



Future Ready. Community Strong.

Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN, 55337
January 24, 2019
6:30 PM

5:45 PM Board Listening Session with Directors Abigail Alt and Darcy Schatz

- I. Call to Order
 - A. Welcome Public
 - B. Pledge of Allegiance
- II. Approval of Agenda
- III. Information
 - A. Future Ready. Community Strong.
 - 1. Eagle Ridge Middle School Principal Overview 3
Presenter: Erika Nesvig, Principal, and Isis Buchanan, Assistant Principal
 - B. Update on Superintendent Search 16
Presenter: Abigail Alt, Board Chair
- IV. Business Meeting
 - A. Consent Agenda
Although Board action is required, it is generally unnecessary to hold discussion on these items. In the event a Board member wishes to discuss an item, that item will be moved for separate consideration.
 - 1. Approve Meeting Minutes 20
 - 2. Approve Personnel Recommendations 24
 - 3. Adopt a Resolution to Accept Donations 25
 - 4. Approve November Payroll, Receipts, Expenses and Investments 27
 - 5. Budget Analysis 62
 - 6. Report on Listening Session 67
 - 7. Report on Lead in Water 68
 - 8. Schedule a Board Retreat on Feb. 1, 2019 at 1:00 PM for Board Development 111
 - 9. Schedule a Closed Session on February 13 at 6:00 PM for Negotiation Strategy 112
 - 10. Schedule a Public Hearing on Feb. 13 at 7:00 PM for FY20 Budget Adjustments 113

B. New Business	
1. Adopt a Resolution Abolishing the Technology Committee Presenter: Abigail Alt, Board Chair	114
2. Adopt a Revised Resolution for the Student Performance and Achievement Committee Presenter: Abigail Alt, Board Chair	116
V. Adjourn to Board Workshop on FY19 Revised Budget and Initial FY20 Budget Adjustments Presenter: Lisa Rider, Executive Director of Business Services	119



**Agenda III.A.1.
January 24, 2019**

To: Board of Education, Members
Cindy Amoroso, Superintendent

From: Erika Nesvig, principal, and Isis Buchanan, assistant principal

Date: January 18, 2019

Re: Eagle Ridge Middle School

Receive an Eagle Ridge Middle School Principal Overview from Erika Nesvig, principal, and Isis Buchanan, assistant principal.



ONE91
Burnsville • Eagan • Savage



4

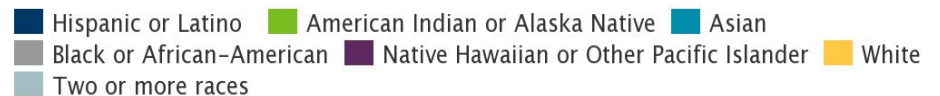
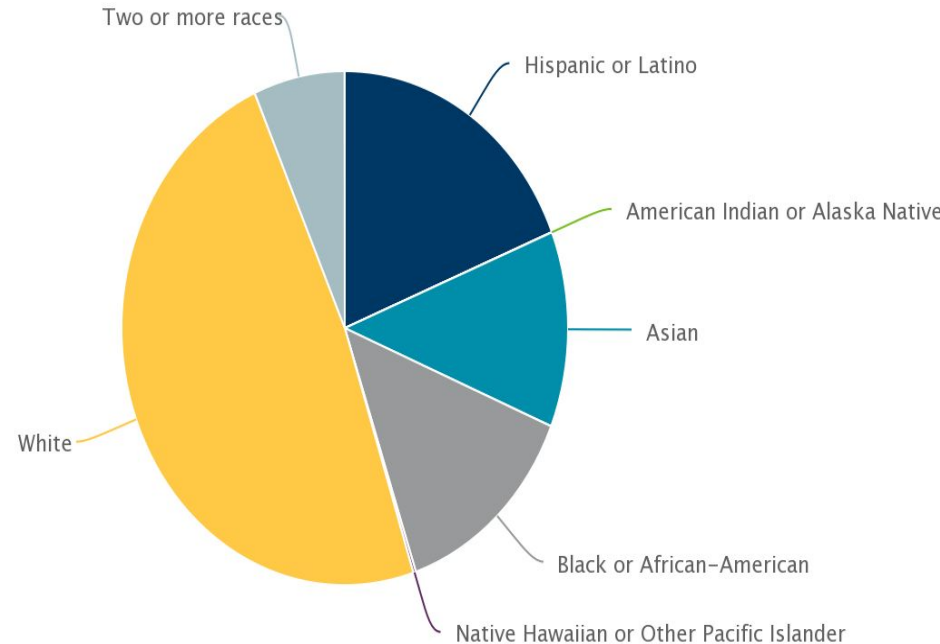
Eagle Ridge MS
January 24, 2019
School Board Report

Future Ready. Community Strong.

Demographics

Ethnicity

- White - 48.3%
- Hispanic or Latino - 18.9%
- Black or African American - 13.6%
- Asian - 12.3%
- Two or more races - 6.6%
- Native Hawaiian or Pacific Islander - 0.2%
- American Indian or Alaskan Native - 0%



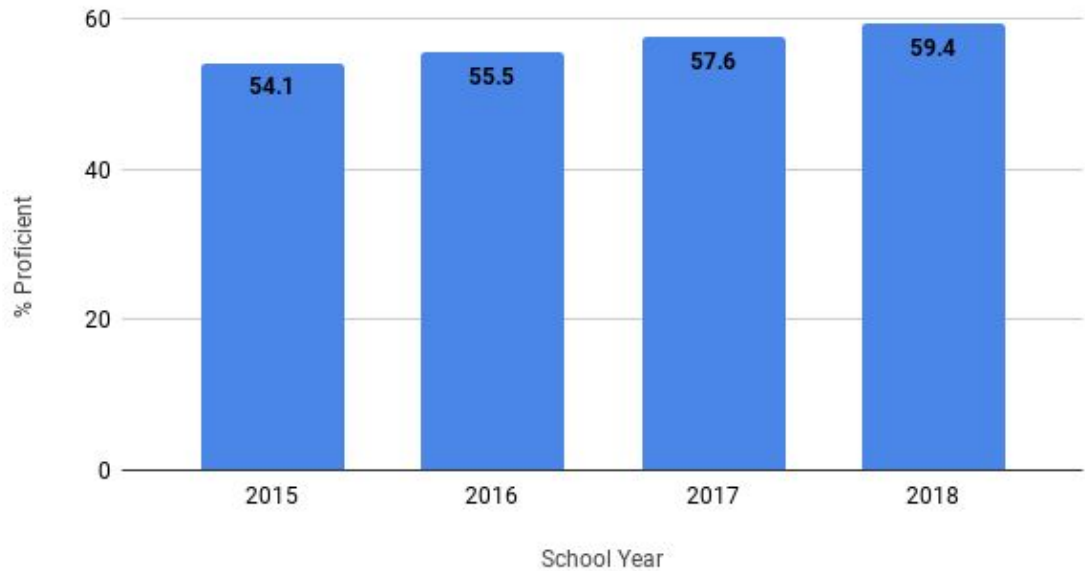
From MN Dep't of Education:
education.state.mn.us

Site Improvement Plan

- **Goal:** The proficiency gap between the White Student Group and the Black Student Group enrolled in grades 6-8 at Eagle Ridge Middle School for at least half a school year on the Reading tests (MCA and MTAS) will decrease from 37.9% in 2018 to 34.9% in 2019.
 - White students from 73.9% in 2018 to 74.9% in 2019 and
 - Black students from 36.0% in 2018 to 40.0% in 2019.

Eagle Ridge MCA Reading

MCA Reading Proficiency--All Grades 2015-2018



Eagle Ridge Middle School

Year	Percent proficient
2014	N/A
2015	54.1%
2016	55.5%
2017	57.6%
2018	59.4%

Eagle Ridge MCA Reading

	White	Black	Hispanic	Asian
2015	65.6%	31.6%	27.3%	49.0%
2016	71.2%	40.0%	19.1%	57.8%
2017	75.4%	38.3%	34.1%	65.8%
2018	74.2%	36.4%	41.4%	77.6%

ERMS AVID 5



	Hit the Quan
	Identify - Verb- Finish
	3-2-1
	List - Group - label - Write
???	3 BIG QUESTIONS

Black Student Target Groups

- Team Meeting Discussions
- Track Grades
- Study Skills
- Phone calls home
- Check ins during Advisory

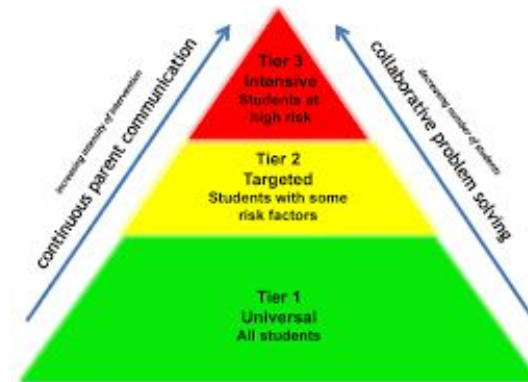
10



Next Steps

- Continue work for school-wide AVID
- Strengthen our MTSS model
- Strengthen our relationships with Middle School parents

11



We are Proud of:

	All Referrals	Non Attendance Referrals
Sept-Dec 2017	429	205
Sept-Dec 2018	190	134
	56% Reduction	35% Reduction

	Suspensions
Sept - Dec 2017	39
Sept - Dec 2018	24
	39% Reduction




New Steps...

Eagle Ridge Middle School School Wide Behavior Plan

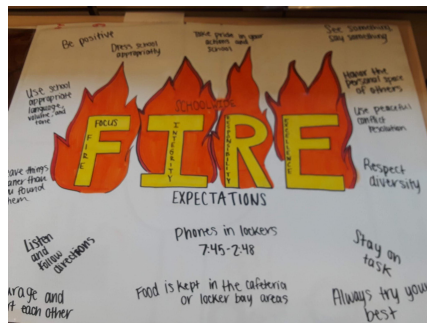


At Eagle Ridge Middle School, we Focus on academics, foster Integrity, take Responsibility for ourselves, and strive for Excellence.

EAGLE RIDGE MIDDLE SCHOOL STUDENT BEHAVIOR LEVELS

 LEVEL 1	 LEVEL 2	 LEVEL 3
<ul style="list-style-type: none"> • Unprepared, off task, work avoidance, and/or arguing about work • Inappropriate language or swearing (first offense) • Tattling, blurring, and/or pouting • Horseplay, running, pushing (with no intent to injure) • Tardy to class one time • Not following Chromebook stop light expectations • Off task on Chromebook (ie. playing games) 	<ul style="list-style-type: none"> • Tardy to class two times • Arriving to class more than 5 minutes late or leaving early • Teasing • Repeated minor behavior • Minor inappropriate physical interactions (poking others, pinching, etc.) • Minor non-compliance or insubordination (ignoring directions, saying "no", walking away, etc) • Theft of minor items (snacks, pencils, etc.) • Inappropriate use of technology (chatting instead of working, inserting pictures...) • Defacing property (item is restorable with staff help) • 3 minor Chromebook incidents 	<ul style="list-style-type: none"> • Tardy to class 3 or more times in one quarter • Skipping Class • Leaving school grounds • Theft of major item (money, technology, etc.) • Vandalism (causing permanent damage) • Harassment (Racial or sexual) • Bullying or Cyberbullying (Repeated teasing and/or physical aggression) • Documented major non-compliance despite ongoing intervention • Documented repeated Level 2 Physical (poking, pinching, etc.) • Major Physical (Fighting, Hitting, Kicking with intent) • 4 or more minor Chromebook incidents
<p>Student reviews expectations and changes behavior to meet expectations.</p> <ul style="list-style-type: none"> • Behavior Processing Form Completed by Student <p>Review Expectations + Change Behavior</p>	<p>Student works with teacher to review expectations and changes behavior to meet expectations. Parents are contacted and informed of behavior.</p> <ul style="list-style-type: none"> • Behavior Processing Form Completed by Student • Parent Contacted and Information about behavior is shared <p>Review Expectations + Change Behavior + Parent Communication</p>	<p>Student works with administrator to review expectations and change behavior to meet expectations. Parents meet with school staff to help student develop plans to change their behavior.</p> <ul style="list-style-type: none"> • Behavior Processing Form Completed by Student • Everyone works together to create a plan to help the student meet behavior expectations. <p>Review Expectations + Change Behavior + Administrator Involvement + Parent Involvement</p>

13



Building a Positive Community

14



Contact Information:

Erika Nesvig, Principal
enesvig@isd191.org

Isis Buchanan, Associate Principal
ibuchanan@isd191.org

Eagle Ridge Middle School



**Agenda III.B.
January 24, 2019**

To: Board of Education, Members
Cindy Amoroso, Superintendent

From: Abigail Alt, Board Chair

Date: January 24, 2019

Re: Update on Superintendent Search

Receive an update on the Superintendent Search from Chair Abigail Alt.

January 25, 2019

Dear Burnsville-Eagan-Savage School District #191 Stakeholders:

The Burnsville-Eagan-Savage School District #191 Board of Education has contracted with *School Exec Connect*, a superintendent search firm, to assist with the search for a new superintendent. As Board members we want you to be informed of the process we will be following as we conduct the search for a new superintendent. Additionally, we hope that you will give your input to assist us in making the best selection possible.

To begin the process, the *School Exec Connect* consultants, Dr. Kenneth (Ken) Dragseth, Dr. Antoinette (Toni) Johns and Dr. David Clough will meet with board members, school staff, parents, students and community members individually and in focus groups in the next couple of weeks to determine the challenges, strengths, goals of our district and what characteristics or skills you would like to see in a superintendent. Additionally, our staff and community members will have the opportunity to give confidential written feedback to the consultants via our website linked to a questionnaire in Survey Monkey. Using this information, we will develop a profile of the desired skills and characteristics in the next superintendent.

The position will be advertised, and candidates will be recruited nationally from January 25 until April 1. On April 8, the Board and consultants will meet to review and select candidates to be initially interviewed. The Board will interview five or six recommended candidates on April 9 and 10. On April 10 the Board will narrow the field to two or three finalists. The next round of individual interviews will occur on April 15, 16 and 17, if needed. Each candidate will be invited for an all-day interview process including open forums that will be available to staff, students and community members and a final formal Board interview. The Board is asking staff, students and community to provide input into the selection. You will be able to do this by participating in an open question and answer session with each candidate and filling in a feedback sheet to be shared with the Board. We plan to act on the new superintendent's contract in April or May.

You may choose to give your confidential feedback to us by accessing the Burnsville-Eagan-Savage School District #191 website at www.isd191.org and completing the Survey Monkey form. All replies will be confidential. Please submit feedback by February 11.

Please feel free to contact Ken Dragseth (952-210-2790), Toni Johns (612-309-1511) or David Clough (847-644-5556) if you have any questions regarding the search. We look forward to your assistance in this search process and believe that your input will help us make the best possible choice for your next superintendent.

Sincerely,
Board of Education, Burnsville-Eagan-Savage District #191

Abigail Alt, Chair Eric Miller, Vice Chair Darcy Schatz, Clerk
Dr. DeeDee Currier, Treasurer Jen Holweger Scott Hume Lesley Chester

**BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT #191
SUPERINTENDENT SEARCH CALENDAR**

January 22	Meet with Board to establish search process
January 25	Set up Internet feedback for community/staff/students Stakeholder letter to explain process
February 4	Meet with Board, staff, students and community For input into the “New Superintendent Profile”
February 11	Last date for Input on Online Survey
February 13	Develop “New Superintendent Profile” Submit report on findings to Board 8 a.m.
January 25 – April 1	Recruit candidates
April 8	Five to seven candidates presented to Board – 5:30 p.m.
April 9, 10	First Board Interviews (6:30, 7:45, 9:00 April 9), (5:30, 6:45, 8:00 April 10)
April 10	Board narrows choice to two or three
April 15, 16, 17	All Day Interview Process Community/staff/students interview finalists Board conducts second interview/district input
April 16 or 17	Board narrows choice to one
April	Negotiate contract
April or May	Board action on superintendent’s contract
July 1, 2019	Superintendent assumes duties

SCHOOL EXEC CONNECT

Burnsville-Eagan-Savage School District #191

Superintendent Search

Members of the Board of Education request your assistance in developing a leadership profile that will be used in the search for a new superintendent. Please return this form at the end of this session or you can go on the district website www.isd191.org and complete the Survey Monkey form. All responses will be confidential.

Which group do you represent? (Circle as many as apply)

Teacher Administrator Board Member Support Staff Parent Student Community
Other

1. List the three most important goals for your school district to achieve in the next three years.
 - a.
 - b.
 - c.
2. List your district's three greatest strengths/attributes for achieving these goals.
 - a.
 - b.
 - c.
3. List your district's three greatest challenges/barriers for achieving those goals.
 - a.
 - b.
 - c.
4. Describe the three most important characteristics/skills the next superintendent needs to possess to be successful.
 - a.
 - b.
 - c.
5. What questions/areas would you like the Board to ask the candidates as they select the superintendent?

School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
January 10, 2019

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

Call to Order

Members present: Hume, Schatz, Holweger, Chester, Miller, Alt, and Vice Chair Currier. Others in attendance were Superintendent Amoroso, Student Representative Mia Katzmarek, administrators, staff and members of the public.

Attendance

Currier welcomed the audience, appointed Schatz as clerk, and asked Miller to lead the Pledge of Allegiance.

Pledge of Allegiance

Currier led Alt, Holweger, Hume and Chester in the Oath of Office.

Oath of Office

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

Agenda

Moved by Currier that Alt be nominated and elected chair of the board for 2019. Alt was the only candidate nominated for the office of chair. Currier declared Alt elected by acclamation and directed the acting clerk to so record in the minutes.

Chair

Alt began to chair the meeting.

Moved by Currier that Miller be nominated and elected vice chair of the board for 2019. Miller was the only candidate nominated for the office of vice chair. Alt declared Miller elected by acclamation.

Vice Chair

Moved by Miller that Schatz be nominated and elected clerk of the board for 2019. Schatz was the only candidate nominated for the office of clerk. Alt declared Schatz elected by acclamation.

Clerk

Moved by Schatz that Currier be nominated and elected treasurer of the board for 2019. Currier was the only candidate nominated for the office of treasurer. Alt declared Currier elected by acclamation.

Treasurer

Moved by Miller, seconded by Chester, that salaries of board members be set at \$550 per month and that the chairperson receives an additional \$50 per month in recognition of additional duties and expenses associated with the position. Motion carried unanimously (7, 0).

Salaries

Moved by Currier, seconded by Hume, that all regular meetings of the Independent School District 191 Board of Education commence at 6:30

Regular Meetings and Listening

p.m. on the dates noted below with meetings conducted at the Diamondhead Education Center and cable cast. Board Listening Sessions will be scheduled from 5:45-6:15 p.m. before regular board meetings.

Jan. 10, 2019	Oct. 10, 2019
Jan. 24, 2019	Oct. 24, 2019
Feb. 7, 2019*	Nov. 14, 2019
Feb. 21, 2019*	Dec. 12, 2019
Feb. 28, 2019	Jan. 9, 2020
March 14, 2019	Jan. 23, 2020
March 21, 2019*	Feb. 20, 2020*
April 11, 2019	Feb.27, 2020
April 25, 2019	March 12, 2020
May 9, 2019	March 19, 2020*
May 23, 2019	April 9, 2020
June 13, 2019	April 23, 2020
June 20, 2019*	May 14, 2020
Aug. 8, 2019	May 28, 2020
Aug. 22, 2019	June 11, 2020
Sept. 12, 2019	June 18, 2020*
Sept. 26, 2019	

Sessions

Items G-N pertain to calendar year 2019. They are of a routine nature and although board action is required, discussion is usually unnecessary and will be approved as one motion.

Consent Agenda
G-N

--G. adopt the attached resolution which authorizes the executive director of business services to enter into electronic (telephone) fund transfer agreements with the district's official depositories per Chapter 334 of the laws of Minnesota.

Electric Fund
Transfers

--H. adopt the attached resolution authorizing the use of facsimile signatures on payroll and claim checks as prescribed in M.S. 47.41 and furthermore that the use of facsimile signatures be authorized for individual personnel contracts covered by board adopted master agreements.

Facsimile
Signatures

--I. That the institutions shown below be designated as official depositories of the district for the 2019 calendar year per M.S. 124.05.

Designated
Depositories

- U.S. Bank of Minneapolis
- Minnesota School Districts Liquid Asset Fund Plus
- MN Trust
- Associated Bank, WI

--J. Committee appointments for 2019 will be determined at a future meeting.

Committee
Appointments

--K. That as of January 1, 2019, Cindy Amoroso, superintendent, or her designee be designated as the agent in filing applications for and representing the district in state- and federally funded programs.

Federal Funding

--L. That the following law firms be appointed as legal counsel for Independent School District 191 for 2019 and that they be paid on an hourly basis for services rendered.

- Kennedy & Graven Chartered
- Goetz & Eckland P.A.
- Booth Law Group LLC
- Rupp, Anderson, Squires & Waldspurger, P.A.
- Knutson Flynn & Deans, P.A.
- Hitesman & Wold, P.A

--M. that Sun Thisweek be designated as the official newspaper for 2019 per M.S. 123.33; Subdivision 11, and M.S. Chapter 331.

--N. To authorize Cindy Amoroso, superintendent, and Jami Kenney, executive administrative assistant to act as the Identified Officials with Authority (IOWA) for Burnsville-EaganSavage School District 191. Jami Kenney's role as IOWA will be to add pre-authorizations and review authorizations.

Motion carried unanimously (7, 0).

Amoroso left the meeting at 6:46 p.m.

Received a Hidden Valley Elementary Principal Overview from Principal Kristine Black.

Received a report on Blended Learning Cohort from Rachel Gorton, instructional technology coordinator.

Amoroso returned to the meeting at 7:06 p.m.

Received the Student Representative report from Katzmarek.

Received the Superintendent Report from Amoroso.

Received reports from Board Members Miller and Alt.

Moved by Miller, seconded by Chester, to approve the consent agenda:
-Approve minutes of the regular board meeting on December 13, 2018, and Special Board meeting on December 18, 2018.

-Approve personnel recommendations for A. Lobben, R. Kutz, A. Mickelson, M. Byrne, A. Ferguson, M. Haakonson, A. Rainy, M. Ruiz, B. Gersich, E. Berchem, H. Mathews, K. Mitsch, H. Adan, S. Keljik, E. White, D. True, L. Cook, D. Watkins, T. Few, J. Wesley, B. Herby, and K. Lopez.

-Adopt a resolution to approve and accept donations as presented.

-Receive a report on the December 13, 2018, listening session.

-Approve, on a second reading basis, changes to Policies 206: *Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations*, 404: *Employment Background Checks*, 413: *Harassment and Violence*, 504:

Law Firms

Official Paper

IOWA

Report
Hidden Valley

Blended Learning
Cohort

Consent Agenda
Minutes

Personnel
Recommendations

Donations
Listening Session
Policies

Student Dress and Appearance, 506: Student Discipline, 509: Enrollment of Nonresident Students, 525: Violence Prevention, 530: Immunization Requirements, 602: Organization of School, Calendar and School Day, 606: Instructional Resources, 707: Transportation of Public School Students, 709: Student Transportation Safety Policy, and 902: Use of School District Facilities and Equipment.

-Approve, on a second reading basis, new Policy 722: *Public Data Requests.*

- Approves out-of-state travel for Director DeeDee Currier who will be attending the NSBA Annual Conference in Philadelphia March 29-April 1, 2019.

-Schedule a Board Workshop on January 22, 2019, at 5:30 PM for Superintendent Search Planning with School Exec Connect.

Motion carried unanimously (7, 0).

Moved by Schatz, seconded by Currier, to approve the 2019-20 Secondary Course Catalog. Motion carried unanimously after discussion (7, 0).

Moved by Miller, seconded by Currier, to approve signing the letter of agreement with School Exec Connect. Motion carried unanimously after discussion (7, 0).

Amoroso introduced Assistant Superintendent Brian Gersich.

Moved by Miller, seconded by Currier to adjourn at 7:53 p.m. to a workshop on Committee Structure. Motion carried unanimously (7, 0).

The workshop began at 8:05 p.m. The purpose of the workshop was committee structure. The workshop ended at 9:25 p.m.

Travel

Workshop

Secondary Course Catalog

School Exec Connect

Adjourn to Workshop

Workshop

January 24, 2019

Darcy Schatz, clerk

Date Approved

January 24, 2019

**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: January 24, 2019 FINAL

RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE
Certified	Appointment		Loretta Campbell	*	ECSE Center	Teacher Long Term Substitute	1/16/2019-6/7/2019
Certified	Appointment		Kalissa Palo	*	Gideon Pond Elementary	Teacher Long Term Substitute	1/17/2019-6/7/2019
Certified	Appointment	Replacement	Micayla Irmiter		Sky Oaks Elementary School	Teacher	1/10/2019
Certified	Change of Assignment		Andrew Gehrke	*	Burnsville High School	Teacher	1/22/2019
Certified	Retirement		Kathryn Bisek	*	MW Savage Elementary School	Teacher SPED	6/7/2019
Classified	Appointment		Gail Jungers		ECSE Center	EA Level IV	1/11/2019
Classified	Appointment	Replacement	Tamara Few		ECSE Center	EA Level IV	1/15/2019
Classified	Appointment	Replacement	Andrew Falvey		MW Savage Elementary School	EA Level II	1/31/2019
Classified	Appointment	Replacement	Arizo Wahedi	*	Burnsville High School	Food Service Associate	1/16/2019
Classified	Appointment	New Position	Hermon Bein		Burnsville High School	AVID Tutor	2018/2019 School Year
Classified	Appointment	New Position	Mariam Omar		Metcalf Middle School	AVID Tutor	2018/2019 School Year
Classified	Change of Assignment		Andrew Gehrke	*	Diamondhead Education Center	SISA Coordinator	1/22/2019
Classified	Leave of Absence		Tracy Ringger	*	ECSE Center	EA Level IV	1/10/2019-1/31/2019
Classified	Resignation		Ali Alsalihi	*	Sky Oaks Elementary School	EA Level IV	2/1/2019
Classified	Retirement		Douglas Johnson		Diamondhead Education Center	Director Technology	7/31/2019
Classified	Termination		Anthony Allen	*	Diamondhead Education Center	CE Coordinator I	1/18/2019
Classified	Termination		Gail Jungers		Diamondhead Education Center	CE Program Supervisor	12/21/2018
Co-Curricular/Coach	Appointment	Replacement	Eric Reuss		Burnsville High School	Head Coach Varsity Softball	Spring Season 2019
Co-Curricular/Coach	Appointment	New Position	Annika Ferber		Burnsville High School	Assistant Coach Nordic Skiing	Winter Season 2019



**Agenda IV.A.3.
January 24, 2019**

To: Members, Board of Education
Cindy Amoroso, Superintendent

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

Date: January 17, 2019

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 January 24, 2019.

Darcy Scharz, Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
1/4/2019	Anonymous	Food & Nutrition Services	Harriet Bishop negative student meal accounts	\$100.00
1/3/2019	4 previous students - Michelle Boeder wrote the check for them	M.W. Savage Elementary	Donation from past students to their elementary school. No designation.	\$60.00
1/9/2019	Mark and Mary Morse	Community Education	Brainpower in a backpack	\$600.00

Total monetary donation received: \$760.00



Agenda IV.A.4
Jan 14, 2019

TO: Cindy Amoroso, Superintendent and Board of Education
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: Jan 24, 2019
RE: November Payroll, Claims and Receipts

RECOMMENDATION: That the Board approves November payroll checks numbered 719153-719160 and Direct Deposit notices numbered 700510-703538 in the net amount of \$4,199,076.14. November & December claims to date represented by checks numbered 461887-462393, 1020878-1021008, and 102188-102190 and wire transfers and adjustments totaling \$7,137,481.88. Also, that the Board accepts November receipts of \$11,445,411.56 and investments for the General Fund & 2015A School Building Bonds and OPEB of \$48,604,024.84 as of November 30, 2018.

November 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
November 2018**

Cash Receipts

Receipts		\$11,445,411.56
Miscellaneous Adjustments		

TOTAL NOV CASH RECEIVED

11,445,411.56

CASH DISBURSEMENTS

Nov

Regular Payroll Checks	719153-719160	\$4,199,076.14
Direct Deposit Notices	700510-703538	

Oct payables previously approved:		\$1,082,409.61
Nov Claims previously approved:		\$1,752,448.02

Nov Claims:	461887-462012	\$545,306.34
	462087-462140	
	1020878-1020924	\$4,059.90
	102188-102190	\$67,776.41

Nov A/P Wires- Wires+P-card		\$4,903,098.85
Miscellaneous Adjustments		\$8,645.28

TOTAL NOV CASH DISBURSED

12,562,820.55

TOTAL EXPENSES TO BE APPROVED

Nov Cash Disbursed		\$12,562,820.55
Less: Items Previously Approved		-\$2,834,857.63

Plus: Nov Payables	462013-462086	\$419,804.42
Checks	462311-462393	

Dec Claims:	462141-462310	\$1,182,007.01
Checks	1020925-1021008	\$6,783.67

TOTAL TO BE APPROVED

11,336,558.02

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 11/30/2018</u>
GENERAL FUND	\$6,825,960.00	\$26,348,514.48	\$33,174,474.48
OPEB	\$23,520.82	\$8,918,862.00	\$8,942,382.82
OPEB EQUITY INV THROUGH OCTOBER 31, 2018	\$18,869.80	\$3,815,085.40	\$3,833,955.20
2015A SCHOOL BUILDING BONDS	\$785.17	\$2,652,427.17	\$2,653,212.34
	<u>\$6,869,135.79</u>	<u>\$41,734,889.05</u>	<u>\$48,604,024.84</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: 11/30/18

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	11/30/18	11/30/18	PMA SECURITIES SYNDICATE (PMAS)	\$6,825,960.00	\$6,825,960.00	
MM					Investment Shares Portfolio	\$6,659,114.48	\$6,659,114.48	
SEC	40472	1	09/06/17	12/06/18	American Express Bank, Fsb Certificate of Deposit	\$247,000.00	\$247,000.00	1.533
TS	263538	1	11/26/18	12/26/18	MN TRUST TERM SERIES	\$16,530,242.48	\$16,500,000.00	2.230
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
SEC	43345	1	11/23/18	11/23/20	ALLY BANK	\$246,000.00	\$246,000.00	2.956
SEC	43346	1	11/26/18	11/27/20	SYNCHRONY BANK	\$246,000.00	\$246,000.00	3.006

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

Total Amount --> **\$33,244,079.94** **\$33,174,474.48**

Time and Dollar Weighted Portfolio Yield: **2.458 %**

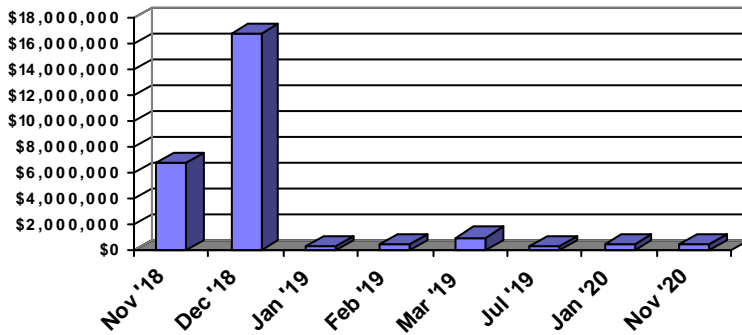
Weighted Average Portfolio Maturity: **36.21 Days**

MM: **20.07%**

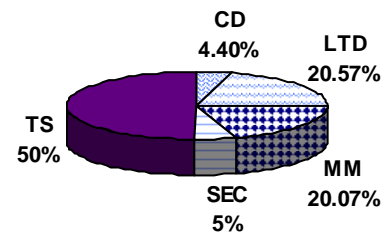
CD's: **4.40%**

CP: **0.00%**

SEC: **5.21%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 11/30/18

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

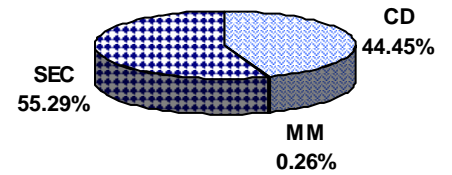
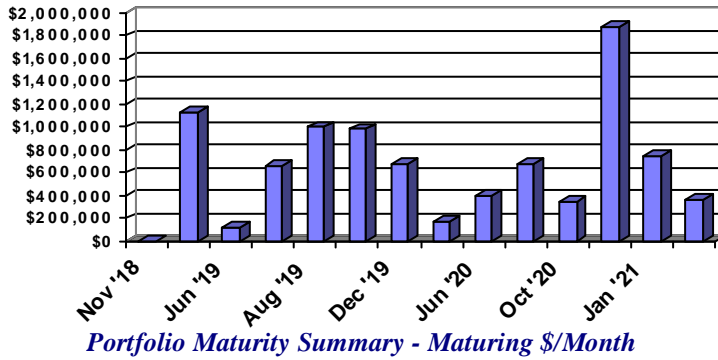
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$23,520.82	\$23,520.82	
CD	192886	1	01/13/14	01/14/19	M.Y. SAFRA BANK	\$248,142.42	\$228,500.00	1.717
CD	192887	1	01/13/14	01/14/19	STEARNS BANK NA (N)	\$248,500.88	\$230,700.00	1.542
SEC	28287	1	10/09/12	01/15/19	Lakewood Township NJ Ref	\$630,000.00	\$630,000.00	1.580
CD	262423	1	10/15/18	06/28/19	CITADEL FCU	\$122,044.60	\$120,000.00	2.429
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	262422	1	10/15/18	06/30/20	BANK OF THE VALLEY	\$151,795.23	\$145,000.00	2.732
CD	262461	1	10/16/18	06/30/20	FIRST MID-ILLINOIS BANK & TRUST	\$249,339.06	\$237,300.00	2.972
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

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.</i>						Total Amount -->	\$9,177,844.78	\$8,942,382.82

Time and Dollar Weighted Portfolio Yield: 1.890 %

Weighted Average Portfolio Maturity: 464.26 Days

MM: 0.26%
CD's: 45.79%
CP: 0.00%
SEC: 53.95%





Total Portfolio Report CAR

As of: 11/30/18

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	\$785.17	\$785.17	
SDA					Savings Deposit Account - ASSOCIATED BANK, NA	\$2,652,427.17	\$2,652,427.17	

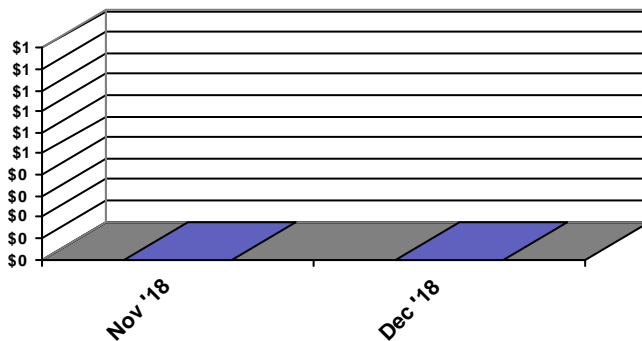
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> **\$2,653,212.34** **\$2,653,212.34**

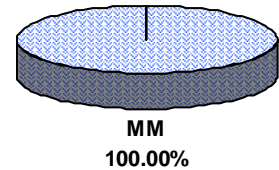
Time and Dollar Weighted Portfolio Yield: **2.100 %**

Weighted Average Portfolio Maturity: **3.00 Days**

MM: 100.00%
CD's: 0.00%
CP: 0.00%
SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

November 2018

Wire Transfers

Date	From	To	Amount	For
110118	MSDLAF	Internal Revenue Service	839,349.10	10/31/18 Payroll - Federal Taxes
110118	MSDLAF	State of Minnesota	149,621.21	10/31/18 Payroll - State Taxes
110118	MSDLAF	Delta Dental	20,324.76	Dental Insurance
110118	MSDLAF	State of Minnesota	491.00	10/31/18 Garnishments
110218	MSDLAF	State of Minnesota	2,138.70	10/31/18 Payroll - Child Support
110218	MSDLAF	Corporate Health	6,337.32	Medical Claims
110218	MSDLAF	Corporate Health	10,473.38	Flex Claims
110518	MSDLAF	PERA	126,066.92	10/31/18 Payroll - PERA
110518	MSDLAF	TRA	394,294.29	10/31/18 Payroll - TRA
110518	MSDLAF	Teacher's Federal Credit Union	39,204.09	10/31/18 Payroll - Teacher's Dues
110518	MSDLAF	First Bank & Trust	192,614.31	10/31/18 Payroll - TSA Wire
110518	MSDLAF	Preferred One	283,603.53	Health Insurance
110618	MSDLAF	Delta Dental	10,200.30	Dental Insurance
110718	MSDLAF	State of Minnesota	10,650.00	10/31/18 HCSP - Retirees and Retiree Rollover
110918	MSDLAF	Corporate Health	9,374.93	Flex Claims
111318	MSDLAF	Preferred One	105,998.13	Health Insurance
111318	MSDLAF	Preferred One	210,273.21	Health Insurance

111418	MSDLAF	Corporate Health	436.00	Flex Claims
111518	MSDLAF	Teacher's Federal Credit Union	39,133.32	11/15/18 Payroll - Teacher's Dues
111518	MSDLAF	Delta Dental	20,360.31	Dental Insurance
111618	MSDLAF	People's Bank	192,607.88	11/15/18 Payroll - TSA Wire
111618	MSDLAF	State of Minnesota	2,138.70	11/15/18 Payroll - Child Support
111618	MSDLAF	State of Minnesota	70.00	11/15/18 Payroll - Garnishments
111618	MSDLAF	Internal Revenue Service	740,217.20	11/15/18 Payroll - Federal Taxes
111618	MSDLAF	State of Minnesota	133,103.17	11/15/18 Payroll - State Taxes
111618	MSDLAF	PERA	121,893.33	11/15/18 Payroll - PERA
111618	MSDLAF	Corporate Health	6,093.14	Medical Claims
111618	MSDLAF	Corporate Health	169.88	Flex Claims
111618	MSDLAF	Corporate Health	16,336.77	Flex Claims
111918	MSDLAF	TRA	372,329.34	11/15/18 Payroll - TRA
111918	MSDLAF	Preferred One	246,339.29	Health Insurance
112018	MSDLAF	MN Department of Revenue	59.00	November Sales Tax
112118	MSDLAF	Delta Dental	10,115.72	Dental Insurance
112318	MSDLAF	State of Minnesota	51,716.48	11/21/18 Payroll - Unemployment
112318	MSDLAF	Corporate Health	778.41	Medical Claims
112318	MSDLAF	Corporate Health	14,472.46	Flex Claims

112618	MSDLAF	Preferred One	350,499.57	Health Insurance
112818	MSDLAF	Delta Dental	10,556.06	Dental Insurance
113018	MSDLAF	Wells Fargo	42,843.45	Wells Fargo Improvements to the Athletic Field at BHS
113018	MSDLAF	Corporate Health	17,123.45	Medical Claims
113018	MSDLAF	Corporate Health	40.87	Flex Claims

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1020878		\$54.00	Nov 21, 2018	88888	9053	FELDHAKE, M. MICHELLE
1	1020879		\$60.51	Nov 21, 2018	88888	9374	ASFELD, BETH M
1	1020880		\$181.30	Nov 21, 2018	88888	11073	MEYER, CHAD
1	1020881		\$60.17	Nov 21, 2018	88888	12303	LOESCH, JAKE
1	1020882		\$132.44	Nov 21, 2018	88888	13692	NIEMIEC, ALICIA
1	1020883		\$29.76	Nov 21, 2018	88888	14479	KIBLER, JEANNE
1	1020884		\$33.84	Nov 21, 2018	88888	14613	JOHNSON, RONNA E
1	1020885		\$10.90	Nov 21, 2018	88888	14998	NEUER, MICHELLE E
1	1020886		\$7.92	Nov 21, 2018	88888	15065	STROWBRIDGE, STACI
1	1020887		\$23.33	Nov 21, 2018	88888	15112	NELSON, TARA A
1	1020888		\$84.58	Nov 21, 2018	88888	16004	JORGENSON, SHANNON E
1	1020889		\$36.73	Nov 21, 2018	88888	16066	REAGAN, KATHRYN M
1	1020890		\$40.33	Nov 21, 2018	88888	16501	NESS, KAREN M
1	1020891		\$49.87	Nov 21, 2018	88888	16633	CLOUTIER, DANA M
1	1020892		\$25.20	Nov 21, 2018	88888	16999	CLANCY, CARISSA M
1	1020893		\$78.48	Nov 21, 2018	88888	17283	ERBES, SARAH L
1	1020894		\$34.17	Nov 21, 2018	88888	18624	ROEHL, PETER A
1	1020895		\$126.21	Nov 21, 2018	88888	18668	ABDULLAHI, SACDIYO J
1	1020896		\$31.46	Nov 21, 2018	88888	18771	THEP, REGINA C
1	1020897		\$72.43	Nov 21, 2018	88888	18943	HUGHES, RACHEL J
1	1020898		\$12.54	Nov 21, 2018	88888	18951	CESARO-MOXLEY, RACHEL L
1	1020899		\$101.26	Nov 21, 2018	88888	19158	EWERT, CASEY B
1	1020900		\$35.97	Nov 21, 2018	88888	19240	MILLER-HAYS, JULIE A
1	1020901		\$15.26	Nov 21, 2018	88888	19544	KNAEBLE, KELLY L
1	1020902		\$4.90	Nov 21, 2018	88888	19559	NGEH, LAURA M
1	1020903		\$105.62	Nov 21,	88888	19577	NAVARRO, RACHEL

36

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
1	1020904		\$110.04	Nov 21, 2018	88888	19645	NAVA, BERENICE
1	1020905		\$32.05	Nov 28, 2018	88888	15209	GRANT, HEIDI A
1	1020906		\$29.43	Nov 28, 2018	88888	16001	FRITZ, KIMBERLY A
1	1020907		\$42.84	Nov 28, 2018	88888	17901	KENNEY, JAMI
1	1020908		\$400.00	Nov 28, 2018	88888	18043	AMOROSO, CYNTHIA
1	1020909		\$20.00	Nov 28, 2018	88888	18153	KAISERSHOT, TROY M
1	1020910		\$200.00	Nov 28, 2018	88888	18391	JOHNSON, DOUGLAS A
1	1020911		\$85.00	Nov 28, 2018	88888	19616	BERNTSEN, DEBRA A
1	1020912		\$16.00	Nov 28, 2018	88888	7339	PODRATZ, ANNE MARIE
1	1020913		\$440.65	Nov 28, 2018	88888	9216	MEYER, NANCY L
1	1020914		\$4.87	Nov 28, 2018	88888	12283	NELSON, MICHELLE L
1	1020915		\$131.11	Nov 28, 2018	88888	12754	NASH, DEREK B
1	1020916		\$34.16	Nov 28, 2018	88888	14130	MCCROSKEY, SHARI
1	1020917		\$200.00	Nov 28, 2018	88888	16166	RIDER, LISA K
1	1020918		\$41.42	Nov 28, 2018	88888	16669	PETTINELLI, STEPHEN M
1	1020919		\$200.00	Nov 28, 2018	88888	17487	SOVINE, STACEY
1	1020920		\$200.00	Nov 28, 2018	88888	18215	WATKINS, DAVID
1	1020921		\$200.00	Nov 28, 2018	88888	19154	PIKAL, ROBIN
1	1020922		\$53.15	Nov 28, 2018	88888	19257	RIVERS, JESSICA L
1	1020923		\$85.00	Nov 28, 2018	88888	19591	OFTEDAHL, ANGELA R
1	1020924		\$85.00	Nov 28, 2018	88888	19643	MORRIS, JANICE F
1	1020925		\$76.85	Dec 5, 2018	88888	7490	LEAKE, DONALD L
1	1020926		\$7.90	Dec 5, 2018	88888	8189	BRAUN, JEAN C
1	1020927		\$211.30	Dec 5, 2018	88888	9267	HOLDEN, MATTHEW J
1	1020928		\$15.81	Dec 5, 2018	88888	9302	BOHR, JENNIFER L
1	1020929		\$17.44	Dec 5, 2018	88888	12319	CIN, STEPHANIE P
1	1020930		\$81.06	Dec 5, 2018	88888	13352	FINCH, CHRISTINE M

37

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1020931		\$35.75	Dec 5, 2018	88888	13495	BROWN, CHRISTOPHER M
1	1020932		\$8.39	Dec 5, 2018	88888	15209	GRANT, HEIDI A
1	1020933		\$26.12	Dec 5, 2018	88888	17175	FUNSTON, KATHY L
1	1020934		\$27.80	Dec 5, 2018	88888	17435	LUND, ELLIOTT J
1	1020935		\$187.00	Dec 5, 2018	88888	17677	GLAS, JOHN M
1	1020936		\$10.00	Dec 5, 2018	88888	18307	ELWARD, LUCIUS P
1	1020937		\$8.62	Dec 5, 2018	88888	18381	DEROUIN, JILL
1	1020938		\$39.46	Dec 5, 2018	88888	18691	GULDEN, JANET
1	1020939		\$6.49	Dec 5, 2018	88888	18990	FLIKEID, TASHA
1	1020940		\$66.60	Dec 5, 2018	88888	19277	ANDERSON, LAURIE
1	1020941		\$31.56	Dec 5, 2018	88888	19322	KOSLOSKI, SCOTT
1	1020942		\$85.00	Dec 5, 2018	88888	19472	BUCK, KATHY J
1	1020943		\$85.00	Dec 5, 2018	88888	19594	DELSHAD, SHAMSEH
1	1020944		\$63.27	Dec 5, 2018	88888	19646	GAGE, LUCAS B
1	1020945		\$767.41	Dec 5, 2018	88888	19673	BODETTE, BARBARA
1	1020946		\$15.37	Dec 5, 2018	88888	7347	SMITH, KELLY L
1	1020947		\$16.68	Dec 5, 2018	88888	8281	PLASCHKO, MARY BETH
1	1020948		\$38.28	Dec 5, 2018	88888	9785	MCCARTHY, JENNIFER
1	1020949		\$137.23	Dec 5, 2018	88888	10543	WURDEMAN, SCOTT
1	1020950		\$27.09	Dec 5, 2018	88888	13431	PAETZOLD, ROBERT JAMES
1	1020951		\$79.03	Dec 5, 2018	88888	13441	TESMER, RUSSELL
1	1020952		\$58.08	Dec 5, 2018	88888	13651	SEXTON, MARCIA
1	1020953		\$29.54	Dec 5, 2018	88888	15398	SKOGLUND, ALLISON L
1	1020954		\$150.74	Dec 5, 2018	88888	15580	MOFFITT, LESLIE ALLAN
1	1020955		\$15.15	Dec 5, 2018	88888	15700	REID, LISA M
1	1020956		\$4.80	Dec 5, 2018	88888	16003	PRANSCHKE, STEPHANIE T
1	1020957		\$19.73	Dec 5, 2018	88888	17247	WOOD, KIMBERLY R
1	1020958		\$24.98	Dec 5, 2018	88888	18071	MCPARLAND, SHANNON
1	1020959		\$56.91	Dec 5, 2018	88888	18075	SCHLAGER, DEREK A
1	1020960		\$14.44	Dec 5, 2018	88888	18924	SMITH, ASHLEY
1	1020961		\$29.43	Dec 5, 2018	88888	19244	PARKER, VICTORIA
1	1020962		\$30.54	Dec 5, 2018	88888	19302	SCHROEDER, WENDY
1	1020963		\$170.00	Dec 5, 2018	88888	19493	MEADE, SARA
1	1020964		\$219.02	Dec 5, 2018	88888	19520	MESTAS, ROBERT A
1	1020965		\$99.00	Dec 5, 2018	88888	19531	WEHRI, EMILY E
1	1020966		\$29.16	Dec 5, 2018	88888	19549	STEEL, LAUREN
1	1020967		\$29.12	Dec 12, 2018	88888	9374	ASFELD, BETH M
1	1020968		\$24.85	Dec 12, 2018	88888	9829	BONNEVILLE, JON G
1	1020969		\$4.50	Dec 12, 2018	88888	11821	BLANDIN, MELISSA

38

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1020970		\$22.08	Dec 12, 2018	88888	11833	DOUGLAS, LORI
1	1020971		\$35.32	Dec 12, 2018	88888	14613	JOHNSON, RONNA E
1	1020972		\$522.93	Dec 12, 2018	88888	14970	DEUTSCH, MATTHEW R
1	1020973		\$54.00	Dec 12, 2018	88888	15074	CHAMERLIK, KAREN
1	1020974		\$59.12	Dec 12, 2018	88888	15209	GRANT, HEIDI A
1	1020975		\$18.26	Dec 12, 2018	88888	15394	BEAULIEU, KOURTNEY A
1	1020976		\$13.63	Dec 12, 2018	88888	15682	GONZALEZ, MEGAN
1	1020977		\$36.35	Dec 12, 2018	88888	16789	KRONABETTER, JULIE R
1	1020978		\$10.79	Dec 12, 2018	88888	17156	BOMSTA, LYLE J
1	1020979		\$66.76	Dec 12, 2018	88888	17796	BLOMQUIST, STEPHANIE
1	1020980		\$19.62	Dec 12, 2018	88888	17819	ABRAHAMSON, JONATHAN
1	1020981		\$33.35	Dec 12, 2018	88888	17951	BARTLING, MEGHAN
1	1020982		\$51.72	Dec 12, 2018	88888	17981	BLOOD, KELSEY JO
1	1020983		\$30.72	Dec 12, 2018	88888	18007	LAMONT, HEIDI O
1	1020984		\$29.60	Dec 12, 2018	88888	18030	DAVIDSON, JESSICA J
1	1020985		\$19.98	Dec 12, 2018	88888	18297	KOCH, REBECCA M
1	1020986		\$37.88	Dec 12, 2018	88888	18649	BLUHM, WILLIAM AE
1	1020987		\$9.27	Dec 12, 2018	88888	18797	GOODBUFFALO, DOMINIC E
1	1020988		\$137.12	Dec 12, 2018	88888	18797	GOODBUFFALO, DOMINIC E
1	1020989		\$99.90	Dec 12, 2018	88888	19158	EWERT, CASEY B
1	1020990		\$104.53	Dec 12, 2018	88888	19446	HOLLOWAY, ANDREA
1	1020991		\$144.21	Dec 12, 2018	88888	4356	SIMON, GLENN D.
1	1020992		\$85.18	Dec 12, 2018	88888	6326	NEPSUND, CYNTHIA J
1	1020993		\$104.42	Dec 12, 2018	88888	8180	NORDMARK, PAMELA J
1	1020994		\$1,349.82	Dec 12, 2018	88888	8627	ORTH, STEVEN D. R.
1	1020995		\$67.74	Dec 12,	88888	9239	OPATZ, LARRY

39

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
1	1020996		\$23.54	Dec 12, 2018	88888	13654	ROBB, BRADLEY E
1	1020997		\$37.17	Dec 12, 2018	88888	13905	WENDLING, PAULA L
1	1020998		\$42.51	Dec 12, 2018	88888	14998	NEUER, MICHELLE E
1	1020999		\$105.57	Dec 12, 2018	88888	15010	NELSON, KATIE L
1	1021000		\$16.24	Dec 12, 2018	88888	17169	VAUGHT, ELIZABETH C
1	1021001		\$19.23	Dec 12, 2018	88888	17324	MALONE, MEGGAN J
1	1021002		\$21.15	Dec 12, 2018	88888	17565	PETRI, KATHRYN E
1	1021003		\$45.34	Dec 12, 2018	88888	17898	SPONSEL, KAY
1	1021004		\$8.34	Dec 12, 2018	88888	18045	VO, KELLY RAE
1	1021005		\$61.42	Dec 12, 2018	88888	18296	VAN OSDEL, BETHANY A
1	1021006		\$23.71	Dec 12, 2018	88888	18679	MEYER, JESSICA M
1	1021007		\$23.98	Dec 12, 2018	88888	18877	PLUEGER, AIMEE F
1	1021008		\$8.67	Dec 12, 2018	88888	18924	SMITH, ASHLEY
Check Count	131	Grand Total	\$10,843.57				

40

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	461887		\$366.45	Nov 21, 2018	05599	0	1ST LINE/LEEWES VENTURES LLC
4	461888		\$120.00	Nov 21, 2018	00111	1	ACT, INC
4	461889	Clear	\$8,349.60	Nov 21, 2018	28551	0	ADVANCED IMAGING SOLUTIONS
4	461890		\$472.50	Nov 21, 2018	27129	0	ALI, AMAAL
4	461891	Clear	\$472.50	Nov 21, 2018	29435	0	ALI, HUDA
4	461892	Clear	\$500.00	Nov 21, 2018	00216	2	ALPHA VIDEO & AUDIO, INC.
4	461893	Clear	\$7,635.00	Nov 21, 2018	29589	1	AUDIO VISIONS
4	461894		\$520.50	Nov 21, 2018	07362	0	AUTO CLUB GROUP
4	461895		\$300.00	Nov 21, 2018	22108	0	AYAQUICA, SHERI
4	461896		\$174.00	Nov 21, 2018	09155	0	BELL MUSEUM
4	461897	Clear	\$23.45	Nov 21, 2018	00000	3691	BEST, KRIS
4	461898	Clear	\$200.00	Nov 21, 2018	00673	9	BURNSVILLE ATHLETIC CLUB
4	461899		\$21,319.25	Nov 21, 2018	00673	0	BURNSVILLE, CITY OF
4	461900	Clear	\$2,745.00	Nov 21, 2018	00673	0	BURNSVILLE, CITY OF
4	461901		\$25,655.52	Nov 21, 2018	02519	0	CENTERPOINT ENERGY
4	461902	Clear	\$9,725.40	Nov 21, 2018	29409	1	CHERRYDALE
4	461903	Clear	\$225.00	Nov 21, 2018	28260	0	CHOY, SERGIO R.
4	461904	Clear	\$3,815.16	Nov 21, 2018	06231	0	CONSOLIDATED COMMUNICATIONS
4	461905	Clear	\$832.50	Nov 21, 2018	25919	0	CORDOVA, LETICIA
4	461906		\$576.93	Nov 21, 2018	00502	0	CORNERSTONE COPY CENTER
4	461907	Clear	\$66,844.09	Nov 21, 2018	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	461908	Clear	\$185.00	Nov 21, 2018	29872	0	DEPT OF EMPLOYMENT & ECONOMIC DEVELOPMENT
4	461909		\$442.50	Nov 21, 2018	29432	0	DIRIE, BAHJO
4	461910		\$25.00	Nov 21, 2018	23971	0	DOHERTY, SANDY
4	461911	Clear	\$120.00	Nov 21, 2018	00875	0	DRAMATISTS PLAY SERVICE INC.
4	461912		\$123.00	Nov 21,	28531	0	EDUCATION MINNESOTA

41

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	461913	Clear	\$40.39	Nov 21, 2018	01463	0	FEDEX
4	461914	Clear	\$2,253.06	Nov 21, 2018	28651	0	FOOD GROUP
4	461915		\$190.43	Nov 21, 2018	28202	0	FOUNDATION 191
4	461916	Clear	\$225.00	Nov 21, 2018	29857	0	FP MAILING SOLUTIONS
4	461917	Clear	\$180.00	Nov 21, 2018	26554	0	GANADO, CESAR
4	461918	Clear	\$130.00	Nov 21, 2018	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATION
4	461919	Clear	\$395.00	Nov 21, 2018	29729	0	GREATAMERICA FINANCIAL SERVICES
4	461920		\$25.00	Nov 21, 2018	22710	0	HARRIS, DENNIS
4	461921		\$204.00	Nov 21, 2018	21990	0	HARTWELL, LEE
4	461922		\$120.00	Nov 21, 2018	29926	0	HERNANDEZ, OLGA
4	461923	Clear	\$440.00	Nov 21, 2018	29711	0	HIGH TOUCH HIGH TECH OF THE TWIN CITIES
4	461924		\$570.00	Nov 21, 2018	04818	1	HORIZON CPO SEMINARS
4	461925		\$80.00	Nov 21, 2018	29182	0	HUTSAL, OLEKSANDRA
4	461926		\$345.00	Nov 21, 2018	24542	0	JAMA, SAFIYO
4	461927	Clear	\$94.00	Nov 21, 2018	00000	7344	JARRAR, SARA
4	461928	Clear	\$7,451.33	Nov 21, 2018	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
4	461929	Clear	\$2,835.61	Nov 21, 2018	08682	2	LIFETOUCH
4	461930	Clear	\$799.43	Nov 21, 2018	27932	1	MATHESON TRI-GAS, INC.
4	461931	Clear	\$158.50	Nov 21, 2018	24921	0	MECA SPORTSWEAR
4	461932	Clear	\$924.00	Nov 21, 2018	08112	0	MEDICINE LAKE TOURS
4	461933	Clear	\$97.00	Nov 21, 2018	22385	0	METRO TRANSIT
4	461934	Clear	\$1,886.84	Nov 21, 2018	03029	1	MINNESOTA ENERGY RESOURCES
4	461935		\$365.00	Nov 21, 2018	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	461936		\$35.00	Nov 21, 2018	26466	0	MN HIGHWAY SAFETY & RESEARCH CENTER
4	461937		\$360.00	Nov 21, 2018	28322	0	MOHAMMOUD, ZAHRA ALI

42

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	461938	Clear	\$273.00	Nov 21, 2018	09589	2	NEOPOST USA INC
4	461939	Clear	\$6,735.00	Nov 21, 2018	24335	1	NEW DOMINION SCHOOL
4	461940	Clear	\$199.53	Nov 21, 2018	02765	0	NORCOSTCO, INC.
4	461941		\$447.00	Nov 21, 2018	29012	0	PACHABELLY DANCE
4	461942	Clear	\$60.00	Nov 21, 2018	24879	0	PEREZ, MELISSA M.
4	461943		\$425.00	Nov 21, 2018	08621	2	PLAYS FOR YOUNG AUDIENCES
4	461944	Clear	\$237.50	Nov 21, 2018	29824	0	POLLOCK, VIRGINIA
4	461945		\$8.00	Nov 21, 2018	00000	7375	POST, KAREN
4	461946		\$14.00	Nov 21, 2018	00000	7377	PRONDZINSKI, ALICIA
4	461947		\$60.00	Nov 21, 2018	21343	0	RAMACHER, THUY
4	461948		\$5,940.00	Nov 21, 2018	27969	0	READY FOR KINDERGARTEN
4	461949	Clear	\$268.80	Nov 21, 2018	28168	0	ROARK, RICHARD JEFFREY
4	461950	Clear	\$321.00	Nov 21, 2018	28277	0	ROBERT J. BRUNO, LTD
4	461951	Clear	\$235.00	Nov 21, 2018	29837	0	RODENBURG LAW FIRM
4	461952	Clear	\$93.35	Nov 21, 2018	03532	2	SCHMITT MUSIC
4	461953		\$20.00	Nov 21, 2018	00001	1689	SHEALY, ANDREA
4	461954	Clear	\$140.00	Nov 21, 2018	07091	4	ST CLOUD STATE UNIVERSITY
4	461955		\$15.00	Nov 21, 2018	00000	7376	TERRIO, LIZANNE
4	461956	Clear	\$137.70	Nov 21, 2018	28502	0	THE MCDOWELL AGENCY, INC.
4	461957	Clear	\$199.00	Nov 21, 2018	00826	1	TIERNEY BROTHERS, INC.
4	461958	Clear	\$93.27	Nov 21, 2018	21190	0	TROUSIL, WANDA
4	461959	Clear	\$120.00	Nov 21, 2018	25958	0	UGAS, ABDISAMAD
4	461960	Clear	\$351.69	Nov 21, 2018	29826	0	UPPER LAKES FOOD, INC.
4	461961		\$71.00	Nov 21, 2018	02813	8	US DEPARTMENT OF EDUCATION
4	461962	Clear	\$181.59	Nov 21, 2018	04417	1	US FOODS INC
4	461963	Clear	\$480.00	Nov 21,	25560	0	WARSAME, KADRA

43

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	461964		\$1,687.50	Nov 21, 2018	04377	0	WIGEN COMPANIES, INC. #86
4	461965	Clear	\$60.00	Nov 21, 2018	29925	0	YUSUF, KALI
4	461966	Clear	\$5,674.92	Nov 27, 2018	25697	0	120 MATTHYS LLC
4	461967	Clear	\$100.00	Nov 27, 2018	00216	2	ALPHA VIDEO & AUDIO, INC.
4	461968		\$238.00	Nov 27, 2018	00428	0	ARAMARK
4	461969		\$170.50	Nov 27, 2018	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	461970		\$90.00	Nov 27, 2018	26359	0	CHAVEZ, CARLOS
4	461971		\$1,790.00	Nov 27, 2018	29929	0	CHESS.COM LLC
4	461972		\$145.31	Nov 27, 2018	00000	2030	CHRISTENSEN, MARYBETH
4	461973		\$5.62	Nov 27, 2018	00016	2038	CONNETT, MYRNA
4	461974	Clear	\$105.00	Nov 27, 2018	22013	0	CUSTOM WATER WORKS
4	461975	Clear	\$452.00	Nov 27, 2018	26262	1	EDUCATORS BENEFIT CONSULTANTS, LLC
4	461976	Clear	\$12,473.66	Nov 27, 2018	29536	0	HIGH POINT NETWORKS, LLC
4	461977		\$180.00	Nov 27, 2018	24867	0	IBAR, AMINA
4	461978		\$20.00	Nov 27, 2018	28748	0	LAMPRECHT, JOHN
4	461979		\$2,580.60	Nov 27, 2018	08682	2	LIFETOUCH
4	461980		\$1,035.00	Nov 27, 2018	24921	0	MECA SPORTSWEAR
4	461981		\$428.62	Nov 27, 2018	24060	0	MEYER, RITA
4	461982	Clear	\$194.72	Nov 27, 2018	02540	0	MN SCHOOL BOARDS ASSOCIATION (MSBA)
4	461983		\$60.00	Nov 27, 2018	29402	0	MOHAMED, ZAHRA
4	461984		\$315.00	Nov 27, 2018	22324	0	MULTILINGUAL WORD, INC.
4	461985		\$150.00	Nov 27, 2018	06265	6	NATIONAL ASSOCIATION OF SCHOOL NURSES (NASN)
4	461986		\$75.00	Nov 27, 2018	25372	4	NCS PEARSON INC
4	461987		\$50.00	Nov 27, 2018	29928	0	OLSEN, GERRIT
4	461988		\$50.00	Nov 27, 2018	29927	0	OLSEN, PATRICK

44

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	461989		\$50.00	Nov 27, 2018	27637	0	OLSON, JEFF
4	461990		\$21.75	Nov 27, 2018	00000	9245	PERRY, TERESA
4	461991		\$2,683.36	Nov 27, 2018	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	461992		\$2,717.50	Nov 27, 2018	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	461993		\$1,546.72	Nov 27, 2018	20099	4	RELIASTAR LIFE INSURANCE COMPANY
4	461994	Clear	\$649.75	Nov 27, 2018	03532	2	SCHMITT MUSIC
4	461995	Unissued	\$0.00	Nov 27, 2018	03532	2	SCHMITT MUSIC
4	461996	Clear	\$2,352.88	Nov 27, 2018	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	461997		\$7,900.00	Nov 27, 2018	29345	1	T-MOBILE
4	461998	Clear	\$96,391.98	Nov 27, 2018	29847	0	TEACHERS ON CALL
4	461999		\$50.00	Nov 27, 2018	29070	0	TEIGLAND, ROY
4	462000	Clear	\$41,266.53	Nov 27, 2018	24486	0	THE HARTFORD
4	462001		\$85.70	Nov 27, 2018	28502	0	THE MCDOWELL AGENCY, INC.
4	462002	Clear	\$8,749.63	Nov 27, 2018	08203	1	TIES
4	462003		\$37.31	Nov 27, 2018	21190	0	TROUSIL, WANDA
4	462004		\$74.99	Nov 27, 2018	E7415	0	UMHOFER, THOMAS C
4	462005		\$896.88	Nov 27, 2018	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	462006		\$2,500.00	Nov 27, 2018	29286	1	UNIVERSITY OF COLORADO-DENVER
4	462007	Clear	\$25,085.00	Nov 27, 2018	08595	0	UNIVERSITY OF MINNESOTA-TUITION
4	462008	Clear	\$38,036.13	Nov 27, 2018	29826	0	UPPER LAKES FOOD, INC.
4	462009	Unissued	\$0.00	Nov 27, 2018	29826	0	UPPER LAKES FOOD, INC.
4	462010	Unissued	\$0.00	Nov 27, 2018	29826	0	UPPER LAKES FOOD, INC.
4	462011	Unissued	\$0.00	Nov 27, 2018	29826	0	UPPER LAKES FOOD, INC.
4	462012		\$1,150.55	Nov 27, 2018	28903	1	USPS
4	462013		\$1,792.25	Dec 1, 2018	28491	0	A.J. MOORE ELECTRIC, INC.
4	462014		\$13,047.05	Dec 1,	29434	0	ACER SERVICE CORPORATION

45

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	462015		\$11,655.02	Dec 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	462016	Unissued	\$0.00	Dec 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	462017	Unissued	\$0.00	Dec 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	462018	Unissued	\$0.00	Dec 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	462019	Unissued	\$0.00	Dec 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	462020	Unissued	\$0.00	Dec 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	462021	Unissued	\$0.00	Dec 1, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	462022		\$650.93	Dec 1, 2018	03503	0	AMERICAN TIME & SIGNAL
4	462023		\$352.61	Dec 1, 2018	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	462024	Unissued	\$0.00	Dec 1, 2018	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	462025		\$4,805.00	Dec 1, 2018	00106	0	AQUA ENGINEERING, INC.
4	462026		\$13,494.00	Dec 1, 2018	29589	1	AUDIO VISIONS
4	462027		\$763.54	Dec 1, 2018	00386	1	BARNES & NOBLE, INC.
4	462028	Unissued	\$0.00	Dec 1, 2018	00386	1	BARNES & NOBLE, INC.
4	462029		\$15,771.14	Dec 1, 2018	00477	0	BIX PRODUCE COMPANY
4	462030	Unissued	\$0.00	Dec 1, 2018	00477	0	BIX PRODUCE COMPANY
4	462031	Unissued	\$0.00	Dec 1, 2018	00477	0	BIX PRODUCE COMPANY
4	462032	Unissued	\$0.00	Dec 1, 2018	00477	0	BIX PRODUCE COMPANY
4	462033	Unissued	\$0.00	Dec 1, 2018	00477	0	BIX PRODUCE COMPANY
4	462034		\$4,499.28	Dec 1, 2018	00397	0	BRO-TEX, INC.
4	462035		\$1,294.07	Dec 1, 2018	00454	0	BRYAN ROCK PRODUCTS INC
4	462036		\$2,368.75	Dec 1, 2018	00707	1	CARRIER CORPORATION
4	462037		\$60.00	Dec 1, 2018	00483	0	CASSIDY-TRICKER INDUSTRIAL SALES, INC.
4	462038		\$300.00	Dec 1, 2018	24466	1	CENTER FOR THE COLLABORATIVE CLASSROOM
4	462039		\$4,223.57	Dec 1, 2018	27279	1	COLE PAPERS INC.

46

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	462040	Unissued	\$0.00	Dec 1, 2018	27279	1	COLE PAPERS INC.
4	462041		\$160.92	Dec 1, 2018	00552	1	CONNEY SAFETY PRODUCTS
4	462042		\$50.05	Dec 1, 2018	29846	0	COTTENS' INC.
4	462043		\$416.76	Dec 1, 2018	00647	0	CROWN RENTAL, INC.
4	462044		\$16,209.15	Dec 1, 2018	04186	1	DALCO
4	462045	Unissued	\$0.00	Dec 1, 2018	04186	1	DALCO
4	462046	Unissued	\$0.00	Dec 1, 2018	04186	1	DALCO
4	462047		\$257.32	Dec 1, 2018	00837	1	DEMCO, INC.
4	462048		\$5,551.54	Dec 1, 2018	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	462049	Unissued	\$0.00	Dec 1, 2018	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	462050	Void	\$259.44	Dec 1, 2018	00605	0	DOYLE SECURITY PRODUCTS
4	462051		\$3,805.56	Dec 1, 2018	08846	2	ECOLAB
4	462052		\$1,209.28	Dec 1, 2018	01078	0	ELECTRO WATCHMAN, INC.
4	462053		\$249.00	Dec 1, 2018	26949	0	FAIRFIELD GLASS & WINDOW, INC.
4	462054		\$22.97	Dec 1, 2018	23054	1	FASTENAL
4	462055		\$25.57	Dec 1, 2018	08698	1	FERGUSON ENTERPRISES # 1657
4	462056		\$2,000.00	Dec 1, 2018	26109	0	FIELD ENVIRONMENTAL CONSULTING, INC.
4	462057		\$18,062.62	Dec 1, 2018	23346	0	FLR SANDERS, INC.
4	462058		\$1,607.78	Dec 1, 2018	01541	1	GENERAL PARTS, LLC
4	462059		\$3,543.38	Dec 1, 2018	04387	1	GRAINGER
4	462060	Unissued	\$0.00	Dec 1, 2018	04387	1	GRAINGER
4	462061		\$400.32	Dec 1, 2018	01478	1	GRAYBAR ELECTRIC COMPANY, INC.
4	462062		\$439.52	Dec 1, 2018	09046	0	HI TECH REFRIGERATION, INC
4	462063		\$261.89	Dec 1, 2018	26668	1	HM RECEIVABLES CO LLC
4	462064		\$912.75	Dec 1, 2018	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	462065		\$2,393.86	Dec 1,	23654	1	IDENTISYS, INC.

47

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	462066		\$500.00	Dec 1, 2018	24406	0	IDENTITY AUTOMATION, LP
4	462067		\$446.62	Dec 1, 2018	01182	0	INDUSTRIAL ARTS SUPPLY COMPANY
4	462068		\$140.95	Dec 1, 2018	28877	0	INTERSTATE ALL BATTERY CENTER
4	462069		\$2,533.01	Dec 1, 2018	03587	1	JOHNSON CONTROLS FIRE PROTECTION LP
4	462070		\$4,030.85	Dec 1, 2018	28622	1	JTM PROVISIONS CO. INC.
4	462071		\$15,453.00	Dec 1, 2018	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, LLC
4	462072		\$150.62	Dec 1, 2018	06419	1	LENSCRAFTERS, INC.
4	462073		\$1,813.24	Dec 1, 2018	28612	0	MASTER AUTOMOTIVE TIRE & QUICK LUBE
4	462074		\$372.49	Dec 1, 2018	23914	0	MIDWEST VENDING
4	462075		\$1,330.00	Dec 1, 2018	25372	4	NCS PEARSON INC
4	462076		\$1,212.80	Dec 1, 2018	29915	1	Nelco
4	462077		\$930.90	Dec 1, 2018	03058	0	PSYCHOLOGICAL ASSESS. RESOURCES INC
4	462078		\$391.88	Dec 1, 2018	03532	2	SCHMITT MUSIC
4	462079		\$7,707.49	Dec 1, 2018	27933	2	SCHNEIDER ELECTRIC IT USA INC
4	462080		\$225.50	Dec 1, 2018	22618	0	TEE JAY NORTH, INC.
4	462081		\$19.53	Dec 1, 2018	24444	0	TRI-STATE BOBCAT
4	462082		\$5,463.50	Dec 1, 2018	03802	0	TRIO SUPPLY
4	462083	Unissued	\$0.00	Dec 1, 2018	03802	0	TRIO SUPPLY
4	462084		\$479.40	Dec 1, 2018	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	462085		\$19.80	Dec 1, 2018	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	462086		\$153.64	Dec 1, 2018	29757	1	WERNER ELECTRIC
4	462087		\$49.72	Nov 29, 2018	22956	1	AMAZON CAPITAL SERVICES
4	462088		\$3,045.75	Nov 29, 2018	28999	0	AMERICAN HI TECH RENTALS
4	462089		\$60.00	Nov 29, 2018	22108	0	AYAQUICA, SHERI
4	462090		\$2,000.00	Nov 29, 2018	29931	0	BETSY KOEPKE COACHING, LLC

48

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	462091		\$94.00	Nov 29, 2018	29571	0	BIALLAS, MARIE CAROLE
4	462092		\$59.00	Nov 29, 2018	00000	7370	BRUCCIANI, JEANNE
4	462093		\$1,500.00	Nov 29, 2018	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	462094		\$475.00	Nov 29, 2018	00673	0	BURNSVILLE, CITY OF
4	462095		\$2,329.28	Nov 29, 2018	02519	0	CENTERPOINT ENERGY
4	462096		\$300.00	Nov 29, 2018	28401	0	CHOY, KEREN
4	462097		\$750.00	Nov 29, 2018	24984	0	CORY, BRENT
4	462098		\$185.00	Nov 29, 2018	29872	0	DEPT OF EMPLOYMENT & ECONOMIC DEVELOPMENT
4	462099		\$352.50	Nov 29, 2018	29581	0	DORE, ABDIWALI HASHI
4	462100		\$121.00	Nov 29, 2018	28531	0	EDUCATION MINNESOTA
4	462101		\$132.00	Nov 29, 2018	29761	0	EKBLAD, BETHANY
4	462102		\$149.04	Nov 29, 2018	29706	0	EXPRESS AUTO PARTS
4	462103		\$1,000.00	Nov 29, 2018	29930	0	FIERCE, NICOLE
4	462104		\$519.29	Nov 29, 2018	28651	0	FOOD GROUP
4	462105		\$187.93	Nov 29, 2018	28202	0	FOUNDATION 191
4	462106		\$130.00	Nov 29, 2018	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATION
4	462107		\$49.00	Nov 29, 2018	00000	7378	HATHAWAY, PHOENIX & KEVIN
4	462108		\$455.00	Nov 29, 2018	29711	0	HIGH TOUCH HIGH TECH OF THE TWIN CITIES
4	462109		\$345.00	Nov 29, 2018	27442	0	IBARRA, HILIANA
4	462110		\$69.00	Nov 29, 2018	00000	7379	IVERSON, PEGGY
4	462111		\$90.98	Nov 29, 2018	03003	2	J.W. PEPPER & SON INC.
4	462112		\$234.00	Nov 29, 2018	04763	0	JAH SCHEDULING, LLC
4	462113		\$60.00	Nov 29, 2018	24542	0	JAMA, SAFIYO
4	462114		\$14.30	Nov 29, 2018	00001	1838	KANE-NYANE, TAMMY
4	462115		\$19.60	Nov 29, 2018	00001	1837	KELLEY, LISA
4	462116		\$365.50	Nov 29,	08356	1	KENNEDY & GRAVEN, CHARTERED

49

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	462117		\$15,001.96	Nov 29, 2018	02196	0	MACKIN EDUCATIONAL RESOURCES
4	462118		\$280.00	Nov 29, 2018	29912	0	MERRY, VANESSA
4	462119		\$165.00	Nov 29, 2018	01265	0	MN ASSOC. FOR CHILDRENS MENTAL HEALTH
4	462120		\$2,277.50	Nov 29, 2018	22324	0	MULTILINGUAL WORD, INC.
4	462121		\$80.00	Nov 29, 2018	08769	0	NCPERS Group Life Ins
4	462122		\$3,559.90	Nov 29, 2018	06477	0	OFFICE OF MN IT SERVICES
4	462123		\$850.00	Nov 29, 2018	29717	0	PAM MCDONALD CONSULTING, LLC
4	462124		\$420.00	Nov 29, 2018	24879	0	PEREZ, MELISSA M.
4	462125		\$60.00	Nov 29, 2018	21343	0	RAMACHER, THUY
4	462126		\$315.00	Nov 29, 2018	28277	0	ROBERT J. BRUNO, LTD
4	462127		\$235.00	Nov 29, 2018	29837	0	RODENBURG LAW FIRM
4	462128		\$8,385.00	Nov 29, 2018	26796	0	SAFeway DRIVING SCHOOL
4	462129		\$4,403.34	Nov 29, 2018	09588	4	SAVAGE, CITY OF
4	462130		\$508.00	Nov 29, 2018	03196	13	SCHOLASTIC LIBRARY
4	462131		\$7,305.36	Nov 29, 2018	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	462132		\$3,195.00	Nov 29, 2018	27527	1	SNAP ON TOOLS
4	462133		\$52.00	Nov 29, 2018	29932	0	TIMM, RACHELLE
4	462134		\$9.54	Nov 29, 2018	E7415	0	UMHOFER, THOMAS C
4	462135		\$510.00	Nov 29, 2018	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	462136		\$32,871.06	Nov 29, 2018	29826	0	UPPER LAKES FOOD, INC.
4	462137	Unissued	\$0.00	Nov 29, 2018	29826	0	UPPER LAKES FOOD, INC.
4	462138	Unissued	\$0.00	Nov 29, 2018	29826	0	UPPER LAKES FOOD, INC.
4	462139		\$189.00	Nov 29, 2018	02813	8	US DEPARTMENT OF EDUCATION
4	462140		\$14.31	Nov 29, 2018	02776	0	XCEL ENERGY
4	462141		\$240.00	Dec 4, 2018	28551	0	ADVANCED IMAGING SOLUTIONS

50

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	462142		\$8,763.00	Dec 4, 2018	28551	1	ADVANCED IMAGING SOLUTIONS
4	462143		\$199.96	Dec 4, 2018	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	462144		\$75.00	Dec 4, 2018	28260	0	CHOY, SERGIO R.
4	462145		\$247.50	Dec 4, 2018	09272	2	ECM PUBLISHERS, INC.
4	462146		\$304.92	Dec 4, 2018	24275	0	FAGERNESS, JOYCE
4	462147		\$2,950.00	Dec 4, 2018	03362	4	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.
4	462148		\$17.97	Dec 4, 2018	29410	0	HYVEE, INC.
4	462149		\$130.90	Dec 4, 2018	29933	0	LINK INTERPRET, LLC
4	462150		\$299.00	Dec 4, 2018	09181	0	MN ASSOC OF SCHOOL ADMINISTRATORS (MASA)
4	462151		\$638.75	Dec 4, 2018	22324	0	MULTILINGUAL WORD, INC.
4	462152		\$60.00	Dec 4, 2018	24879	0	PEREZ, MELISSA M.
4	462153		\$15,140.84	Dec 4, 2018	29936	0	SIGN SOLUTIONS, INC.
4	462154		\$5,002.13	Dec 4, 2018	29345	1	T-MOBILE
4	462155		\$225.00	Dec 4, 2018	29848	0	THE ANTON GROUP LLC
4	462156		\$60.00	Dec 4, 2018	24968	0	TRANG, KRISTINE
4	462157		\$652.24	Dec 4, 2018	29826	0	UPPER LAKES FOOD, INC.
4	462158		\$88.45	Dec 7, 2018	26638	0	ACADEMIC INNOVATIONS
4	462159		\$480.00	Dec 7, 2018	28551	0	ADVANCED IMAGING SOLUTIONS
4	462160		\$47.00	Dec 7, 2018	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	462161		\$50.00	Dec 7, 2018	26265	0	BEECHER, JOHN
4	462162		\$83.00	Dec 7, 2018	29867	0	BELD, BRYAN
4	462163		\$684.00	Dec 7, 2018	09155	0	BELL MUSEUM
4	462164		\$1,900.00	Dec 7, 2018	29931	0	BETSY KOEPKE COACHING, LLC
4	462165		\$48.00	Dec 7, 2018	29571	0	BIALLAS, MARIE CAROLE
4	462166		\$59.00	Dec 7, 2018	23377	0	BIERLEIN JR, LEN
4	462167		\$476.00	Dec 7,	29008	0	BIG FROG CUSTOM T-SHIRTS

51

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	462168		\$83.00	Dec 7, 2018	29416	0	BINGHAM, MARK
4	462169		\$15,987.88	Dec 7, 2018	04226	0	BURNSVILLE, CITY OF
4	462170	Unissued	\$0.00	Dec 7, 2018	04226	0	BURNSVILLE, CITY OF
4	462171		\$717.60	Dec 7, 2018	29243	0	CARLSON, GERRI
4	462172		\$60.00	Dec 7, 2018	28260	0	CHOY, SERGIO R.
4	462173		\$77.00	Dec 7, 2018	08232	0	CLANCY, WILLIAM
4	462174		\$5,600.00	Dec 7, 2018	27322	0	CLIFTONLARSONALLEN, LLP
4	462175		\$150.00	Dec 7, 2018	25919	0	CORDOVA, LETICIA
4	462176		\$225.00	Dec 7, 2018	00502	0	CORNERSTONE COPY CENTER
4	462177		\$77.00	Dec 7, 2018	28639	0	DEMORETT, ANDREW
4	462178		\$360.00	Dec 7, 2018	20524	0	DEWALD, RINA C.
4	462179		\$5,266.00	Dec 7, 2018	27788	3	DISTRICT 2 DECA
4	462180		\$136.00	Dec 7, 2018	29009	0	HALL, STEVEN
4	462181		\$1,000.00	Dec 7, 2018	00016	3390	HARMON, SAMEESHA
4	462182		\$12.59	Dec 7, 2018	00862	3	HERFF JONES, INC.
4	462183		\$7,360.00	Dec 7, 2018	28603	1	HUMANeX VENTURES LLC
4	462184		\$140.00	Dec 7, 2018	20540	0	INTELLIGERE, INC
4	462185		\$360.00	Dec 7, 2018	24542	0	JAMA, SAFIYO
4	462186		\$242.00	Dec 7, 2018	26990	0	JOHNSON, BRENT
4	462187		\$142.00	Dec 7, 2018	24067	0	JOHNSON, DENNIS
4	462188		\$77.00	Dec 7, 2018	28746	0	JOHNSON, MARK
4	462189		\$155.00	Dec 7, 2018	23607	0	KENNEY, PATRICK
4	462190		\$59.00	Dec 7, 2018	27044	0	KIECKER, DANA
4	462191		\$2,000.00	Dec 7, 2018	00016	3391	LAKSON, KAITLYN
4	462192		\$87.00	Dec 7, 2018	20596	0	LARSEN, RICK

52

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	462193		\$77.00	Dec 7, 2018	24355	0	MEYER, RYAN
4	462194		\$14,657.36	Dec 7, 2018	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	462195		\$75.00	Dec 7, 2018	22397	0	MN BOARD OF SCHOOL ADMINISTRATORS (MBSA)
4	462196		\$927.00	Dec 7, 2018	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	462197		\$330.00	Dec 7, 2018	29919	0	OCCUPATIONAL HEALTH CENTERS OF MN, P.C.
4	462198		\$46.47	Dec 7, 2018	02489	1	OFFICE DEPOT COMPANY
4	462199		\$48.00	Dec 7, 2018	27480	0	ORASKOVICH, SADIE
4	462200		\$77.00	Dec 7, 2018	25966	0	PEARSON, TANNER
4	462201		\$42.00	Dec 7, 2018	29639	0	PENNER, MELISSA
4	462202		\$360.00	Dec 7, 2018	24879	0	PEREZ, MELISSA M.
4	462203		\$1,223.28	Dec 7, 2018	21851	1	RED WING SHOE COMPANY INC
4	462204	Unissued	\$0.00	Dec 7, 2018	21851	1	RED WING SHOE COMPANY INC
4	462205		\$217.50	Dec 7, 2018	25562	0	SACHS, ALICE
4	462206		\$47.50	Dec 7, 2018	00016	3392	SALAZAR-LOPEZ, ZULEMA
4	462207		\$155.00	Dec 7, 2018	09154	0	SAUL, MICHAEL (MICK)
4	462208		\$9,334.97	Dec 7, 2018	09588	0	SAVAGE, CITY OF
4	462209		\$47.08	Dec 7, 2018	03532	2	SCHMITT MUSIC
4	462210		\$77.00	Dec 7, 2018	05978	0	SCHOAF, SCOTT
4	462211		\$50,355.00	Dec 7, 2018	23848	0	SFM
4	462212		\$473.17	Dec 7, 2018	24465	2	SHRED-IT USA
4	462213		\$850.00	Dec 7, 2018	29575	0	SKOW, KAREN
4	462214		\$42.00	Dec 7, 2018	25565	0	SMRSTICK, JAYME
4	462215		\$24.57	Dec 7, 2018	09180	2	STAR TRIBUNE
4	462216		\$68.00	Dec 7, 2018	29937	0	STEINOLFSON, STEVE
4	462217		\$4,873.13	Dec 7, 2018	24346	0	STRATEGIC BEHAVIORAL SOLUTIONS
4	462218		\$310.00	Dec 7,	29881	1	TEACHER SYNERGY LLC

53

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	462219		\$69,459.93	Dec 7, 2018	29847	0	TEACHERS ON CALL
4	462220		\$46,676.12	Dec 7, 2018	29826	0	UPPER LAKES FOOD, INC.
4	462221	Unissued	\$0.00	Dec 7, 2018	29826	0	UPPER LAKES FOOD, INC.
4	462222	Unissued	\$0.00	Dec 7, 2018	29826	0	UPPER LAKES FOOD, INC.
4	462223	Unissued	\$0.00	Dec 7, 2018	29826	0	UPPER LAKES FOOD, INC.
4	462224		\$5,000.00	Dec 11, 2018	29938	0	FORBES SOLUTIONS, PLLC
4	462225		\$252.45	Dec 12, 2018	29939	0	AUCTION MASTERS
4	462226		\$200.00	Dec 14, 2018	00017	0	AIM ELECTRONICS, INC.
4	462227		\$354.00	Dec 14, 2018	06215	0	AIRPORT TAXI, INC.
4	462228		\$977.49	Dec 14, 2018	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	462229		\$100.00	Dec 14, 2018	29942	0	ANNANDALE SCHOOLS
4	462230		\$68.00	Dec 14, 2018	29941	0	BERGAMASCO, ROBERT
4	462231		\$900.00	Dec 14, 2018	29931	0	BETSY KOEPKE COACHING, LLC
4	462232		\$1,050.00	Dec 14, 2018	24437	0	BHS GIRLS GOLF BOOSTER CLUB
4	462233		\$83.00	Dec 14, 2018	29947	0	BOIE, JASON
4	462234		\$166.00	Dec 14, 2018	29691	0	BOWSER, CHARTAGAN
4	462235		\$77.00	Dec 14, 2018	03528	0	BREKKE, ERIC
4	462236		\$100.00	Dec 14, 2018	25458	0	CALABRASE, SHAWN
4	462237		\$266.02	Dec 14, 2018	02781	5	CENTURYLINK
4	462238		\$2,025.21	Dec 14, 2018	00502	0	CORNERSTONE COPY CENTER
4	462239		\$4,465.00	Dec 14, 2018	22059	0	DAKOTA OUTDOORS LLC
4	462240		\$77.00	Dec 14, 2018	25982	0	DAY, ROGER
4	462241		\$83.00	Dec 14, 2018	29946	0	DEBAKER, MATT
4	462242		\$87.00	Dec 14, 2018	03139	0	DELMONICO, DAVE
4	462243		\$188.00	Dec 14, 2018	29872	0	DEPT OF EMPLOYMENT & ECONOMIC DEVELOPMENT

54

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	462244		\$10,798.62	Dec 14, 2018	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	462245		\$200.00	Dec 14, 2018	04069	0	EAGAN HIGH SCHOOL
4	462246		\$3,592.24	Dec 14, 2018	01002	0	EAGAN, CITY OF
4	462247		\$3,478.05	Dec 14, 2018	02333	1	EARTHGRAINS BAKING CO. INC.
4	462248		\$59.40	Dec 14, 2018	09272	2	ECM PUBLISHERS, INC.
4	462249		\$122.00	Dec 14, 2018	28531	0	EDUCATION MINNESOTA
4	462250		\$665.55	Dec 14, 2018	26262	1	EDUCATORS BENEFIT CONSULTANTS, LLC
4	462251		\$6,137.50	Dec 14, 2018	04416	0	FAIRVIEW
4	462252		\$1,630.80	Dec 14, 2018	28651	0	FOOD GROUP
4	462253		\$70.00	Dec 14, 2018	29945	0	FOWLER, NATHANIEL
4	462254		\$83.00	Dec 14, 2018	29944	0	FREESE, NICHOLAS
4	462255		\$130.00	Dec 14, 2018	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATION
4	462256		\$500.00	Dec 14, 2018	22902	0	HENRY, LAWRENCE
4	462257		\$5,286.50	Dec 14, 2018	00862	3	HERFF JONES, INC.
4	462258		\$60.00	Dec 14, 2018	29182	0	HUTSAL, OLEKSANDRA
4	462259		\$150.00	Dec 14, 2018	02495	2	IND SCHOOL DIST 192
4	462260		\$26.68	Dec 14, 2018	01394	9	IND. SCHOOL DIST. 196
4	462261		\$175.71	Dec 14, 2018	02483	1	INTEGRA TELECOM
4	462262		\$70.00	Dec 14, 2018	20540	0	INTELLIGERE, INC
4	462263		\$442.20	Dec 14, 2018	01390	0	INTERMEDIATE SCHOOL DISTRICT 287
4	462264		\$83.00	Dec 14, 2018	29943	0	JARVIS, GARY
4	462265		\$100.00	Dec 14, 2018	01703	0	JOHNSON, ANDY
4	462266		\$83.00	Dec 14, 2018	24067	0	JOHNSON, DENNIS
4	462267		\$59.00	Dec 14, 2018	06519	0	KORBA, JERRY
4	462268		\$750.00	Dec 14, 2018	01880	8	LAKEVILLE AREA SCHOOLS
4	462269		\$150.00	Dec 14,	02673	10	LAKEVILLE SOUTH HIGH SCHOOL

55

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	462270		\$77.00	Dec 14, 2018	27068	0	LARSON, CURTIS
4	462271		\$70.00	Dec 14, 2018	26916	0	MEDFORD HIGH SCHOOL
4	462272		\$500.00	Dec 14, 2018	08865	13	METRO ECSU
4	462273		\$7,537.50	Dec 14, 2018	24523	0	MIDWEST LANGUAGE BANC, INC.
4	462274		\$12,884.42	Dec 14, 2018	03029	1	MINNESOTA ENERGY RESOURCES
4	462275		\$75.65	Dec 14, 2018	01265	0	MN ASSOC. FOR CHILDRENS MENTAL HEALTH
4	462276		\$1,220.00	Dec 14, 2018	04483	2	MN HIGH SCHOOL QUIZ BOWL, INC (MNHSQB)
4	462277		\$190.00	Dec 14, 2018	07164	3	MN TRACK COACHES ASSOCIATION
4	462278		\$455.00	Dec 14, 2018	22324	0	MULTILINGUAL WORD, INC.
4	462279		\$144.00	Dec 14, 2018	00421	0	MUSIC THEATRE INTERNATIONAL
4	462280		\$20.00	Dec 14, 2018	03858	3	NATIONAL GEOGRAPHIC EXPLORER
4	462281		\$45.00	Dec 14, 2018	25372	4	NCS PEARSON INC
4	462282		\$120.00	Dec 14, 2018	29919	0	OCCUPATIONAL HEALTH CENTERS OF MN, P.C.
4	462283		\$240.00	Dec 14, 2018	24879	0	PEREZ, MELISSA M.
4	462284		\$7,607.60	Dec 14, 2018	29793	1	PLANSOURCE
4	462285		\$132.20	Dec 14, 2018	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	462286		\$136.00	Dec 14, 2018	29697	0	RENSLOW, PHILLIP
4	462287		\$285.00	Dec 14, 2018	28277	0	ROBERT J. BRUNO, LTD
4	462288		\$120.00	Dec 14, 2018	29837	0	RODENBURG LAW FIRM
4	462289		\$100.00	Dec 14, 2018	20491	0	SAVAGE, DAWN
4	462290		\$3,348.14	Dec 14, 2018	03532	2	SCHMITT MUSIC
4	462291	Unissued	\$0.00	Dec 14, 2018	03532	2	SCHMITT MUSIC
4	462292		\$19,681.67	Dec 14, 2018	09331	1	SCHMITTY & SONS
4	462293		\$736,994.46	Dec 14, 2018	09331	2	SCHMITTY & SONS
4	462294		\$31.92	Dec 14, 2018	25097	1	SCHOOL SPECIALTY INC

56

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	462295		\$280.00	Dec 14, 2018	03609	0	SCIENCE MUSEUM OF MINN.
4	462296		\$1,173.67	Dec 14, 2018	04683	0	SCOTT COUNTY TREASURER
4	462297		\$586.88	Dec 14, 2018	28183	0	SECOND HARVEST HEARTLAND
4	462298		\$300.00	Dec 14, 2018	25364	0	SHEEHAN, JAMES D
4	462299		\$155.00	Dec 14, 2018	29940	0	SHEPERD, BRONSON
4	462300		\$42.43	Dec 14, 2018	03745	2	SHERWIN-WILLIAMS
4	462301		\$87.00	Dec 14, 2018	27946	0	SOUKUP, STEFANIE
4	462302		\$27,882.31	Dec 14, 2018	29847	0	TEACHERS ON CALL
4	462303		\$75.00	Dec 14, 2018	29668	0	TWIN CITY SCALE CO.
4	462304		\$239.99	Dec 14, 2018	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	462305		\$9,926.84	Dec 14, 2018	29826	0	UPPER LAKES FOOD, INC.
4	462306		\$189.00	Dec 14, 2018	02813	8	US DEPARTMENT OF EDUCATION
4	462307		\$330.00	Dec 14, 2018	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	462308		\$60.00	Dec 14, 2018	25560	0	WARSAME, KADRA
4	462309		\$15,984.10	Dec 14, 2018	02776	0	XCEL ENERGY
4	462310		\$1,086.00	Dec 14, 2018	00421	0	MUSIC THEATRE INTERNATIONAL
4	462311		\$4,992.80	Dec 16, 2018	28491	0	A.J. MOORE ELECTRIC, INC.
4	462312		\$15.54	Dec 16, 2018	05588	0	ACE HARDWARE & PAINT
4	462313		\$11,691.37	Dec 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	462314	Unissued	\$0.00	Dec 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	462315	Unissued	\$0.00	Dec 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	462316	Unissued	\$0.00	Dec 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	462317	Unissued	\$0.00	Dec 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	462318	Unissued	\$0.00	Dec 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	462319	Unissued	\$0.00	Dec 16, 2018	28147	1	AGROPUR INC. DIVISION NATREL USA
4	462320	Unissued	\$0.00	Dec 16,	28147	1	AGROPUR INC. DIVISION NATREL USA

57

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			
4	462321		\$108.00	Dec 16, 2018	27586	0	AMERICAN OFFICE PRODUCTS
4	462322		\$903.70	Dec 16, 2018	03503	0	AMERICAN TIME & SIGNAL
4	462323		\$280.18	Dec 16, 2018	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	462324		\$69.24	Dec 16, 2018	00428	0	ARAMARK
4	462325		\$12,888.54	Dec 16, 2018	00477	0	BIX PRODUCE COMPANY
4	462326	Unissued	\$0.00	Dec 16, 2018	00477	0	BIX PRODUCE COMPANY
4	462327	Unissued	\$0.00	Dec 16, 2018	00477	0	BIX PRODUCE COMPANY
4	462328	Unissued	\$0.00	Dec 16, 2018	00477	0	BIX PRODUCE COMPANY
4	462329	Unissued	\$0.00	Dec 16, 2018	00477	0	BIX PRODUCE COMPANY
4	462330		\$122.38	Dec 16, 2018	00483	0	CASSIDY-TRICKER INDUSTRIAL SALES, INC.
4	462331		\$17,943.39	Dec 16, 2018	20289	1	CDW GOVERNMENT, INC.
4	462332		\$7,398.55	Dec 16, 2018	29924	1	CHROMEBOOKPARTS.COM
4	462333		\$733.60	Dec 16, 2018	27279	1	COLE PAPERS INC.
4	462334		\$769.39	Dec 16, 2018	00552	1	CONNEY SAFETY PRODUCTS
4	462335		\$274.90	Dec 16, 2018	03866	0	CONTINENTAL CLAY COMPANY
4	462336		\$1,652.33	Dec 16, 2018	23509	0	COOL AIR MECHANICAL, INC.
4	462337		\$92.54	Dec 16, 2018	29846	0	COTTENS' INC.
4	462338		\$377.15	Dec 16, 2018	00647	0	CROWN RENTAL, INC.
4	462339		\$15,530.99	Dec 16, 2018	04186	1	DALCO
4	462340	Unissued	\$0.00	Dec 16, 2018	04186	1	DALCO
4	462341	Unissued	\$0.00	Dec 16, 2018	04186	1	DALCO
4	462342	Unissued	\$0.00	Dec 16, 2018	04186	1	DALCO
4	462343		\$26,995.00	Dec 16, 2018	28604	0	DIRSEC, INC.
4	462344		\$5,603.98	Dec 16, 2018	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	462345	Unissued	\$0.00	Dec 16, 2018	00279	0	DIVERSIFIED SNACK DISTRIBUTION

58

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	462346		\$4,470.00	Dec 16, 2018	24933	0	DURAND MANUFACTURING, INC.
4	462347		\$294.45	Dec 16, 2018	01064	2	EARL F. ANDERSEN
4	462348		\$22.20	Dec 16, 2018	28982	0	EKON-O-PAC, LLC
4	462349		\$1,325.00	Dec 16, 2018	01078	0	ELECTRO WATCHMAN, INC.
4	462350		\$71.75	Dec 16, 2018	29706	0	EXPRESS AUTO PARTS
4	462351		\$38.27	Dec 16, 2018	23054	1	FASTENAL
4	462352		\$390.06	Dec 16, 2018	08698	1	FERGUSON ENTERPRISES # 1657
4	462353		\$1,428.13	Dec 16, 2018	01541	1	GENERAL PARTS, LLC
4	462354		\$101.00	Dec 16, 2018	27736	0	GLOBAL COMMUNICATIONS WIRING & SERVICES
4	462355		\$1,734.13	Dec 16, 2018	04387	1	GRAINGER
4	462356	Unissued	\$0.00	Dec 16, 2018	04387	1	GRAINGER
4	462357		\$1,998.50	Dec 16, 2018	27750	0	GRAPHIC SPECIALTIES, INC.
4	462358		\$21,363.90	Dec 16, 2018	00575	0	GROTH MUSIC COMPANY
4	462359		\$57.75	Dec 16, 2018	24154	1	HEALTH COUNSELING SERVICES, LLC
4	462360		\$549.50	Dec 16, 2018	09318	1	HILLYARD INC - MINNEAPOLIS
4	462361		\$23,671.73	Dec 16, 2018	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	462362		\$1,610.00	Dec 16, 2018	27693	0	IDEAL SERVICES, INC.
4	462363		\$1,090.00	Dec 16, 2018	23654	1	IDENTISYS, INC.
4	462364		\$915.10	Dec 16, 2018	28877	0	INTERSTATE ALL BATTERY CENTER
4	462365		\$430.60	Dec 16, 2018	29071	0	JOBS FOUNDATION/TECH DUMP
4	462366		\$440.30	Dec 16, 2018	03587	1	JOHNSON CONTROLS FIRE PROTECTION LP
4	462367		\$77.35	Dec 16, 2018	07486	1	JOHNSTONE SUPPLY
4	462368		\$15,453.00	Dec 16, 2018	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, LLC
4	462369		\$524.25	Dec 16, 2018	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	462370		\$1,237.00	Dec 16, 2018	26151	0	LIGHTSPEED TECHNOLOGIES, INC.
4	462371		\$2,147.13	Dec 16,	28612	0	MASTER AUTOMOTIVE TIRE & QUICK

59

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2018			LUBE
4	462372		\$2,313.54	Dec 16, 2018	08999	1	MEI TOTAL ELEVATOR SOLUTIONS
4	462373		\$1,061.05	Dec 16, 2018	27063	0	MIDWEST BLINDS
4	462374		\$976.68	Dec 16, 2018	27342	1	MONOPRICE
4	462375		\$4,633.20	Dec 16, 2018	25372	4	NCS PEARSON INC
4	462376		\$8,452.96	Dec 16, 2018	20320	0	NORTHERN AIR CORPORATION (NAC)
4	462377		\$20.86	Dec 16, 2018	02489	1	OFFICE DEPOT COMPANY
4	462378		\$1,301.00	Dec 16, 2018	26086	0	ORKIN COMMERCIAL SERVICES
4	462379		\$1,743.75	Dec 16, 2018	28310	1	POWER SECURE
4	462380		\$2,145.40	Dec 16, 2018	28785	1	PRODOCON, INC
4	462381		\$3,923.08	Dec 16, 2018	28946	0	REFRESH TECHNOLOGIES
4	462382		\$641.75	Dec 16, 2018	03472	2	SHIFFLER EQUIPMENT SALES INC
4	462383		\$1,467.00	Dec 16, 2018	02217	1	SIEMENS INDUSTRY, INC.
4	462384		\$1,314.47	Dec 16, 2018	03689	0	STATE SUPPLY CO., INC.
4	462385		\$223.00	Dec 16, 2018	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	462386		\$13.35	Dec 16, 2018	00826	1	TIERNEY BROTHERS, INC.
4	462387		\$92.84	Dec 16, 2018	29519	1	TRI-DIM FILTER CORP
4	462388		\$7,485.77	Dec 16, 2018	03802	0	TRIO SUPPLY
4	462389	Unissued	\$0.00	Dec 16, 2018	03802	0	TRIO SUPPLY
4	462390		\$6,335.51	Dec 16, 2018	26380	0	TYLER TECHNOLOGIES INC
4	462391		\$32.55	Dec 16, 2018	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	462392		\$999.88	Dec 16, 2018	04563	0	WENZEL PLUMBING-HEATING-COOLING LLC
4	462393		\$8,450.00	Dec 16, 2018	26801	0	XTREME TREE TEAM, INC.
Check Count	507	Grand Total	\$2,147,117.77				

60

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	102188	Clear	\$40,835.00	Nov 21, 2018	29589	1	AUDIO VISIONS
3	102189	Clear	\$9,555.80	Nov 21, 2018	01078	0	ELECTRO WATCHMAN, INC.
3	102190	Clear	\$17,385.61	Nov 21, 2018	29523	0	IYAWE AND ASSOCIATES
Check Count	3	Grand Total	\$67,776.41				

61



Future Ready. Community Strong.

**Agenda IV.A.5.
January 14, 2019**

TO: Cynthia Amoroso, Superintendent and Board of Education

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

DATE: January 24, 2019

RE: Budget Analysis for the Month Ending November 30, 2018

RECOMMENDATION: That the Board accepts the Budget Analysis for the month ending November 30, 2018

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

	<u>Year-to-Date Revenue</u>	<u>% of Adopted Budget</u>	<u>Year-to-Date Expenditures</u>	<u>% of Adopted Budget</u>
All Funds	\$ 63,156,262	36.22%	\$ 58,133,122	32.74%
General Fund	\$ 49,468,991	38.91%	\$ 40,831,427	31.71%

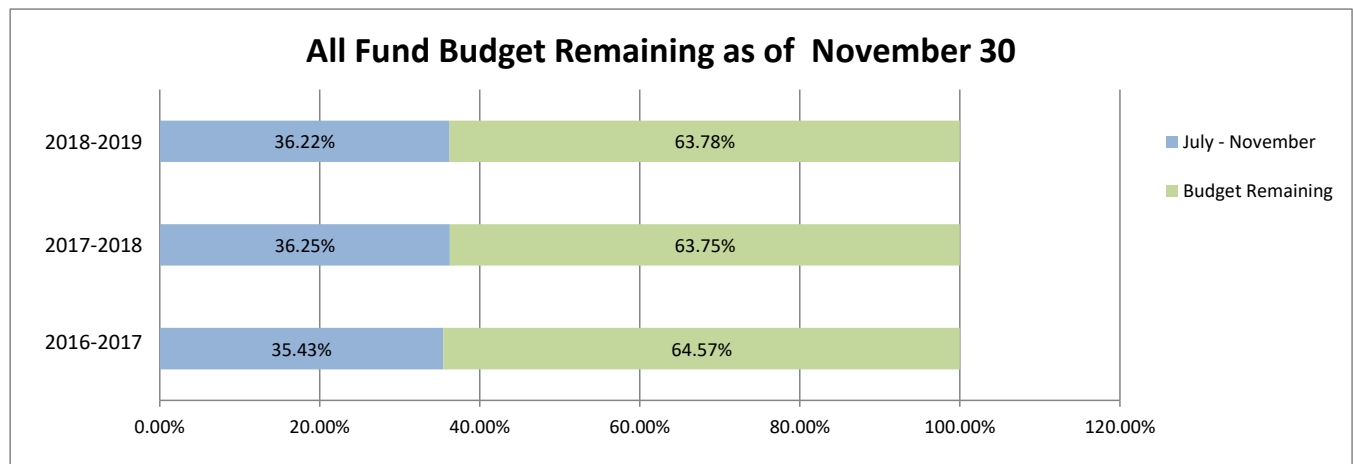
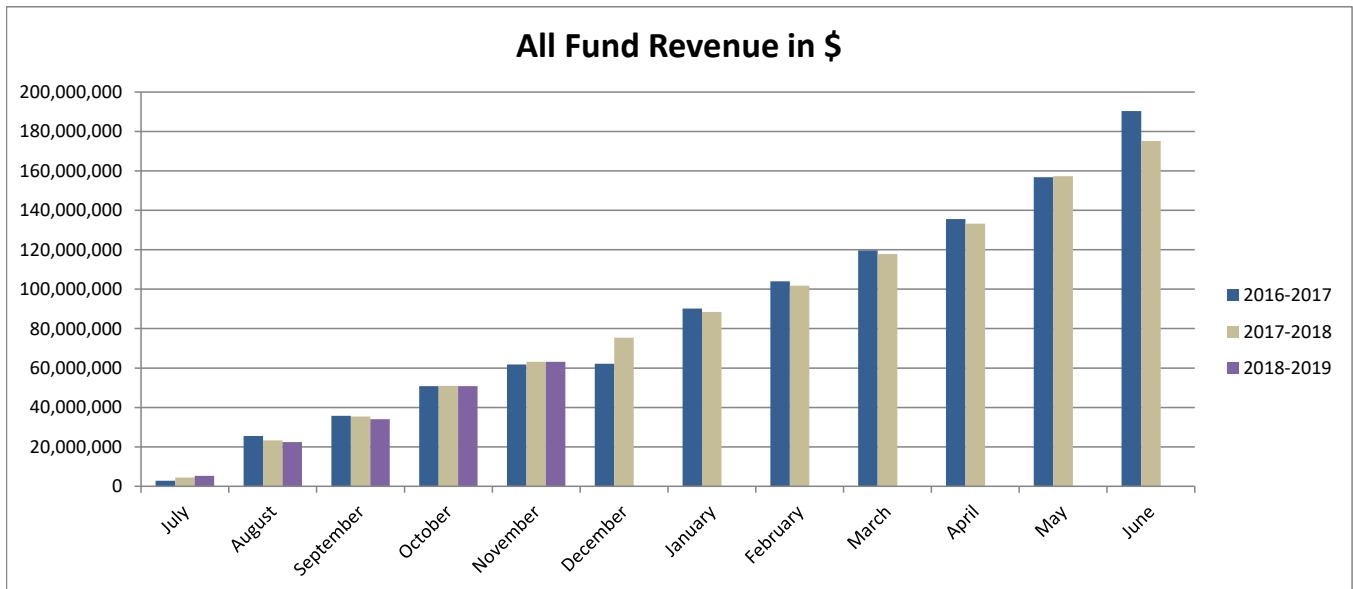
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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

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

**REVENUE COMPARISON
ALL FUNDS**

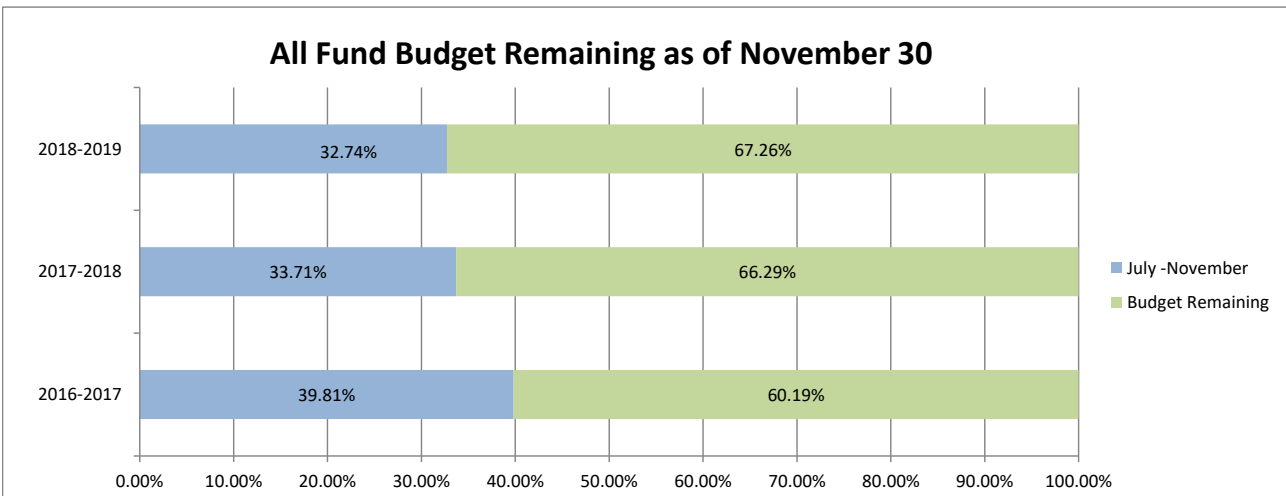
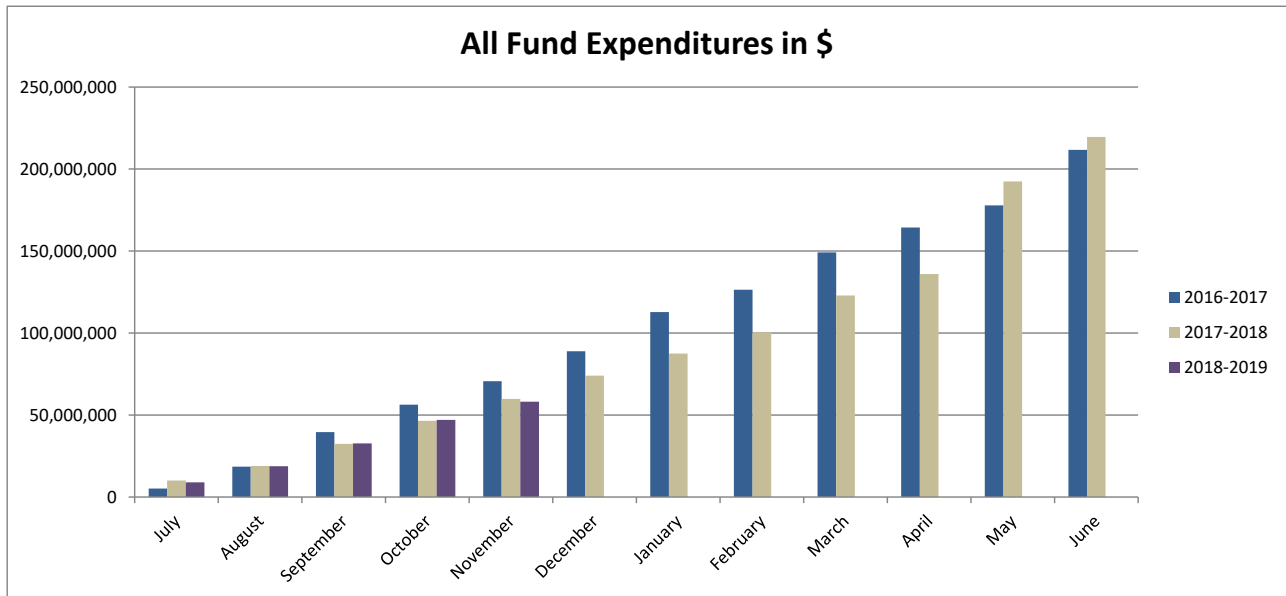
	2016-2017		2017-2018		2018-2019	
	\$	%	\$	%	\$	%
July	2,809,302	1.61%	4,408,507	2.53%	5,335,129	3.06%
August	25,542,740	14.65%	23,331,132	13.38%	22,416,157	12.86%
September	35,814,597	20.54%	35,437,865	20.33%	34,008,972	19.51%
October	50,756,340	29.11%	50,946,461	29.22%	50,811,471	29.14%
November	61,773,537 **	35.43%	63,197,024 **	36.25%	63,156,262 **	36.22%
December	62,140,926	35.64%	75,336,594	43.21%		0.00%
January	90,177,955	51.72%	88,429,452	50.72%		0.00%
February	103,945,953	59.62%	101,775,734	58.38%		0.00%
March	119,608,094	68.60%	117,859,358	67.60%		0.00%
April	135,537,967	77.74%	133,279,961	76.45%		0.00%
May	156,805,987	89.94%	157,317,217	90.23%		0.00%
June	190,363,597	109.19%	175,149,857	100.46%		0.00%
BUDGET	185,899,440	100.00%	173,504,173	100.00%	174,346,301	100.00%



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

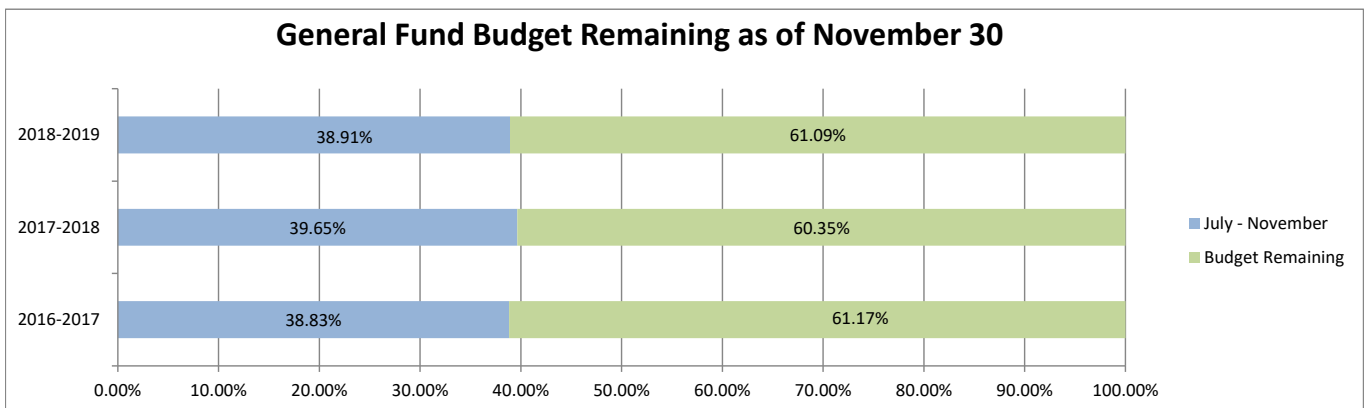
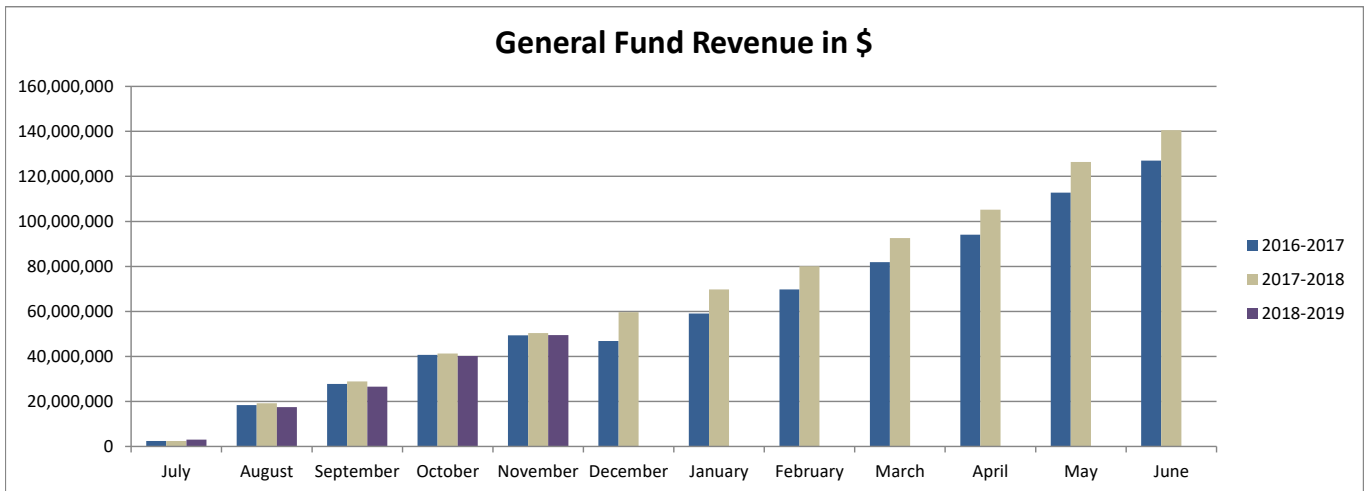
**EXPENDITURE COMPARISON
ALL FUNDS**

	2016-2017		2017-2018		2018-2019	
	\$	%	\$	%	\$	%
July	5,196,342	2.93%	10,085,346	5.68%	8,969,704	5.05%
August	18,514,790	10.43%	18,992,738	10.70%	18,843,572	10.61%
September	39,525,196	22.26%	32,446,236	18.27%	32,740,412	18.44%
October	56,289,453	31.70%	46,483,002	26.18%	47,082,647	26.51%
November	70,699,295	39.81%	59,866,783	33.71%	58,133,122	32.74%
December	88,941,755	50.09%	74,007,378	41.68%		0.00%
January	112,826,815	63.54%	87,488,695	49.27%		0.00%
February	126,370,492	71.16%	100,396,791	56.54%		0.00%
March	149,154,290	83.99%	122,867,135	69.19%		0.00%
April	164,279,619	92.51%	135,923,819	76.54%		0.00%
May	177,853,141	100.16%	192,379,812	108.34%		0.00%
June	211,687,557	119.21%	219,609,660	123.67%		0.00%
BUDGET	209,757,533	100.00%	216,433,319	100.00%	177,577,573	100.00%



**REVENUE COMPARISON
GENERAL FUND**

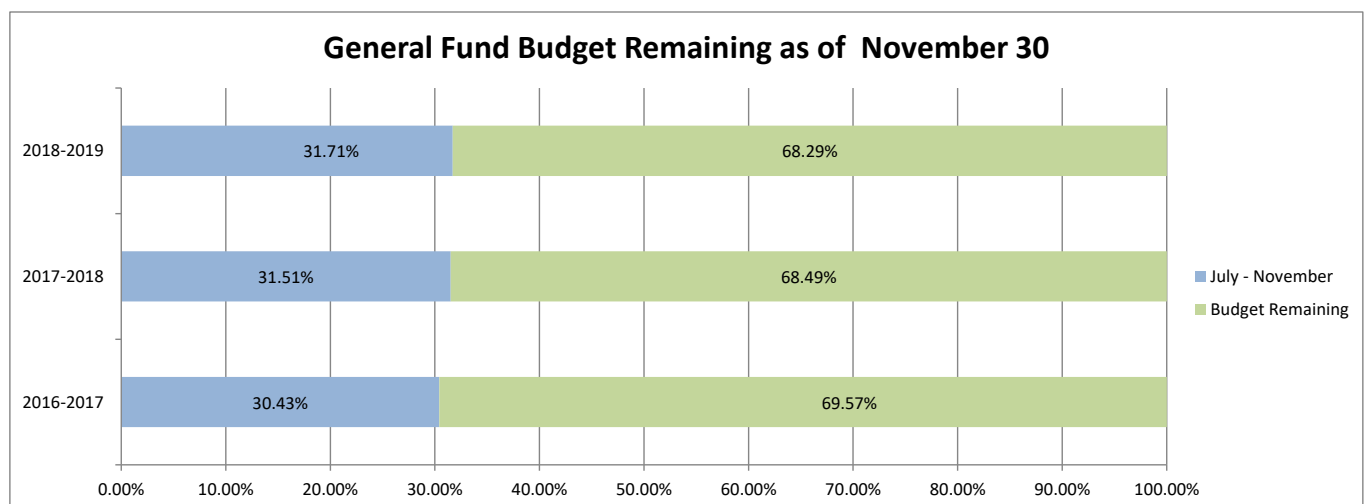
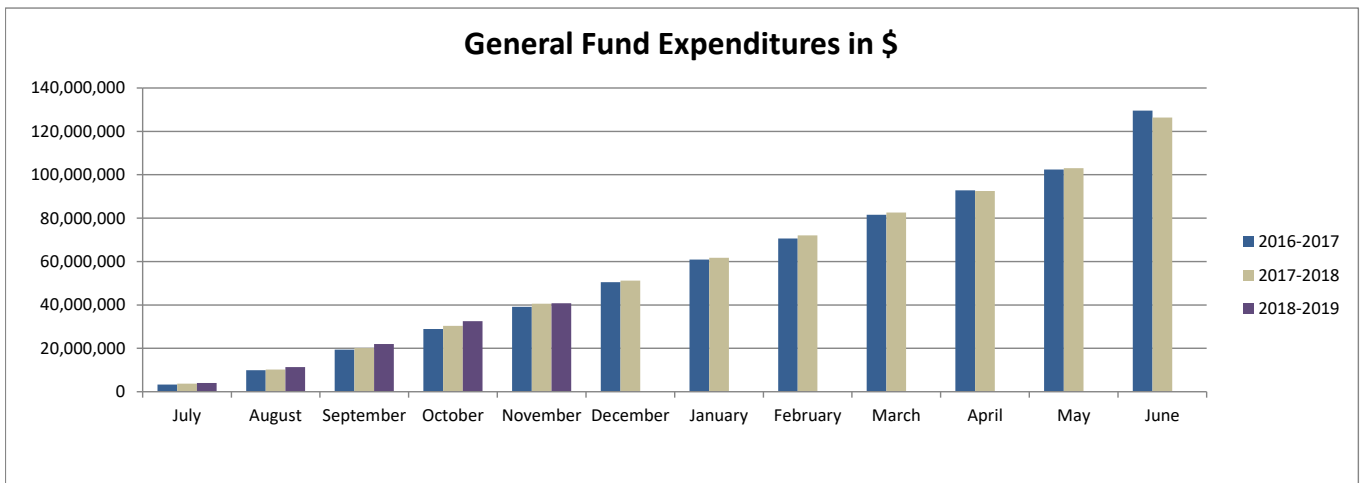
	2016-2017		2017-2018		2018-2019	
	\$	%	\$	%	\$	%
July	2,428,394	1.91%	2,439,823	1.92%	3,049,011	2.40%
August	18,330,814	14.42%	19,160,640	15.07%	17,467,026	13.74%
September	27,731,893	21.82%	28,923,752	22.75%	26,603,063	20.93%
October	40,727,980	32.04%	41,294,231	32.48%	40,148,304	31.58%
November	49,365,639 **	38.83%	50,405,720 **	39.65%	49,468,991 **	38.91%
December	46,887,839	36.88%	59,702,729	46.96%		0.00%
January	59,026,452	46.43%	69,744,468	54.86%		0.00%
February	69,731,505	54.85%	80,085,405	63.00%		0.00%
March	81,909,480	64.43%	92,606,670	72.85%		0.00%
April	94,081,747	74.01%	105,226,923	82.78%		0.00%
May	112,774,259	88.71%	126,445,527	99.47%		0.00%
June	127,035,902	99.93%	140,504,959	110.53%		0.00%
BUDGET	125,084,975	100.00%	126,406,866	100.00%	127,122,457	100.00%



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

**EXPENDITURE COMPARISON
GENERAL FUND**

	2016-2017		2017-2018		2018-2019	
	\$	%	\$	%	\$	%
July	3,281,485	2.55%	3,704,721	2.88%	4,062,789	3.16%
August	9,904,860	7.69%	10,272,961	7.98%	11,344,843	8.81%
September	19,362,893	15.04%	20,165,861	15.66%	22,000,174	17.09%
October	28,951,109	22.48%	30,322,535	23.55%	32,530,513	25.26%
November	39,179,314	30.43%	40,577,389	31.51%	40,831,427	31.71%
December	50,514,628	39.23%	51,240,711	39.80%		0.00%
January	60,876,065	47.28%	61,706,044	47.92%		0.00%
February	70,609,184	54.84%	72,026,300	55.94%		0.00%
March	81,513,622	63.31%	82,606,811	64.16%		0.00%
April	92,821,959	72.09%	92,530,566	71.86%		0.00%
May	102,373,514	79.51%	103,036,079	80.02%		0.00%
June	129,530,276	100.60%	126,324,445	98.11%		0.00%
BUDGET	126,665,266	100.00%	130,846,390	100.00%	128,759,941	100.00%





**Agenda IV.A.6.
January 25, 2019**

To: Board of Education, Members
From: Cindy Amoroso, Superintendent
Date: January 11, 2019
Re: Report on Listening Session on January 10, 2019

01.10.19 School Board Listening Session

In attendance:
Board Members DeeDee Currier and Eric Miller
Superintendent Cindy Amoroso

Speakers: A parent spoke to issues he and his son had at Nicollet last year. He also gave feedback and suggestions for improving the Board listening sessions.



Agenda Item IV.A.7.
January 24, 2019

TO: Members, Board of Education
Cindy Amoroso, Superintendent

FROM: Lisa Rider, Executive Director of Business Services

DATE: January 24, 2019

RE: Lead in Water Testing Results

In 2017, state legislation was passed requiring public school districts and charter schools to test for the presence of lead in water. Minnesota Statute, section 121A.335 Lead in School Drinking Water details the required testing.

In April 2018, the Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) jointly released the Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools.

Our required testing was started in October 2018 and finished in December 2018 at all of our facilities. Field Environmental Consulting assisted in this process.

- Handwashing sinks and science room lab faucets were not tested and were labeled not for consumption.
- There were 931 samples collected districtwide using a first draw method.
- Out of the 931 samples collected 27 came back above the action level of 20 ppb (parts per billion) and were re-tested.
- Re-testing took place after aerators were cleaned and replaced on the fixture. 20 out of the 27 re-tested came back under the action level.
- Out of the remaining 7 above the action level, 3 were removed from service and 4 were labeled not for consumption.
- Testing results in detail are in the attached report.

Long-Term Facilities Maintenance (LTFM) Revenue program will reimburse costs associated with lead testing and remediation.

Please contact me with any questions you may have.

Attached:
Minnesota Statute, section 121A.335
A Technical Guidance and Model Plan for Minnesota's Public Schools.
18109 ISD 191 Districtwide Lead in Drinking Water Final Report

Lead in School Drinking Water Legislation 2017

FREQUENTLY ASKED QUESTIONS FOR SCHOOLS

In 2017, state legislation was passed *requiring* public school districts and charter schools to test for the presence of lead in water. This statute is in addition to any other established testing requirements for public school districts and charter schools. It requires schools to adopt a plan to accurately and efficiently test for lead in drinking water at public school buildings serving students from prekindergarten through grade 12. This plan shall be based on the United States Environmental Protection Agency (EPA) standards and/or the model plan developed by the Minnesota Department of Health (MDH) and the Minnesota Department Education (MDE).

Legislation

What is the new legislation?

It may be found at [Minnesota Statutes, section 121A.335 Lead in School Drinking Water](https://www.revisor.mn.gov/statutes/?id=121A.335) (<https://www.revisor.mn.gov/statutes/?id=121A.335>) and reads as follows:

ARTICLE 5, FACILITIES AND TECHNOLOGY, Section 1. [121A.335]

LEAD IN SCHOOL DRINKING WATER.

- Subdivision 1. Model plan.
The commissioners of health and education shall jointly develop a model plan to require school districts to accurately and efficiently test for the presence of lead in water in public school buildings serving students in kindergarten through grade 12. To the extent possible, the commissioners shall base the plan on the standards established by the United States Environmental Protection Agency. The plan may be based on the technical guidance in the Department of Health's document, "Reducing Lead in Drinking Water: A Technical Guidance for Minnesota's School and Child Care Facilities".
- Subdivision 2. School plans.
By July 1, 2018, the board of each school district or charter school must adopt the commissioners' model plan or develop and adopt an alternative plan to accurately and efficiently test for the presence of lead in water in school buildings serving prekindergarten students and students in kindergarten through grade 12.
- Subdivision 3. Frequency of testing.

The plan under subdivision 2 must include a testing schedule for every building serving prekindergarten through grade 12 students. The schedule must require that each building be tested at least once every five years. A school district must begin testing school buildings **by July 1, 2018**, and complete testing of all buildings that serve students within five years.

- Subdivision 4. Ten-year facilities plan.

A school district may include lead testing and remediation as a part of its ten-year facilities plan under section 123B.595.

- Subdivision 5. Reporting.

A school district that has tested its buildings for the presence of lead shall make the results of the testing available to the public for review and must notify parents of the availability of the information.

EFFECTIVE DATE. This section is effective July 1, 2017.

Is this legislation “legislator driven” or one of MDH’s legislative priorities?

This was a Minnesota Department of Health, Clean Water Council and legislator public health priority. There were three legislative proposals. MDH was involved with drafting the law language. Some key points in the development of the legislation were:

- Existing school lead testing guidance was voluntary.
- No centralized database to document and track school lead testing results.
- Recent news highlighted lack of transparency. In many cases, there is a lack of knowledge of the public and school staff about lead in drinking water guidance.
- Lack of documentation and appearance that many schools may not be implementing guidance or recommendations to test taps every five years and take needed remedial action.

Technical Guideline and Model Plan

What actually has to happen BY July 1, 2018?

By July 1, 2018 each school district or charter school must:

- Adopt the commissioners' model plan or develop and adopt an alternative plan to accurately and efficiently test for the presence of lead in water in school buildings serving prekindergarten students and students in kindergarten through grade 12.
- Begin testing school buildings by July 1, 2018, and complete testing of all buildings that serve students within five years.

When does the requirement go into effect?

Schools are not required to implement new testing requirements until July 2018. In the meantime, schools should continue testing and informing interested parties of results using existing guidance.

Testing and Remediation

“We have already done lead testing. Do we have to retest under the new laws by July 1, 2018?”

No, if *all* taps used for cooking and drinking water were tested. The law was not intended to penalize schools that took pro-active steps and tested earlier or were already following existing guidance. If a school only tested some of its taps, then additional monitoring may be needed.

However, all taps must be tested in the five-year window ending June 30, 2023. Taps previously tested under the *old guidance* must be retested within this five-year window (July 1, 2018 through July 1, 2023) under the *new model plan*.

“Does the legislation require a school to have a plan for remediation?”

The law does not require or mandate a school to have a plan for remediation. A school district may include lead testing and remediation as a part of its ten-year facilities plan under section 123B.595 (Long-term facilities maintenance revenue). The model plan describes recommended remediation actions. It is possible to use the same Minnesota Department of Education fund for some of the remediation.

Are there tips on how to get schools to do the testing or make necessary changes?

The legislation requires that public schools test and report results to the public for review and must notify parents of the availability of the information. Education of staff, students, and families on the hazard, public health effects of lead and the importance of reducing exposure will drive change. Funding exists for testing and lead mitigation.

Does the legislation include any repercussions for schools that choose to do nothing?

The legislation does not include enforcement or penalties if a school chooses not to test or remediate. Understanding of a school’s obligation to test and report by organizations such as the PTA/PTO can hold schools accountable to meeting the new law. Schools in compliance with the new law will foster trust between families and schools.

Does MDH have recommendations for prioritizing the testing?

Every school building is different. If a school district cannot do all of the testing for its facilities in one year then prioritizing the monitoring based on student age can be a criterion as part of a monitoring strategy. For instance, this could be all pre-k and elementary buildings. Other criterion includes age of building plumbing, type of plumbing materials used, water demand, etc. If a school district is already doing lead monitoring under the existing guidance, it is suggested to review the results and prioritize sample collection where detects of lead has occurred in the past and corrective actions have not been taken. It is important to remember that all buildings must be tested within five years.

Is this to include EVERY faucet/tap or just ones that people actually drink from?

The law only requires taps that provide water for drinking and cooking to be tested. Testing is to include every faucet which may be reasonably used for drinking or cooking. We suggest that taps not tested be posted as “not for drinking”. Taps to consider for posting include those that are typically nondrinking water taps such as lab sinks, bathroom sinks, maintenance sinks, and hose bibbs.

If a school district tested in 2016/2017 and has all the documentation, are they in compliance?

If a school has recently tested all taps and has documentation, then as long as all taps are tested again within the 5-year window of July 1, 2018 – July 1, 2023 then the school would be following the 5-year component of the rule.

A school should review historical results and/or complete additional testing following the Model Plan. A school using previous results will need to include those results when making results available to staff, parents, and students.

Who’s responsible for testing and remediation when a school is in a leased or lease-to-own space?

For either situation the school district has a responsibility to implement a monitoring and testing plan for school occupied spaces. If remediation becomes necessary, the lease agreements will dictate responsibility for building maintenance. Individual districts will have to check their lease or rental agreement and the building owner to determine who is responsible for facility maintenance. We encourage individual districts that rent or lease space to review their lease agreements for water quality monitoring and maintenance responsibilities. In addition, for any new lease agreements it is recommended the school districts have these building water quality tested prior to entering into a contract.

Communication of Results

Can we include the results with our school’s annual pest management and asbestos notification?

Yes, that meets the requirements. Can also report results on a website, letter to parents, newsletter.

Is there a plan for a central data base in the future?

There is no plan for a central data base. A standardized statewide data system would be a very valuable water quality management tool. Minnesota Department of Health strongly encourages that resources be found to create and manage a centralized state database.

Funding and Resources

What is an average dollar estimate for lead testing?

Costs will vary from lab to lab based on a variety of factors including number of samples, turn-around time, etc. It is best to get quotes from several labs if you will be doing your own sampling or several contractors if you are hiring someone. It is recommended that you get quotes for lead and copper testing because copper testing can be done at the same time as lead analysis and you will save money if you can do both at once. It is typical to find quotes for laboratory analysis in the range of \$20 - \$50. You can use our searchable list of accredited laboratories to find contact information for a number of local and national labs. See [Accredited Laboratory](http://www.health.state.mn.us/labsearch)(<http://www.health.state.mn.us/labsearch>)

How can a school pay for all of the testing?

The Minnesota Department of Education provides information, forms and guidance to school districts to enable them to meet requirements of the Long-Term Facilities Maintenance Revenue program under Minnesota Statutes, section 123B.595. Memorandums from MDE, program guidance documents, and spreadsheets and forms used to obtain approval to receive revenue are available on this page.

[Long-Term Facilities Maintenance](http://education.state.mn.us/MDE/dse/schfin/fac/ltfm/)(<http://education.state.mn.us/MDE/dse/schfin/fac/ltfm/>)

Who can a school contact with further questions?

With questions regarding funding

Minnesota Department of Education

mde.funding@state.mn.us

651-582-8779

With questions regarding health effects, sampling procedures/protocols, other technical assistance

Minnesota Department of Health

HEALTH.drinkingwater@state.mn.us

651-201-4700

Minnesota Department of Health

PO Box 64975

St. Paul, MN 55164-0975

651-201-4700

www.health.state.mn.us

RV 04/2018

To obtain this information in a different format, call 651-201-4700. Printed on recycled paper.



Reducing Lead in Drinking Water

A TECHNICAL GUIDANCE AND MODEL PLAN FOR
MINNESOTA'S PUBLIC SCHOOLS



DEPARTMENT OF EDUCATION

DEPARTMENT OF HEALTH

April 2018

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Upon request, this material will be made available in an alternative format. Printed on recycled paper.

Foreword

Reducing potential lead risks in school drinking water

We are pleased to present this guidance and model plan, *Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools*. This plan reflects the commitment of public health, education, and legislative leaders, as well as those directly responsible for operating school drinking water systems, to reduce the chance that children are exposed to the health hazards of lead through school drinking water. It provides information on both required steps (testing, reporting) and flexible guidance that schools can consider to meet their individual needs. Reducing lead exposure is a high priority for all of us.

When children take in even small amounts of lead, there can be detrimental health effects. The longer children are exposed to lead, or the higher the dose, the greater the impact. While current science has not found a safe level of lead exposure, lead is still present in many areas of our environment, making it very difficult and costly to reach a point of zero exposure. That is why it is so important for those of us who are concerned for the health and safety of our children to do what we can to reduce lead exposures for children.

While the greatest risks, by far, for children to be exposed to lead are typically in their own homes from a source such as lead paint, under certain conditions children can be exposed to lead through school drinking water. This manual builds on existing guidance that schools have used since 1989. It is designed to help schools develop and implement plans to test for lead in drinking water and communicate results to parents and the public – fulfilling the requirements of a new state law passed in 2017. Further, the manual describes steps schools may take to reduce lead in drinking water.

We recognize the challenges school managers will face in executing lead testing, communicating results, and taking action to reduce lead in drinking water. Many schools have already taken steps to reduce lead in drinking water and we are learning from their experience. If all schools take appropriate actions and continue to follow best practices, potential exposures across the State can be greatly limited and children protected from the life-long negative impacts of lead exposure. Staff in both of our agencies are available to provide assistance to help school staff to address these challenges.

We look forward to working with all schools in Minnesota to create a more lead-free future for our children.

Brenda Casselius
Commissioner of Education

Jan Malcolm
Commissioner of Health

Contents

- Introduction 1**
 - Purpose of this Technical Guidance and Model Plan 1
 - Who is Required to Use this Technical Guidance and Model Plan?..... 1

- Health Information 2**
 - Why Worry About Lead in Schools? 2
 - Health Risks of Lead 2
 - Common Sources of Lead 3
 - How Does Lead Get Into Drinking Water?..... 3
 - Why is Lead a Special Concern for Schools?..... 3
 - What Can Be Done to Reduce Lead Levels in Drinking Water?..... 4

- Regulations and Guidance..... 6**
 - Minnesota State Statute 121A.335..... 6
 - The Safe Drinking Water Act, Lead and Copper Rule 7
 - The Lead Contamination Control Act..... 7
 - The Safe Drinking Water Act, Reduction of Lead in Drinking Water Act..... 7
 - MDH Guidance 8
 - 3Ts (Training, Testing and Telling) 8
 - Guidance Values of Lead..... 8

- Model Plan for Lead Testing..... 10**
 - Required Components of a Model Plan..... 10
 - MDE Support for Lead Reduction Activities..... 10
 - Step 1- Sampling Program Development: 10
 - Step 2- Conduct First Draw Tap Monitoring: 13
 - Step 3- Communicate Results:..... 14

- Lead Hazard Reduction Options 15**
 - Guidance on Interpreting Results and Recommended Lead Hazard Reduction Options 15
 - Step 4- Interpret Sample Results: 16
 - Step 5- Lead Hazard Reduction Options: 18
 - Step 6- Reassess:..... 20

- Glossary of Terms and Abbreviations 21**

Introduction

Purpose of this Technical Guidance and Model Plan

This technical guidance is designed to assist Minnesota’s school districts and charter schools in minimizing the exposure of students and staff to lead in drinking water. It also contains the model plan for lead testing of school drinking water as required under Minnesota Statutes, section 121A.335. The specific text of the statute can be found at:

- [Lead in School Drinking Water \(https://revisor.mn.gov/statutes/?id=121A.335\)](https://revisor.mn.gov/statutes/?id=121A.335)

Minnesota Statutes, section 121A.335 requires schools to either adopt the model plan outlined in this document or develop and adopt an alternative plan that accurately and efficiently tests for the presence of lead in water in public school buildings serving students. The statute further directs that this technical guidance be based on “standards established by the United States Environmental Protection Agency (EPA)” and current Minnesota Department of Health (MDH) guidance. In addition to describing required aspects (planning, testing, reporting), the manual also presents flexible guidance that schools can consider to meet their individual needs most efficiently.

The Minnesota Department of Education (MDE) and MDH intend that school administrators consult this technical guidance and model plan when testing for lead in their drinking water and implement activities as needed to reduce exposure to lead. The school district is responsible for adopting and retaining the model plan/alternative plan and test results records, as well as making those results available to parents and the public.

Who is Required to Use this Technical Guidance and Model Plan?

This technical guidance and model plan are intended for use by all school districts and charter schools subject to requirements of Minnesota Statutes, section 121A.335.

School administrators, school boards and others in positions of governance should review this guidance. Beyond the model plan for lead testing, this technical guidance includes recommendations to reduce lead levels at taps used for drinking water and food preparation. The instructions for testing and suggested lead hazard reduction options are designed for school health, safety, and maintenance personnel, as well as consultants working with educational agencies.

If your school is served by a Community Public Water System (CPWS), i.e. municipality, you should contact your CPWS to learn more about lead in your water supply before testing your facility. It’s important to develop a working relationship with your CPWS, including having a coordinated communications plan.

While this technical guidance and model plan pertains specifically to school districts and charter schools subject to Minnesota Statutes, 121A.335, other facilities serving infants, preschoolers, and children are encouraged to use this technical guidance and model plan to identify and reduce lead in drinking water.

Health Information

Why Worry About Lead in Schools?

Lead is a toxic material known to be harmful to human health if ingested or inhaled. Recent research has shown that exposure to lead is associated with adverse mental, physical, and behavioral effects on children. The current scientific consensus is that there is no safe level of lead exposure. For more background see:

- [Centers for Disease Control and Prevention \(https://www.cdc.gov/nceh/lead/\)](https://www.cdc.gov/nceh/lead/).

Therefore, any measureable blood lead level can have negative health effects. While water is just one potential source of exposure to lead in the environment, reducing lead in school drinking water can decrease an individual's overall exposure to lead.

Health Risks of Lead

While we have known that lead is toxic for many centuries, there has historically been a level of exposure presumed to be "safe." Over the years, the safe level has been reduced based on new research, but it was always there. However, in 2012, the Centers for Disease Control and Prevention dramatically changed the way lead toxicity is assessed. Instead of setting a safe level, the new approach acknowledges the fact that there is no currently known safe level of lead exposure and recommends a primary prevention approach (i.e., preventing a problem before it occurs) to reducing risk. This concept of "no safe level" is similar to the way we assess risks from carcinogens.

Health risks from carcinogens are managed by setting an acceptable risk probability (not zero) that balances the need to reduce exposure with the practicality of avoiding chemicals that are widely distributed in our environment. The new approach for lead hazard reduction is similar in that it balances the need to reduce exposure (i.e., primary prevention) while recognizing that lead is still present in many areas of our environment.

Children

Children are more susceptible to lead exposure because their bodies absorb metals at higher rates than the average adult. Children younger than six years old are most at risk due to their rapid rate of growth and ongoing brain development. Exposure to lead can cause damage to the brain, nervous system, red blood cells, and kidneys. Lead also has the potential to cause lower IQs, hearing impairments, reduced attention span, hyperactivity, developmental delays, and poor classroom performance.

The damage from lead exposure in children is permanent. Fortunately, the impacts of lead exposure can be minimized with good nutrition, a stimulating education, and a supportive environment.

Adults

High blood lead levels in adults have been linked to increased blood pressure, poor muscle coordination, nerve damage, decreased fertility, and hearing and vision impairment. Pregnant

women and their fetuses are especially vulnerable to lead exposure since lead can significantly harm the fetus, causing lower birth weight and slowing normal mental and physical developments. For more information on the health impacts of lead on children and adults, please see the Minnesota Department of Health lead page:

- [Lead \(http://www.health.state.mn.us/topics/lead/index.html\)](http://www.health.state.mn.us/topics/lead/index.html)

Common Sources of Lead

There are a number of pathways of exposure to lead in the environment. While this guidance focuses on lead in drinking water at schools, it is important to reduce exposure from all potential sources of lead. These include:

- Lead-based paint in older homes (i.e., built before 1978). This is the most common source for childhood lead poisoning;
- Lead-contaminated dust and soil;
- Imported spices, cosmetics, and medications contaminated with lead;
- Pottery or ceramics with lead glazes;
- Exposure through lead dust from a household member who has a job or hobby that involves lead, such as construction or shooting firearms;
- Swallowing items that contain lead, such as fishing sinkers; and
- Corrosion of plumbing materials including brass, solder and pipes.

Therefore, while water is not typically the most prominent source of lead exposure for an individual, reducing lead in drinking water can help in lowering an individual's overall exposure.

How Does Lead Get Into Drinking Water?

Lead found in drinking water comes primarily from materials and components associated with the water distribution system and plumbing. While public water distribution systems may have lead components, the highest concentrations of lead are typically found nearest to the tap. Lead may be present in various materials in a building's plumbing system such as lead solder, brass fixtures, valves, and lead pipes. Corrosion of these materials allows lead to dissolve into the water passing through the plumbing system. The amount of corrosion depends on the type of plumbing materials, water quality characteristics, electrical currents, and how water is used. The longer water remains in contact with lead materials, the greater the chance lead can get into the water.

Why is Lead a Special Concern for Schools?

Children are more vulnerable to lead

Children typically have higher intake rates for environmental materials (such as soil, dust, food, water, air, paint) than adults. They are more likely to play in the dirt and put their hands and other objects in their mouths. Children tend to absorb a higher fraction of ingested lead than adults, which can slow the normal physical and mental development of their growing bodies. In addition, the physical and behavioral health effects from lead exposure can impact student success and school function. While the most vulnerable age for lead exposure is for children

less than six years old, the brains of school-age children are still developing and can be significantly impacted by lead exposure.

Plumbing materials and water use patterns at schools

Lead levels in the water within the plumbing system of schools can vary greatly from tap to tap. Plumbing materials and usage patterns influence the amount of lead in drinking water due to the variety of materials in the system (e.g., lead or copper pipes, lead solder, and brass fixtures). The amount of time the water is in contact with various materials in the plumbing system may have a significant effect on the concentrations found as well. The “on-again, off-again” water use patterns of most schools can contribute to elevated lead levels in drinking water. Water that remains stagnant in plumbing overnight, over a weekend, or during a vacation has longer contact with plumbing materials and therefore may contain higher levels of lead.

What Can Be Done to Reduce Lead Levels in Drinking Water?

This section is relevant to any tap used for drinking water or food preparation. These are best practices in reducing lead concentrations and can be used at home, school, or at work.

When evaluating the best approach for protecting against lead exposure in schools, it is important to balance a number of factors:

- Current research has not identified a safe level of exposure to lead;
- Lead is still present in many areas of the environment, making it very difficult to eliminate all exposure;
- The risks of developing irreparable damage from lead in water increase with higher concentrations of lead and longer exposure times;
- School buildings across the state are very different, being old/new, big/small, busy/limited, targeted/multi-purpose, which impacts the likelihood of lead exposure; and
- Local school districts have the best understanding of their buildings and how they are used; they can work with parents, students, teachers, and administrators to come up with the best approach for their specific situation.

An effective response to lead in water must consider all of the factors listed above. Both MDE and MDH are readily available for technical assistance and consultation, but the local school district is in the best position to understand and implement an effective strategy for their specific situation.

Use only cold water for drinking and food preparation

Use only cold water for drinking, preparing food, and making baby formula. Hot water releases more lead from pipes than cold water. The water may be warmed before use in formula.

Let it run before use

Running water at a tap, prior to using it for drinking or food preparation, will typically help reduce lead levels in the water. This works by removing the water that has been in the longest contact with the plumbing materials, thus removing the water with the highest concentration of lead. Let the water run for 30-60 seconds before using it for drinking or cooking if the water

has not been turned on in over six hours. The only way to know if lead has been reduced after letting it run is to check with a test.

Other routine maintenance

Like any appliance, water systems require routine maintenance to function properly. Steps to help reduce the presence of lead in your water include:

- Clean faucet aerators on a quarterly basis - more often if debris buildup is observed - as lead-containing materials may accumulate in aerator screens;
- Use only certified lead free materials when performing plumbing work.
 - [Lead Free Certification Marks](http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt)
(<http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt>) ; and
- Follow the manufacturer's recommendations for water softener settings to ensure an appropriate level of hardness. The hardness of the incoming water may have to be determined by asking your water supplier or having a sample analyzed.

Test the water for lead

The only way to determine how much lead may be present in drinking water is to have the water tested. Each tap or fixture providing water for drinking or food preparation should be tested at least every five years. Some form of lead hazard reduction should be implemented for taps where lead is found. Detailed instructions on testing water for lead and recommended lead hazard reduction options can be found later in this document.

Regulations and Guidance

Due to lead’s health effects and the special circumstances that make lead a concern in schools, a number of legal requirements and guidance materials exist that are applicable to reducing lead in school drinking water.

Table 1 displays the rules, regulations and guidance applicable to schools. They represent a range of laws, rules (enforceable) and guidance (not enforceable) developed over the past 30 years. Much has been learned over that time regarding lead health impacts, requiring an ongoing evolution in the way we address lead hazards. Each rule, regulation or guidance is explained in detail in the sections following the table.

Table 1: Regulations and Guidance Governing Lead in Schools Drinking Water

Type	State Statutory Requirement	Federal Laws and Rules			State Guidance	Federal Guidance (EPA)
Name	Minnesota Statute 121A.335	Lead and Copper Rule (SDWA)	Lead Contamination Control Act	Reduction of Lead in Drinking Water Act (SDWA)	Reducing Lead in Drinking Water	3Ts (Training, Testing and Telling)
Effective Date	2018	1991/2007	1988	2014	1989/2014	1994/2006
Applicability	All public and charter schools in Minnesota	Directly applies to schools served by their own water source (e.g., well) and serving 25 or more people	All schools	All schools	All schools	All schools

Minnesota State Statute 121A.335

The document you are reading was developed in response to Minnesota State Statute 121A.335. It requires public and charter schools to have a plan for efficiently and accurately testing for lead in drinking water using the model plan developed by MDE and MDH or by adopting an alternative plan. The law applies in addition to any other current testing requirements. The full Statute is found at:

- [Lead in School Drinking Water \(https://revisor.mn.gov/statutes/?id=121A.335\)](https://revisor.mn.gov/statutes/?id=121A.335)

Under the statute, **by July 1, 2018 school districts must:**

- Adopt the model plan from this document or develop and adopt an alternative plan to accurately and efficiently test for lead in school buildings serving students from prekindergarten to grade 12;

- Create a schedule for testing that includes all school district buildings and charter schools serving students where there is a source of water that may be consumed by students (used in cooking or directly by drinking). Each tap must be tested at least once every five years. Testing must have begun by July 1, 2018 and complete testing of all buildings serving students must be done within five years; and
- Make the results of testing available to the public to review and notify the parents and guardians of the availability of the information.

The Safe Drinking Water Act, Lead and Copper Rule

The Lead and Copper Rule (LCR) of the federal Safe Drinking Water Act (SDWA) was first passed in 1991, was updated in 2007, and applies to the public water system (PWS) supplying drinking water to a school building. Compliance with the LCR is based on the 90th percentile concentration value from samples collected at different points in the PWS. Compliance is a statistical calculation used to determine when a PWS must explore options to reduce lead in the water in the whole system. The LCR does not apply to individual taps.

Testing under the LCR is conducted based on a tier system, with the highest priority being individual residences. Therefore, a school served by a community water supply will not be tested under the LCR. However, if a school has a private well and has 25 or more staff and students, they are classified as a PWS and must test for lead under the LCR. More information on the LCR is at:

- [Lead and Copper Rule \(http://water.epa.gov/lawsregs/rulesregs/sdwa/lcr/index.cfm\)](http://water.epa.gov/lawsregs/rulesregs/sdwa/lcr/index.cfm)

The Lead Contamination Control Act

The Lead Contamination and Control Act (LCCA) - Public Law 100-572 was passed in 1988 and applies to all schools. The intent of the LCCA is to identify and reduce lead in drinking water at schools and relies on voluntary compliance by individual schools and school districts. In particular, it focuses on certain models of water coolers in existence at the time of the law's enactment, while also addressing lead risk reduction generally. Although compliance with the LCCA is voluntary, schools are encouraged to review its recommendations and consider implementation where appropriate.

More information on the LCCA is at:

- [Lead in Drinking Water in Schools Historical Documents \(https://www.epa.gov/dwreginfo/lead-drinking-water-schools-historical-documents\)](https://www.epa.gov/dwreginfo/lead-drinking-water-schools-historical-documents)

The Safe Drinking Water Act, Reduction of Lead in Drinking Water Act

The Reduction of Lead in Drinking Water Act (Public Law 111-380 amending Section 1417 of the Safe Drinking Water Act) became effective in January 2014. This law applies to all schools. The most common source of lead in drinking water is the corrosion of pipes and plumbing fixtures. In an effort to reduce this contamination source, the EPA amended the SDWA to mandate that

all pipes, solders, fittings, and fixtures be “lead free.” The Act revised the definition of lead free to lower the allowable amount of lead to a weighted average of 0.25% percent of the wetted surfaces of plumbing products and established a statutory method for calculating lead content; it retains a 0.20% lead limit for solder and flux. The law also created exemptions from the lead free requirements for plumbing products used exclusively for non-potable services as well as for other specified products. All plumbing fittings and fixtures must meet the NSF/ANSI Standard 61, Annex G.

More information on identifying lead free certification marks is at:

- [EPA How to Identify Lead-Free Certification Marks for Drinking Water System and Plumbing Materials \(http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt\)](http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt)

MDH Guidance

In 1989, MDH developed its first guidance document addressing lead in school drinking water based on the information in the 1988 EPA Lead Contamination Control Act. The latest revision in 2014 was based on new information in the 2014 EPA Reduction of Lead in Drinking Water Act. The 2014 version is superseded by this 2018 guidance.

3Ts (Training, Testing and Telling)

In 1994 the EPA developed the Lead in Drinking Water in Schools and Nonresidential Buildings guidance to assist schools in reducing the lead concentrations in their drinking water. In 2005, it was updated to become technical guidance titled “3Ts for Reducing Lead in Drinking Water in Schools and Child Care Facilities.” The 3Ts were designed to aid schools with the following:

- Establishing partnerships;
- Determining current water quality;
- Identifying potential problem areas;
- Developing a monitoring plan;
- Collecting and submitting water samples;
- Implementing corrective actions if lead is detected in any sample result; and
- Communicating and conducting public outreach.

The 3Ts guidance may be found at:

- [3Ts for Reducing Lead in Drinking Water in Schools and Child Care Facilities \(https://www.epa.gov/dwreginfo/3ts-reducing-lead-drinking-water-schools-and-child-care-facilities\)](https://www.epa.gov/dwreginfo/3ts-reducing-lead-drinking-water-schools-and-child-care-facilities)

Guidance Values of Lead

Lead is still present in many areas of our environment, including materials that were commonly used in plumbing systems. To help in understanding the risks posed by environmental lead, a variety of guidance values have been developed at different times by different organizations. Some of the values are relatively recent, others much older; some are health based, while

others are for statistical assessment of a water system. Table 2 summarizes guidance values frequently identified with public health protection.

Table 2: Lead in Drinking Water: by the Numbers

Guidance Value: ppb (parts per billion)	Description
0 ppb	<p>EPA has set a maximum contaminate level goal (MCLG) of zero for lead in water. <i>Note: analytical tests can only measure down to their detection limits; it is not possible to actually measure down to 0 ppb.</i></p>
1 ppb	<p>The American Academy of Pediatrics recommends this level be used as a standard for school drinking water taps. <i>Note: The minimum repeatable detection limits achieved by laboratories today are typically between 0.5 and 2.0 ppb.</i></p>
5 ppb	<p>Illinois, Michigan and Washington DC use this value as a trigger for schools to implement lead hazard reduction or provide notification.</p> <p>Health Canada has proposed this value as their new Maximum Allowable Concentration. See Health Canada (https://www.canada.ca/en/health-canada/programs/consultation-lead-drinking-water/document.html#a1)</p> <p>Is the International Bottled Water Association (IBWA) Bottled Water Code of Practice finished water quality product standard.</p>
15 ppb	<p>Public water systems sample for lead following the EPA Lead and Copper Rule. No more than 10 percent of a water system’s samples are allowed to be above this level. However, this is not a health-based value. It is applied as a statistical calculation to determine when a public water system must explore corrosion control treatment options to reduce lead in the water based on the laboratory detection limit available at the time of the rule making. This action level has not been updated since 1991.</p> <p>Several states have adopted this value in their school guidance in order to match the Lead and Copper Rule value.</p>
20 ppb	<p>This is the trigger value used in EPA’s Lead in Drinking Water in Schools and Nonresidential Buildings (1994), now the 3Ts (2005). This value has not been updated since the publication of these documents and is not a health-based value.</p>

Model Plan for Lead Testing

This section presents the model plan as required by Minnesota Statute 121A.335. If schools adopt the model plan, all steps should be implemented. If there are questions regarding the model plan, contact MDE at 651-582-8779 or MDH at 651-201-4700 for further information.

Required Components of a Model Plan

The model plan includes three required steps:

- Step 1. Sampling Program Development
- Step 2. Conduct First Draw Tap Monitoring
- Step 3. Communicate Results

All schools must complete these steps or formulate a plan that addresses the core concepts of a sampling plan, testing, and communicating results. An alternative plan must accurately and efficiently test for the presence of lead in water in school buildings serving pre-kindergarten students and students in kindergarten through grade 12.

Recommendations for interpreting results and possible hazard reduction steps, which must be tailored to meet specific local needs and conditions, are presented later in this document. The recommendations are presented as guidance and are not a required part of Minnesota Statute 121A.335

MDE Support for Lead Reduction Activities

MDE administers the Long-Term Facilities Maintenance Revenue program under Minnesota Statutes, section 123B.595. This program may be utilized to reimburse costs associated with lead testing and remediation. Funding does not cover staff time used to perform daily flushing or water use utility cost associated with flushing procedures. Memorandums from MDE, program guidance documents, spreadsheets and forms used to obtain approval to receive revenue are available at this link:

- [Long-Term Facilities Maintenance \(http://education.state.mn.us/MDE/dse/schfin/fac/ltfm/\)](http://education.state.mn.us/MDE/dse/schfin/fac/ltfm/)

Step 1- Sampling Program Development:

A program to assess and sample for lead in drinking water must incorporate, at a minimum, the following actions:

- **Inventory drinking water taps used for consumption (i.e., drinking water and food preparation):**
 - A drinking water faucet or tap is the point of access for people to obtain water for drinking or food preparation. A faucet/tap can be a fixture, faucet, drinking fountain or water cooler. Drinking water taps typically do not include bathroom taps, hose bibbs, laboratory faucets/sinks or custodial closet sinks; these should be clearly marked not for drinking.

- Taps used for human consumption should only be cold water taps.
- Hot water taps should never be used to obtain water for drinking water or food preparation.
- **Check all drinking fountains to ensure EPA has not identified them as having a lead lined tank under the LCCA.** This list can be found at:
[Lead in Drinking Water Coolers \(http://tinyurl.com/kr8kppf\)](http://tinyurl.com/kr8kppf);
 - If a drinking fountain within the school is found on this list, it should be removed from use immediately.
- **Determine a schedule for sampling:**
 - All taps used for drinking water or food preparation must be tested at a minimum of once every five years.
 - If budget or resources do not allow all taps to be tested in the first year, it is suggested that taps be prioritized, with all high priority taps tested the first year, medium priority the second, and low priority the third. The fourth year should be used as a “make up” year, if needed.
 - Recommended priority levels are:
 - High priority: taps used by children under the age of six years of age or pregnant women (e.g., drinking fountains, nurse’s office sinks, classrooms used for early childhood education and kitchen sinks);
 - Medium priority: other taps regularly used to obtain water for drinking or cooking (e.g., Family and Consumer Science sinks, classroom sinks, and teacher’s lounges); and
 - Low priority: other taps that could reasonably be used to obtain water for drinking but are not typically used for that purpose
- **Determine logistics for sampling:**
 - Water testing should be done consistent with the established schedule. Prior to testing it must be determined if school staff or a contractor will conduct the testing.
 - If the school will be doing the testing itself, it will need to contact a laboratory or purchase field testing equipment.
 - Schools will also need to decide if they will use field analyzers or laboratories to analyze results. Either method is acceptable with appropriate quality control and experience.
- **Analysis by an Accredited Laboratory:**
 - Laboratory analysis typically involves a school district or consultant contracting with an accredited lab to obtain sample bottles. The laboratory will send instructions for sampling, sample bottles, and a chain-of-custody form to document time and date collected, collector name, and sample location.
 - Limitations:
 - Analytical costs. These vary from lab to lab. Currently, typical per sample costs for lead and copper analysis may range from \$20 - \$50, depending on a variety of factors;
 - May take longer to get results than using a field analyzer; and
 - Typically requires shipping.

- Benefits
 - District and/or consultant will not need to maintain instrument calibration records;
 - Uses a Chain-of-Custody to ensure integrity of sample analysis process;
 - Analysis done by third-party may provide more independent review/transparency;
 - Accredited labs use EPA approved methods and have met industry standards for analysis; and
 - Analysts are certified and trained.

A listing of accredited laboratories may be found at:

- [Accredited Laboratories \(http://www.health.state.mn.us/labsearch\)](http://www.health.state.mn.us/labsearch)

Figure 1 presents a screen shot from the MDH website on search terms for finding an accredited lab using a customized search.

Program = Safe Drinking Water Program

Analyte = Lead

Matrix = Drinking Water

Figure 1: Screenshot of Customized Searches from MDH website

The screenshot shows the 'Environmental Laboratory Accreditation Program - Search for Accredited Laboratories' interface. It features two tabs: 'Common Searches' and 'Customized Searches'. The 'Customized Searches' tab is active. The form includes several sections:

- Identification:** Fields for 'Laboratory Name' and 'Laboratory Number'.
- Location:** Fields for 'State/Province' (dropdown menu), 'County', and 'City'.
- All Other Programs and Test Parameters:** This section is highlighted with a red box and contains:
 - Program:** Safe Drinking Water Program (dropdown menu)
 - Analyte:** Lead (dropdown menu)
 - Matrix:** Drinking Water (dropdown menu)
 - Method:** -- All -- (dropdown menu)
 - Category:** -- All -- (dropdown menu)
 - Technology:** -- All -- (dropdown menu)
 - Accepts samples from private home owners:** An unchecked checkbox.

- **Analysis Using Field Analyzers:**

A Field Analyzer can be a great tool for quickly and efficiently testing for lead in drinking water. If you or your consultant uses a field analyzer, it is important that you understand its limitations and proper use.

 - Limitations:
 - Some analyzers may not measure all forms of lead in drinking water. It is important that the instrument you use measures *total* lead (particulate and dissolved). If the instrument does not measure all types of lead in drinking water, your result could be biased low;

- Staff using an instrument need to ensure that the instrument is properly calibrated and maintained according to manufacturer’s specifications, and that records of calibration and maintenance are kept;
 - Instruments may require chemicals which will need to be stored and that can expire;
 - Field instruments may not have limits of detection that are as low as an accredited laboratory. Be sure that the method you use can identify concentrations as low as 1 ppb; and
 - Some instruments may have interferences with other contaminants and, therefore, under or overestimate the lead level. This may require that additional tests for iron, manganese, hardness, alkalinity or other contaminants be done prior to use to ensure that the instrument will be operated as designed.
- Benefits:
 - Get results faster;
 - Useful when doing large numbers of samples or investigative sampling where many samples might be taken from one tap;
 - Can be done on-site (no shipping needed); and
 - Can be more cost efficient depending on frequency of use.

Step 2- Conduct First Draw Tap Monitoring:

Once the plan from Step 1 is set, water sampling must be conducted according to the established schedule and priority. Water from taps used for drinking or food preparation must be tested for lead using “first draw” samples. First draw means that the samples are collected before the fixture is used or flushed during the day. Use only cold water for collecting lead samples. It is necessary to consider the order in which tap samples are collected to avoid the potential of accidentally flushing a tap. Always start at taps closest to where the water enters the building.

Sample site preparation and sample collection must be performed consistent with the following conditions:

- Note that it may be necessary to collect samples over a number of days to ensure only first draw samples were collected;
- The day before sampling - normal usage of the sampling tap should occur;
- The night before sampling - secure the fixture from being used (e.g., hang a “Do Not Use” sign);
- Do not use sampling taps for a minimum of six hours. MDH recommends not exceeding 18 hours;
- Do not remove aerators or attachments;
- Collect the first draw sample using a 250 mL bottle. Be sure to start sampling at taps closest to where the water enters the building so that no accidental flushing occurs;
- Complete all scheduled sampling for that sampling period; and
- Have samples analyzed by sending to a laboratory or conduct analysis using field analyzers. Be sure to follow all instructions from the lab or field analyzer manufacturer.

Schools with active flushing programs or considering a flushing program may also want to collect a flushed sample in order to verify flushing effectiveness.

Step 3- Communicate Results:

Minnesota Statutes section 121A.335, subdivision 5 creates a reporting requirement for schools as follows - "A school district that has tested its buildings for the presence of lead shall make the results of the testing available to the public for review and must notify parents of the availability of the information."

In addition to testing for lead and meeting the reporting requirements, a lead hazard reduction program should include a comprehensive communication plan. The purpose of a communication plan is to provide a process for school employees, students and parents to address questions, report results and provide ongoing, up-to-date information regarding sampling efforts.

School management should:

- Assign a designated person to be the contact;
- Notify affected individuals about the availability of the testing and results within a reasonable time. School employees, students, and parents should be informed and involved in the communication process. Results of initial and any follow-up testing should be easily accessible along with documentation of lead hazard reduction options. Posting the information on a website is preferred, but the information should also be available to those without easily accessible internet access. Examples of other information venues are: meetings, open houses, and public notices; and
- Identify and share specific activities pursued to correct any lead problems. Local health officials can assist in understanding potential health risks, technical assistance and communication strategies.

MDE and MDH have developed an Education and Communication Toolkit to aid schools in implementing this Model Plan.

The three steps presented above constitute the required portions of the Model Plan. Guidance provided in the remaining sections of this manual, which are highly recommended but not statutorily required, can be used by schools to help ensure that results from required sampling are appropriately reviewed, interpreted, and communicated. Information is also presented to help school districts assess and implement effective and reasonable lead hazard control measures.

Lead Hazard Reduction Options

Information gathered as part of the required three steps of the model plan can be used to formulate actions to address and mitigate lead exposure. The options presented here are not a required part of Minnesota Statutes, section 121A.335. Recommended lead hazard reduction options include:

- Step 4. Interpret Sample Results
- Step 5. Take Corrective Actions
- Step 6. Reassess

Because individual school buildings vary tremendously across the state, it is imperative that final decisions on hazard reduction options are driven by local conditions and considerations. Actions that may be ideal in one district may not be appropriate for another district.

The recommendations in this section were compiled by MDE and MDH to assist school districts in choosing the best lead hazard reduction option to reduce exposure to lead in their schools. They should not be taken to be requirements, but may be implemented individually, in combination, or not at all, depending on the specific situation at an individual school. Because no two districts or buildings are exactly alike, best management practices will likely vary across the state.

Guidance on Interpreting Results and Recommended Lead Hazard Reduction Options

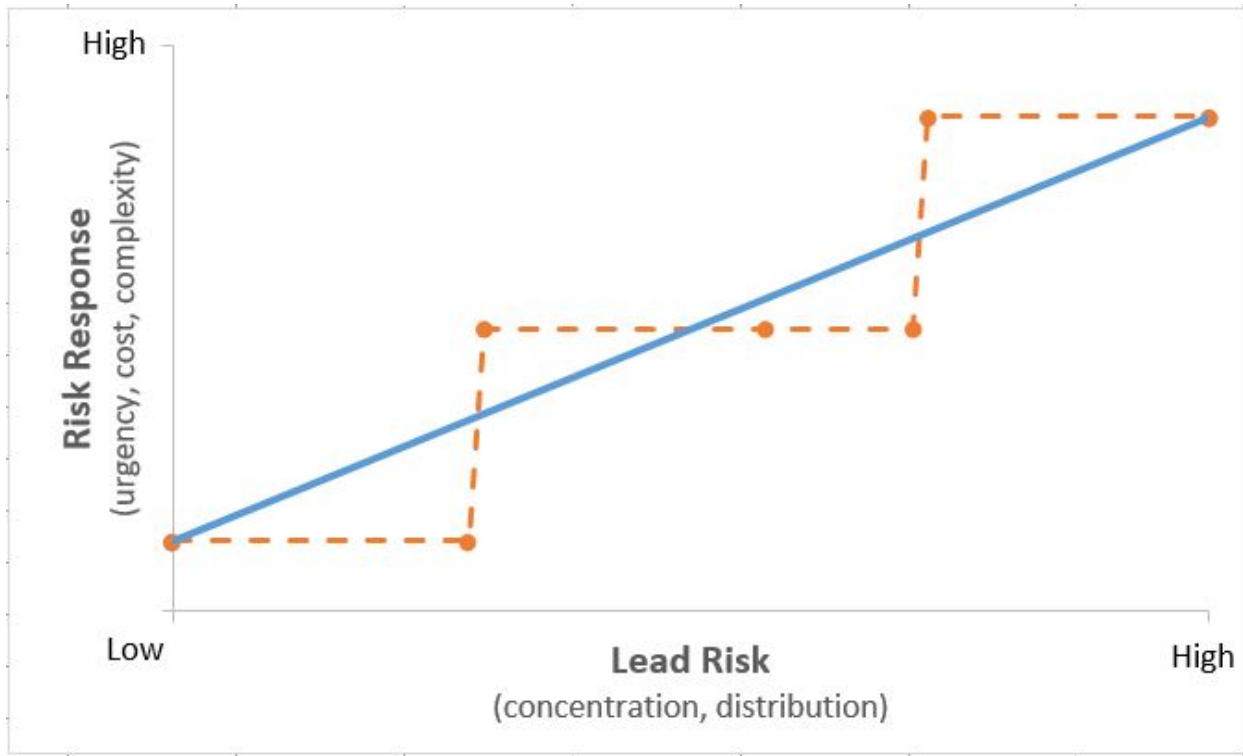
It is widely understood that there is no safe level of lead exposure from any environmental hazard, including water. When confirmed evidence of a lead hazard is identified, some response to manage the exposure (risk or harm) is necessary and appropriate. MDH encourages some level of response be taken for any plumbing fixtures identified as producing a detectable level of lead.

Districts should be prepared to communicate with parents about decisions made to address lead hazards. In their communication plan, schools should be prepared to speak to taking some action at every level. However, given that lead is still found in many environments and products, it is also important to recognize that attaining zero exposure to lead may not be reasonable, or even possible, under some circumstances.

In addition, it is critical to understand that health risks from lead do not abruptly change at varying concentration of lead. As lead concentrations, the duration of exposure, or the number of taps impacted (i.e., distribution) steadily increases, the risks posed to students steadily increase. Response options should consider vulnerability of those exposed, concentration of lead, duration of exposures, and current practices to reduce lead, among other things. The most accurate relationship between lead risk and appropriate responses follow a smooth path (i.e., solid line) as concentration increases (Figure 2). Therefore, a result of 19 ppb is not appreciably safer than a result of 21 ppb. The dashed line represents a standards-based approach (e.g. responses are similar up to a threshold, and then abruptly change). Both the risk

present and response options needed for lead exposure should be evaluated as a continuum and not be driven by specific numbers.

Figure 2: Relationship between Lead Risk and Risk Response



Mitigation strategies used will depend on the site-specific conditions of the school building such as building age, plumbing materials, water use pattern, incoming water quality, and population served. It may take a combination of options and multiple steps over a period of time to manage/remove lead in drinking water. Analytical results can be highly variable and a clear pattern should be identified before implementing any strategy. Schools may consider prioritizing strategies to prevent exposures to students and staff most at risk. The following discussion provides the most common hazard reduction options, but is not intended to be all-inclusive. EPA’s 3Ts guidance document is also an excellent resource for strategies on finding lead sources and implementing mitigation.

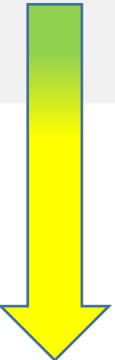
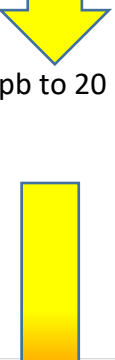
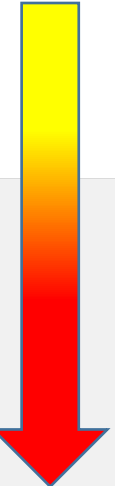
Step 4- Interpret Sample Results:

Once a school receives its sample results, it should verify that all results are expressed in parts per billion (ppb). For water samples, this will sometimes be stated as micrograms per liter ($\mu\text{g/L}$), which is equivalent to ppb.

Table 3 presents possible lead hazard reduction options for various lead levels. The intention of presenting the information is to provide perspective on possible actions in response to increasing lead concentrations in water. The concentration ranges represent increasing levels of lead and should not be used as strict thresholds. More comprehensive actions may be necessary to address health threats from higher concentrations. As there is no safe level of

lead, it is important to incorporate lead hazard reduction options and communicate at all levels of lead in order to raise awareness and reduce exposure.

Table 3: Recommended Lead Hazard Reduction Options

Lead Level At The Tap	Lead Hazard Reduction Options
<p>< 2 ppb or Non-Detected</p> 	<ul style="list-style-type: none"> • Lead was not detected. Tap may be used as normal; • Record result and test again in 5 years; and • Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request.
<p>2 ppb to 20 ppb*</p> 	<p>The tap may be used for cooking and drinking water while steps are taken to reduce overall exposure. A higher number of taps with elevated results increases the urgency to implement hazard reduction.</p> <p>Options include:</p> <ul style="list-style-type: none"> • Retest the sample tap and attempt to more accurately determine the source of the lead; consider monitoring tap more frequently until the source of lead is found and removed; • Consider the feasibility of flushing or other steps to minimize lead exposure, including limiting softened water supplies to hot water taps only, taking into account other actions that the school may already have in place; • Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request.
<p>> 20 ppb*</p> 	<p>Action should be taken to reduce exposure. The specific action(s) taken will be dependent on individual school conditions.</p> <p>Options include:</p> <ul style="list-style-type: none"> • Remove tap from service until problem is demonstrably corrected by replacement, a flushing program, filtration, or treatment; • Do <i>not</i> use tap for cooking or drinking water; • Retest the tap and attempt to determine the source of the lead; If the tap is not replaced, consider monitoring tap more frequently, such as annually, until the source of lead is found and removed; • Implement a flushing protocol or other lead hazard reduction option; sampling should be use to evaluate effectiveness; • Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request; and • Provide targeted communication and education to individuals, parents, and staff members that routinely use that tap.

* established by EPA 3Ts guidance; if EPA amends, Table 3 will be adjusted to be consistent with new value

Step 5- Lead Hazard Reduction Options:

In addition to possible lead hazard reduction options outlined in Table 3, the options further described here are in priority order of long-term effectiveness in reducing lead hazards. Some lead hazard reduction option needs to be implemented when lead is detected.

If the school receives its water from a Community Public Water Supply (such as a municipal water supply) the school is encouraged to work with them to assess the source contribution of lead coming into the school and if the school has a lead service line. For schools on their own well, the only way to characterize lead contribution from the water source is to do a test of water coming into the building.

Option 1. Removal of Lead Sources

Engineering plans and specifications for the plumbing system are useful for identifying sources of lead and helpful in determining if sources of lead can be removed from service or replaced with lead free fixtures. Options for eliminating lead sources include:

- Remove tap/fixture from service. If the tap is seldom used, it may be disconnected or removed from the water supply line, but first verify the tap is not required for local building code compliance;
- Replace with lead free fixture/plumbing component in accordance with Reduction of Lead in Drinking Water Act;
 - If the existing tap is suspected to be the source of contamination, replace with a lead free tap;
 - Replace other sources of lead, including lead pipe, lead solder joints, and brass plumbing components with lead free materials; and
 - To minimize the introduction of lead into drinking water systems, go to EPA's website to identify lead free certification marks for drinking water systems and plumbing materials.
 - [Lead Free Certification Marks \(http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt\)](http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt)

Option 2. Implement a Flushing Program

Flushing the drinking water taps (letting the water run for a set amount of time on a regular basis) can effectively reduce lead concentrations in drinking water. A flushing program works to reduce lead concentrations by clearing the taps of water that has been in contact with plumbing components that may contain lead. While flushing can work to reduce lead, it requires staff time, diligence, and commitment to ensure effectiveness. Essential to any flushing program is monitoring after flushing to verify effectiveness.

There are two primary types of flushing programs: Individual Tap Flushing and Main Pipe Flushing.

Individual Tap Flushing Program

- May be implemented if lead concentrations are found to be high at certain taps;
- Flush individual taps that have been tested and found to have high lead levels. This procedure is to be followed each day the school is in session;
- During periods of normal use:

- Run each tap for 2 to 3 minutes in the morning before children arrive
- Run each tap midday for two to three minutes if the tap has been unused and stagnant for the morning period
- Periodic testing may be done prior to and after the midday flushing to ensure the lead concentrations have remained low throughout the morning hours. If they have not, the flushing time should be increased or another option should be implemented;
- After weekends or breaks, run each tap for ten to fifteen minutes before children return to school then return to normal use; and
- Frequency and duration of flushing should be reasonably documented.

Main Pipe Flushing Program

- May be implemented if lead concentrations are found to be high throughout the entire school or confined to a certain area of the school. This procedure is to be followed each day the school is in session;
- Begin by flushing the tap furthest away from the water source for at least ten minutes;
- Next flush the tap the second furthest away and continue in this manner until all taps have been flushed;
- Flushed samples should be periodically collected and analyzed for lead to confirm the effectiveness of flushing programs;
- It is recommended that midday samples and end of the day samples be taken periodically to ensure the lead concentrations have remained low throughout the day. If they have not, another option should be implemented; and
- Review the results upon receipt and continue to optimize the procedure to reduce lead.

More on Flushing

Flushing is a best management practice used to reduce lead levels by controlling the age of the water. It can be an interim or long-term option. This guidance presents flushing procedures that MDH has found effective in reducing the lead level in drinking water. Site-specific conditions will determine how long a tap needs to be flushed and the number of times a day a tap needs flushing. The key to using flushing as a best management practice is monitoring that demonstrates the lead level has been reduced.

Note that schools implementing a flush program may wish to identify non-consumptive uses for the flushed water (watering, cleaning, etc.) in order to make use of this resource.

Option 3. Treatment

Point-of-Use (POU) Treatment Device

A POU water treatment device may be installed at taps where lead has been detected. It is strongly encouraged that the POU device is approved to meet NSF Standard 53, NSF Standard 58, or an equivalent standard. It is to be installed, operated, and maintained in accordance with the manufacturer's recommendations. **POU treatment systems may be subject to Department of Labor and Industry (DLI) or local administrative authority plan review and approval prior to installation. Contact DLI at (651) 284-5063 for more information.**

Point of Entry (POE) Chemical Treatment

Adjusting the water chemistry may reduce the amount of lead absorbed by the water. This may be done by adding a chemical to the water as it enters the building. Typical methods of chemical treatment include addition of a phosphate-based or silica-based corrosion inhibitor or an adjustment to the water's pH or hardness. **All chemical treatment systems are subject to MDH plan review and approval prior to installation.** In addition, a school that installs POE corrosion control treatment becomes a public water system and is required to meet the regulatory requirements of the SDWA. As a public water system, the school would be responsible for meeting all of the water quality standards of the SDWA, be subject to inspection of the water distribution system, and be required to have a certified water operator.

Contact the Minnesota Department of Health Drinking Water Protection Program at 651-201-4700 to determine if additional requirements will apply to your school prior to installing treatment.

Step 6- Reassess:

All taps affected by a lead hazard reduction option should be retested to ensure the control options worked. A first draw sample is to be taken using the procedure outlined in Step 2.

Interpreting Post Control Option Results

- If the analysis does not detect lead, no further action is required, as long as the control option remains in place. The next sample should be collected within five years;
- If the analysis shows lead remains present, continue twice daily flushing. A midday sample, as specified in Step 5, should be collected to determine if flushing is effective. Alternatively, a new control option can be implemented followed by retesting as specified in Step 2.

MN Statute 121A.335 specifies that each building be tested at least once every five years. MDH and MDE recommend that schools repeat monitoring once every five years if results are below two ppb. If results show persistent elevated lead levels, testing should continue until the lead source is found and hazard reduction options implemented. The overall goal is to have MDH, MDE, school districts, parents, and students all work together to ensure that available resources are best targeted to minimize exposure to lead in drinking water.

Glossary of Terms and Abbreviations

Aerator - An aerator is found at the tip of the faucet. Aerators are screwed onto the faucet head, creating a non-splashing stream and delivering a mixture of water and air

Corrosion - A dissolving and wearing-away of metal caused by a chemical reaction between water and plumbing materials in contact with the water

Detection Level (DL) - The lowest concentration of lead that can be analyzed with a certainty of precision. Results below this level are often expressed as “non-detected,” “nd,” or “<DL.” For the purposes of this document, 2 ppb is the maximum detection level recommended for lead analysis

Detected: An amount of lead above the detection level. A concentration of lead analyzed with a certainty of precision to be at or above the detected level

Drinking Water Faucet/Tap - Point of access for people to obtain water for drinking or food preparation. A faucet/tap can be a fixture, faucet, drinking fountain or water cooler. Drinking water taps typically **do not** include bathroom taps, hose bibs, laboratory faucets/sinks or custodial closet sinks when clearly marked

Field Analyzer - Instrument suitable for water quality analysis in the field and will provide results without the use of a laboratory

First Draw Sample - The first water drawn from a faucet/tap after the water has sat undisturbed in the plumbing system for at least six hours

Fittings - Plumbing components used to join sections of pipe or to join pipe to fixtures

Fixture - Exchangeable device connected for the distribution and use of water in a building. Examples: fountain, sinks, shower, tub, toilet, hydrant

Flush(ing) - Running the water at a faucet/tap or combination of faucets/taps to clear standing water from the plumbing system

Flush Sample - A water sample that has been collected following the flushing of a drinking water tap

Flux - A substance applied during soldering to facilitate the flow of solder. Flux used prior to 1986 contains lead and can itself be a source of lead contamination in water

LCCA – Lead Contamination Control Act, July 1989

LCR – Lead and Copper Rule, June 1991

Lead Free - Weighted average of not more than 0.25% in wetted surface material for pipe, pipe and plumbing fittings and fixtures and 0.2% for solder and flux. More information is available from the EPA website at the following link:

- [Basic Information about Lead in Drinking Water \(https://www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water\)](https://www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water)

Limit of Detection (LOD) – The lowest quantity of a substance that can be distinguished from the absence of the substance due to the instrument’s analytical process. It is usually lower than the detection level

MDE – Minnesota Department of Education

MDH – Minnesota Department of Health

Model Plan - The plan developed by the commissioners of health and education to accurately and efficiently test for the presence of lead in drinking water in public school buildings, as required under Minnesota Statutes 121A.335

Non-Detect: A lead result below the limit of detection, often expressed as “non-detected,” “nd,” or “<DL.”

pH - A logarithmic measure of acidity and alkalinity between 0 (highly acidic) and 14 (highly basic); 7 is neutral

Parts per Billion (ppb) - A standard unit of measurement commonly used to describe the concentration of lead in drinking water. Also expressed as micrograms/liter (µg/L)

Point of Entry (POE) - A water treatment device installed to treat all water entering a single school, building, facility or home. Example: water softener

Point of Use (POU) - A water treatment device intended to treat water for direct consumption, typically at a single tap or a limited number of taps. Example: faucet mount cartridge filter

Primary Prevention - aims to prevent disease or injury before it ever occurs. It is done by preventing exposures to hazards that cause disease or injury, altering unhealthy or unsafe behaviors that can lead to disease or injury, and increasing resistance to disease or injury should exposure occur

Public Water System (PWS) - A system that has at least 15 service connections or regularly serves an average of 25 individuals daily at least 60 days out of the year

- **Community Public Water System (CPWS)** - A PWS which serves at least 15 service connections used by year round residents or regularly serves at least 25 year round residents. Examples: municipalities, manufactured mobile home parks

- **Nontransient Noncommunity (NTNC) Public Water System** - A PWS that is not a CPWS and that regularly serves at least 25 of the same persons over 6 months per year
 - Examples: schools, childcare centers, factories

Schools - Minnesota's public and charter schools serving students in pre-kindergarten through grade 12

SDWA – Federal Safe Drinking Water Act

Service Connection - The pipe that carries tap water from the public water main to a building

Solder - A metallic compound used to seal the joints between pipes. Until 1988, solder containing up to 50% lead was legally used in potable water plumbing. Lead free solders, which can contain up to 0.2% lead, often contain one or more of the following metals: antimony, tin, copper or silver

United States Environmental Protection Agency (EPA) - Federal agency with a mission to protect human health and the environment; oversees implementation of the SDWA



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January 10, 2019

Independent School District #191
200 West Burnsville Parkway
Burnsville, MN 55337
Attn: Mr. Glenn Simon, Mr. Scott Wurdeman

RE: Final Report - Lead in Drinking Water Sampling

SITES: Districtwide

PROJECT #: 18109

I. INTRODUCTION

This report presents the results of districtwide testing for lead in drinking water using first draw and flush sampling following the Minnesota Department of Health (MDH) guide "Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools (Revision April 2018)." Using MDH guidance, Independent School District #191 (SCOTT WURDEMAN, HEALTH AND SAFETY SUPERVISOR) tested water outlets using *high* and *medium* priority sampling strategies over the months of October, November, and December 2018.

II. DISCUSSION

Lead is a toxic metal that is harmful to human health when it is ingested or inhaled. Unlike other environmental contaminants, lead is stored in bones and can be released over time into the bloodstream. Lead exposure is a serious health concern, especially for young children and infants. Children's bodies absorb more of the lead they are exposed to than adults. Exposure to high levels of lead in children and infants may result in developmental delays, lower IQ's, hearing loss, hyperactivity, and learning disabilities. Children under the age of six are the most at risk population. Damage from lead exposure in children is permanent. Fortunately, the impacts of lead exposure can be minimized with good nutrition, a stimulating education, and a supportive environment.

High blood lead levels in adults have been linked to increased blood pressure, poor muscle coordination, nerve damage, decreased fertility, and hearing and vision impairment. Pregnant women and their fetuses are especially vulnerable to lead exposure since lead can significantly harm the fetus, causing lower birth weight and slowing normal mental and physical developments.

The only way to determine how much lead may be present in drinking water is to have the water tested. Per Minnesota Statute, Section 121A.335, *Lead in School Drinking Water*, schools are required to test each tap used for drinking or food preparation at least once every five years.

III. METHODOLOGY

ISD #191 collected first draw samples. First draw samples are collected prior to the fixture being used or flushed for the day when water has sat undisturbed in the plumbing system for at least six (6) hours; not exceeding eighteen (18) hours. Water was collected immediately in the morning before it could be used for other purposes. First draw samples were collected using sterile 250 milliliter (mL) sampling bottles. The bottles were filled to the top, capped, recorded, and transported to a certified drinking water laboratory. Results from first draw sampling indicate lead levels for water that has been in direct contact

with the tap or fixture and the section of plumbing closest to the outlet. Analysis was conducted by Pace Analytical Services, Inc. of Minneapolis, Minnesota using EPA Method 200.8 ICPMS for determination of lead in drinking water. Pace Analytical Services, Inc. provided results in micrograms/Liter (µg/L) which is also commonly expressed as parts per billion (ppb).

Flush samples were also collected by ISD #191. A flush sample is water emitted from an outlet after a stated flush time. Such samples are representative of the water that is in the plumbing upstream from the tap. Analysis was conducted by Pace Analytical Services, Inc. of Minneapolis, Minnesota using EPA Method 200.8 ICPMS for determination of trace elements in drinking water.

ISD #191 provided all collected water samples to FIELD ENVIRONMENTAL for review, completion of chain of custody's, and delivery to Pace Analytical Services, Inc. of Minneapolis, Minnesota.

IV. RESULTS

Given that lead is still found in many environments and products, it is important to recognize that attaining zero exposure to lead in drinking water may not be reasonable, or even possible. However, MDH strongly recommends that schools take remedial action if samples from drinking water produce lead levels greater than 20 ppb (or 20 µg/L). This is commonly referred to as the Action Level.

A complete listing of results, locations, drawings and analytical results are provided in Appendix A. NOTE: ISD #191 used a shared Google Sheet to track sample locations and results with FIELD ENVIRONMENTAL.

Edward Neill Elementary:

One (1) out of the sixty-two (62) initial first draw samples collected at Edward Neill Elementary was above the recommended limit of 20 ppb.

School Name: Edward Neill Elementary (EN)						
Date: 10/31/2018						
Floor	Room Number	Location	Sample ID	Type DF = Drinking Fountain S = Sink WC = Water Cooler BF = Bottle Filler K=Kettle	Lead Result (ppb)	Status or Result (ppb)
First	-	Kitchen by stoves Right tap	11	K	58.2	Removed

Gideon Pond Elementary:

All sixty-sixty (66) initial first draw samples collected at Gideon Pond Elementary were below the recommended limit of 20 ppb.

Harriet Bishop Elementary:

One (1) out of the forty-seven (47) initial first draw samples collected at Harriet Bishop Elementary was above the recommended limit of 20 ppb. The aerator for this tap was cleaned and resampled.

School Name: Harriet Bishop Elementary (HB)**Date: 10/26/2018, 11/29/2018**

Floor	Room Number	Location	Sample ID	Type DF = Drinking Fountain S = Sink WC = Water Cooler BF = Bottle Filler K=Kettle	Lead Result (ppb)	Status or 11/29/2018 Result (ppb)
First	-	Linden 1	29	S	26.5	0.87

Hidden Valley Elementary:

Two (2) out of the seventy-two (72) initial first draw samples collected at Hidden Valley Elementary were above the recommended limit of 20 ppb. The aerators for these taps were cleaned and resampled.

School Name: Hidden Valley Elementary (HV)**Date: 10/26/2018, 11/29/2018**

Floor	Room Number	Location	Sample ID	Type DF = Drinking Fountain S = Sink WC = Water Cooler BF = Bottle Filler K=Kettle	Lead Result (ppb)	Status or 11/29/2018 Result (ppb)
First	112	Classroom	43	S	50.1	5.5
First	209	Classroom	53	S	31.6	14.9

Marion W. Savage Elementary:

Two (2) out of the sixty-eight (68) initial first draw samples collected at Marion Savage Elementary were above the recommended limit of 20 ppb. The aerators for these taps were cleaned and resampled.

School Name: Marion W. Savage Elementary (MS)**Date: 10/25/2018, 11/29/2018**

Floor	Room Number	Location	Sample ID	Type DF = Drinking Fountain S = Sink WC = Water Cooler BF = Bottle Filler K=Kettle	Lead Result (ppb)	Status or 11/29/2018 Result (ppb)
First	406	Classroom	51	S	353	8.7
First	406	Classroom	52	DF	287	1.7

Rahn Elementary:

All forty (40) initial first draw samples collected at Rahn Elementary were below the recommended limit of 20 ppb.

Sioux Trail Elementary:

One (1) out of the sixty-five (65) initial first draw samples collected at Sioux Trail Elementary was above the recommended limit of 20 ppb. The aerator for this tap was cleaned and resampled.

School Name: Sioux Trail Elementary (ST)

Date: 11/1/2018, 11/29/2018

Floor	Room Number	Location	Sample ID	Type DF = Drinking Fountain S = Sink WC = Water Cooler BF = Bottle Filler K=Kettle	Lead Result (ppb)	Status or 11/29/2018 Result (ppb)
First	218	Classroom	66	S	34.6	12.8

Sky Oaks Elementary:

Three (3) out of the sixty-seven (67) initial first draw samples collected at Sky Oaks Elementary were above the recommended limit of 20 ppb. The aerators for these taps were cleaned and resampled.

School Name: Sky Oaks Elementary (SO)

Date: 11/1/2018, 11/29/2018

Floor	Room Number	Location	Sample ID	Type DF = Drinking Fountain S = Sink WC = Water Cooler BF = Bottle Filler K=Kettle	Lead Result (ppb)	Status or 11/29/2018 Result (ppb)
First	Green 1	Classroom	50	S	50.1	0.11
First	Green 2	Classroom	52	S	31.6	0.4
First	Green 6	Classroom	60	S	762	None detected

Vista View Elementary:

Two (2) out of the sixty-seven (67) initial first draw samples collected at Vista View Elementary were above the recommended limit of 20 ppb. The aerators for these taps were cleaned and resampled. A flush sample was also collected for one (1) tap.

School Name: Vista View Elementary (VV)

Date: 10/30/2018, 11/29/2018, 12/14/2018

Floor	Room Number	Location	Sample ID	Type DF = Drinking Fountain S = Sink WC = Water Cooler BF = Bottle Filler K=Kettle	Lead Result (ppb)	Status or 11/29/2018 Result (ppb)	Status or 12/14/2018 Result (ppb) Initial/30sec Flush
First	115	Classroom	16	S	133	494	.99/.44
First	-	Hallway outside room 213	57	WC	93.5	11	-

William Byrne Elementary School:

All sixty-seven (67) initial first draw samples collected at William Byrne Elementary School were below the recommended limit of 20 ppb.

Eagle Ridge Middle School:

Three (3) out of the twenty-nine (29) initial first draw samples collected at Eagle Ridge Middle School were above the recommended limit of 20 ppb. The aerators for these taps were cleaned and resampled.

School Name: Eagle Ridge Middle School (ER)						
Date: 10/21/2018, 11/29/2018						
Floor	Room Number	Location	Sample ID	Type DF = Drinking Fountain S = Sink WC = Water Cooler BF = Bottle Filler K=Kettle	Lead Result (ppb)	Status or 11/29/2018 Result (ppb)
First	-	East Wall, Right Faucet	7	K	62.4	10.5
First	-	Studio	26	S	23.2	0.94
Lower Level	Green 6	First Aid Room, West of boy's locker room	29	S	39.1	2.8

Metcalfe Middle School:

Two (2) out of the thirty-seven (37) initial first draw samples collected at Metcalfe Middle School were above the recommended limit of 20 ppb. The aerators for these taps were cleaned and resampled.

School Name: Metcalfe Middle School (MM)						
Date: 10/31/2018, 11/29/2018						
Floor	Room Number	Location	Sample ID	Type DF = Drinking Fountain S = Sink WC = Water Cooler BF = Bottle Filler K=Kettle	Lead Result (ppb)	Status or 11/29/2018 Result (ppb)
First	439	Right of Freezer	1	S	21	3.5
First	213	Classroom	31	S	169	13.2

Nicollet Middle School:

Nine (9) out of the forty-seven (47) initial first draw samples collected at Nicollet Middle School were above the recommended limit of 20 ppb. The aerators for these taps were cleaned and resampled. A flush sample was also collected for one (1) tap.

School Name: Nicollet Middle School (NM)

Date: 10/31/2018, 11/29/2018, 12/14/2018

Floor	Room Number	Location	Sample ID	Type DF = Drinking Fountain S = Sink WC = Water Cooler BF = Bottle Filler K=Kettle	Lead Result (ppb)	Status or 11/29/2018 Result (ppb)	Status or 12/14/2018 Result (ppb) Initial/ 30 Second Flush
First	-	Kitchen	3	K	823	Removed	-
First	-	Kitchen	4	K	522	Removed	-
First	404	Classroom	11	S	329	4.8	-
Lower Level	100	Classroom	20	S	23.8	1.3	-
Lower Level	120	Work Room	33	S	78.5	52.2	49.8/2.3 Labeled Not For Consumption
Lower Level	124	Classroom	35	S	48	3.4	-
Lower Level	117	Special Ed Room	37	S	20.3	11.2	-
3rd floor	-	Science Prep Center	46	S	26.1	Labeled Not For Consumption	-
3rd floor	-	Science Prep Right	47	S	29	Labeled Not For Consumption	-

Burnsville High School:

All ninety-six (96) initial first draw samples collected at Burnsville High School were below the recommended limit of 20 ppb.

Warehouse and Annex:

All four (4) initial first draw samples collected at the Warehouse and Annex were below the recommended limit of 20 ppb.

Cedar Alternative:

All ten (10) initial first draw samples collected at Cedar Alternative were below the recommended limit of 20 ppb.

River Ridge Education Center:

All seven (7) initial first draw samples collected at River Ridge Education Center were below the recommended limit of 20 ppb.

Diamondhead Education Center:

One (1) out of the eighty-four (84) initial first draw samples collected at Diamondhead Education Center was above the recommended limit of 20 ppb. The aerator for this tap was cleaned and resampled.

School Name: Diamondhead Education Center

Date: 10/30/2018, 11/29/2018

Floor	Room Number	Location	Sample ID	Type DF = Drinking Fountain S = Sink WC = Water Cooler BF = Bottle Filler K=Kettle	Lead Result (ppb)	Status or 11/29/2018 Result (ppb)
Upper Level	2126	Classroom	64	S	25.9	8.6

V. RECOMMENDATIONS

All sampled water outlets at Gideon Pond Elementary, Rahn Elementary, William Byrne Elementary, Burnsville High School, Cedar Alternative, and River Ridge Education Center have lead levels below the recommended action level of 20 ppb. No additional action required for these sites.

Edward Neil Elementary, Harriet Bishop Elementary, Hidden Valley Elementary, Marion W. Savage Elementary, Sioux Trail Elementary, Sky Oaks Elementary, Vista View Elementary, Eagle Ridge Middle School, Metcalf Middle School, Nicollet Middle School, and Diamondhead Education Center had drinking or food preparation water with lead concentrations greater than 20 ppb. Priority was given to correct these identified taps/fixtures.

ISD #191, following the MDH [Recommended Lead Hazard Reduction Options](#), used the following methods to mitigate exposure to lead in drinking water:

- Distinguished those water taps/outlets that should not be used for drinking and marked with a sign or label stating, "water not for drinking" or "water not for consumption." The following school had taps marked "water not for consumption":
 - Nicollet Middle School
 - Workroom 120 – Sink Faucet
 - Science Prep Areas – Sink Faucets
- Removed the tap/fixture from service. If the tap is seldom used, it was disconnected or removed from the water supply line. The following schools had taps/fixtures removed from service:
 - Edward Neill Elementary
 - Kitchen - Kettle
 - Nicollet Middle School
 - Kitchen - Kettle
 - Kitchen - Kettle
- Clean applicable aerator screens and devise ongoing preventative maintenance schedule. Debris in aerators can contribute to elevated lead levels in fixtures. The following schools had outlets in which aerator cleaning was conducted:
 - Harriet Bishop Elementary
 - Linden 1 – Sink Faucet
 - Hidden Valley Elementary
 - Room 112 – Sink Faucet
 - Room 209 – Sink Faucet
 - Sky Oaks Elementary
 - Green 1 – Sink Faucet
 - Green 2 – Sink Faucet
 - Green 6 – Sink Faucet
 - Marion W. Savage Elementary
 - Room 406 – Sink Faucet

- Room 406 – Drinking Fountain
- Sioux Trail Elementary
 - Room 218 – Sink Faucet
- Vista View Elementary
 - Room 115 – Sink Faucet
 - Hallway outside room 213 – Water Cooler
- Metcalf Middle School
 - Room 439 – Sink Faucet
 - Room 213 – Sink Faucet
- Eagle Ridge Middle School
 - Kitchen - Kettle
 - Studio – Sink Faucet
 - Green 6 (first aid room) – Sink Faucet
- Nicollet Middle School
 - Room 404 – Sink Faucet
 - Work Room 120 – Sink Faucet
 - Room 124 – Sink Faucet
 - Room 117 – Sink Faucet
- Diamondhead Education Center
 - Room 2126 – Sink Faucet

Other options ISD #191 could consider implementing include:

- Replacement with lead free fixture/plumbing component in accordance with Reduction of Lead in Drinking Water Act.
- Instituting a flushing program; determine individual taps or main pipes.
- Installation of filtration via Point-of-Use (POU) devices; approval may be subject to authority plan review.
- Treatment by adjusting the water chemistry; approval required by authority plan review.

Keep in mind that water from other fixtures such as bathroom taps, hose bibs, or custodial closet sinks (*low priority* outlets) which are not normally deigned for human consumption should be clearly marked as such, otherwise, the District should consider testing for lead concentration for those additional taps/fixtures.

Minnesota Statutes section 121A.335, subdivision 5 requires a school district to “make the results of testing available to the public for review and must notify parents of the availability of the information.” ISD #191 is required to communicate lead in drinking water results. School employees, students, and parents shall be informed of the results within a reasonable time. Results of first draw sampling and any follow-up testing should be easily accessible along with documentation of lead hazard reduction options.

MDH collaborated with the Minnesota Department of Education (MDE) and developed a Communication Toolkit to aid schools with becoming educated regarding the requirements of the new lead legislation. The Toolkit contains easy-to-use communication templates, resources and tips.

<http://www.health.state.mn.us/divs/eh/water/schools/toolkit.pdf>

Follow-up testing is required every five (5) years.

VI. REMARKS

The environmental services performed by FIELD ENVIRONMENTAL’s technicians, analysts and project managers for this project have been conducted in a manner consistent with the degree of care and technical skill exercised by environmental professionals currently practicing in this area under similar budget and time constraints. Recommendations contained in this report represent our professional judgment at the time the

project was performed.

No warranty or guarantee, expressed or implied, is made regarding the findings, conclusions, or recommendations contained in this report.

FIELD ENVIRONMENTAL appreciates the opportunity to provide services to meet your environmental needs. Any questions regarding the fieldwork, sample results or presented findings should be directed to Field Environmental Consulting, Inc.

PREPARED and REVIEWED BY:

Field Environmental Consulting, Inc.



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EHS Manager
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Parker Nordeen
Safety & IAQ Specialist
Parker@fieldconsultinginc.com

Attachments

Appendix A: School Results, Locations, Drawings, and Laboratory Reports

ISD 191 Districtwide Lead in Drinking Water
Final Report



Future Ready. Community Strong.

**Agenda IV.A.8.
January 24, 2019**

To: Board of Education, Members
Cindy Amoroso, Superintendent

From: Abigail Alt, Board Chair

Date: January 18, 2019

Re: Schedule Board Retreat

Recommendation: that the Board of Education schedules a retreat on Friday, February 1, 2019 at 1:00 p.m. at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, for Board Development.

!



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**Agenda IV.A.9.
January 24, 2019**

To: Board of Education, Members
Cindy Amoroso, Superintendent

From: Abigail Alt, Board Chair

Date: January 18, 2019

Re: Schedule Closed Session

Recommendation: that the Board of Education schedules a Closed Session, as permitted by Minnesota Statute §13D.03, on Wednesday, February 13, 2019 at 6:00 p.m. at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, to discuss ISD 191's labor negotiation strategy.



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**Agenda IV.A.10.
January 24, 2019**

To: Board of Education, Members
Cindy Amoroso, Superintendent

From: Abigail Alt, Board Chair

Date: January 18, 2019

Re: Schedule Public Hearing

Recommendation: that the Board of Education schedules a Public Hearing on Wednesday, February 13, 2019 at 7:00 p.m. at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, for FY20 Budget Adjustments.



**Agenda IV.B.1.
January 24, 2019**

To: Board of Education, Members
Cindy Amoroso, Superintendent

From: Abigail Alt, Board Chair

Date: January 18, 2019

Re: Technology Committee

Recommendation: that the Board of Education adopts the resolution abolishing the Technology Committee.

BURNSVILLE-EAGAN-SAVAGE
Independent School District 191
BOARD OF EDUCATION

Member _____ for the adoption of the following resolution:

RESOLUTION TO ABOLISH THE TECHNOLOGY STANDING
COMMITTEE

WHEREAS,

1. Board Policy 213: School Board Committees provides the structure and operation of committees or subcommittees of the School Board;
2. The School Board reserves the right to abolish any standing committee as it deems appropriate;
3. The Independent School District 191 Board of Education has determined that the Technology Standing Committee is no longer needed to facilitate the operation of the school board and the school district.

THEREFORE, BE IT RESOLVED by the Independent School District 191 Board of Education to abolish the Technology Standing Committee.

The motion for the adoption of the foregoing Resolution was duly seconded by member _____ and upon a vote being taken thereon, the following voted in favor of

and the following voted against the motion:

Whereupon said Resolution was declared duly passed and adopted on _____.

Chair - Board of Education

Superintendent of Schools

Date: _____

Date: _____



**Agenda IV.B.2.
January 24, 2019**

To: Board of Education, Members
Cindy Amoroso, Superintendent

From: Abigail Alt, Board Chair

Date: January 18, 2019

Re: Student Performance and Achievement Committee

Recommendation: that the Board of Education adopts the revised resolution for the Student Performance and Achievement Committee.

BURNSVILLE-EAGAN-SAVAGE
Independent School District 191
Burnsville, Minnesota
BOARD OF EDUCATION

Member _____ moved for the adoption of the following resolution:

RESOLUTION TO ESTABLISH A STANDING
STUDENT PERFORMANCE AND ACHIEVEMENT COMMITTEE

WHEREAS,

1. Board Policy ~~BCE213~~: School Board Committees provides for the structure and operation of committees or subcommittees of the School Board,
2. The School Board has determined that establishing a standing Student Performance and Achievement Committee will help with the efficient management of Board affairs,
3. The Student Performance and Achievement Committee ~~will consist of three~~ is comprised of the entire School Board ~~members appointed by the Board Chair, in consultation with the Vice Chair.~~
4. The purpose of the committee is:
 - a. To review and report evidence of student performance over time in order to measure learning.
 - b. To analyze learning and student engagement metrics to highlight critical areas in need of improvement as well as to promote better alignment of district resources to critical student outcomes.
 - c. To collaborate with the Assistant Superintendent, the Teaching and Learning Team, and others - as required - to ensure that curriculum, instruction, professional development and assessments support desired student outcomes.
 - d. To evaluate processes, policies and long-range planning needs vs. desired student outcomes and deliver recommendations - in support of the Strategic Roadmap - to the Superintendent and School Board for action.
 - e. To establish and communicate high expectations for student support beyond our classrooms to parents, staff and the greater community — with the goal of driving deeper student engagement and academic achievement.
5. The Student Performance and Achievement Committee will meet ~~periodically~~ monthly as determined by the ~~Committee~~ Chair.
6. The mission of the Student Performance and Achievement Committee is to ensure a meaningful, relevant and rigorous program of studies for all students in ISD 191.

THEREFORE, BE IT RESOLVED by the School Board of ISD 191 to establish a ~~standing~~-Student Performance and Achievement Committee with ~~three appointed~~all Board Members, who meet ~~monthly~~ periodically for the purposes stated above; and to review program evaluation with a mission to ensure a meaningful, relevant and rigorous program of studies for all students in ISD 191.

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

and the following voted against the motion:

Whereupon said resolution was revised declared duly passed and adopted on _____



ONE91
Burnsville · Eagan · Savage



2019-20 Budget

January 24, 2019 Workshop

119

Future Ready. Community Strong.

Work session purpose

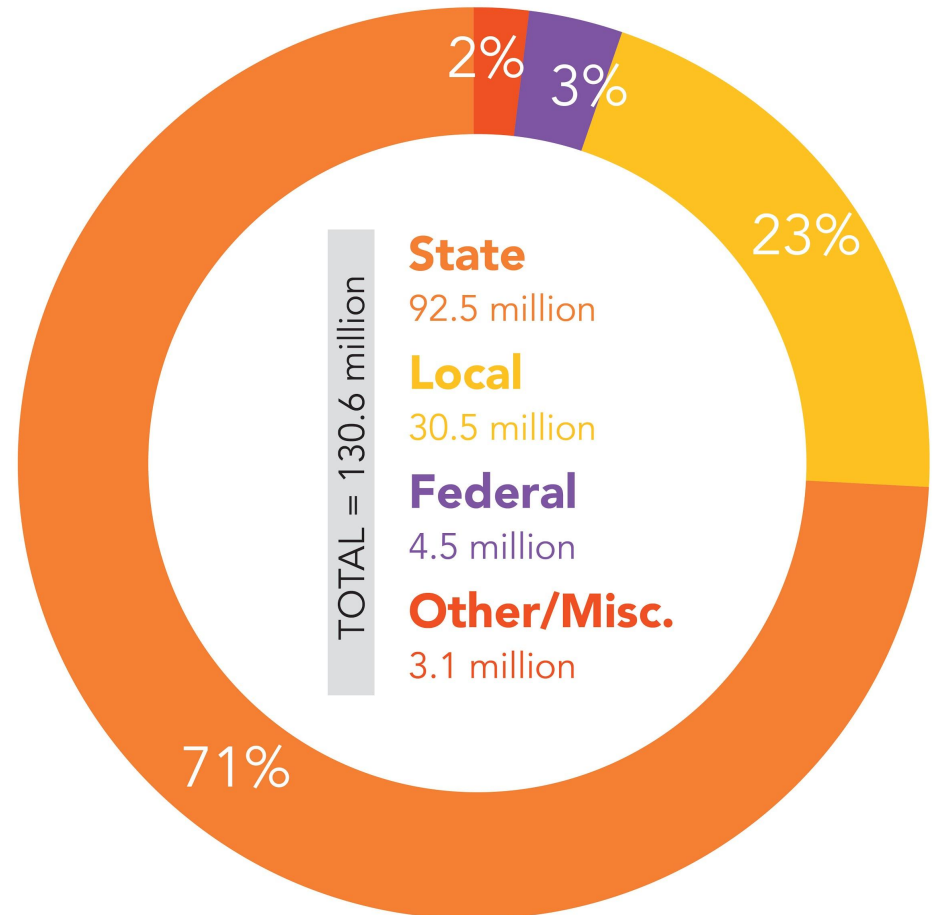
- Provide the Board with initial information
- Board discussion to provide direction in further developing list of recommendations for presentation on Feb. 7

School Finances 101: Agenda

- Where does district funding come from?
- What restrictions are there on district spending?
- How does the district spend its money?
- Why is there a shortfall now?
 - State aid is falling behind
 - Special education funding gap
 - Declining Enrollment
- What's the current situation

Revenue: Where does it come from?

- Greatest share from state aid
- Less than ¼ from local taxes
- Different sources mean some restrictions



What restrictions are there?

Capital Funds: Can only be used for facilities projects

Title Funds: Federal money designated for specific purposes such as needs associated with high poverty rates

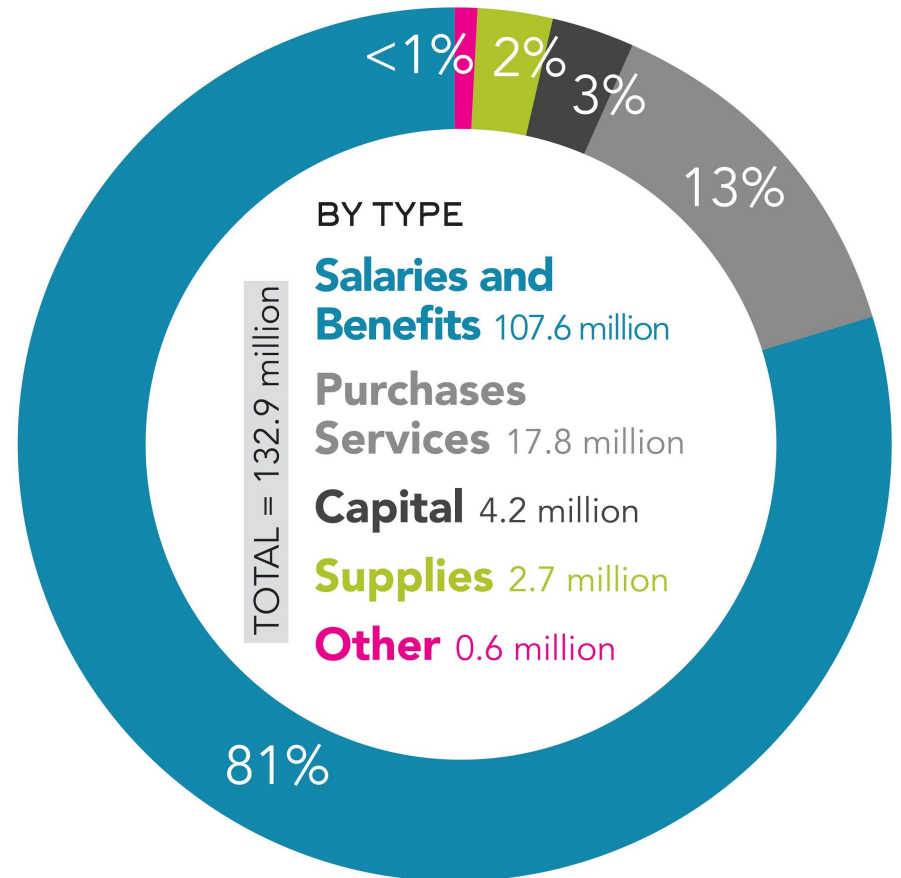
Technology Levy: Specifically for technology

Community Education/Food & Nutrition Services

Achievement & Integration

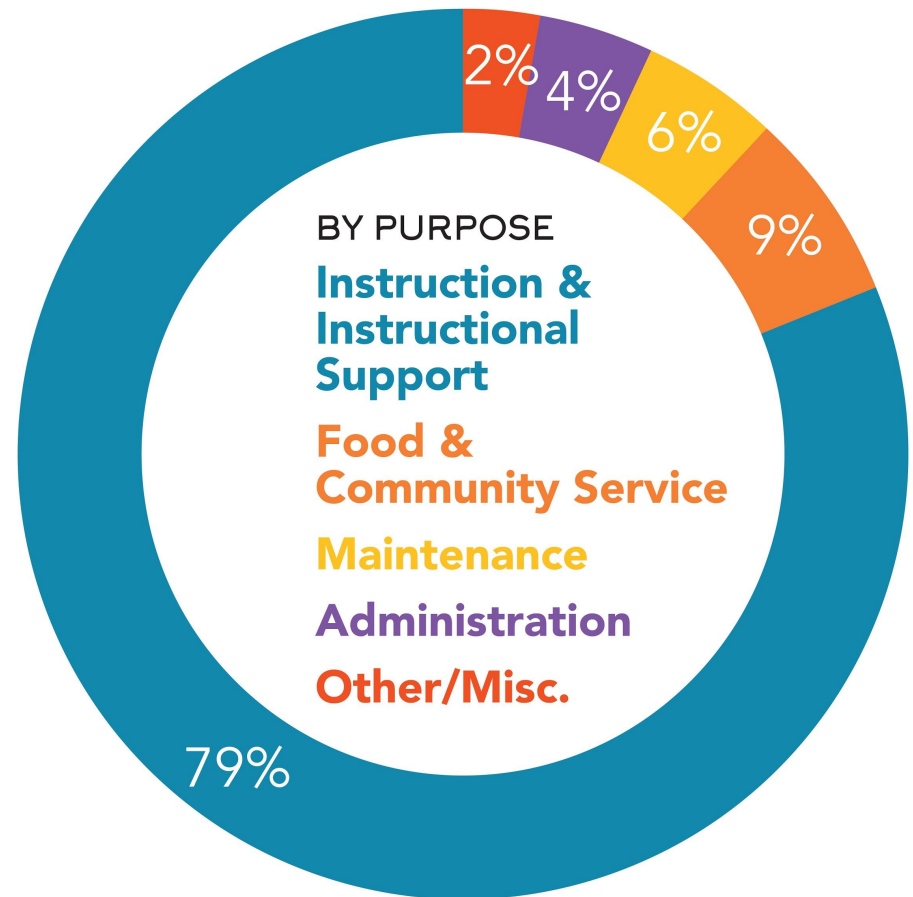
Spending: By Type of Expense

- 81 percent on people
- 19 percent on supplies, facilities, purchased services, etc.

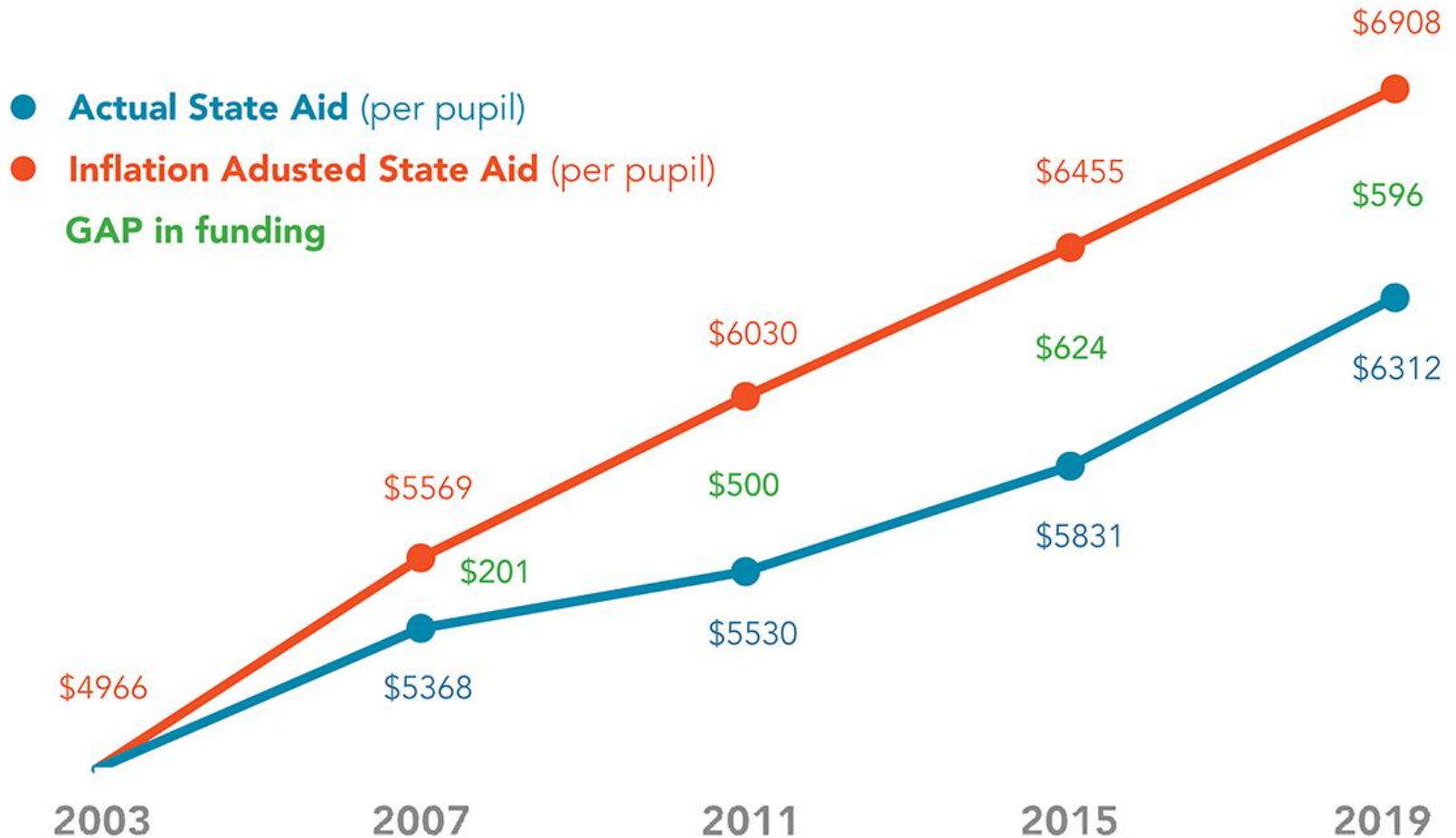


Spending: By Purpose

- 79% on instruction & instructional support (state average = 71%)
- 4% on admin (state average = 4.6%)



State aid is falling behind



Special education funding gap in Burnsville

SPECIAL EDUCATION SHORTFALL

\$12.7

MILLION GAP

State and federal funding for mandated special education services falls well short of actual costs, so school districts pay out of their general fund. This “cross subsidy” was \$12.7 million in 2017-18 for District 191.



Declining Enrollment

- Most funding is provided “per pupil”
- Fewer students means less money
- Causes difficulties: balancing class sizes
- Projected 230 PK-12 students fewer = \$1.9 million in reduced revenue
- Is not the primary cause of our budget shortfall
- Even if our enrollment were stable, we would be looking at more than \$5 mill in adjustments due to state funding

Options

Use fund balance (reserves)

- Without any adjustments, District reserves would dip to about 1% of total budget (policy = 8%)
- Expect shortfalls to continue in future years without major state or federal funding changes

Make adjustments

Combination of both

Current reality

General Fund Budget Comparative Summary

	Actual Results 2015-16	Actual Results 2016-17	Actual Results 2017-18	Adopted Budget 2018-19	Revised Budget 2018-19	Projected 2019-20	Projected 2020-21
						Revenue Assumpt. 2% on formula Budget Adjust \$ - 0.035	
Total Beginning Fund Balance	\$ 20,677,866	\$ 21,629,697	\$ 20,116,731	\$ 15,677,207	\$ 15,815,204	\$ 13,440,818	\$ 5,671,420
Revenues	121,221,618	124,590,035	125,822,009	127,122,457	130,590,440	129,512,696	129,512,696
Expenditures	120,269,787	126,103,001	130,123,536	128,759,941	132,964,826	137,282,094	142,086,967
Variance (Revenues - Expenditures)	951,831	(1,512,966)	(4,301,527)	(1,637,484)	(2,374,386)	(7,769,398)	(12,574,271)
Total Ending Fund Balance	\$ 21,629,697	\$ 20,116,731	\$ 15,815,204	\$ 14,039,723	\$ 13,440,818	\$ 5,671,420	\$ (6,902,851)
Breakdown of Fund Balance Categories							
Nonspendable	\$ 508,867	\$ 328,969	\$ 374,535	\$ 328,969	\$ 374,535	\$ 340,000	\$ 340,000
Restricted	4,196,553	4,026,734	4,158,407	2,350,689	3,338,202	2,938,202	2,438,202
Committed	1,176,269	1,293,947	1,257,804	1,056,051	1,198,221	998,221	700,000
Unassigned	15,748,007	14,467,081	10,024,458	10,304,014	8,529,860	1,394,997	(10,381,053)
Total Ending Fund Balance	\$ 21,629,697	\$ 20,116,731	\$ 15,815,204	\$ 14,039,723	\$ 13,440,818	\$ 5,671,420	\$ (6,902,851)
Unassigned Fund Balance %	13.09%	11.47%	7.70%	8.00%	6.42%	1.02%	-7.31%

7,677,909=7%
6,457,909=6%

Current reality

General Fund Budget Comparative Summary

	Actual Results 2015-16	Actual Results 2016-17	Actual Results 2017-18	Adopted Budget 2018-19	Revenue Assumpt. 2% on formula		Projected 2020-21
					Budget Adjust	\$ (6,457,909)	
					Revised Budget 2018-19	Projected 2019-20	0.035
Total Beginning Fund Balance	\$ 20,677,866	\$ 21,629,697	\$ 20,116,731	\$ 15,677,207	\$ 15,815,204	\$ 13,440,818	\$ 12,129,329
Revenues	121,221,618	124,590,035	125,822,009	127,122,457	130,590,440	129,512,696	129,512,696
Expenditures	120,269,787	126,103,001	130,123,536	128,759,941	132,964,826	130,824,185	135,403,031
Variance (Revenues - Expenditures)	951,831	(1,512,966)	(4,301,527)	(1,637,484)	(2,374,386)	(1,311,489)	(5,890,335)
Total Ending Fund Balance	\$ 21,629,697	\$ 20,116,731	\$ 15,815,204	\$ 14,039,723	\$ 13,440,818	\$ 12,129,329	\$ 6,238,994
Breakdown of Fund Balance Categories							
Nonspendable	\$ 508,867	\$ 328,969	\$ 374,535	\$ 328,969	\$ 374,535	\$ 340,000	\$ 340,000
Restricted	4,196,553	4,026,734	4,158,407	2,350,689	3,338,202	2,938,202	2,438,202
Committed	1,176,269	1,293,947	1,257,804	1,056,051	1,198,221	998,221	700,000
Unassigned	15,748,007	14,467,081	10,024,458	10,304,014	8,529,860	7,852,906	2,760,792
Total Ending Fund Balance	\$ 21,629,697	\$ 20,116,731	\$ 15,815,204	\$ 14,039,723	\$ 13,440,818	\$ 12,129,329	\$ 6,238,994
Unassigned Fund Balance %	13.09%	11.47%	7.70%	8.00%	6.42%	6.00%	2.04%
						7,677,909=7%	
						6,457,909=6%	

Current reality

General Fund Budget Comparative Summary

	Actual Results 2015-16	Actual Results 2016-17	Actual Results 2017-18	Adopted Budget 2018-19	Revised Budget 2018-19	Projected 2019-20	Projected 2020-21
Total Beginning Fund Balance	\$ 20,677,866	\$ 21,629,697	\$ 20,116,731	\$ 15,677,207	\$ 15,815,204	\$ 13,440,818	\$ 13,349,329
Revenues	121,221,618	124,590,035	125,822,009	127,122,457	130,590,440	129,512,696	129,512,696
Expenditures	120,269,787	126,103,001	130,123,536	128,759,941	132,964,826	129,604,185	134,140,331
Variance (Revenues - Expenditures)	951,831	(1,512,966)	(4,301,527)	(1,637,484)	(2,374,386)	(91,489)	(4,627,635)
Total Ending Fund Balance	\$ 21,629,697	\$ 20,116,731	\$ 15,815,204	\$ 14,039,723	\$ 13,440,818	\$ 13,349,329	\$ 8,721,694
Breakdown of Fund Balance Categories							
Nonspendable	\$ 508,867	\$ 328,969	\$ 374,535	\$ 328,969	\$ 374,535	\$ 340,000	\$ 340,000
Restricted	4,196,553	4,026,734	4,158,407	2,350,689	3,338,202	2,938,202	2,438,202
Committed	1,176,269	1,293,947	1,257,804	1,056,051	1,198,221	998,221	700,000
Unassigned	15,748,007	14,467,081	10,024,458	10,304,014	8,529,860	9,072,906	5,243,492
Total Ending Fund Balance	\$ 21,629,697	\$ 20,116,731	\$ 15,815,204	\$ 14,039,723	\$ 13,440,818	\$ 13,349,329	\$ 8,721,694
Unassigned Fund Balance %	13.09%	11.47%	7.70%	8.00%	6.42%	7.00%	3.91%

Revenue Assumpt.	2% on formula
Budget Adjust	\$ (7,677,909)
	0.035

7,677,909=7%
6,457,909=6%

Decision Making Process

Comprehensive process including:

- District-wide administrative brainstorming
- Staff input at site meetings
- Public online input form
- Recommended adjustments prepared by superintendent leadership team

Process Timeline

December

- 12 - Board Workshop to review and discuss FY20 Budget Parameters
- 13 - Board Meeting Report to present process, overview & timeline publicly
- **17 - Online idea/input form open for public**

January

- **2-4 - Schools/Departments staff meetings/presentations**
- **24 - Board Workshop to hear/discuss initial budget adjustments**

Process Timeline

February

- 7 - Board Meeting for 1st public presentation of initial budget adjustments
- **11-12 - Staff Presentation of initial budget adjustments**
- **13 - Public Hearing to present initial budget adjustments**
- **20 - Public input form closes**
- 21 - Board Workshop to review input/feedback
- 28 - Board Meeting to present revised FY20 budget adjustments based on input

March

- 14 - Present FY20 budget adjustments to board

Public Feedback So Far

Some ideas included in adjustments

- Reduce non-mandated testing
- Reduce travel for professional development
- Reduce spending on substitutes for curriculum writing & professional development
- Reduce district administrator positions

Not included in adjustments

Closing Schools

- Timing with new school board & new superintendent
- Need for a thorough facilities study
- Study will commence this spring
- Decision for 2020-21 school year

Not included in adjustments

Change Middle School Schedule to 6-period

- Students who need interventions would lose electives or exploratory classes
- Lose enrichment opportunity, AVID, others available during Blaze Time
- Potentially less time on literacy instruction
- Exploratory classes no longer available to all students
- Model is aligns with research on middle school-aged students
- Need to improve delivery within the current model

Common Questions

Why not ask for more during the levy?

- The Board of Education asked for an amount that it felt confident the community would approve, based on a community survey.
- Can the district offer early retirements?
Yes, but historically, the district has not had enough employees opt-in for it to result in a cost savings.

Next Steps

Develop list of recommendations for presentation at Feb. 7 Board meeting

Proposed Adjustments

Tier 1 Proposals

Row	Action	Unit / Area	Group	Item	How implications will otherwise be met.	FTE	Total
1	Eliminate	ADMINISTRATIVE SUPPORT	BAHS	Eliminate Dean position	Responsibilities distributed to principal, behavior interventionist, and part-time counselor.	0.5	\$ 25,000.00
2			High Schools	Eliminate Bursar position	Distribute tasks performed by this position.	1	\$ 86,000.00
3		EA	Middle Schools	Eliminate Campus Supervisor	Implement long-term plan to end campus supervisor position.	3	\$ 127,000.00
4		STIPENDS	ACTIVITIES	Eliminate Flagline	Low participation numbers.	2	\$ 4,800.00
5				Eliminate Jr. and Sr. Advisors	Experiences supported under these groups distributed to other groups.	3	\$ 7,600.00
6				Eliminate Middle School stipends (Math Club, Quiz Bowl, NJHS, Jazz Band)	These clubs could meet during Blaze time	12	\$ 29,700.00
7			ATHLETICS	Eliminate 9th grade athletic teams from athletic budget	This would have implications in our conference as we would be an exception with having no 9th grade teams.	20	\$ 84,000.00
8				Eliminate middle school athletics from athletic budget	(blank)	45	\$ 155,000.00
9			BHS	Eliminate stipends for Teacher/EA general supervision at graduation.	Use district administrators to provide supervision and support.	0	\$ 1,300.00
10			Elementary	Eliminate Science Fair, Peer Support, Volunteer Support.	Re-define our stipend model with a commitment to ensure powerful academic, safety and leadership within the school day.	20	\$ 57,440.00
11		TEACHER	Elementary	Eliminate Elementary Strings 1.0	Strings programming will occur at the Secondary Level exclusively. Not equitable access across the district. Students will receive general music curriculum at all grades, k-5.	1	\$ 65,000.00
12				Eliminate Elementary Band	Band programming will be at the Secondary Level exclusively. Students are receiving general music curriculum at grades, k-5.	2.5	\$ 162,500.00
13			High Schools	Remove French course offerings	Will offer French II next year in alternate method to ensure current I students get two-year French	0.4	\$ 32,000.00
14			Middle Schools	Eliminate Orchestra	Low numbers at Metcalf and Nicollet; still offer general music, band and choir as options	1	\$ 59,500.00
15		CONSULTING	Operations	Eliminate utility tracking	Currently eliminated and doing in-house	0	\$ 20,000.00
16		TRAVEL	Elementary	Eliminate optional field trips, 5th Grade Track & Field, 4th Grade Band to BHS			\$ 6,000.00

142

JANUARY 24 2019 INITIAL LIST
Updated Jan 25, 2019

Row	Action	Unit / Area	Group	Item	How implications will otherwise be met.	FTE	Total
17	Eliminate	ADMINISTRATION	Curriculum Instruction and Assessment	Eliminate Director of Secondary Programming	Ass't Sup't and Director of Curriculum and Instruction will absorb former duties.	1	\$ 150,000.00
18			Student Support Services	Eliminate Director of Health Services	Distribute tasks performed by this position.	0.8	\$ 60,000.00
19				Eliminate District Administrator-TBD	Distribute tasks performed by this position.	1	\$ 150,000.00
20		SUBSTITUTES	Curriculum Instruction and Assessment	Eliminate the allocation of site PD dollars	Buildings have agreed on this reduction and will make adjustments at the site level.	0	\$ 72,000.00
21		SUPPLIES	Operations	Negotiate eliminate printed contracts	Contracts can be posted on line and allows for search capability.	0	\$ 2,500.00
22			Curriculum Instruction and Assessment	Eliminate parent mailing MCA / ACCESS	Parent Vue would be used in place of paper mailings	0	\$ 6,000.00
23		CONTRACTED SERVICES	Operations	Eliminate Ventures Screener	Screening is for initial applications. Will still use Ventures for interviews.	0	\$ 8,000.00
24				Have Volunteers pay for their own background checks	Aligns with other districts. New firm reduces cost for volunteers.	0	\$ 18,000.00
25			TECHNOLOGY	Reducing admin tech budget - Cognos, I-Cue, Disastery Recovery	Committed to TIES dissolution and shifting programs. Services no longer needed.	0	\$ 60,000.00
26			Curriculum Instruction and Assessment	Eliminate ACT Writing component	Colleges don't use this data; student writing samples are used (writing is a focus for this reason at HS)	0	\$ 10,725.00
27				Eliminate NWEA	Reduce student testing not required by state. Increase use of less expensive assessment instruments.	0	\$ 80,000.00
28	Eliminate Total						\$ 1,540,065.00

143

JANUARY 24 2019 INITIAL LIST Updated Jan. 25, 2019

Row	Action	Unit / Area	Group	Item	How implications will otherwise be met.	FTE	Total
29	Reduce	ADMINISTRATIVE SUPPORT	BAHS	Reduce counselor at BAHS 0.5 FTE	Counselor to student ratio would align with other secondary buildings.	0.5	\$ 40,000.00
30			BHS	Eliminate counselor extra days in summer. 10 days per 6 counselors.	Flex schedule from workshop days and during the year.	0.326	\$ 28,568.00
31				Reduce Dean assignment to student calendar. 6 days per 4 Deans.	Distribute tasks performed by this position. Flex schedule.	0.131	\$ 13,347.00
32			Middle Schools	Eliminate Dean and Counselor extra day allocations: 6 x 10 days	Counselors and Deans would be given adjusted days during the school year so they can work needed summer days.	0.326	\$ 36,000.00
33		CLERICAL	Districtwide	Reduce Clerical Support	Distribute tasks performed by this position.	3.5	\$ 221,661.97
34		EA	Elementary	Reduce Media EAs to 5 days per week, 4.75 hours per day	Media Center continues to be open for student and teacher access, even with reduction in hours.	2	\$ 80,000.00
35			Student Support Services	Reduce EA time	Distribute tasks performed by this position.	10.75	\$ 260,000.00
36		STIPENDS	ACTIVITES	Only one musical/Showcase performance	There would be fewer opportunities for students interested in the arts.	5	\$ 11,200.00
37			ATHLETICS	Reduce 10 assistant coaching stipends across athletic program	For some sports, this may put added pressure on booster organizations to raise funds to pay for assistant coaches. Athlete development will be impacted with less coaching available.	10	\$ 36,000.00
38		TEACHER	BAHS	Classroom Teacher Allocation.	Reflects enrollment.	0.3	\$ 19,500.00
39			BHS	Remove Strings start-up allocation.	Programming provided through building allocation.	0.6	\$ 40,000.00
40			Elementary	Classroom Teacher Allocation.	Reflects declining enrollment, use of .5 fte's and increase to class size calculation by 2.	11	\$ 715,000.00
41				Reduction of Enrichment and Intervention across elementaries to 10 fte's.	Develop a different model of MTSS	7	\$ 455,000.00
42				Reduce Specialist FTE	Reduction matches projected enrollment and decrease in classroom teachers	1.5	\$ 97,500.00
43			High Schools	Eliminate 0.1 AVID Coordinator above Integration allocation	AVID Coordinator at building would still be funded at 0.1 through integration funding	0.3	\$ 8,000.00
44				Reduce classroom teacher allocation by 5.5 FTE	Increase class size by 2	5.5	\$ 375,000.00

144

JANUARY 24 2019 INITIAL LIST Updated Jan. 25, 2019

Row	Action	Unit / Area	Group	Item	How implications will otherwise be met.	FTE	Total
45	Reduce	TEACHER	Middle Schools	Reduce classroom teacher allocation by 7 FTEs	Increase class ratios by 3 students	7	\$ 455,000.00
46			TECHNOLOGY	Reduce DLS Coaching	Technology coaching model would need to change	3	\$ 195,000.00
47			Student Support Services	Reduce SPED Licensed Positions	Distribute tasks performed by this position.	6	\$ 505,000.00
48				Reduce 1 fte for EL	Distribute tasks performed by this position.	1	\$ 113,000.00
49		CONSULTING	Operations	Consulting	Reduce budget for consulting	0	\$ 1,000.00
50			Superintendent Leadership	Reduce the Supt. consulting budget	Build capacity and depend on internal expertise	0	\$ 27,134.00
51				Reduce the Asst. Supt. consulting budget	Build capacity and depend on internal expertise	0	\$ 4,492.00
52		LEGAL	Operations	Legal Services	Limit use of attorney where possible	0	\$ 10,000.00
53		TRAVEL	High Schools	Reduce per pupil allocation by \$8,300 once allocation determined	Will reduce field trips	0	\$ 8,300.00
54			Operations	Reduce Enroll Ctr conf/travel	Use local support services and networking for development.	0	\$ 2,500.00
55				Travel / Conferences	Use local support services and networking for development.	0	\$ 2,000.00
56			Superintendent Leadership	Reduce Board travel/conferences	Limit the number of events or Board members traveling	0	\$ 5,000.00
57		SERVICE	Operations	Personnel Services	Reduce number of purchased reports from other state and county agencies.	0	\$ 2,000.00
58				Property/Liab Insurance	Reduce Prop Liab Insurance	0	\$ 13,000.00
59				SITE IMPROVEMENTS	Adjusting schedule for lawn maintenance.	0	\$ 60,000.00
60		CUSTODIAN	Operations	2 Grounds staff	Have the building custodians help mantian the grounds. Cutting 2 would leave 2 remaining.	2	\$ 139,730.00
61				2 Maintenance Staff District Wide	Have the building custodian do all maintenance. Cutting 2 would leave 1 remaining. Requests will be determined based on availability	2	\$ 156,852.00

Row	Action	Unit / Area	Group	Item	How implications will otherwise be met.	FTE	Total
62	Reduce	SUBSTITUTES	Elementary	Eliminate PD Site allocation from General Fund (MOVED TO SISA)	PD would be supported by site.	0	\$ -
63			High Schools	Online learning day replace substitute in some classes	Need to examine how this might look and extent implemented. The cost savings is based on \$200/sub/day and doing this for four subs 150 days	0	\$ 120,000.00
64			Middle Schools	Eliminate Building PD money (FROM SISA)	Professional development funding and needs would need to be different. Creative use of teacher coverage and professional development experiences.	0	\$ -
65			Curriculum Instruction and Assessment	Reduce Assessment professional development	Will need to establish other means to train staff.	0	\$ 10,000.00
66		SUPPLIES	Middle Schools	Reduce building supply budget by \$3,500 each	Reduce amount spent on supplies	0	\$ 10,500.00
67			Operations	Accounting General Supply	Utilize more technology.	0	\$ 3,000.00
68				Business Food	Eliminate unused line item.	0	\$ 600.00
69				Business General Supply	Limit use of supplies.	0	\$ 1,000.00
70				Enroll Ctr General Supplies	E com files have eliminated the need for printing cumulative folders.	0	\$ 3,000.00
71				Enrollment Center Postage	Limited need for mailings.	0	\$ 1,600.00
72				General supplies	Limit use of supplies.	0	\$ 2,000.00
73				Reduce 1 newsletter & activities guide	Less print outreach to non-parent community	0	\$ 12,600.00
74			Student Support Services	Reduce supply budget	(blank)	0	\$ 120,000.00
75			Superintendent Leadership	Eliminate printing and binding - student handbook printed from Communications budget	Budgeted in two departments.	0	\$ 4,500.00
76				Reduce the supply budget	Limit use of supplies.	0	\$ 1,400.00
77				Reduce Board intercept postage	More information is provided digitally.	0	\$ 500.00

146

Row	Action	Unit / Area	Group	Item	How implications will otherwise be met.	FTE	Total
78	Reduce	EQUIPMENT	Operations	Accounting Technology	Delay technology updates.	0	\$ 500.00
79				Business Technology	Delay technology updates.	0	\$ 400.00
80				Capital	Delay purchasing or upgrading capital equipment.	0	\$ 40,000.00
81				Equipment	Delay purchasing or upgrading custodial equipment.	0	\$ 20,000.00
82					Delay purchasing or upgrading grounds equipment.	0	\$ 30,500.00
83				Equipment Purchased	Delay technology updates.	0	\$ 459.00
84			Superintendent Leadership	Reduce Board equipment	Delay technology updates.	0	\$ 1,000.00
85		CONTRACTED SERVICES	Operations	Advertising reduction (newspaper ads)	Focus on online/social media advertising	0	\$ 15,500.00
86				Kelly Subs for Welcome Center	Aligns with current use.	0	\$ 15,000.00
87			TECHNOLOGY	Cut lease funding	No funds for special projects/upgrades ie: telephones, network audit, etc. May impact long term planning for upgrades.	0	\$ 80,000.00
88			Superintendent Leadership	Reduce Board dues and membership	Limit organizations enrolled as members.	0	\$ 1,200.00
89				Reduce Board periodical	Share and distribute information with fewer subscriptions.	0	\$ 300.00
90	Reduce Total						\$ 4,632,343.97

147

JANUARY 24 2019 INITIAL LIST Updated Jan. 25, 2019

Row	Action	Unit / Area	Group	Item	How implications will otherwise be met.	FTE	Total
91	Restructure	ADMINISTRATIVE SUPPORT	Operations	Facility Coordinator Position	Position serves Fund 1	0	\$ (80,000.00)
92		STIPENDS	ACTIVITES	Eliminate Vocal, Freestyle stipend	Move Freestyle from a co-curricular activity to curricular during the instructional day.	1	\$ 4,300.00
93				Move chess out of activities to community ed	Middle School Chess Club is currently through Community Ed. Aligns secondary programming and eliminates cost of stipends.	1	\$ 3,800.00
94			ATHLETICS	Combine boys and girls alpine ski under one coaching staff of 2 fte's	Combine boys and girls alpine ski under one coaching staff.	1	\$ 5,000.00
95		TEACHER	Middle Schools	Addback Media .34 at each MS	Time reduced for FY19	1	\$ (45,000.00)
96		SERVICE	Operations	Repairs & Maintenance	Use outside vendors.	0	\$ 2,000.00
97		CUSTODIAN	Operations	Warehouse Staff	Allocate portion of work that is Fund 02/Food Service	0	\$ 7,000.00
98		ADMINISTRATION	Curriculum Instruction and Assessment	Director of Pathways paid out of United Way grant	A grant can cover \$50,000 of this position.	0.5	\$ 50,000.00
99		SUPPLIES	TECHNOLOGY	Eliminate 5th Grade Chromebook Cases	5th Grade Chromebooks would remain at elementary schools as part of a cart model. Cases not needed as devices do not leave building.	0	\$ 22,400.00
100		EQUIPMENT	Operations	Technology equip/Enroll Ctr	Current tech needs following the tech replacement schedule. No need for additional equip.	0	\$ 3,000.00
101		CONTRACTED SERVICES	Operations	New Background Check Company	New firm allows for lower rates.	0	\$ 5,000.00
102				New Teacher Evaluation System	Look for other vendors to provide service at lower annual rate.	0	\$ 8,000.00
103			Student Support Services	Reduce Headway expenses	Change model to Co-located approach	0	\$ 300,000.00
104	Restructure Total						\$ 285,500.00
105	Grand Total						\$ 6,457,908.97

148

JANUARY 24 2019 INITIAL LIST Updated Jan. 25, 2019

Row	Action	Unit / Area	Group	Item	How implications will otherwise be met.	FTE	Total
1	Eliminate	EA	BHS	EA: Media	Include media center in teacher supervision rotation. Current technicians would check-in Chromebook repairs.	1	\$ 39,000.00
2		STIPENDS	Elementary	Eliminate Patrol Stipend	Impacts safety and security at all buildings	10	\$ 27,500.00
3	Eliminate Total						\$ 66,500.00
4	Reduce	EA	Elementary	Reduce Media EAs from 10FTE to 5FTE (Note: current 6 hour positions) ONLY AN OPTION IF REDUCTION IN TIER 1 (AB 4) IS NOT IMPLEMENTED	Each of the 5 Media EAs would have 2 buildings	5	\$ 120,000.00
5		CUSTODIAN	Operations	Reduce Custodial staff	Adjust daily cleaning	4	\$ 120,000.00
6		CONTRACTED SERVICES	High Schools	Remove CIS option from US History, American Government, Economics, and Calculus; students earn the college credit through AP	The dollar savings is based on a 140 student/class fee with state aid reimbursing 1/3 of cost. These courses are CIS/AP courses so students would still have the opportunity to earn college credit by taking the AP exam and scoring a 2 or higher.	0	\$ 66,000.00
7	Reduce Total						\$ 306,000.00
8	Restructure	SUPPLIES	Operations	Eliminate Course Catalog	The print course catalog is a marketing piece, could be done online	0	\$ 13,000.00
9		CONTRACTED SERVICES	Transportation	Increase walking distance by .5 mile for K-12. 1.5 Miles Elementary, 2.0 Miles Secondary	Increased walking distances for students in consideration of hazards.	0	\$ 115,600.00
10				Increase walking distance by .5 mile for K-12. 1.5 Miles Elementary, 2.0 Miles Secondary and require 9-12 to board buses at Middle Schools within 2 miles of home.	Increased walking distances for students in consideration of hazards.	0	\$ 231,200.00
11	Restructure Total						\$ 359,800.00
12	Grand Total						\$ 732,300.00

149

JANUARY 24 2019 INITIAL LIST