	202	209
70 0105 : SAVAGE P-1	589	564	665	637	683
70 0110 : SAVAGE P-2	639	596	706	678	710
70 0111 : SAVAGE P-3	469	434	522	529	509
70 0112 : SAVAGE P-4	920	882	1040	1031	932
70 0116 : SAVAGE P-7	204	203	226	214	199
70 0117 : SAVAGE P-8	58	58	62	67	58
70 0130 : SHAKOPEE P-4	1	0	1	1	1
70 0156 : SHAKOPEE P-12A	16	17	14	19	19
<b>Total:</b>	<b>12698</b>	<b>12064</b>	<b>13606</b>	<b>13621</b>	<b>14166</b>

Precinct	WI WRITE-IN**
19 1050 : APPLE VALLEY P-5A	1
19 1210 : BURNSVILLE P-01	29
19 1220 : BURNSVILLE P-02	35
19 1230 : BURNSVILLE P-03	28
19 1240 : BURNSVILLE P-04	28
19 1250 : BURNSVILLE P-05	15
19 1260 : BURNSVILLE P-06	13
19 1270 : BURNSVILLE P-07	20
19 1280 : BURNSVILLE P-08	21
19 1290 : BURNSVILLE P-09	9
19 1300 : BURNSVILLE P-10	18
19 1310 : BURNSVILLE P-11	19
19 1320 : BURNSVILLE P-12	11
19 1340 : BURNSVILLE P-14	0
19 1360 : BURNSVILLE P-16	2
19 1370 : BURNSVILLE P-17	23
19 1740 : EAGAN P-04	21
19 1750 : EAGAN P-5A	18
19 1755 : EAGAN P-5B	16
19 1790 : EAGAN P-9A	15
19 1795 : EAGAN P-9B	2
70 0105 : SAVAGE P-1	18
70 0110 : SAVAGE P-2	34
70 0111 : SAVAGE P-3	24
70 0112 : SAVAGE P-4	41
70 0116 : SAVAGE P-7	8
70 0117 : SAVAGE P-8	1
70 0130 : SHAKOPEE P-4	0
70 0156 : SHAKOPEE P-12A	2
Total:	472

We, the school board members of Independent School District No. 191 (BURNSVILLE), certify that we have canvassed the returns of the State General Election held on Tuesday, November 6, 2018 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 191 (BURNSVILLE).

Witness our official signature at \_\_\_\_\_ in \_\_\_\_\_ County this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

State of Minnesota  
Independent School District No. 191 (BURNSVILLE)

I, \_\_\_\_\_, Clerk of the Independent School District No. 191 (BURNSVILLE) do hereby certify the within and foregoing \_\_\_\_\_ pages to be a full and correct copy of the original abstract and return of the votes cast in the Independent School District No. 191 (BURNSVILLE) State General Election held on Tuesday, November 6, 2018.

Witness my hand and official seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_

**CERTIFICATE OF ELECTION  
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 191 on November 15, 2018, canvassed the general election of school board members held on November 6, 2018.
2. Abigail Alt received the largest number of votes cast for the office of school board member of Independent School District No. 191 for a full four (4) year term.
3. There are four (4) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Abigail is elected to the office of school board member of Independent School District No. 191 for a full four (4) year term beginning on the first Monday in January, 2019 and expiring on the first Monday in January, 2023.

By authority of the School Board of Independent School District No. 191, pursuant to resolution dated November 15, 2018.

Dated: \_\_\_\_\_

\_\_\_\_\_

Chair

Dated: \_\_\_\_\_

\_\_\_\_\_

Clerk

**CERTIFICATE OF ELECTION  
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 191 on November 15, 2018, canvassed the general election of school board members held on November 6, 2018.
2. Jen Holweger received the second largest number of votes cast for the office of school board member of Independent School District No. 191 for a full four (4) year term.
3. There are four (4) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Jen Holweger is elected to the office of school board member of Independent School District No. 191 for a full four (4) year term beginning on the first Monday in January, 2019 and expiring on the first Monday in January, 2023.

By authority of the School Board of Independent School District No. 191, pursuant to resolution dated November 15, 2018.

Dated: \_\_\_\_\_

\_\_\_\_\_

Chair

Dated: \_\_\_\_\_

\_\_\_\_\_

Clerk

**CERTIFICATE OF ELECTION  
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 191 on November 15, 2018, canvassed the general election of school board members held on November 6, 2018.
2. Scott Hume received the third largest number of votes cast for the office of school board member of Independent School District No. 191 for a full four (4) year term.
3. There are four (4) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Scott Hume is elected to the office of school board member of Independent School District No. 191 for a full four (4) year term beginning on the first Monday in January, 2019 and expiring on the first Monday in January, 2023.

By authority of the School Board of Independent School District No. 191, pursuant to resolution dated November 15, 2018.

Dated: \_\_\_\_\_

\_\_\_\_\_

Chair

Dated: \_\_\_\_\_

\_\_\_\_\_

Clerk

**CERTIFICATE OF ELECTION  
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 191 on November 15, 2018, canvassed the general election of school board members held on November 6, 2018.
2. Lesley Chester received the fourth largest number of votes cast for the office of school board member of Independent School District No. 191 for a full four (4) year term.
3. There are four (4) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Lesley Chester is elected to the office of school board member of Independent School District No. 191 for a full four (4) year term beginning on the first Monday in January, 2019 and expiring on the first Monday in January, 2023.

By authority of the School Board of Independent School District No. 191, pursuant to resolution dated November 15, 2018.

Dated: \_\_\_\_\_

\_\_\_\_\_

Chair

Dated: \_\_\_\_\_

\_\_\_\_\_

Clerk

**ACCEPTANCE OF OFFICE  
AND OATH OF OFFICE**

To: [-The recipient of the Certificate of Election-]

The following acceptance and oath of office must be filed with the school district clerk within thirty (30) days of the date of mailing or personal service of the certificate of election.

**ACCEPTANCE OF OFFICE**

I hereby accept the office of school board member of Independent School District No. 191 for a term beginning on the first Monday in January, 2019 and expiring on the first Monday in January, 2023.

Date:

\_\_\_\_\_  
Signature

STATE OF MINNESOTA    )  
COUNTIES OF DAKOTA   )  
AND SCOTT                )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2019 by \_\_\_\_\_.  
Name of Candidate

\_\_\_\_\_  
Notary Public

**OATH OF OFFICE**

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 191 to the best of my judgment and ability.

Date:

\_\_\_\_\_  
Signature

STATE OF MINNESOTA )  
COUNTIES OF DAKOTA )  
AND SCOTT )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2019 by \_\_\_\_\_.  
Name of Candidate

\_\_\_\_\_  
Notary Public



**Agenda V.C.  
November 15, 2018**

**To:** Board of Education, Members

**From:** Cindy Amoroso, Superintendent

**Date:** November 8, 2018

**Re:** First reading of changes to Policies 202 and 212

**Recommendation:** Approve, on a first reading basis, changes to Policies 202: *School Board Officers* and 212: *School Board Member Development*.

The policies changes were suggested by MSBA and reviewed by administration and by the Policy Review Committee on October 25.

Adopted: 08/2008  
Reviewed: ~~4/13/2017~~11/15/2018  
Revised: ~~04/23/2015~~2018-10-23  
Rescinds: BCB

*Burnsville-Eagan-Savage School District Policy 202*

## **202 SCHOOL BOARD OFFICERS**

### **I. PURPOSE**

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

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

- A. The school board shall meet annually and organize by selecting a chair, a vice-chair, a clerk, and a treasurer.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

### **III. ORGANIZATION**

The school board shall meet annually on the second Thursday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.
- C. If a regularly scheduled board meeting is postponed due to bad weather, the meeting will be held at the discretion of the board chair and properly noticed.
- D. The school board will select the school district's legal counsel at the organizational meeting. The individuals authorized to contact legal counsel are the school board chair, the superintendent and his or her designees.

### **IV. OFFICER'S RESPONSIBILITIES**

- A. Chair

1. The chair when present shall preside at all meetings of the school board, preserve order, ensure all business before the school board is conducted with propriety and dispatch, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.
3. The chair will provide leadership in carrying out the powers and duties of the school board and act as spokesperson for the school board unless this responsibility has been delegated to others. The chair shall have completed MSBA Phase I, II, III, and IV training prior to serving as chair to ensure governance norms and protocols. If the school board determines there is not a member who qualifies, this policy may be waived upon majority vote.
4. The chair will oversee all school board members' appointments to committees and outside organizations and bring such appointments to the school board for approval.
5. Other duties may be prescribed to the chair by law or school board action.

B. Vice-Chair

The vice-chair shall perform the duties of the chair in the event the chair is temporarily absent, assist the chair in the performance of his/her responsibilities, and plan and coordinate the school board's annual evaluation of the superintendent.

C. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

D. Clerk

1. The clerk shall keep a record of all meetings in the books provided.

2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
  - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the commissioner certified reports, showing:
    - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
    - (2) length of school term and enrollment and attendance by grades;
    - (3) the condition and value of school district property; and
    - (4) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:

- a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
- b. recommend to the school board employment and dismissal of teachers;
- c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
- d. superintend school grading practices and examinations for promotions;
- e. make reports required by the commissioner; and
- f. perform other duties prescribed by the school board.

***Legal References:*** Minn. Stat. § 123B.12 (Finance)  
Minn. Stat. § 123B.14 (Officers)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 126C.17 (Referendum Revenue)  
Minn. Stat. Ch. 205A (School District Elections)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 101 (Legal Status of the School District)  
Burnsville-Eagan-Savage School District Policy 201 (Legal Status of the School Board)  
Burnsville-Eagan-Savage School District Policy 203 (Operation of the School Board – Governing Rules)  
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Adopted: 7/1985

Burnsville-Eagan-Savage School District Policy 212

Reviewed: ~~10/26/2017~~11/15/2018

Revised: 5/28/2015

Rescinds: BH

## 212 SCHOOL BOARD MEMBER DEVELOPMENT

### I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

### II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA. School board members are expected to complete all four phases of training (MSBA Phases I-IV), ideally within their first two years on the school board.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

**Cross References:** Burnsville-Eagan-Savage School District Policy 214 (Out-of-State Travel by School Board Members)  
Burnsville-Eagan-Savage School District Policy 412 (Expense Reimbursement)



**Agenda VI.  
November 15, 2018**

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

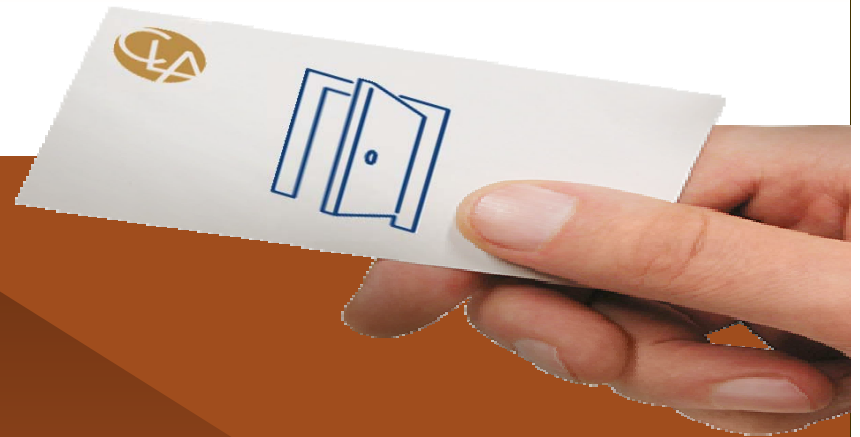
**From:** Lisa Rider, Executive Director of Business Services

**Date:** November 8, 2018

**Re:** Audit Review

Receive a report on the Audit Review from Lisa Rider, Executive Director of Business Services.

# Executive Audit Summary for Burnsville–Eagan–Savage Public Schools (ISD #191)

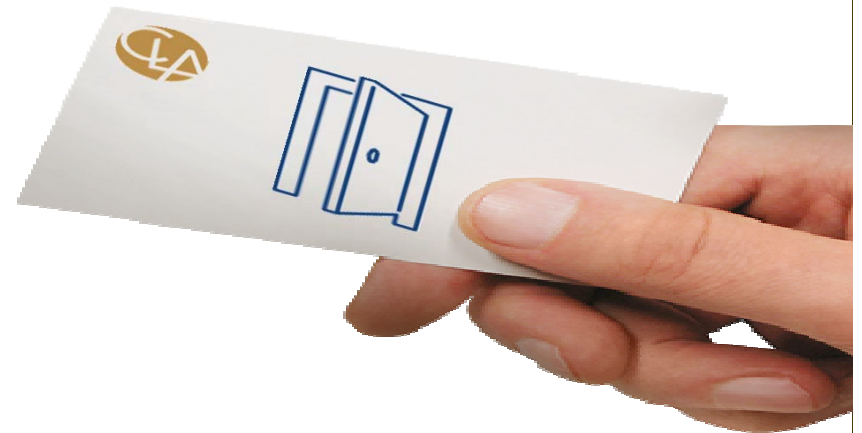


Presented by:  
CliftonLarsonAllen

Dennis Hoogeveen, Principal

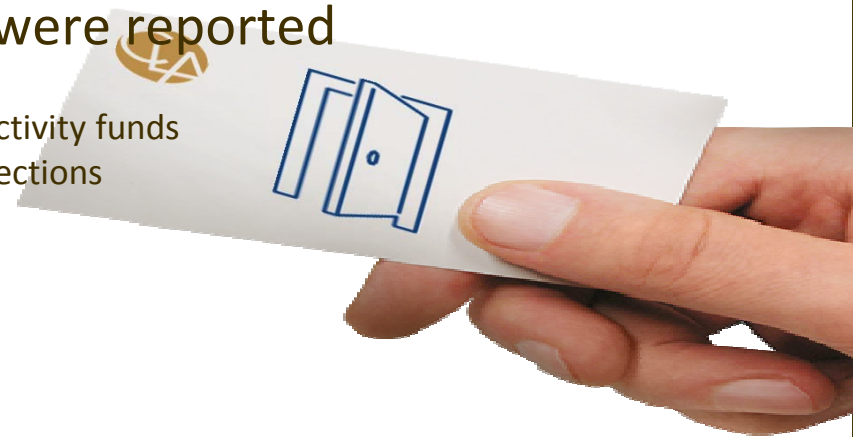
# Audit Results Year Ended 6/30/18

- Audit Opinion – The financial statements are fairly stated. We issued what is known as a “clean” or “unmodified” audit report.
- Yellow Book Compliance – No compliance issues were noted in our review of laws, regulations, contracts and grants that could have significant financial implications to the District.
- Internal Controls – No “material weakness” in internal controls over financial reporting were reported.



# Audit Results Year Ended 6/30/18 (continued)

- Single Audit – The District complied with all requirements of the major federal program tested (Child Nutrition Cluster). There were two findings reported as significant deficiencies in regard to the requirements for the major federal program tested. One dealt with verification testing and one dealt with procurement requirements.
- Legal Compliance – One compliance issue was reported with respect to Minnesota Statutes which related to an OPEB trust reporting form deadline.
- Student Activity Audit – Three findings were reported
  - Inactive student activity accounts were again noted
  - Monthly bank reconciliations for elementary student activity funds
  - The standard finding that all districts have for cash collections



# Audited Fund Balances – General Fund

## ISD #191 - BURNSVILLE-EAGAN-SAVAGE

AUDITED FUND BALANCES THROUGH JUNE 30, 2018 (UFARS basis)

FUND DESCRIPTION	6/30/2017 AUDITED BALANCE	2017-18 AUDITED REVENUES	2017-18 AUDITED EXPENDITURES	2017-18 APPROVED TRANSFER	6/30/2018 AUDITED BALANCE
<b>GENERAL FUND</b>					
<b>A. UNASSIGNED</b>	<b>\$14,467,081</b>	<b>\$96,738,337</b>	<b>\$98,942,975</b>	<b>(\$2,237,985)</b>	<b>\$10,024,458</b>
B. NONSPENDABLE FOR PREPAIDS	\$328,969	\$45,566	\$0	\$0	\$374,535
<b>B. NONSPENDABLE</b>	<b>\$328,969</b>	<b>\$45,566</b>	<b>\$0</b>	<b>\$0</b>	<b>\$374,535</b>
C. COMMITTED FOR					
PROGRAM CARRYOVER - NONCAPITAL	\$1,000,077	\$0	\$252,022	\$0	\$748,055
PROGRAM CARRYOVER - FACILITIES RENTAL	\$0	\$144,614	\$42,006	\$140,689	\$243,297
PRO PAY PROGRAM	\$293,870	\$2,375,566	\$2,402,984	\$0	\$266,452
<b>C. COMMITTED</b>	<b>\$1,293,947</b>	<b>\$2,520,180</b>	<b>\$2,697,012</b>	<b>\$140,689</b>	<b>\$1,257,804</b>
D. RESTRICTED FOR					
GIFTED AND TALENTED	\$0	\$125,252	\$692,208	\$566,956	\$0
CAREER AND TECH PROGRAM	\$0	\$303,252	\$1,104,269	\$801,017	\$0
LEARNING AND DEVELOPMENT	\$0	\$1,970,832	\$1,970,832	\$0	\$0
BASIC SKILLS	\$0	\$9,904,423	\$9,986,894	\$82,471	\$0
STAFF DEVELOPMENT	\$0	\$1,192,402	\$1,856,278	\$663,876	\$0
AREA LEARNING CENTER	\$1,225,546	\$2,687,485	\$2,798,664	\$0	\$1,114,367
ACHIEVEMENT & INTEGRATION	\$0	\$1,850,377	\$1,833,353	(\$17,024)	\$0
SAFE SCHOOLS	\$0	\$482,973	\$482,973	\$0	\$0
MEDICAL ASSISTANCE	\$18,903	\$524,993	\$543,896	\$0	\$0
LTFM (INCL PREV ALT FACILITIES)	(\$980)	\$1,993,231	\$1,992,251	\$0	\$0
OPERATING CAPITAL	\$2,824,522	\$2,877,785	\$2,986,093	\$0	\$2,716,214
HEALTH & SAFETY	(\$75,316)	\$60,582	\$0	\$0	(\$14,734)
TECHNOLOGY LEVY	\$34,059	\$2,544,339	\$2,235,838	\$0	\$342,560
<b>D. RESTRICTED</b>	<b>\$4,026,734</b>	<b>\$26,517,926</b>	<b>\$28,483,549</b>	<b>\$2,097,296</b>	<b>\$4,158,407</b>
<b>TOTAL GENERAL FUND</b>	<b>\$20,116,731</b>	<b>\$125,822,009</b>	<b>\$130,123,536</b>	<b>\$0</b>	<b>\$15,815,204</b>
BUDGET		\$126,406,866	\$130,846,390		\$15,677,207
DIFFERENCE		(\$584,857)	(\$722,854)		\$137,997
% VARIANCE		-0.46%	-0.55%		

# Audited Fund Balances – Other Funds (continued)

## ISD #191 - BURNSVILLE-EAGAN-SAVAGE AUDITED FUND BALANCES THROUGH JUNE 30, 2018 (UFARS basis)

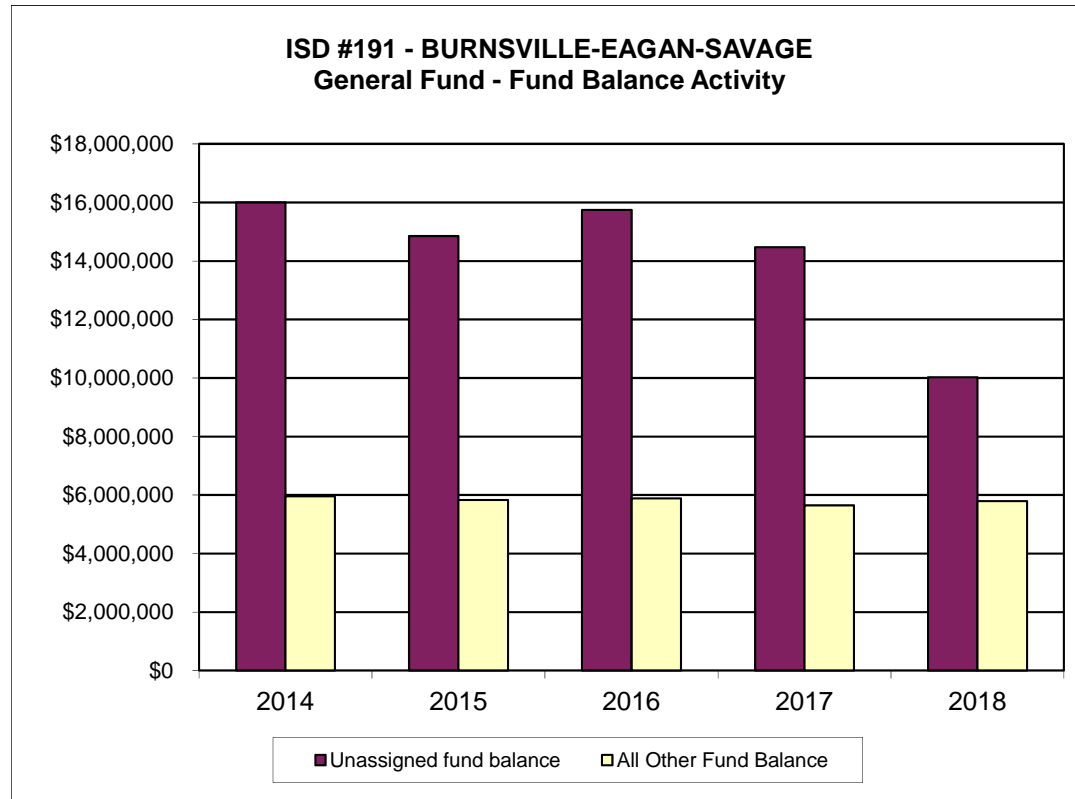
FUND DESCRIPTION	6/30/2017 AUDITED BALANCE	2017-18 AUDITED REVENUES	2017-18 AUDITED EXPENDITURES	2017-18 APPROVED TRANSFER	6/30/2018 AUDITED BALANCE
<b>FOOD SERVICE</b>					
NONSPENDABLE FOR INVENTORY	\$177,574	\$11,696	\$0	\$0	\$189,270
RESTRICTED FOR FOOD SERVICE	\$1,188,170	\$5,802,070	\$5,943,168	\$0	\$1,047,072
BUDGET		\$5,833,664	\$5,934,300		\$1,265,108
<b>TOTAL FOOD SERVICE</b>	<b>\$1,365,744</b>	<b>\$5,813,766</b>	<b>\$5,943,168</b>	<b>\$0</b>	<b>\$1,236,342</b>
DIFFERENCE		(\$19,898)	\$8,868		(\$28,766)
% VARIANCE		-0.34%	0.15%		
<b>COMMUNITY EDUCATION</b>					
NONSPENDABLE FOR PREPAIDS	\$0	\$1,347	\$0	\$0	\$1,347
A. RESTRICTED FOR					
REGULAR COMMUNITY ED	\$45,808	\$5,283,448	\$5,384,435	(\$89,338)	(\$144,517)
EARLY CHILDHOOD FAMILY ED	\$60,793	\$577,796	\$583,456	\$0	\$55,133
SCHOOL READINESS	\$493,868	\$793,055	\$744,763	(\$46,015)	\$496,145
ADULT BASIC EDUCATION	\$0	\$539,626	\$641,266	\$101,640	\$0
OTHER PURPOSES	\$9,325	\$148,788	\$191,826	\$33,713	\$0
BUDGET		\$7,034,684	\$7,036,676		\$607,802
<b>TOTAL COMMUNITY EDUCATION</b>	<b>\$609,794</b>	<b>\$7,344,060</b>	<b>\$7,545,746</b>	<b>\$0</b>	<b>\$408,108</b>
DIFFERENCE		\$309,376	\$509,070	\$0	(\$199,694)
% VARIANCE		4.40%	7.23%		
<b>CAPITAL PROJECTS FUND</b>					
A. RESTRICTED FOR					
BUILDING CONSTRUCTION	\$4,741,826	\$116,563	\$1,614,730	\$0	\$3,243,659
LTFM (PREV ALT FACIL PROG)	\$1,598,938	\$3,420	\$1,091,621	\$0	\$510,737
BUDGET		\$98,000	\$5,391,764		\$1,047,000
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$6,340,764</b>	<b>\$119,983</b>	<b>\$2,706,351</b>	<b>\$0</b>	<b>\$3,754,396</b>
DIFFERENCE		\$21,983	(\$2,685,413)		\$2,707,396
% VARIANCE		22.43%	-49.81%		

# Audited Fund Balances – Other Funds

## ISD #191 - BURNSVILLE-EAGAN-SAVAGE AUDITED FUND BALANCES THROUGH JUNE 30, 2018 (UFARS basis)

FUND DESCRIPTION	6/30/2017 AUDITED BALANCE	2017-18 AUDITED REVENUES	2017-18 AUDITED EXPENDITURES	2017-18 APPROVED TRANSFER	6/30/2018 AUDITED BALANCE
<b>DEBT SERVICE</b>					
A. RESTRICTED FOR					
OPERATING	\$1,092,648	\$10,262,288	\$8,554,651	\$0	\$2,800,285
BOND REFUNDING	\$31,181,809	\$0	\$31,181,809	\$0	\$0
OPEB BOND DEBT SERVICE	\$346,275	\$1,404,018	\$1,388,588	\$0	\$361,705
BUDGET		\$10,878,368	\$43,231,861		\$267,239
<b>TOTAL DEBT SERVICE</b>	<b>\$32,620,732</b>	<b>\$11,666,306</b>	<b>\$41,125,048</b>	<b>\$0</b>	<b>\$3,161,990</b>
DIFFERENCE		\$787,938	(\$2,106,813)		\$2,894,751
% VARIANCE		7.24%	-4.87%		
<b>INTERNAL SERVICE FUNDS</b>					
DENTAL SELF-INSURANCE	\$175,683	\$940,555	\$885,172	\$0	\$231,066
HEALTH BENEFITS SELF-INSURANCE	\$6,900,806	\$20,425,921	\$20,249,418	\$0	\$7,077,309
SEVERANCE BENEFITS	\$2,579,967	\$319,280	\$347,703	\$0	\$2,551,544
OTHER POST-EMPLOYMENT BENEFITS	\$12,683,868	\$738,514	\$650,803	\$0	\$12,771,579
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>\$22,340,324</b>	<b>\$22,424,270</b>	<b>\$22,133,096</b>	<b>\$0</b>	<b>\$22,631,498</b>
<b>TRUST FUNDS</b>					
EMPLOYEE BENEFITS TRUST FUND	\$86,865	\$948,880	\$911,319	\$0	\$124,426
PRIVATE-PURPOSE TRUST FUND	\$77,900	\$84,619	\$72,131	\$0	\$90,388
<b>TOTAL TRUST FUNDS</b>	<b>\$164,765</b>	<b>\$1,033,499</b>	<b>\$983,450</b>	<b>\$0</b>	<b>\$214,814</b>

# General Fund – Fund Balance Activity

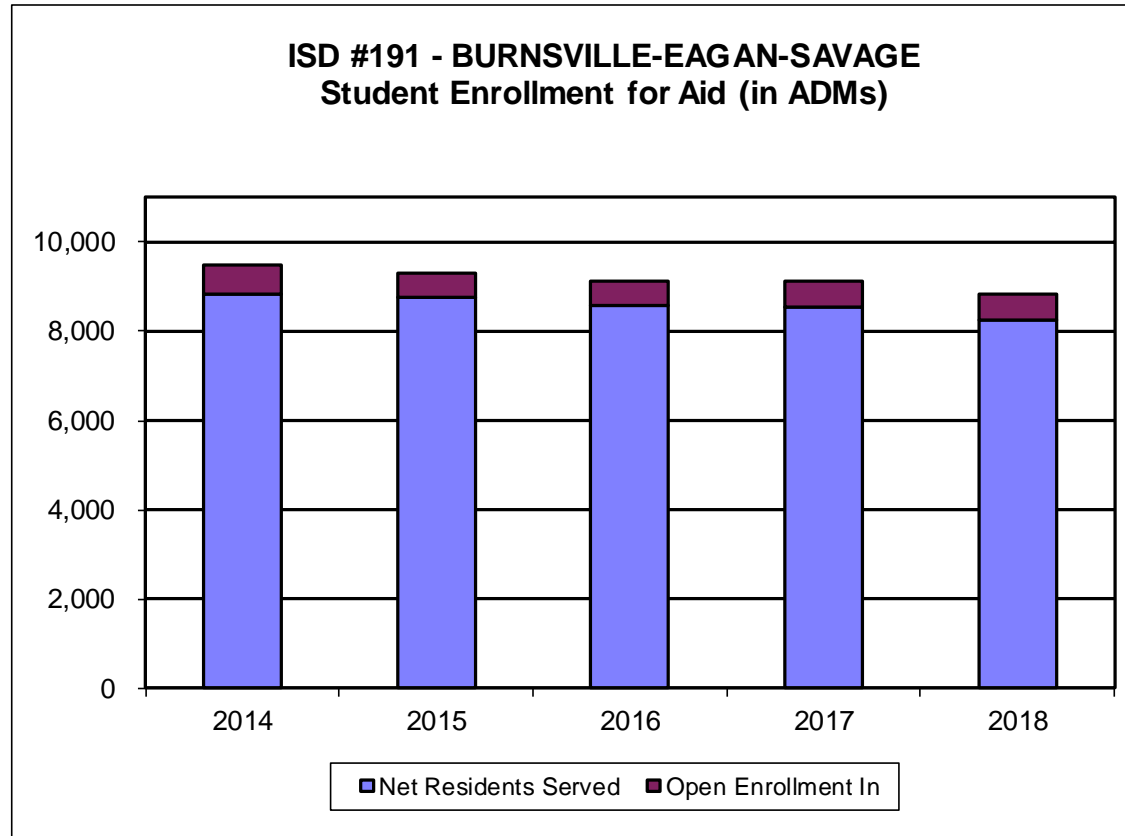


<u>UFARS Basis</u>	2014	2015	2016	2017	2018
Unassigned Fund Balance	\$ 16,003,177	\$ 14,849,613	\$ 15,748,008	\$ 14,467,081	\$ 10,024,458
All Other Fund Balance	5,957,414	5,828,253	5,881,689	5,649,650	5,790,746
Total Fund Balance	<u>\$ 21,960,591</u>	<u>\$ 20,677,866</u>	<u>\$ 21,629,697</u>	<u>\$ 20,116,731</u>	<u>\$ 15,815,204</u>
Total Expenditures	<u>\$ 116,179,878</u>	<u>\$ 120,386,631</u>	<u>\$ 120,269,787</u>	<u>\$ 126,130,083</u>	<u>\$ 130,123,536</u>
Unassigned Fund Balance as a % of Total Expenditures	<u>13.77%</u>	<u>12.33%</u>	<u>13.09%</u>	<u>11.47%</u>	<u>7.70%</u>

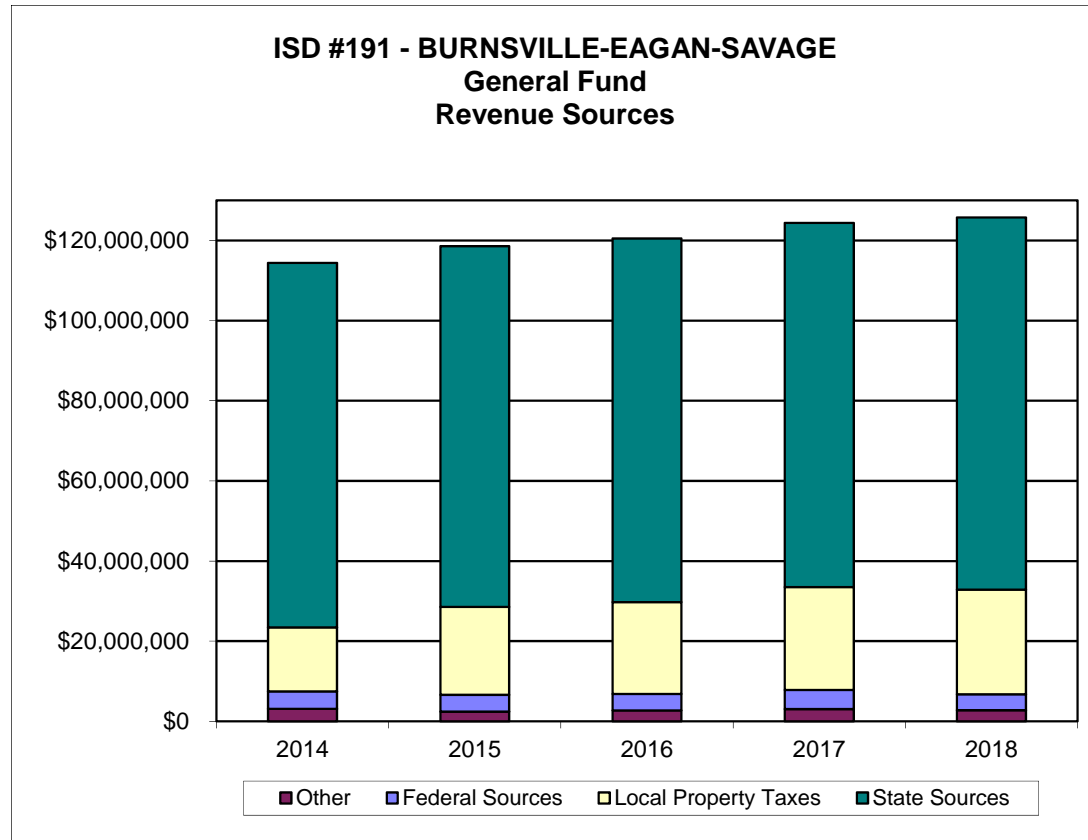
# Student Enrollment – Open Enrollment

	2014	2015	2016	2017	2018
Total Residents	10,490.90	10,645.10	10,652.86	10,708.91	10,548.77
Open Enrollment Out *	(1,655.49)	(1,892.48)	(2,092.06)	(2,169.47)	(2,281.84)
Net Residents Served	8,835.41	8,752.62	8,560.80	8,539.44	8,266.93
Open Enrollment In	638.47	558.65	560.01	569.96	565.59
Net ADM Served	<u>9,473.88</u>	<u>9,311.27</u>	<u>9,120.81</u>	<u>9,109.40</u>	<u>8,832.52</u>
Net Pupil Units Served	<u>10,870.64</u>	<u>10,135.75</u>	<u>9,932.59</u>	<u>9,931.97</u>	<u>9,634.79</u>

\* - includes enrolled in charter schools



# General Fund – Revenue Sources



	2014	2015	2016	2017	2018
Local Property Taxes	\$ 15,949,634	\$ 21,933,388	\$ 22,874,885	\$ 25,663,259	\$ 26,115,688
State Sources	90,985,769	90,062,883	90,837,480	90,931,906	92,932,943
Federal Sources	4,326,228	4,200,632	4,170,967	4,763,107	4,008,431
Other	3,119,710	2,398,540	2,659,840	3,044,658	2,724,031
<b>Total Revenues</b>	<b>\$ 114,381,341</b>	<b>\$ 118,595,443</b>	<b>\$ 120,543,172</b>	<b>\$ 124,402,930</b>	<b>\$ 125,781,093</b>

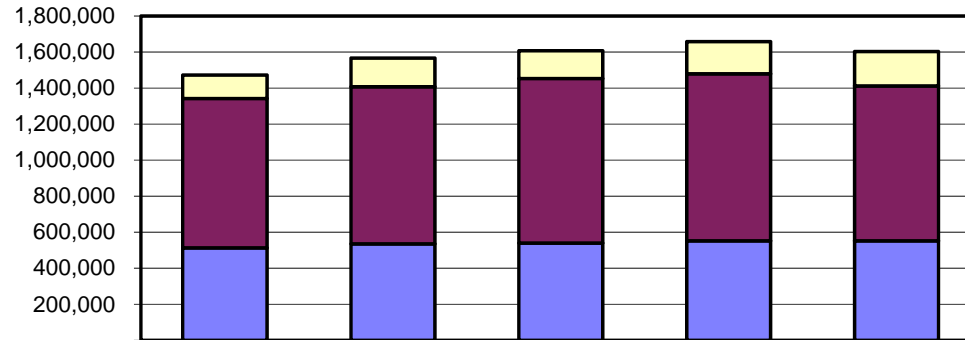
# General Fund – Expenditures by Object

	2018				2017	2016
	Final Amended Budget	Actual	Over (Under) Budget	Var %	Actual	Actual
Salaries	\$ 76,410,893	\$ 74,097,361	\$ (2,313,532)	(3.03)%	\$ 72,382,263	\$ 69,637,631
Employee Benefits	29,156,871	29,360,147	203,276	0.70	28,054,305	28,715,880
Purchased Services	17,111,203	17,854,686	743,483	4.35	17,017,572	16,336,479
Supplies and Materials	2,939,149	3,636,499	697,350	23.73	4,007,841	2,909,043
Capital Expenditures	4,266,064	3,796,740	(469,324)	(11.00)	3,338,715	1,566,645
Other Expenditures	962,210	1,378,103	415,893	43.22	1,329,387	1,104,109
<b>Total Expenditures</b>	<b>\$ 130,846,390</b>	<b>\$ 130,123,536</b>	<b>\$ (722,854)</b>	<b>(0.55)%</b>	<b>\$ 126,130,083</b>	<b>\$ 120,269,787</b>

As reflected above, total expenditures of the General Fund were 0.55% under the budgeted amount. On a budget of \$130 million this outcome reflects very good budget development and monitoring.

# Food Service Fund – Meals Served

MEALS SERVED TO STUDENTS (INCLUDING BREAKFAST)



	2014	2015	2016	2017	2018
Reduced Meals	130,701	157,493	154,021	176,725	189,423
Free Meals	827,264	873,816	913,873	927,641	861,558
Full-Price Meals	514,003	534,136	539,304	552,259	550,686
<b>Total meals served</b>	<b>1,471,968</b>	<b>1,565,445</b>	<b>1,607,198</b>	<b>1,656,625</b>	<b>1,601,667</b>

■ Full-Price Meals  
 ■ Free Meals  
 ■ Reduced Meals

Percentage of Total Meals Served  
by Type (including Breakfast):

Full Price Meals	34.9 %	34.1 %	33.6 %	33.3 %	34.4 %
Reduced Price Meals	8.9	10.1	9.6	10.7	11.8
Free Meals	56.2	55.8	56.9	56.0	53.8
<b>Total</b>	<b>100.0 %</b>	<b>100.0 %</b>	<b>100.0 %</b>	<b>100.0 %</b>	<b>100.0 %</b>

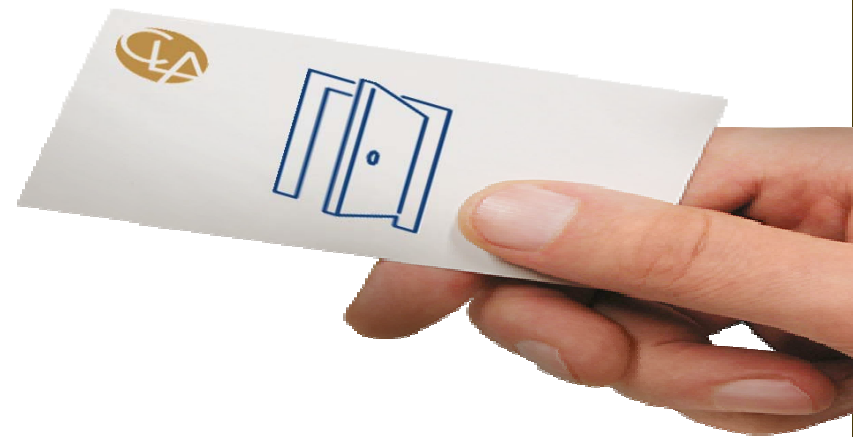
# Expenditures per ADM - Comparison

Expenditures Per Student (ADM) Served						
	Statewide			ISD No. 191		
	All Districts	Seven County Metro Area	Enrollment > than 4,000	Burnsville-Eagan-Savage		
	2017	2017	2017	2016	2017	2018
District and School Admin and Support Services	\$ 1,049	\$ 996	\$ 955	\$ 960	\$ 1,049	\$ 1,186
Regular Instruction (including Co- & Extra-Curricular)	5,499	5,887	5,726	5,762	5,944	6,134
Vocational Instruction (Career & Technical)	156	153	158	153	203	238
Special Education Instruction	2,231	2,334	2,395	2,599	2,598	2,742
Instructional Support Services	643	765	751	1,104	1,174	1,206
Pupil Support Services (Including Transportation)	1,076	1,165	1,133	1,045	1,189	1,315
Operations and Maintenance and Other	894	870	874	1,065	1,118	1,167
Food Service	546	545	541	593	620	646
Community Service	579	713	682	707	743	824
Capital Expenditure	701	592	596	182	416	444
Debt Service	1,382	1,473	1,412	1,251	1,466	1,306
<b>Total Pre-K - 12 Expenditures</b>	<b>\$ 14,756</b>	<b>\$ 15,493</b>	<b>\$ 15,223</b>	<b>\$ 15,419</b>	<b>\$ 16,521</b>	<b>\$ 17,207</b>
Percent Change from Prior Year				4.56%	7.15%	4.15%

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# Questions and Feedback

- We welcome any questions pertaining to the audit, Governance Communication Letter, Internal Control Communication or other matters related to the engagement.
- We appreciate the opportunity to serve as the auditors for Burnsville-Eagan-Savage Public Schools and welcome any feedback relative to our performance.



# Thank You!

**Dennis Hoogeveen**

**Principal**

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