



Future Ready. Community Strong.

Regular Meeting Agenda

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

May 23, 2019

6:30 PM

5:45 PM Listening Session with Chair Abigail Alt and Director Lesley Chester

- I. Call to Order
 - A. Welcome Public
 - B. Pledge of Allegiance
- II. Approval of Agenda
- III. Information
 - A. Future Ready. Community Strong.
 - 1. No Doors Closed Scholarship
Presenter: Brian Gersich, Assistant Superintendent, and Dr. Jenna Mitchler, Director of Curriculum, Instruction and Assessment
 - 2. Student Achievement Recognitions
Presenter: Jay Lepper, BHS Associate Principal
 - 3. Board of Education Student Representative
 - B. Nicollet Middle School Principal Overview 3
Presenter: Angie Pohl, Principal
 - C. Student Support Services Update 16
Presenter: Stephanie White, Director of Student Support Services, and Dr. Jenna Mitchler, Director of Curriculum, Instruction and Assessment
 - D. Committee Reports 70
- 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 72
 - 2. Approve Personnel Recommendation 74
 - 3. Adopt a Resolution to Accept Donations 75
 - 4. Approve March Payroll, Claims and Receipts 77
 - 5. Accept Budget Analysis 140

6. Receive a Report on the Listening Session	145
7. Approve, on a Second Reading Basis, Changes to Policies 711: <i>Video Recording on School Buses</i> ; 899: <i>Naming School Buildings or Facilities</i> ; 705: <i>Investments</i> ; 715: <i>Purchasing and Bid Requirements</i> ; 721: <i>Uniform Grant Guidance Policy Regarding Federal Revenue Sources</i> ; and 720: <i>Vending Machines</i>	146
8. Approve.No Changes and Non-Substantive Changes to Policies 801: <i>Equal Access to School Facilities</i> ; 802: <i>Disposition of Obsolete Equipment and Material</i> ; 807: <i>Health and Safety Policy</i> , and 799: <i>Animals in the School</i>	177
B. New Business	
1. Approve Reduction in Classified Staff Presenter: Stacey Sovine, Executive Director of Human Resources	193
2. Approve ProPay Memorandum of Understanding Presenter: Stacey Sovine, Executive Director of Human Resources	195
3. Approve Contract for Chromebook Purchase Presenter: Lisa Rider, Executive Director of Business Services	209
4. Adopt a Resolution Approving Intermediate District No. 917's Long-Term Facility Maintenance Program Budget Presenter: Lisa Rider, Executive Director of Business Services	211
5. Approve the Long-Term Facilities Maintenance Program Budget for FY2021. Presenter: Lisa Rider, Executive Director of Business Services	218
6. Approve, on a First Reading Basis, Changes to Policy 620: <i>Credit for Learning</i> Presenter: Dr. Jenna Mitchler, Director of Curriculum, Instruction and Assessment	235
7. Approve the Proposed Revisions and Re-adopt the Unchanged Language in the 2019-2021 Terms and Conditions of Employment for the Community Education Employees of ISD 191 Presenter: Stacey Sovine, Executive Director of Human Resources	243
V. Adjourn to a Board Workshop on eLearning/Flex Learning Plan for 191 Presenter: Brian Gersich, Assistant Superintendent, Rachel Gorton, Instructional Technology Coordinator, and Dr. Jenna Mitchler, Director of Curriculum, Instruction and Assessment	257



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**Agenda III.B.
May 23, 2019**

To: Board of Education
Superintendent Cindy Amoroso

From: Angie Pohl, Principal

Date: May 17, 2019

Re: Nicollet Middle School Principal Overview

Receive a Nicollet Middle School Principal Overview from Angie Pohl, principal, Bill Heim, Amy Smalley, Faysal Abdullahi, Isir Mohamud, Cody Hoang, Tori Jacobson, and Anais Calva-Navarro.



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Nicollet Middle School

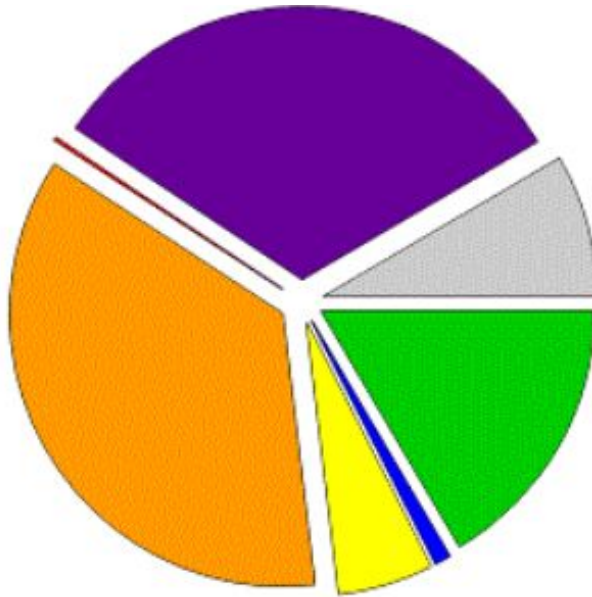
May 23, 2019

School Board Report

Future Ready. Community Strong.

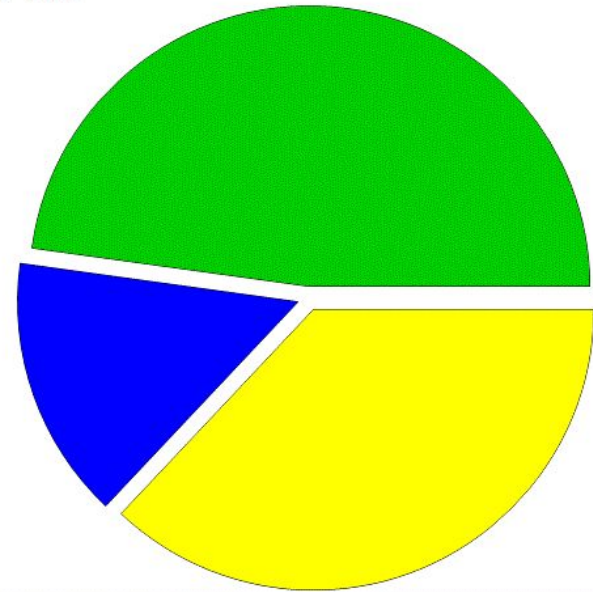
Demographics

Ethnicity/Race



Hispanic/Latino	106	16.6%
American Indian or Alaska Native	6	0.9%
Asian	36	5.6%
Black or African American	231	36.1%
Native Hawaiian or Other Pacific Islander	1	0.2%
White	206	32.2%
Two or More Races	54	8.4%
Total	640	100.0%

Free/Reduced Lunch



No	237	37.0%
Reduced	97	15.2%
Free	306	47.8%
Total	640	100.0%

27 Languages spoken!

Site Improvement Plan (SIP)

Instructional Goal: During the 2018-2019 school year, the gap between White and Black students and between White and Hispanic students meeting or exceeding proficiency standards on the MCA/MTAS Reading Assessment will decrease from 15.6% and 28.0% in 2018 to 13.6% and 24.0% in 2019.

	2016	2017	2018	2019 Goal
White Students	65.1%	69.7%	62.3%	63.3%
Black Students	41.4%	39.7%	46.7%	49.7%
Hispanic Students	31.1%	35.0%	34.3%	39.3%

Nicollet SIP Instructional Strategies

- AVID Critical Reading Strategies
- Focused Note-taking
- Collaboration
 - 4 or more opportunities to dialogue/interact
 - Collaborative study groups

Cornell Notes	Topic/Objective: Identify significant literary devices that define a writer's style and use to interpret work	Name: Lang. Arts Date: Oct. 12, 2009
Essential Question: How does Langston Hughes' poem, "Mother to Son", advise the reader to overcome difficulty and keep from giving up in life?		
Questions:	Notes:	
1) What is the significance of the speaker in the poem?	1) Speaker - - voice that communicates a poem's ideas, actions, descriptions, & feelings - similar to narrator - can be unknown or specific (like character)	
2) How does a poet's choice of speaker affect the mood/meaning of a poem?	Imp. - poet's choice of speaker contributes to the poem's mood/meaning - who speaks is as imp. as what is said - different points of view regarding same event (ie. parent, child, elderly person) - the person telling the story gives point of view and affects the message told. P.O.V.	
3) How does Hughes use vocabulary to contribute to and convey his message?	3) writer's/poet's style - "crystal stair" = luxuries (metaphor) - compares things - "reachin'" - replace letter at end of word (dialect) - "cause" = because → slang var. lang. used by group speech act.	
Summary: The speaker/voice in the poem is important because it communicates the ideas/feelings of the poem. Who the poet chooses as of view and affects the message/meaning. Hughes to convey the message that life is hard who ain't been no crystal staircase.		

AVID[®]

Advancement via Individual Determination



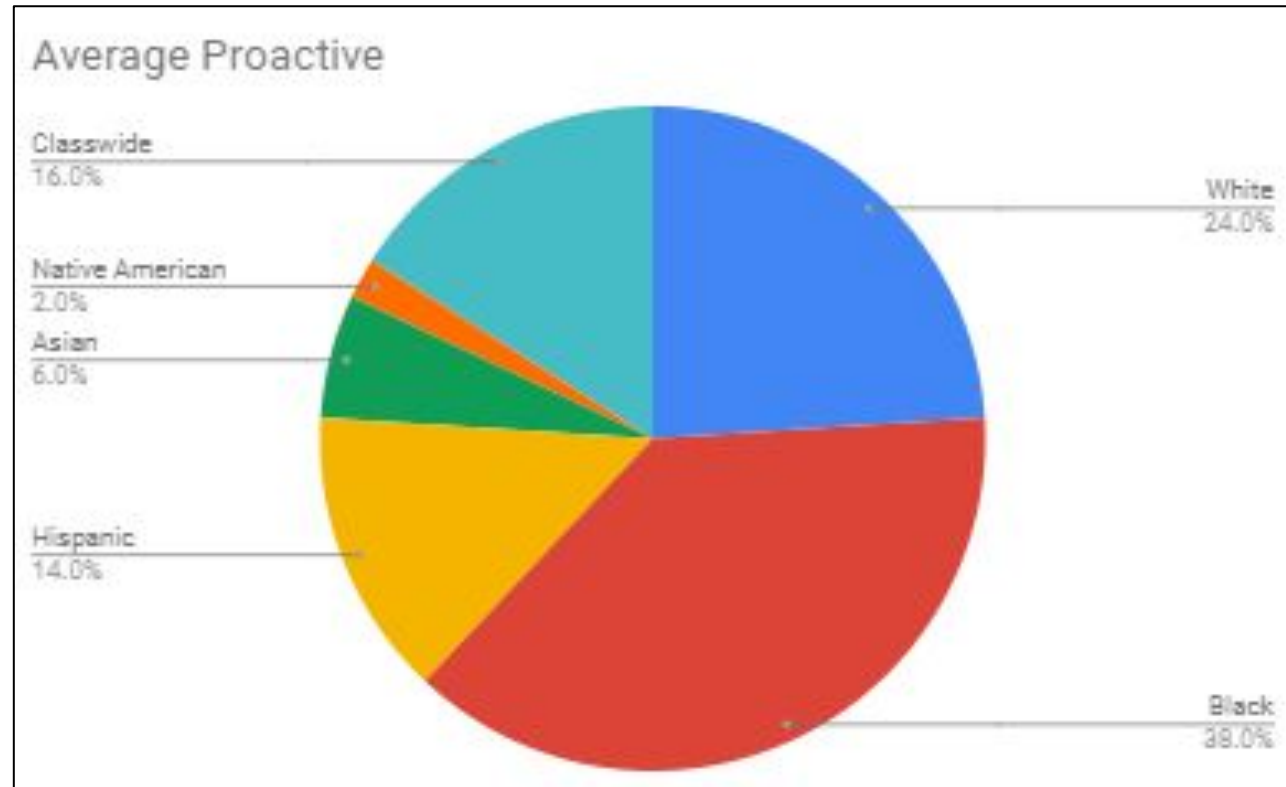
Nicollet SIP Climate Goal

Goal: Increase our ratio of proactive, positive statements to reactive statements to 4:1

Data:

Fall: 1:1

Spring 8:1



Nicollet SIP Climate Goal


Climate Goal:

Reduce office referrals for behavior in hallways

Data:

- 2018 - 17% of referrals
- 2019 - 8% of referrals

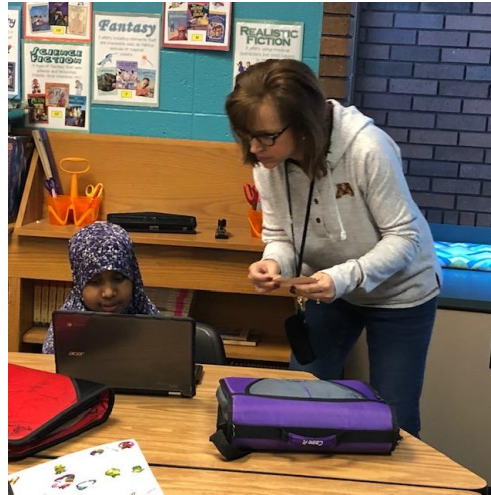


NICOLLET MIDDLE SCHOOL 	
FIRE Expectations	
	Hallway/ Stairwell
Focus	<ul style="list-style-type: none"> • Stay to the right while walking in the hallway • Be aware of your surroundings • Walk • Watch where you are walking • Keep Chromebook closed in hallway
Integrity	<ul style="list-style-type: none"> • Help those who might be in need • Be nice to adults and peers • Use your own planner for passes • Keep language and actions school appropriate • Respect the learning environment of other classes • No locker sharing
Responsibility	<ul style="list-style-type: none"> • Walk with purpose to your assigned destination • Keep traffic areas clear • Use planner as hall pass • Help keep our school clean • Have a pass
Excellence	<ul style="list-style-type: none"> • Use your passing time efficiently • Be early to class • Use passing time for bathroom breaks

Nicollet Climate Strategies

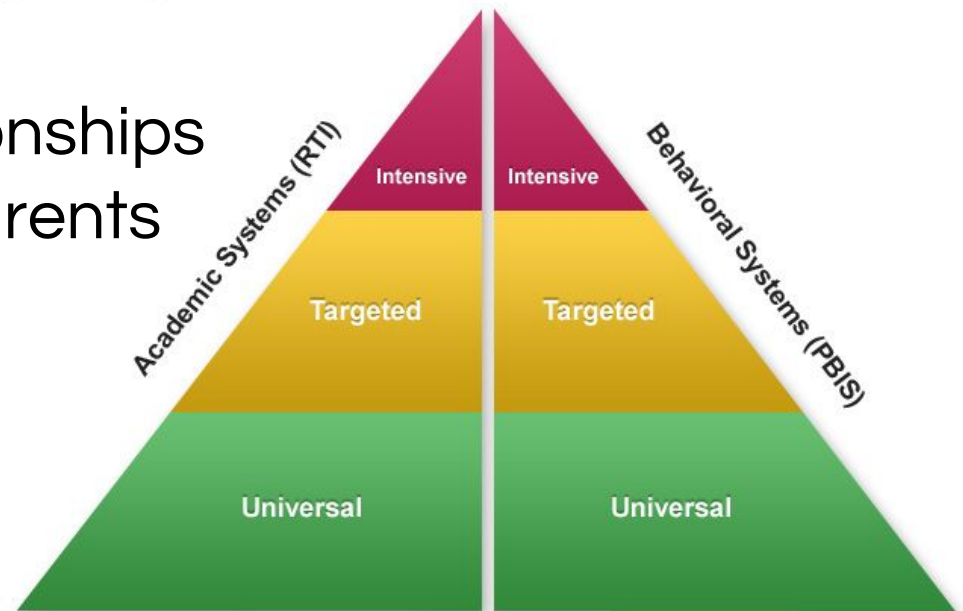
- Culturally Proficient School Systems (CPSS)
- All in the Hall
- Positive behavioral interventions and supports (PBIS)
 - FIRE Tickets/Store
 - Drawings/Prizes
 - First two days
 - Team celebrations
- Whole school celebrations
 - Service project
 - Community building
 - Dance
- Connect with a Kid Wednesdays

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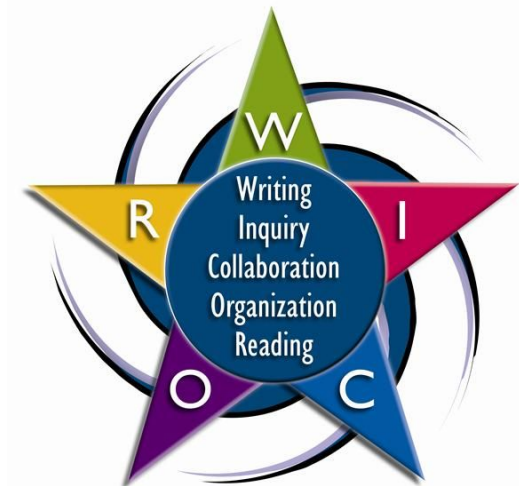
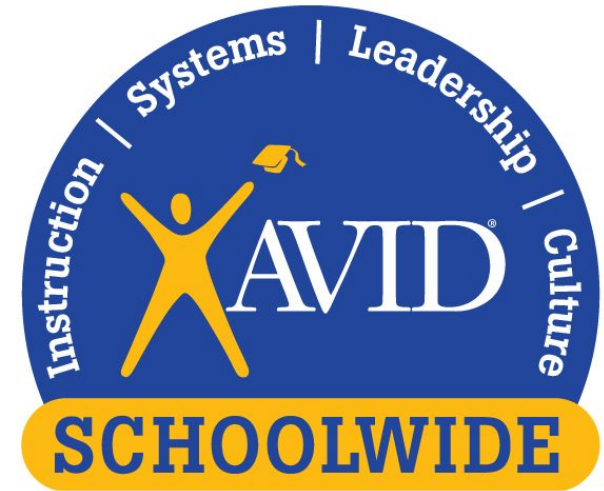
Next Steps

- Continue our CPSS work
- Strengthen our multi-tiered system of supports (MTSS) and PBIS
- ⇒ ● Increase collaboration, student self-assessment, and feedback
- Strengthen our relationships with Middle School parents



Proud of our Schoolwide Implementation of AVID

- What is AVID?
 - A school-wide college readiness system
 - A structured approach to rigorous curriculum
 - Direct support structure for first-generation college students
 - Professional learning for educators



We Are Proud Of:



Let's Hear About AVID From Our Students!



Cody Hoang
Faysal Abdullahi
Tori Jacobson
Anais Calva-Navarro
Isir Mohamud

THANK YOU!

Contact Information:

Angie Pohl Principal

apohl@isd191.org

Bill Heim, Associate Principal

bheim@isd191.org

Nicollet Middle School



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**Agenda III.C.
May 23, 2019**

To: Board of Education
Superintendent Cindy Amoroso

From: Dr. Jenna Mitchler, Director of Curriculum, Instruction and Assessment, and
Stephanie White, Director of Student Support Services

Date: May 17, 2019

Re: Student Support Services

Receive a report on Student Support Services from Dr. Jenna Mitchler, director of curriculum, instruction and assessment, and Stephanie White, director of student support services.



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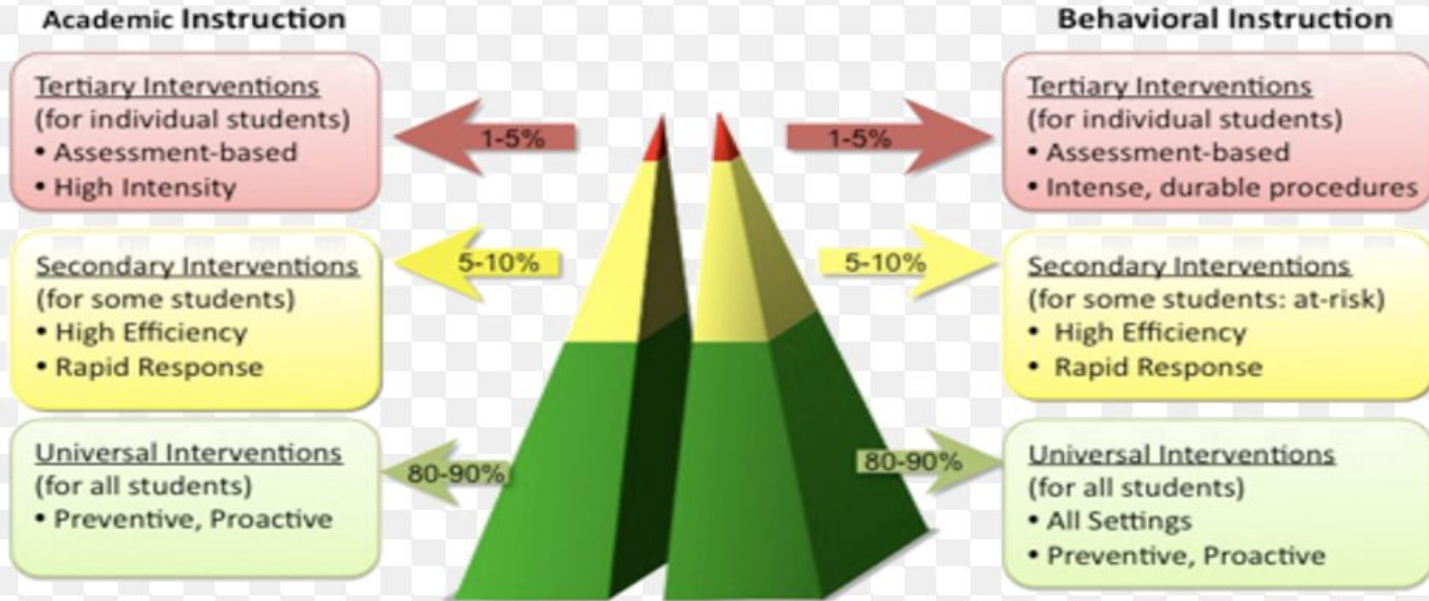
Student Support Services Overview

May 23, 2019

School Board Report

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Designing Schoolwide Systems for Student Success





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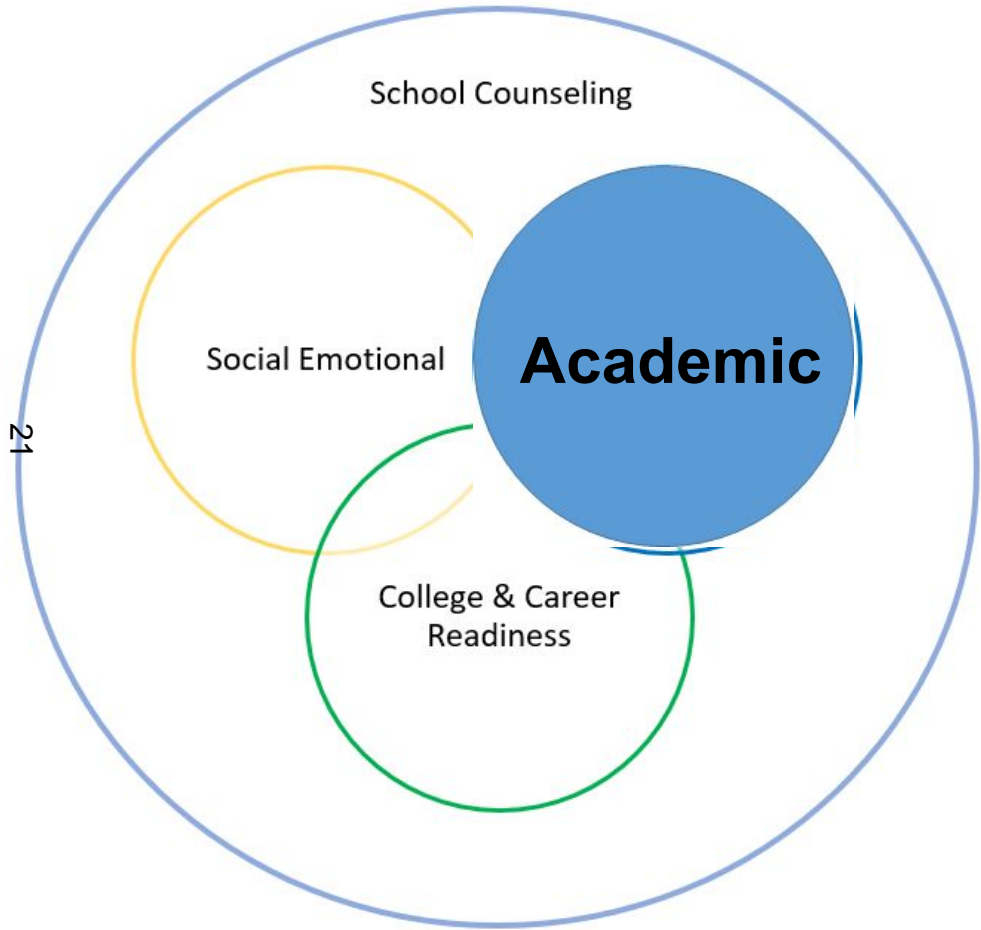


School Counselors

Presenter: Veronica Marshall

May 23, 2019

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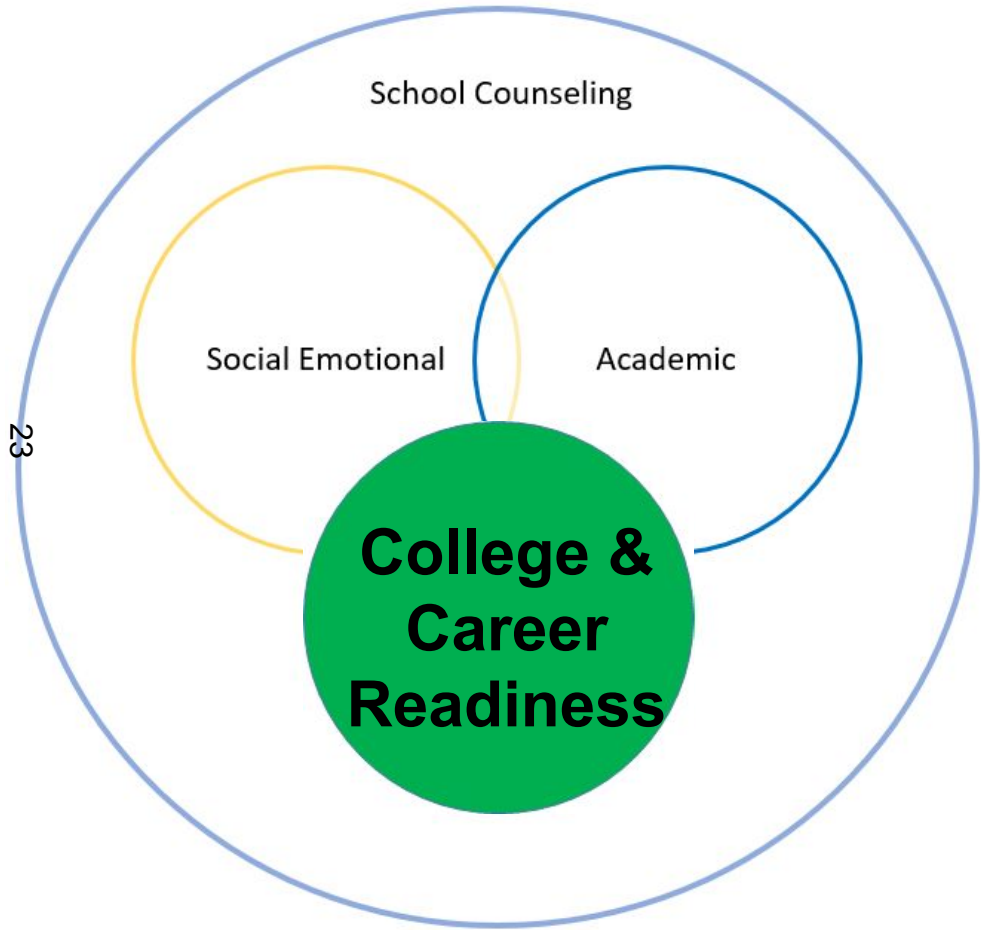


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Essential Job Functions-Academic

- Plan course choices - required & elective
- Analyze student achievement
 - Grade point average, class rank, class placement
- Assist in post-secondary school choice
- Ensure course records are accurate
- Advocate and participate in Individualized Education Plans (IEPs)
- Assist students in credit recovery efforts & to register for courses
- Communicate with families & school regarding academic matters

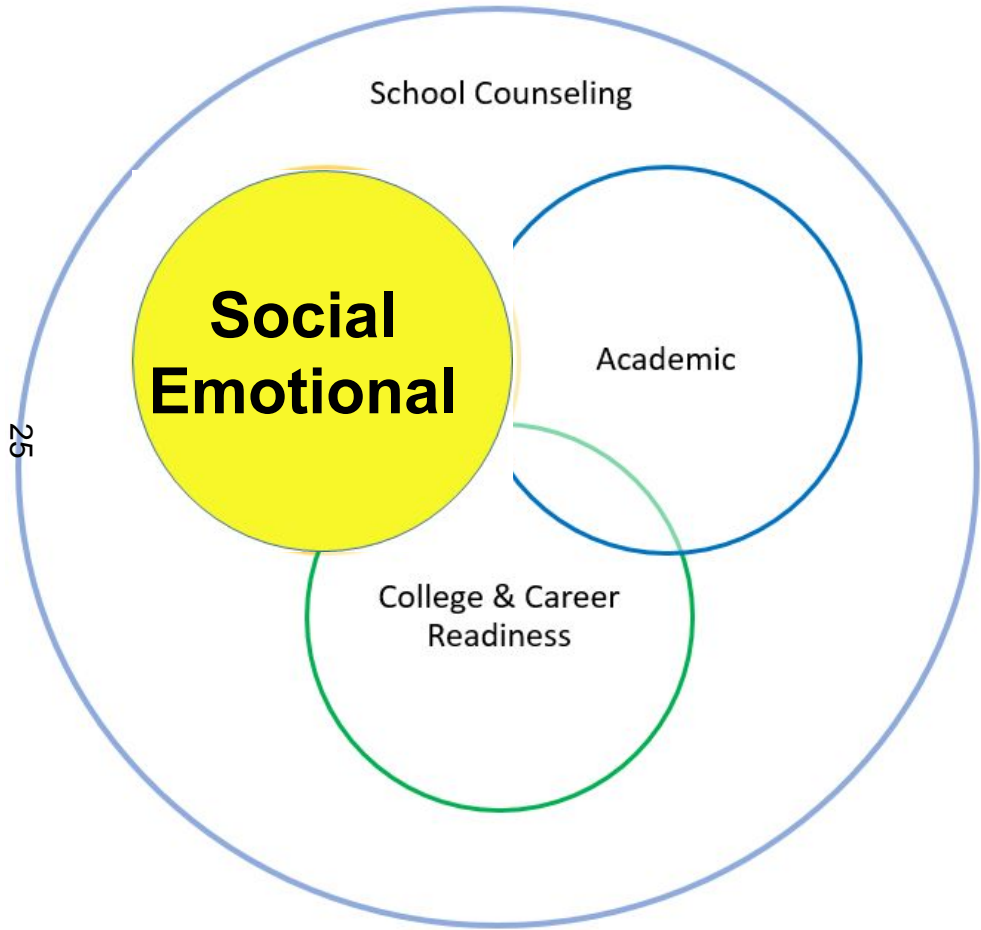


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Essential Job Functions-College/Career

- Meet with students to review test scores and transcripts
- Connect pathway courses to potential college and career opportunities
- Assist in college application process
- Support the use of Naviance
- Facilitate financial aid workshops
- Deliver interest inventories and personality assessments
- Conduct classroom presentations



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Essential Job Functions-**Personal/Social/Family**

- Girls' Group
- BAM! (Becoming a Man)
- Daily personal crisis interventions
- Serve on student assistance teams
- Developing skill sets to work through struggles
- Help facilitate grief counseling group
- Individual social/emotional support meetings
- Crisis intervention services
- Referrals to social workers, psychologists, and therapists

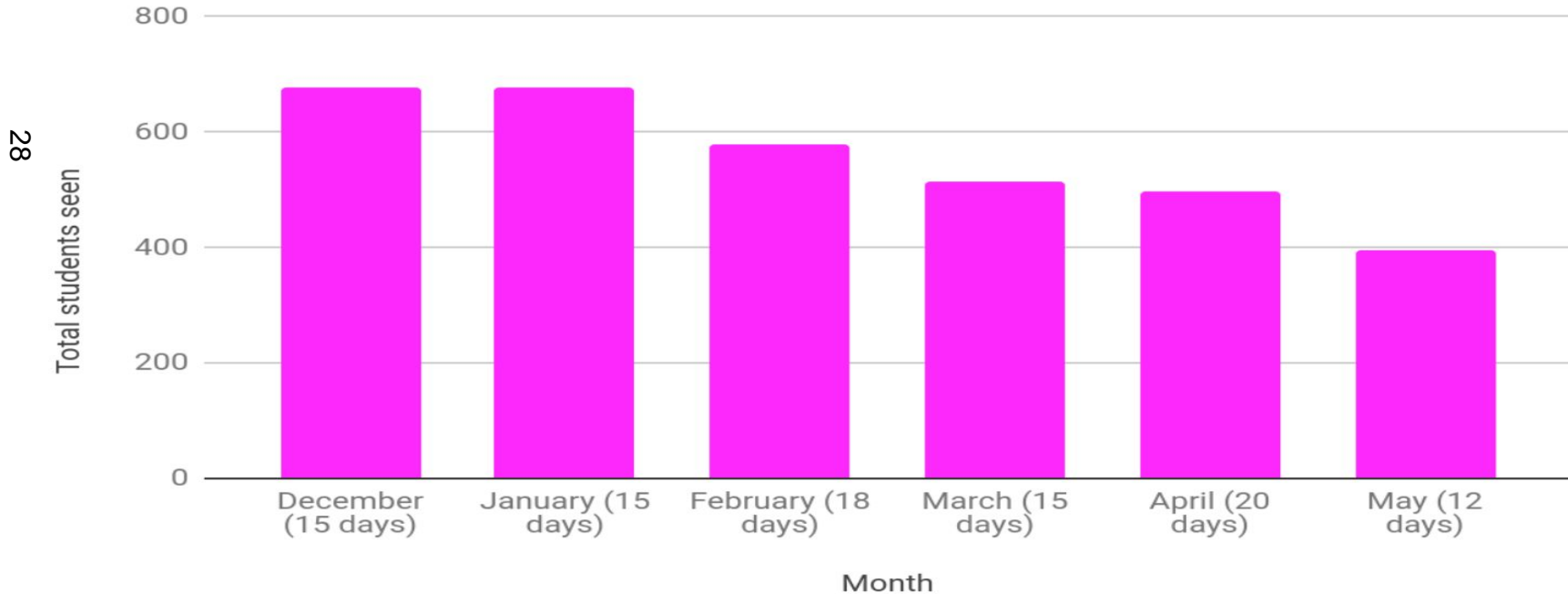
Data

~**Middle** = 1957 students, grades 6-8
326 to 1 ratio

~**High School** = 2,641 students, grades 9-12
400+ to 1 ratio

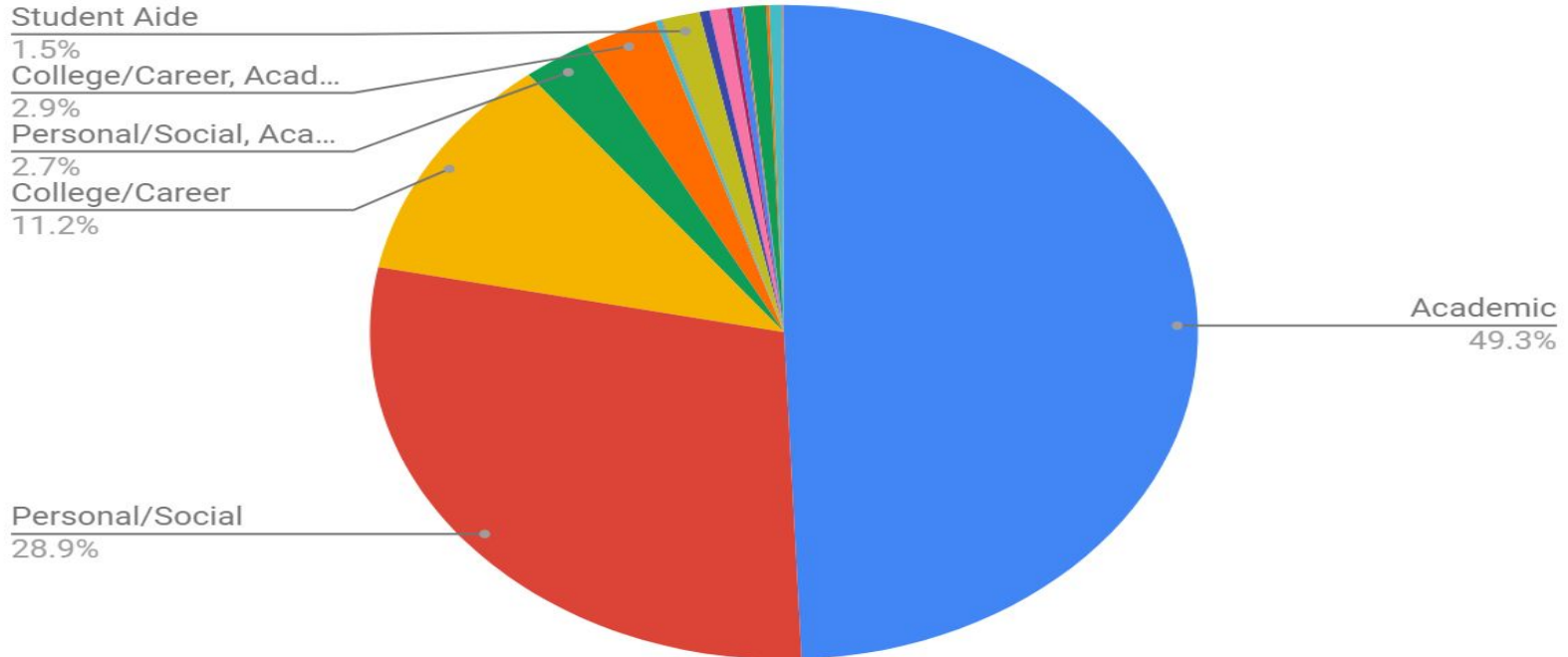
Data

Total students seen per Month



Data

Count of Reason for visit:



Collaboration

- Counselors work with all student support teams
 - Give perspective, balance, and efficiency
 - Tap into each area of strength
 - Lightens the load

- Examples
 - Homelessness
 - Emerging bilingual students
 - Crisis situations

Future Vision

- K-12 school counselors
- Smaller counselor to student ratios
- Becoming a nationally certified model
- Aspire to build even stronger connections with all student support teams



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Cultural Liaison

Presenter: Sahro J Abdullahi

May 23, 2019

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Equity and Cultural Proficiency

- Assessing Cultural Knowledge
- Values Diversity
- Manage the dynamics of differences
- Adapt to differences
- Institutionalize cultural knowledge

“It doesn’t matter how much melanin you have, that doesn’t make you culturally proficient. Now how does that work and translate with my students and their challenges?”

Essential Job Functions-Communication

- Promote family involvement
- Bridge communication gaps and cultural differences
- Translate documents
- Keep lines of communication open between families and school
- Oral interpretation when needed

Essential Job Functions-Advocacy

- Help families navigate the school system
- Help families know their rights/policies of the school
- Facilitate finding resources for families
- Partner with business/organizations/colleges/universities that offer opportunities for students and parents
- Schedule conferences with interpreters
- Help families understand the special education process

Essential Job Functions-Ambassador

- Help navigate situations with families, students, and staff
- Facilitate Family Involvement for Rich Education (FIRE) Parent Academy in the families' native language
- Lead Student Groups and facilitate college visits
- Support and facilitate parent committees
- Partner with collaborative groups from other districts to improve our services
- Assist with curriculum development
- Promote and participate in school events focusing on race, equity, access and restorative practices
- Host parent workshops

Working with families...

Families, either new or currently attending our district need support to navigate a complicated school systems. By providing one-on-one support or through parenting classes, our main goal is to help them to learn to become self-sufficient and thriving in One91.

Cultural Liaisons develop trust with families, providing ongoing communication with families regarding progress and services and advocating for them.

Working with Students...

- Building trust and ensuring a safe place/person to identify with
- Helping students connect with staff/services being side by side as they process their struggles, those being personal or academic
- Facilitating student groups that we meet with weekly and we provide education by inviting speakers, doing projects together and talking about cultural differences

Working with Staff...

- Facilitate the communication with culturally diverse families, from language barriers to cultural sensitive issues.
- Assist staff in understanding culturally and linguistically appropriate approach.

Working with the Community...

Bringing it all together!

- Facilitate/organize community events, parenting classes.
- Partnering with community organization to provide opportunities for families

Partnerships with other student supports services

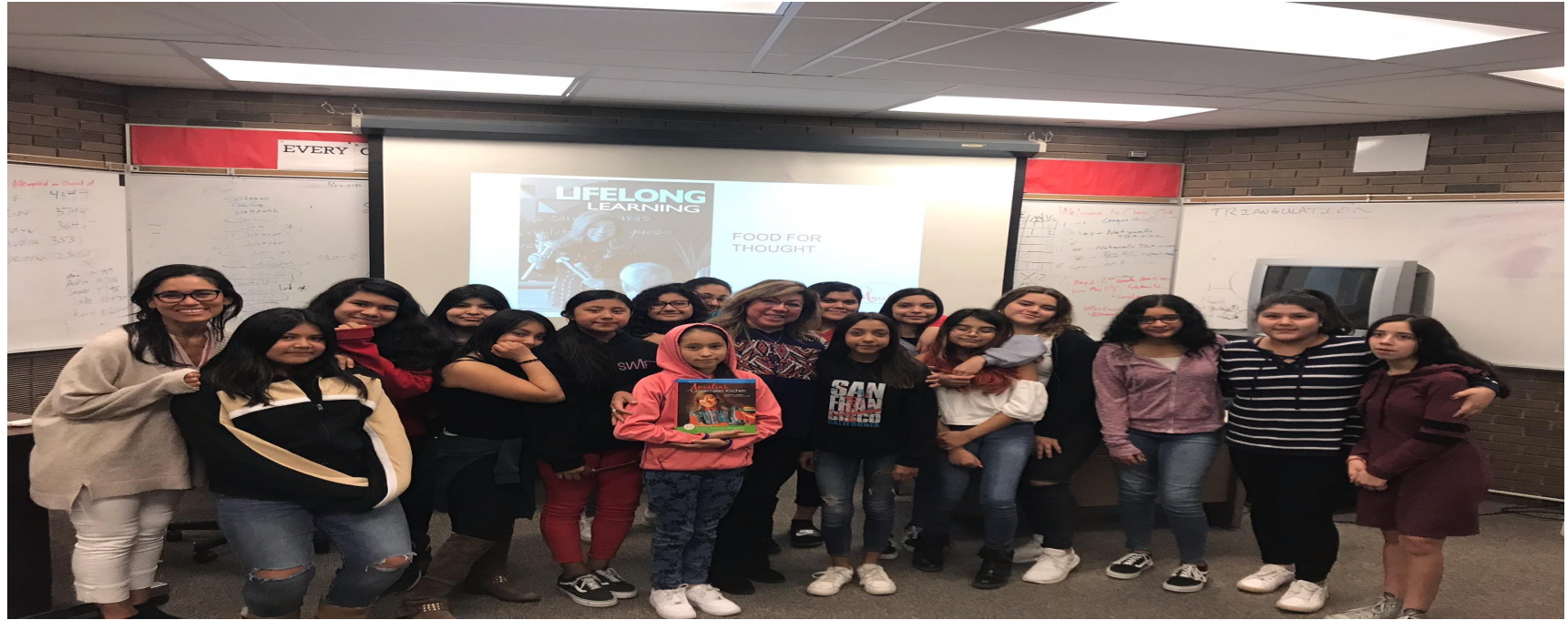
- Social workers - work together to connect families with resources from the county, suicide prevention
- Counselors - work together for enrollment, schedule changes, summer school, communication of grades and conferences
- Nurses - Promote understanding around vaccinations, physicals, access eye glasses, field trips and access to district clinic
- Career Counselors - Connections to career center and resources provided (Post-Secondary Enrollment Options - PSEO), Student volunteer hours with local organizations
- School Psychologists - Initial referrals, IEP/504 processes & questions, outside resources







Visit to Augsburg College 2019



Thank you



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Health Services

Presenter: Kathy Wittnebel

May 23, 2019

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Overview of Health Services

Licensed School Nurses (LSN)

Registered Nurses (RN)

Licensed Practical Nurses (LPN)

Health Assistants (HA)



Essential Job Functions- Health Services

- Provide assessment and first aid for injuries and illnesses
- Assist with managing emergency care
- Follow MN state law for immunization compliance
- Administer and manage medications
- Complete vision and hearing screening
- Develop Individual Health Plans for students with acute and chronic health conditions
- Assist with mental health assessments & support
- Utilize liaisons
- Participate in safety drills and assist with evacuation planning
- Participate in Third Party Billing

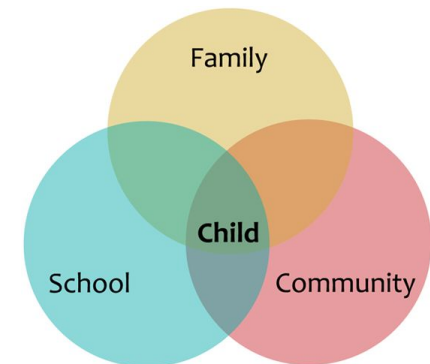
You can't educate a student
who isn't healthy . . .



and you can't keep children healthy
who aren't educated!

Essential Job Functions-Support Students & Families

- Establish relationships
- Monitor communicable disease surveillance and air quality control
- Provide health education and link community resources and supports to families, students, and staff
- Advocate for students and families to support academic success
- A liaison between clinics, families, students and staff for students with health care needs
- Follow Mandated Reporting guidelines
- A collaborative team member working with other support staff



Essential Job Functions: School Personnel Support

- Train and supervise school personnel when they are directly involved with student health care
- Communicate information to staff regarding a student's health concerns and treatment plan on a "need to know" basis
- Educate staff when a student has a significant health need that impacts their learning
- Identify and delegate student health needs field trips
- Participate in safety drills and assist with evacuation planning



Essential Job Functions-

Develop Relationships & Partnerships

- Diamondhead Clinic (Park Nicollet Medical Center)
- Lion's Club
- One Sight Program
- Headway
- University of Minnesota
- Cypress Academy and St. John's
- Synergy (Region 1)
- Collaborate with other professional organizations
- Utilize county and state resources



Moving Forward

- Update forms and procedures.
- Strengthen Internal Partnerships
- Strengthen partnerships of teams within buildings
- Expand the screening program for the University of MN nursing students
- Diamondhead Partnership
- Burnsville Lions Club
- Improve communication for the substitute nurses
- Explore the development of an emergency response team in all buildings





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School Psychologists

Presenter: Heather Alvey

May 23, 2019

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School psychologists are uniquely positioned in schools to facilitate the development, delivery, and monitoring of prompt, effective, and culturally responsive mental and behavioral health services of prevention and intervention.

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- Screening and Data Interpretation based on True Peer Comparisons
- Evaluation Planning, Assessment, Report Writing and Eligibility Determination
- Share evaluations with families and team members



Professional Responsibilities

- Data based decision making and accountability
 - Special Education Evaluations
 - Student Teacher Assistance Teams
- Student Level Services
 - Intervention and Instructional support to develop academic, social/emotional, and life skills through the lens of cultural proficiency

Consultation/Collaboration

Support Teams

Administration

Outside Agencies - Therapists, Physicians

Parents/Legal Guardians

Students

Vision for the Future

- Lead practices to promote learning
- Be actively involved in school improvement
- Establishing and maintaining clear procedures for referrals
- Maintaining contact with physicians and community mental health service providers
- Establishing goals for the psychology program appropriate to the setting and the students served



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School Social Workers

Presenter: Patrick Chesla

May 23, 2019

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Social Worker's increase student access to their learning!

BEFORE



AFTER



Reducing barriers:

1. Quality social, emotional and behavior interventions
2. Meet student & family needs for food, shelter, clothing, medical services, etc.
3. Improving school “climate” and safety
4. Developing quality “connections” in school & to other community resource providers

Essential Job Functions-Support Students

- Early Intervention- behavior intervention
- Bio-psycho-social assessments & evaluations
 - formal & informal
- Individual and group counseling, problem-solving
 - bullying investigation & conflict resolution
- Social emotional learning support
 - Mind-up, Zones of Regulation, Second Step
- Multi-Tiered System of Support (MTSS)
 - Student support team member
- Mental health support intervention
 - Refer and coordinate mental health services
- Crisis prevention and response, conflict mediation
- Identifying and reporting child abuse and neglect
- Restorative Practices



Essential Job Functions-Support Families

- Building relationships - Hearing their story
- Advocacy
- Consultation
- Linking to community resource & supports
- McKinney-Vento coordination and support
- Communicating student's developmental and educational needs
- Education and training
- Coordinating behavior support plans
- Attendance support-tracking, truancy resources



Essential Job Functions-Support Staff



- Classroom observation and feedback
- Case consultation
- Designing and implementing academic and behavioral interventions
- Member of student support teams
- Communicating information about how factors such as family, culture, and socioeconomic status, physical and mental health can affect student performance
- Identifying and eliminating barriers to educational success
- Formulate and participate in threat assessments
- Positive Behavioral Interventions and Supports (PBIS) team

Essential Job Functions-Community Collaboration

- Building and Developing relationships
- Collaboration and consultation with community agencies, organizations, and other professionals
- Coordinating community resources to meet students' needs
- Coordinating volunteers to help support the larger community



Making progress (data)

1. Elementary schools have a consistent process for addressing attendance concerns (#1 barrier)
2. Ongoing training to address needs of our homeless families & unaccompanied youth
3. 260+ students identified for McKinney-Vento services
4. Creation of district based Safety Assessment process (threat of harm to self/others)

One Collaborative Story:

1. 3rd grade girl with many absences
2. Communication barriers of language, phone service;
3. Social Worker and Cultural Liaison make a home visit - parents ID problem
4. New Winter clothing provided and attendance improves



Improving Service via Collaboration

1. Second grade student w/many challenging behaviors
2. Parent meetings - cultural liaison support
673. Refer for early intervention ideas
Result: behavior support sheet, skills group, regular updates to parents
4. Refer for more refined interventions including, psychologist, social worker, teacher, principal, nurse
Result: better behavior tracking, scheduled breaks & earned breaks, visual reminders on desk, preferred adult who has a relationship with the student

Future- Continuous Improvement

1. Improved efficiency in attendance tracking & management.
2. Improved identification of:
 - a. Free and reduced fee meals
 - ∞ b. Homeless and Unaccompanied youth
 - c. Social, emotional & behavioral challenges that affect learning
 - d. Interventions to address all student needs in culturally competent ways
3. Improved working relationships with all members in our Multi-tiered Systems of Support (MTSS).
4. Improved working “connections” to community support networks & agencies.



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**Agenda III.D.
May 23, 2019**

To: Board of Education
Superintendent Cindy Amoroso

From: Chair Abigail Alt

Date: May 17, 2019

Re: Committee, Board Appointment and School Assignment Reports

Receive reports on Board committees, appointments, and school assignments.

Committees:

- Policy Review Committee – DeeDee Currier
- Negotiations Committee – Darcy Schatz
- Legislative Committee – Eric Miller
- Student Performance and Achievement Committee – Abigail Alt

Board Appointments:

- AMSD (Association of Metropolitan School Districts) – DeeDee Currier
- 917 – DeeDee Currier
- Burnsville High School Hall of Fame – DeeDee Currier
- Burnsville Chamber – Darcy Schatz
- Foundation 191 – Scott Hume
- MSBA (Minnesota School Boards Association) – Jen Holweger
- MSHSL (Minnesota State High School League) – Eric Miller

School Assignments:

Abigail Alt	Harriet Bishop Elementary Metcalf Middle School
Eric Miller	Burnsville High School
Darcy Schatz	Sky Oaks Elementary
DeeDee Currier	Edward Neill Elementary Eagle Ridge Middle School
Jen Holweger	Nicollet Middle School

Burnsville Alternative High School

Lesley Chester

Vista View Elementary

Scott Hume

Hidden Valley Elementary
William Byrne Elementary

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 May 9, 2019

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

Call to Order

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

Attendance

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

Pledge of Allegiance

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

Agenda

The recipients of the John Coskran Volunteer Awards were recognized.

John Coskran
 Volunteer
 Reports

Received a Sioux Trail Elementary Principal Overview from Rachel Hughes, principal.

Received an M.W. Savage Elementary Principal overview from Dr. Renee Brandner, principal.

Received the Student Representative Report from Student Representative Sundus Hussein.

Received the Superintendent Report from Superintendent Cindy Amoroso.

Received reports from Board Members Currier and Hume.

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

Consent Agenda
 Minutes
 Personnel
 Recommendations

- Approve minutes from the regular board meeting on April 25, 2019.
- Approve personnel recommendations for A. Toffe, J. Beerings, A. Peck, M. Franssen, D. Bigelow, C. Foley, L. Jeffers, Debra Johnson, J Stahly, A. Stead, K. Wittnebel, M. Porter, L. Lake, T. Simmons, M. Christensen, P. Ryan, J. Charles, M. Dalton, L. Lake, T. Hartman, C. Brown, and T. Cassano.

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

Donations

- Receive a report on the April 25, 2019 Listening Session.

Listening Session
 Board Retreat

- Schedule a retreat on Friday, May 17th from 8:00 a.m. to 5:00 p.m. at the Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville.

- Approve the second reading of changes to Policies 699: *Teaching*

About Controversial Issues; 621: Educational Research; and 624: Online Learning.

- Approve, on a second reading basis, rescinding Policy 629: *Alternative Instruction.*

- Approve No Changes to Policies 708: *Transportation of Nonpublic School Students; 710: Extracurricular Transportation; 712: Video Surveillance Other than on Buses; 701.1: Modification of School District Budget; 702: Accounting; 703: Annual Audit; 704: Development and Maintenance of an Inventory of Fixed Assets and a Fixed Accounting System; 705.1: Post Issuance Debt Compliance Policy; and 705.2: Other Post-Employment Employee Benefits (OPEB) Investments.*

Motion carried unanimously (7, 0).

Moved by Miller, seconded by Hume, to approve the 2019-2020 Birth-to-Three Early Childhood Special Education Program and Evaluation Team Calendar. Motion carried unanimously (7, 0).

Moved by Schatz, seconded by Chester, to approve, on a first reading basis, changes to Policies 711: *Video Recording on School Buses; 899: Naming School Buildings or Facilities; 705: Investments; 715: Purchasing and Bid Requirements; 721: Uniform Grant Guidance Policy Regarding Federal Revenue Sources; and 720: Vending Machines.*

Motion carried unanimously (7, 0).

Moved by Chester, seconded by Currier, to adjourn at 7:32 p.m. Motion carried unanimously (7, 0).

Policies

Birth to Three Calendar

Policies

Adjourn

May 23, 2019

Darcy Schatz, clerk
approved

Date

May 23, 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: May 23, 2019 FINAL

RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE
Certified	Change of Assignment	Replacement	Katie Ness		District-wide	Continuous Improvement Coach	7/1/2019
Certified	Recall		Emily Thomas		Burnsville High School	Teacher	2019/2020 School Year
Certified	Resignation		Akram Osman	*	Metcalf Middle School	Assistant Principal	6/28/2019
Certified	Resignation		Andrew Timmer		Nicollet Middle School	Dean	6/7/2019
Certified	Resignation		Gretel Stern		Nicollet Middle School	Teacher	6/7/2019
Certified	Resignation		Melinda Mallinger	*	Metcalf Middle School	Teacher	6/7/2019
Classified	Appointment		Haley Warren	*	Rahn Elementary School	EA Level IV	8/27/2019
Classified	Appointment		Brian Gersich		Diamondhead Education Center	Interim Assistant Superintendent	7/1/2019-6/30/2020
Classified	Appointment	Replacement	Eddie Blaylark		Metcalf Middle School	Interim Associate Principal	7/1/2019
Classified	Appointment	Replacement	Anna Resele	*	Diamondhead Education Center	Data, Assessment & Research Coord	5/16/2019
Classified	Change of Assignment	Replacement	Kim Peterson		Sky Oaks Elementary School	EA Level IV	8/27/2019
Classified	Resignation		Allison Borgenheimer	*	Diamondhead Education Center	CE Program Associate	5/31/2019
Classified	Resignation		Todd Swanson	*	Burnsville High School	Custodian I	5/31/2019
Classified	Resignation		Nelle Tokheim		Sioux Trail Elementary School	EA Level II	6/6/2019
Classified	Resignation		Tamara Few		ECSE Center	EA Level IV	5/17/2019
Classified	Resignation		Karen Korthauer		Diamondhead Education Center	CE Program Associate	5/23/2019
Classified	Retirement		Myron Schuur		District-wide	Custodian Level IV	6/2/2019
Classified	Termination		Nima Rafiei		WM. Byrne Elementary School	Cultural Liaison	6/7/2019
Classified	Termination		Tina Gray		Diamondhead Education Center	Benefits Specialist	6/28/2019
Co-Curricular/Coach	Appointment	Replacement	Axmad Kaahiye		Burnsville High School	Assistant Coach Boys Soccer	Fall Season 2019



**Agenda IV.A.3.
May 23, 2019**

To: Members, Board of Education
Cindy Amoroso, Superintendent

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

Date: May 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 May 23, 2019.

Darcy Schatz, Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
5/6/2019	Mary Belonger	District 191	donation	Saxophone
5/16/2019	Burnsville Lion's Club	Burnsville High School	\$100 for BHS Theatre and \$500 for BHS Hall of Fame	\$600.00

Total monetary donation received: \$600.00



**Agenda IV.A.4
May 23, 2019**

TO: Cindy Amoroso, Superintendent and Board of Education
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: May 14, 2019
RE: March Payroll, Claims and Receipts

RECOMMENDATION: That the Board approves March payroll checks in the net amount of \$4,179,507.20. March claims to date and wire transfers and adjustments totaling \$7,802,279.56. Also, that the Board accepts March receipts of \$14,013,728.82 and investments for the General Fund & 2015A School Building Bonds and OPEB of \$42,701,184.45 as of March 31, 2019

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

LKR/mw

**INDEPENDENT SCHOOL DISTRICT 191
FINANCIAL REPORT
March 2019**

Cash Receipts

Receipts	\$14,013,728.82
Miscellaneous Adjustments	

TOTAL MARCH CASH RECEIVED

14,013,728.82

CASH DISBURSEMENTS

March

Direct Deposit Notices	\$4,179,507.20
------------------------	----------------

March Claims:	Checks	471535-472068	\$2,499,196.64
	Capitol One	6000000002-6000000003	\$12,933.30
	ACH	9000000188-9000000310	\$10,867.74
	Fund 26 Bond	104000-104004	\$132,530.30

March A/P Wires- Wires+P-card	\$5,145,802.65
Miscellaneous Adjustments	<u>\$948.93</u>

TOTAL MARCH CASH DISBURSED

11,981,786.76

TOTAL TO BE APPROVED

11,981,786.76

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 3/31/2019</u>
GENERAL FUND	\$10,124,789.62	\$16,833,780.00	\$26,958,569.62
OPEB	\$695,596.46	\$8,324,062.00	\$9,019,658.46
OPEB EQUITY INV THROUGH JANUARY 31, 2019	\$36,440.95	\$4,177,641.65	\$4,214,082.60
2015A SCHOOL BUILDING BONDS	\$791.22	\$2,508,082.55	\$2,508,873.77
	<u>\$10,857,618.25</u>	<u>\$31,843,566.20</u>	<u>\$42,701,184.45</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: 03/31/19

PMA Financial Network

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	03/31/19	03/31/19	PMA SECURITIES SYNDICATE (PMAS)	\$6,910,380.00	\$6,910,380.00	
MM					Investment Shares Portfolio	\$10,124,789.62	\$10,124,789.62	
TS	267844	1	03/25/19	04/25/19	MN TRUST TERM SERIES	\$3,507,342.33	\$3,500,000.00	2.470
CD	258176	1	07/26/18	07/26/19	T BANK, NA	\$249,845.90	\$243,900.00	2.438
CD	264991	1	01/16/19	01/24/20	SERVISFIRST BANK	\$249,771.56	\$243,200.00	2.651
CD	267686	1	03/20/19	01/24/20	UNITED BANK - C	\$4,084,715.97	\$4,000,000.00	2.500
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
CD	267685	1	03/20/19	03/19/20	BANK OF CHINA	\$249,823.83	\$243,400.00	2.639
CD	264989	1	01/16/19	07/24/20	PACIFIC WESTERN BANK	\$249,502.67	\$239,000.00	2.886
CD	264990	1	01/16/19	07/24/20	COUNTRY BANK	\$249,543.03	\$239,700.00	2.708
CD	267684	1	03/20/19	07/24/20	PREFERRED BANK	\$249,756.66	\$241,500.00	2.539
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 --> \$27,116,733.43 \$26,958,569.62

Time and Dollar Weighted Portfolio Yield: 2.608 %

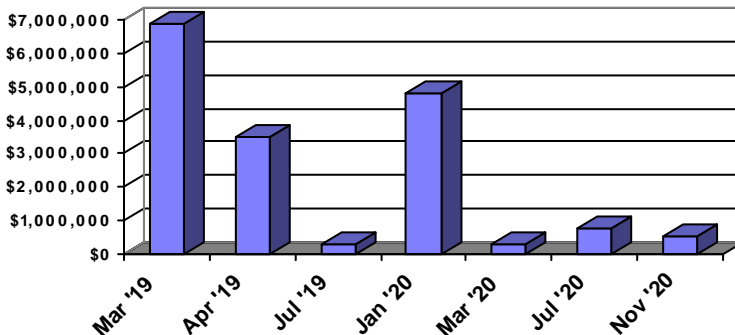
Weighted Average Portfolio Maturity: 83.84 Days

MM: 37.56%

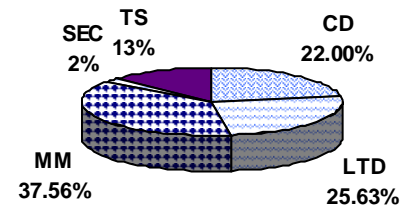
CD's: 22.00%

CP: 0.00%

SEC: 1.83%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 03/31/19

PMA Financial Network

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

BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

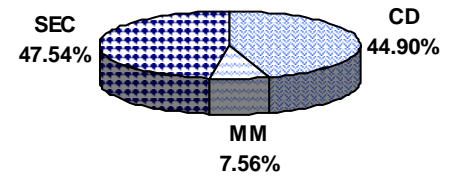
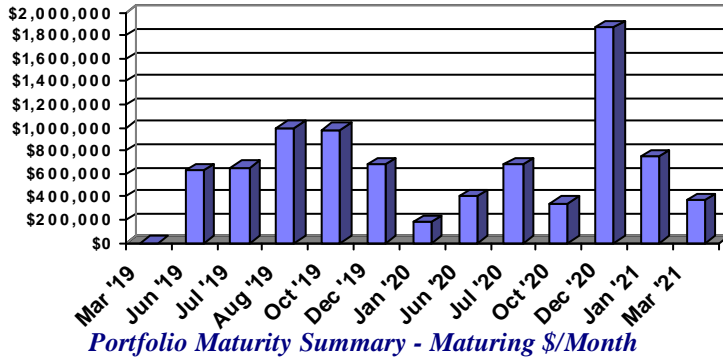
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$695,596.46	\$695,596.46	
CD	262423	1	10/15/18	06/28/19	CITADEL FCU	\$122,044.60	\$120,000.00	2.429
CD	264926	1	01/14/19	06/28/19	MODERN BANK, NATIONAL ASSOCIATION	\$249,985.33	\$247,200.00	2.493
CD	264927	1	01/14/19	06/28/19	CIBC BANK USA / PRIVATE BANK - MI	\$249,979.74	\$247,200.00	2.488
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 -->	\$9,223,242.19	\$9,019,658.46

Time and Dollar Weighted Portfolio Yield: 1.910 %

Weighted Average Portfolio Maturity: 354.62 Days

MM: 7.71%
CD's: 45.79%
CP: 0.00%
SEC: 46.50%



Portfolio Allocation by Transaction Type



Account Statement: Balanced Account

Burnsville ISD 191 OPEB (46752)

Month End (M9 Y2019)

03/01/2019 - 03/31/2019

Dated: 04/03/2019

Locked Down

Table of Contents

Dated: 04/03/2019

<u>Portfolio Summary: Balanced Account (Burnsville ISD 191 OPEB (46752))</u>	1
<u>Returns (Burnsville ISD 191 OPEB (46752))</u>	4
<u>Holdings: Balanced Account (Burnsville ISD 191 OPEB (46752))</u>	6
<u>Transaction and Interest Summary (Burnsville ISD 191 OPEB (46752))</u>	8

Portfolio Summary: Balanced Account

03/01/2019 - 03/31/2019

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Burnsville ISD 191 OPEB (46752)

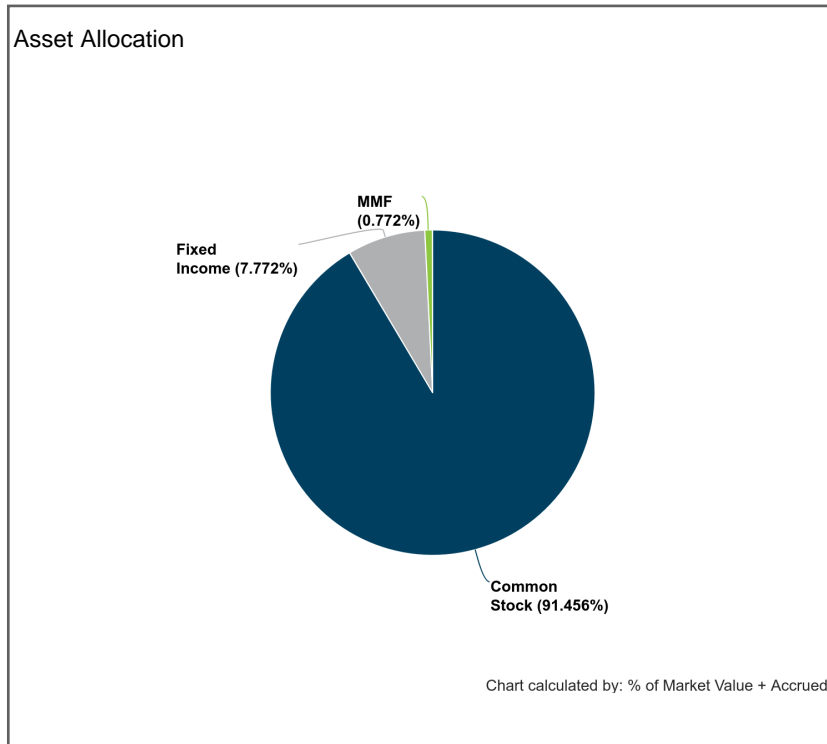
Dated: 04/03/2019

Asset Allocation	
Asset Class	Market Value + Accrued
Common Stock	4,112,658.20
Fixed Income	349,479.90
Money Market Funds	34,678.12
Cash	35.84
---	4,496,852.06

Footnotes: 4,5

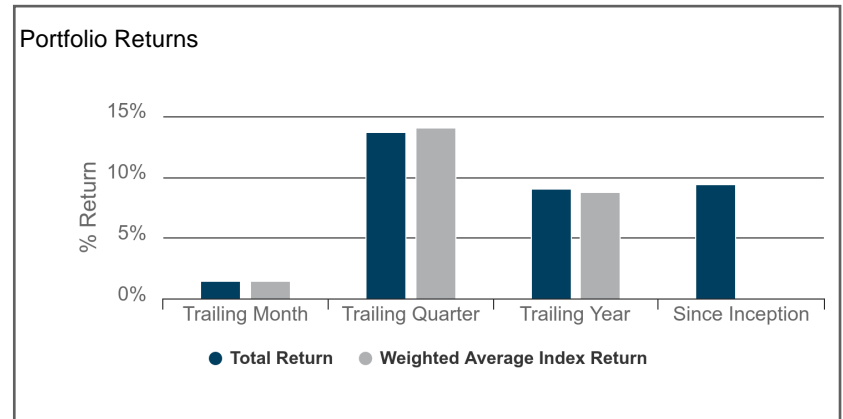
Top Issuers	
Issuer	% of Base Market Value + Accrued
Vanguard Index Funds	91.456%
Vanguard Bond Index Funds	7.772%
Goldman Sachs Trust	0.771%
UNITED STATES OF AMERICA	0.001%

Footnotes: 2,3

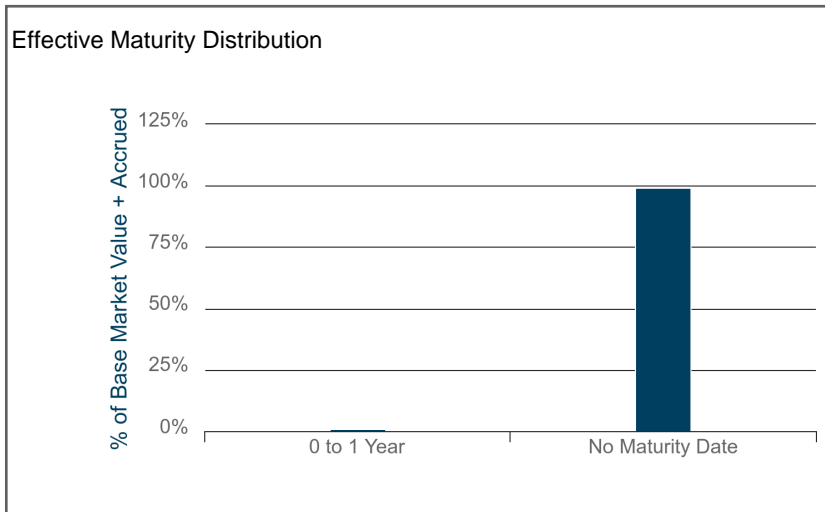
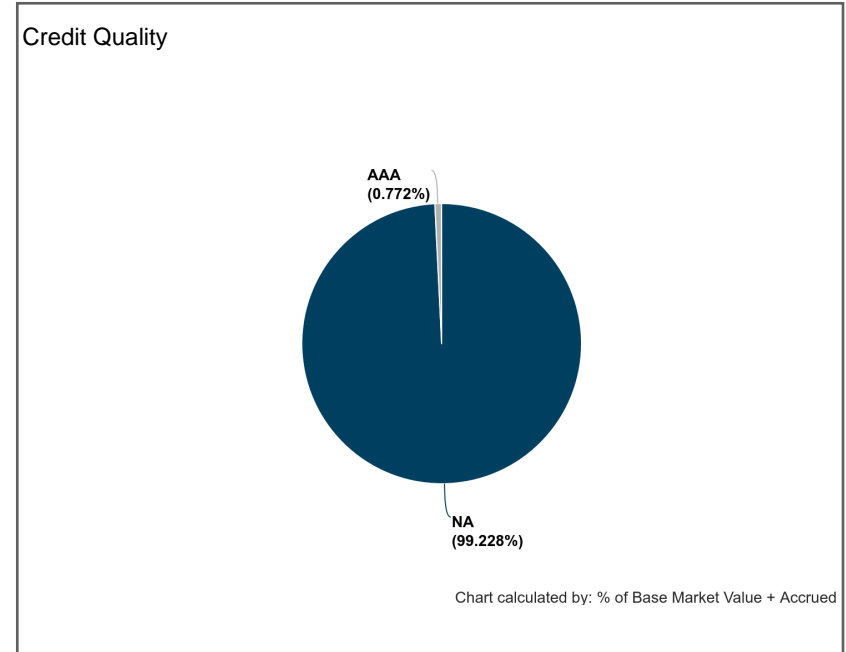
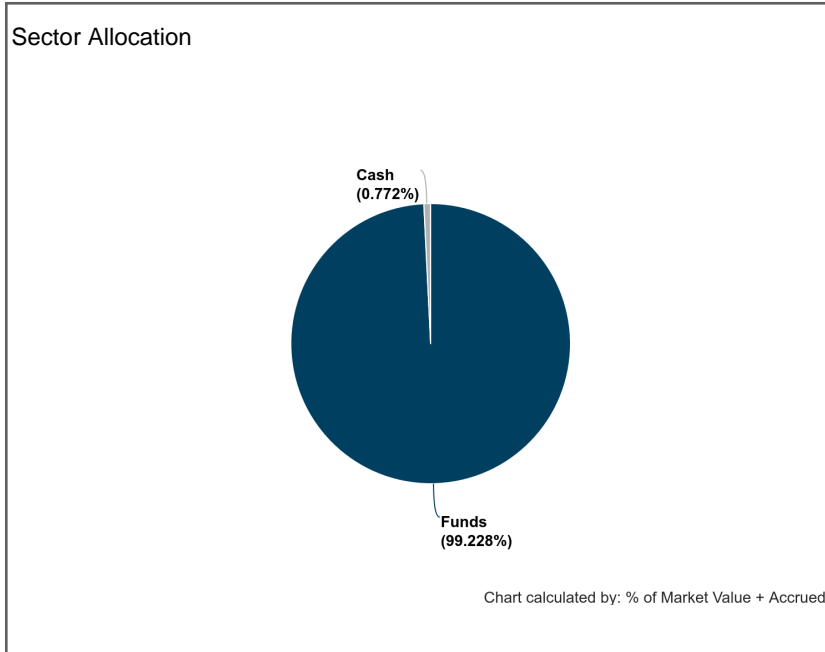


Equity Summary

Equity Metric	Value
Equity	4,112,658.20
Beta	1.001
R Squared	0.993
Trailing P/E	---
Dividend Yield	0.983



85



Benchmark Comparison

Risk Metric	Portfolio	Index	Difference
Duration	0.000	---	---
Yield	2.328	---	---
Years to Effective Maturity	0.000	---	---
Years to Final Maturity	0.000	---	---

Footnote: 1

Compliance Status

Status	Compliant
As of	03/31/2019

Portfolio Summary: Balanced Account

03/01/2019 - 03/31/2019

Burnsville ISD 191 OPEB (46752)

Dated: 04/03/2019

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Index: CRSP US Total Market.

Index data not available for 98 days, ranging between 06/30/2015 and 10/05/2015.

1: * Grouped by: Risk Metric. 2: * Grouped by: Issuer. 3: * Groups Sorted by: % of Base Market Value + Accrued. 4: * Grouped by: Asset Class. 5: * Groups Sorted by: Market Value + Accrued.

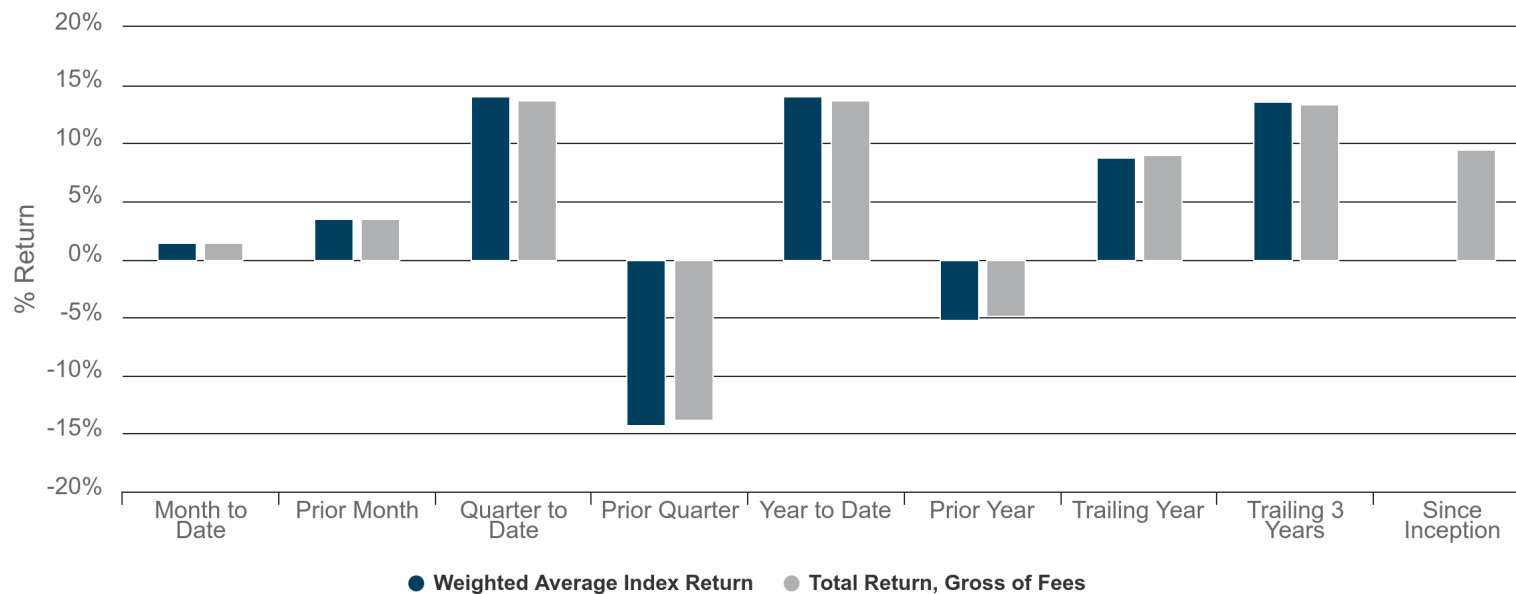
Returns

Burnsville ISD 191 OPEB (46752)

Base Currency: USD As of 03/31/2019

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Dated: 04/03/2019



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Period	Period Begin	Period End	Total Return, Gross of Fees	Weighted Average Index Return
Month to Date	03/01/2019	03/31/2019	1.45%	1.45%
Prior Month	02/01/2019	02/28/2019	3.52%	3.50%
Quarter to Date	01/01/2019	03/31/2019	13.71%	14.06%
Prior Quarter	10/01/2018	12/31/2018	-13.84%	-14.26%
Year to Date	01/01/2019	03/31/2019	13.71%	14.06%
Prior Year	01/01/2018	12/31/2018	-4.86%	-5.17%
Trailing Year	04/01/2018	03/31/2019	9.05%	8.82%
Trailing 3 Years	04/01/2016	03/31/2019	13.38%	13.53%
Since Inception	11/01/2014	03/31/2019	9.42%	---

Account	Index	Index Start Date	Index End Date
Burnsville ISD 191 OPEB	CRSP US Total Market	10/06/2015	---

Index data not available for 98 days, ranging between 06/30/2015 and 10/05/2015.

Gross of Fees (includes trading).

Returns for periods greater than a year have been annualized.

No Tax Adjustment.

Note that data will not exist prior to the performance inception date of: 11/01/2014.

Historical data exists for the options shown below, only available on historical data boundaries:

Returns

Burnsville ISD 191 OPEB (46752)

Base Currency: USD As of 03/31/2019

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Dated: 04/03/2019

<i>Begin Date</i>	<i>End Date</i>	<i>Return Type</i>	<i>Fee Options</i>	<i>Tax Options</i>
11/01/2014	12/31/2014	Total Return	Gross of Fees, Net of Fees	No Tax Adjustment

Reported Index Return is always Total Return.

Holdings: Balanced Account

As of 03/31/2019

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Burnsville ISD 191 OPEB (46752)

Dated: 04/03/2019

Common Stock

Other

Other

Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
VANGUARD TSM IDX ETF	---	922908769	28,420.00 28,420.00	144.7100	4,112,658.20 4,112,658.20	3,129,066.13 3,129,066.13	0.00 0.00	983,592.07	NA NA	---	---
VANGUARD TSM IDX ETF	---	922908769	28,420.00 28,420.00	144.7100	4,112,658.20 4,112,658.20	3,129,066.13 3,129,066.13	0.00 0.00	983,592.07	NA NA	---	---

Fixed Income

Other

Other

Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
VANGUARD TOT BD ETF	---	921937835	4,305.00 4,305.00	81.1800	349,479.90 349,479.90	344,409.02 344,409.02	0.00 0.00	5,070.88	NA NA	---	---
VANGUARD TOT BD ETF	---	921937835	4,305.00 4,305.00	81.1800	349,479.90 349,479.90	344,409.02 344,409.02	0.00 0.00	5,070.88	NA NA	---	---

68

MMF

Cash

Financial

Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
Receivable	03/31/2019 03/31/2019	CCYUSD	35.84 35.84	1.0000	35.84 35.84	35.84 35.84	0.00 0.00	0.00	Aaa AAA	0.000 0.000	0.000
Receivable	03/31/2019 03/31/2019	CCYUSD	35.84 35.84	1.0000	35.84 35.84	35.84 35.84	0.00 0.00	0.00	Aaa AAA	0.000 0.000	0.000

MMF

Other

Financial

Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
GOLDMAN:FS GOVT INST	03/31/2019 03/31/2019	38141W273	34,678.12 34,678.12	1.0000	34,678.12 34,678.12	34,678.12 34,678.12	0.00 35.84	0.00	Aaa AAAm	2.330 2.330	0.000
GOLDMAN:FS GOVT INST	03/31/2019 03/31/2019	38141W273	34,678.12 34,678.12	1.0000	34,678.12 34,678.12	34,678.12 34,678.12	0.00 35.84	0.00	Aaa AAAm	2.330 2.330	0.000

Summary

Holdings: Balanced Account

As of 03/31/2019

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Burnsville ISD 191 OPEB (46752)

Dated: 04/03/2019

Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
---	03/31/2019 03/31/2019	---	67,438.96 67,438.96	138.6633	4,496,852.06 4,496,852.06	3,508,189.11 3,508,189.11	0.00 35.84	988,662.95	Aaa AAA	2.328 2.328	0.000

* Grouped by: PMA Asset Class -> Fixed Income Sector 1 -> Fixed Income Sector. * Groups Sorted by: PMA Asset Class. * Weighted by: Market Value + Accrued, except Book Yield by Base Book Value + Accrued. * Holdings Displayed by: Position.

Transaction and Interest Summary

Burnsville ISD 191 OPEB (46752)

Base Currency: USD 03/01/2019 - 03/31/2019

[Return to Table of Contents](#)

Dated: 04/03/2019

* Does not Lock Down.

Buy

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
---	---	MMFUND 2.440 03/31/2019	38141W273 Goldman Sachs Trust GOLDMAN:FS GOVT INST	22,730.92 22,730.92	Direct	1.000	22,730.92	0.00	-22,730.92	0.00
---	---	MMFUND 2.440 03/31/2019	38141W273 Goldman Sachs Trust GOLDMAN:FS GOVT INST	22,730.92 22,730.92	Direct	1.000	22,730.92	0.00	-22,730.92	0.00

Equity Dividend

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
03/01/2019	03/06/2019	ETF ---	921937835 Vanguard Bond Index Funds VANGUARD TOT BD ETF	0.00 0.00	Direct	---	0.00	0.00	790.68	0.00
03/25/2019	03/28/2019	ETF ---	922908769 Vanguard Index Funds VANGUARD TSM IDX ETF	0.00 0.00	Direct	---	0.00	0.00	21,940.24	0.00
---	---	ETF ---	---	0.00 0.00	Direct	---	0.00	0.00	22,730.92	0.00

Management Fee

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
03/25/2019	03/25/2019	CASH 0.000 03/31/2019	CCYUSD UNITED STATES OF AMERICA US DOLLAR	0.00 0.00	Unknown	---	0.00	0.00	-3,327.02	0.00
03/25/2019	03/25/2019	CASH 0.000 03/31/2019	CCYUSD UNITED STATES OF AMERICA US DOLLAR	0.00 0.00	Unknown	---	0.00	0.00	-3,327.02	0.00

Money Market Funds

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
03/31/2019	03/31/2019	MMFUND 2.440 03/31/2019	38141W273 Goldman Sachs Trust GOLDMAN:FS GOVT INST	0.00 0.00	Direct	---	0.00	0.00	36.05	0.00
03/31/2019	03/31/2019	MMFUND 2.440 03/31/2019	38141W273 Goldman Sachs Trust GOLDMAN:FS GOVT INST	0.00 0.00	Direct	---	0.00	0.00	36.05	0.00

Sell

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
---	---	MMFUND 2.440 03/31/2019	38141W273 Goldman Sachs Trust GOLDMAN:FS GOVT INST	-283,056.00 -283,056.00	Direct	1.000	-283,056.00	0.00	283,056.00	0.00
---	---	MMFUND 2.440 03/31/2019	38141W273 Goldman Sachs Trust GOLDMAN:FS GOVT INST	-283,056.00 -283,056.00	Direct	1.000	-283,056.00	0.00	283,056.00	0.00

Transaction and Interest Summary

Burnsville ISD 191 OPEB (46752)

Base Currency: USD 03/01/2019 - 03/31/2019

[Return to Table of Contents](#)

Dated: 04/03/2019

Summary

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/ Loss
---	---	---	---	-260,325.08 -260,325.08	---	---	-260,325.08	0.00	279,765.03	0.00

* Grouped by: Transaction Type. * Groups Sorted by: Transaction Type. * Showing transactions with Entry Date within selected date range. * Weighted by: Absolute Value of Base Principal. * MMF transactions are collapsed.

* The Transaction Detail/Trading Activity reports provide our most up-to-date transactional details. As such, these reports are subject to change even after the other reports on the website have been locked down. While these reports can be useful tools in understanding recent activity, due to their dynamic nature we do not recommend using them for booking journal entries or reconciliation.

Prudent Man Advisors, Inc. ("Prudent Man") is an investment adviser registered with the U.S. Securities and Exchange Commission.

Statements

Prudent Man's customer statement is intended to detail the investment advisory activity through separately managed accounts. This statement is for general information purposes only and is not intended to provide specific advice or recommendations. All transactions are reflected as of trade date. Although market value, market analytics and other information contained in this Statement have been obtained from third-party sources believed to be reliable, Prudent Man cannot guarantee the accuracy or completeness of such information.

Custodian Bank

Please note that the custodian bank maintains control of all account assets, executes/settles all investment transactions and is the official record of securities, investments, cash holdings and transactions in the account. The custodian bank will provide you customer statements of your account and you are encouraged to compare this statement to the custodian's statement and reconcile any differences. Many custodian banks use a settlement date basis which may result in the need to reconcile due to a timing difference.

Legal or Tax Information

Prudent Man and its employees do not offer tax or legal advice. You should consult with your tax and/or legal advisors before making any tax or legal related investment decisions. Cost data and realized gains/losses are provided for your informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your transactions. Prudent Man does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported.

Account Assets, Cost and Valuation

In computing the market value of any asset of the Account, each security listed on any national securities exchange shall be valued at the last quoted sale price on the valuation date on the principal exchange on which such security is traded. Any other security or asset shall be valued in a manner determined in good faith by Prudent Man to reflect its fair market value. Certain accounting values are calculated by our accounting system, including amortized cost (which is calculated on a straight line basis), may differ from your method. Non-negotiable FDIC-insured deposit products are priced at par. Although Prudent Man believes the price to be reliable, the values of the investments do not always represent the prices at which the investments could have been bought or sold.

Ratings

Information provided for ratings is based upon a good faith inquiry of selected sources, but their accuracy and completeness cannot be guaranteed. Standard & Poor's and Moody's ratings may represent the long-term rating of the issue or issuer as available. For guaranteed or collateralized investments, the secured rating is represented.

Risk

The securities in this Account are not guaranteed or otherwise protected by Prudent Man, the FDIC (except for certain bank products) or by any government agency. Investment in securities involves risks, including the possible loss of the amount invested. In addition, past performance is no indication of future performance and the price or value of investments may fluctuate. Asset allocation does not assure or guarantee better performance and cannot eliminate the risk of investment losses.

Account Control

Prudent Man does not have the authority to withdraw funds from the Client's account with the custodian bank. Our clients retain responsibility for their internal account policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Notification of Changes

In order to better serve you, we request that you promptly notify us of any material change in your investment policy, investment objective or financial situation.

Firm Brochure

Prudent Man provides its Clients with a written disclosure statement of its background and business experience. If you would like to receive another copy of the Firm Brochure, please contact Prudent Man at the contact information below.

Affiliated Entities

Securities, public finance services and institutional brokerage services are offered through PMA Securities, Inc. PMA Securities, Inc. is a broker-dealer and municipal advisor registered with the SEC and MSRB, and is a member of FINRA and SIPC. Prudent Man Advisors provides investment advisory services to local government investment pools, local governments and other institutional clients. All other products and services are provided by PMA Financial Network, Inc. PMA Securities, Inc., Prudent Man Advisors, Inc. and PMA Financial Network, Inc. are under common ownership.

Please review the pages of this statement carefully. If you think there are any errors, missing account information or if you need more information about transactions, please contact Prudent Man within 60 days of receipt. If you have other questions or concerns, you should contact your Relationship Manager.

Prudent Man Advisors, Inc.
2135 CityGate Lane, 7th Floor
Naperville, IL 60563
630-657-6400

For more information visit www.pmanetwork.com
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Total Portfolio Report CAR

As of: 03/31/19

PMA Financial Network

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	\$791.22	\$791.22	
SDA					Savings Deposit Account - ASSOCIATED BANK, NA	\$507,452.40	\$507,452.40	
SDA					Savings Deposit Account - PREFERRED BANK	\$2,000,630.15	\$2,000,630.15	
Total Amount -->						\$2,508,873.77	\$2,508,873.77	

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

Time and Dollar Weighted Portfolio Yield: **2.290 %**

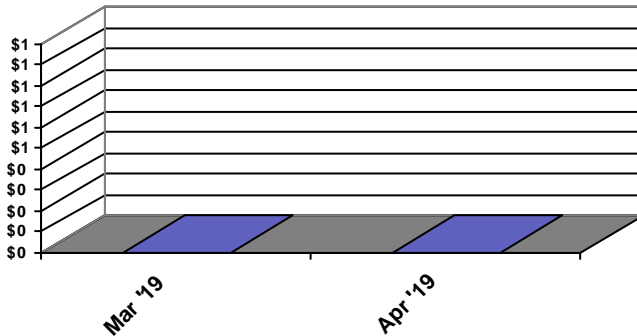
Weighted Average Portfolio Maturity: **2.00 Days**

MM: 100.00%

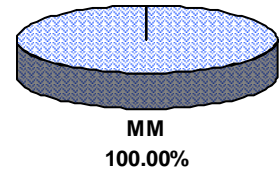
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

March 2019

Wire Transfers

Date	From	To	Amount	For
03/01/19	MSDLAF	People's Bank	189,967.26	3/15/19 Payroll - TSA Wire
03/01/19	MSDLAF	Internal Revenue Service	780,335.39	2/28/19 Payroll - Federal Taxes
03/01/19	MSDLAF	State of Minnesota	137,453.20	2/28/19 Payroll - State Taxes
03/01/19	MSDLAF	PERA	120,111.36	2/28/19 Payroll - PERA
03/01/19	MSDLAF	State of Minnesota	498.30	2/28/19 Garnishments
03/01/19	MSDLAF	State of Minnesota	2,427.75	2/28/19 Payroll - Child Support
03/01/19	MSDLAF	TRA	374,698.70	2/28/19 Payroll - TRA
03/04/19	MSDLAF	Plansource	8,166.01	Medical Claims
03/04/19	MSDLAF	Plansource	10,422.67	Flex Claims
03/04/19	MSDLAF	Preferred One	274,463.76	Health Insurance
03/04/19	MSDLAF	Teacher's Federal Credit Union	39,651.69	2/28/19 Payroll - Teacher's Dues
03/05/19	MSDLAF	Delta Dental	19,575.91	Dental Insurance
03/05/19	MSDLAF	State of Minnesota	46,150.28	2/28/18 Payroll - Unemployment
03/08/19	MSDLAF	Plansource	4,475.05	Flex Claims
03/08/19	MSDLAF	Plansource	4,558.98	Medical Claims
03/11/19	MSDLAF	Preferred One	224,280.76	Health Insurance

03/11/19	MSDLAF	Healthy Savings	3,074.28	Healthy Savings Program
03/13/19	MSDLAF	Delta Dental	21,755.03	Dental Insurance
03/14/19	MSDLAF	Preferred One	109,843.48	Health Insurance
03/15/19	MSDLAF	US Bank	60,000.00	US Bank P-Card prefund wire
03/15/19	MSDLAF	Plansource	19,091.26	Flex Claims
03/15/19	MSDLAF	Plansource	8,789.20	Medical Claims
03/18/19	MSDLAF	Teacher's Federal Credit Union	39,608.54	3/15/19 Payroll - Teacher's Dues
03/18/19	MSDLAF	People's Bank	189,462.26	3/15/19 Payroll - TSA Wire
03/18/19	MSDLAF	Internal Revenue Service	711,134.07	3/15/19 Payroll - Federal Taxes
03/18/19	MSDLAF	State of Minnesota	122,430.76	3/15/19 Payroll - State Taxes
03/18/19	MSDLAF	Preferred One	560,286.97	Health Insurance
03/18/19	MSDLAF	PERA	113,319.83	3/15/19 Payroll - PERA
03/18/19	MSDLAF	State of Minnesota	498.30	3/15/19 Garnishments
03/18/19	MSDLAF	State of Minnesota	2,514.96	3/15/19 Payroll - Child Support
03/18/19	MSDLAF	TRA	373,937.68	3/15/19 Payroll - TRA
03/20/19	MSDLAF	Delta Dental	14,450.21	Dental Insurance
03/21/19	MSDLAF	MN Department of Revenue	27.00	February Sales Tax paid 3/21/19
03/22/19	MSDLAF	Plansource	14,014.53	Flex Claims
03/22/19	MSDLAF	Plansource	7,805.12	Medical Claims
03/25/19	MSDLAF	Preferred One	525,215.63	Health Insurance

03/28/19	MSDLAF	Delta Dental	11,214.33	Dental Insurance
03/29/19	MSDLAF	Teacher's Federal Credit Union	39,840.48	3/31/19 Payroll - Teacher's Dues
03/29/19	MSDLAF	TRA	376,539.77	3/31/19 Payroll - TRA
03/29/19	MSDLAF	PERA	118,596.11	3/31/19 Payroll - PERA
03/29/19	MSDLAF	Plansource	7,412.96	Medical Claims
03/29/19	MSDLAF	Plansource	9,037.47	Flex Claims

AP Check Register

AP Run: 20190301 AP — Post Date: 2019-03-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/01/2019	471535	Check	Andrews, Guy L	924108	2 AP8845	77.00
03/01/2019	471536	Check	Armstrong Torseth Skold & Rydeen Inc	926500	2 AP8845	2,103.74
03/01/2019	471537	Check	Association Of Clerical Employees	904895	2 AP8845	23.00
03/01/2019	471538	Check	Betsy Koepke Coaching, LLC	929931	2 AP8845	5,600.00
03/01/2019	471539	Check	Bio Corporation	921117	2 AP8845	108.00
03/01/2019	471540	Check	Bloomington Friends of Forensics	900722-4	2 AP8845	35.00
03/01/2019	471541	Check	Braun Intertec Corp	906473-1	2 AP8845	1,956.50
03/01/2019	471542	Check	City of Burnsville	900673	2 AP8845	522.50
03/01/2019	471543	Check	Captivate Media + Consulting	929000	2 AP8845	510.00
03/01/2019	471544	Check	Carter, Jeremy	927018	2 AP8845	77.00
03/01/2019	471545	Check	Center For The Collaborative Classroom	924466-1	2 AP8845	1,098.00
03/01/2019	471546	Check	Centerpoint Energy	902519	2 AP8845	5,475.51
03/01/2019	471547	Check	Christenson, David	925965	2 AP8845	59.00
03/01/2019	471548	Check	Cole Papers Inc	927279-1	2 AP8845	1,069.40
03/01/2019	471549	Check	Cordova, Leticia	925919	2 AP8845	390.00
03/01/2019	471550	Check	Cornerstone Copy Center	900502	2 AP8845	1,113.91
03/01/2019	471551	Check	Cub Foods	900645	2 AP8845	149.46
03/01/2019	471552	Check	DS Erickson & Associates	927334	2 AP8845	269.69
03/01/2019	471553	Check	Eastview High School	906734-1	2 AP8845	144.00

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AP Check Register

AP Run: 20190301 AP — Post Date: 2019-03-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/01/2019	471554	Check	Edina High School	901006	2 AP8845	75.00
03/01/2019	471555	Check	Education Minnesota	928531	2 AP8845	124.00
03/01/2019	471556	Check	Educational Products Inc	906626-1	2 AP8845	55.10
03/01/2019	471557	Check	Ekon-O-Pac LLC	928982	2 AP8845	254.80
03/01/2019	471558	Check	Express Auto Parts	929706	2 AP8845	58.30
03/01/2019	471559	Check	Foundation 191	928202	2 AP8845	187.43
03/01/2019	471560	Check	Gonzalez, John	929745	2 AP8845	2,500.00
03/01/2019	471561	Check	Grainger	904387-1	2 AP8845	569.87
03/01/2019	471562	Check	Great Lakes Higher Education Corporation	927604	2 AP8845	130.47
03/01/2019	471563	Check	Groth Music Company	900575	2 AP8845	423.38
03/01/2019	471564	Check	Haniff, Azeza	500028	2 AP8845	19.15
03/01/2019	471565	Check	Henry, Lawrence	922902	2 AP8845	120.00
03/01/2019	471566	Check	Herrmann, Eric	929995	2 AP8845	60.00
03/01/2019	471567	Check	High Point Networks LLC	929536	2 AP8845	175.00
03/01/2019	471568	Check	Holt, James, Jr	901950	2 AP8845	77.00
03/01/2019	471569	Check	Hutsal, Oleksandra	929182	2 AP8845	60.00
03/01/2019	471570	Check	Ideal Services Inc	927693	2 AP8845	985.00
03/01/2019	471571	Check	Intermediate School Dist 917	909327	2 AP8845	6,504.43
03/01/2019	471572	Check	Jama, Safiyo	924542	2 AP8845	720.00
03/01/2019	471573	Check	Jarvis, Gary L	929943	2 AP8845	166.00

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AP Check Register

AP Run: 20190301 AP — Post Date: 2019-03-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/01/2019	471574	Check	John's Sewer And Drain Cleaning Inc	928929	2 AP8845	1,260.00
03/01/2019	471575	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	1,030.00
03/01/2019	471576	Check	Johnson, Dennis	924067	2 AP8845	83.00
03/01/2019	471577	Check	Ludowese, David	929991	2 AP8845	77.00
03/01/2019	471578	Check	Matrix Communications Inc	906559-1	2 AP8845	9,330.00
03/01/2019	471579	Check	Messerli & Kramer PA	923866	2 AP8845	1,034.39
03/01/2019	471580	Check	Minnesota School Boards Association (MSBA)	902540	2 AP8845	1,165.00
03/01/2019	471581	Check	Minnesota UI Fund	929872	2 AP8845	235.00
03/01/2019	471582	Check	Minnesota UI Trust Fund	929956	2 AP8845	100.00
03/01/2019	471583	Check	Multilingual Word Inc	922324	2 AP8845	140.00
03/01/2019	471584	Check	NCPERS Group Life Ins	908769	2 AP8845	80.00
03/01/2019	471585	Check	Norcostco Inc	902765	2 AP8845	237.92
03/01/2019	471586	Check	Office of MNIT Services	906477	2 AP8845	1,750.30
03/01/2019	471587	Check	PC, Gurstel Law Firm	920324-1	2 AP8845	215.64
03/01/2019	471588	Check	Perez, Melissa M	924879	2 AP8845	660.00
03/01/2019	471589	Check	Peterson, David P	903099	2 AP8845	77.00
03/01/2019	471590	Check	Pfieffer, Ethan	929966	2 AP8845	476.00
03/01/2019	471591	Check	Prior Lake - Savage Area Schools ISD #719	921458-1	2 AP8845	220.00
03/01/2019	471592	Check	Ray, Cordell	929994	2 AP8845	83.00
03/01/2019	471593	Check	Ringberg, Thomas	924374	2 AP8845	400.00

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AP Check Register

AP Run: 20190301 AP — Post Date: 2019-03-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/01/2019	471594	Check	Robert J Bruno Ltd	928277	2 AP8845	278.05
03/01/2019	471595	Check	Savage, Dawn	920491	2 AP8845	80.00
03/01/2019	471596	Check	School Services Employees Local 284	907382	2 AP8845	7,331.65
03/01/2019	471597	Check	Skow, Karen	929575	2 AP8845	1,360.00
03/01/2019	471598	Check	Smart Care Equipment Solutions	929900	2 AP8845	400.20
03/01/2019	471599	Check	Tee Jay North Inc	922618	2 AP8845	170.00
03/01/2019	471600	Check	Three Rivers Park District	901637	2 AP8845	617.50
03/01/2019	471601	Check	Tri-Dim Filter Corp	929519	2 AP8845	1,131.95
03/01/2019	471602	Check	Trio Supply	903802	2 AP8845	203.82
03/01/2019	471603	Check	Upper Lakes Food Inc	929826	2 AP8845	19,905.01
03/01/2019	471604	Check	US Department of Education	902813-8	2 AP8845	131.00
03/01/2019	471605	Check	Williams, Rebecca	925837	2 AP8845	30.00
03/01/2019	471606	Check	Wolden, Derek	921603	2 AP8845	77.00
03/01/2019	471607	Check	Yusuf, Kali	929925	2 AP8845	60.00

Total: \$84,477.07

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AP Check Register

AP Run: 20190301 AP --- Post Date: 2019-03-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
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20190301 AP Summary

Type	Count	Amount
Regular	73	84,477.07
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	73	\$84,477.07

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AP Check Register

AP Run: 20190305 AP — Post Date: 2019-03-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/05/2019	471608	Check	A.J. Moore Electric Inc	928491	2 AP8845	215.52
03/05/2019	471609	Check	Advanced Imaging Solutions	928551	2 AP8845	4.55
03/05/2019	471610	Check	AmeriPride Services, Inc	901365-1	2 AP8845	977.49
03/05/2019	471611	Check	Automated Logic Contracting Services	925449-2	2 AP8845	575.00
03/05/2019	471612	Check	Ayaquica, Sheri	922108	2 AP8845	450.00
03/05/2019	471613	Check	Best Buy Business Advantage Account	903544-2	2 AP8845	35,220.00
03/05/2019	471614	Check	City of Burnsville - Utilities	904226	2 AP8845	12,061.53
03/05/2019	471615	Check	Center For The Collaborative Classroom	924466-1	2 AP8845	158,600.00
03/05/2019	471616	Check	ChromebookParts.com	929924-1	2 AP8845	4,049.40
03/05/2019	471617	Check	Conney Safety Products	900552-1	2 AP8845	117.52
03/05/2019	471618	Check	Cordova, Leticia	925919	2 AP8845	382.50
03/05/2019	471619	Check	Cottens Inc	929846	2 AP8845	28.70
03/05/2019	471620	Check	Cub Foods	900645	2 AP8845	356.02
03/05/2019	471621	Check	Culinex	929871	2 AP8845	6,045.42
03/05/2019	471622	Check	Dakota Outdoors LLC	922059	2 AP8845	57,453.50
03/05/2019	471623	Check	Dalco	904186-1	2 AP8845	5,025.92
03/05/2019	471624	Check	Dialog One LLC	927732	2 AP8845	100.00
03/05/2019	471625	Check	Dore, Abdiwali Hashi	929581	2 AP8845	180.00
03/05/2019	471626	Check	City of Eagan - Utilities	901002	2 AP8845	3,434.80
03/05/2019	471627	Check	ECM Publishers Inc	909272-2	2 AP8845	133.65

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AP Check Register

AP Run: 20190305 AP — Post Date: 2019-03-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/05/2019	471628	Check	Fastenal	923054-1	2 AP8845	12.05
03/05/2019	471629	Check	Ganado, Cesar	926554	2 AP8845	480.00
03/05/2019	471630	Check	Grainger	904387-1	2 AP8845	1,116.37
03/05/2019	471631	Check	H & B Specialized Products Inc	901641	2 AP8845	1,882.28
03/05/2019	471632	Check	Helena Chemical Co	929853	2 AP8845	4,263.00
03/05/2019	471633	Check	Hernandez, Olga	929926	2 AP8845	480.00
03/05/2019	471634	Check	Horizon Commercial Pool Supply	904818	2 AP8845	492.86
03/05/2019	471635	Check	Hutsal, Oleksandra	929182	2 AP8845	80.00
03/05/2019	471636	Check	Hyvee	929410	2 AP8845	69.24
03/05/2019	471637	Check	Ibarra, Hiliana	927442	2 AP8845	480.00
03/05/2019	471638	Check	Interstate All Battery Center	928877-1	2 AP8845	519.90
03/05/2019	471639	Check	Inver Hills Community College	901029-2	2 AP8845	10,800.00
03/05/2019	471640	Check	Jasso, Severa E	922010	2 AP8845	90.00
03/05/2019	471641	Check	Kelleher Helmrich and Associates	908955-1	2 AP8845	524.25
03/05/2019	471642	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	12,934.61
03/05/2019	471643	Check	MN Elementary School Principals Assoc (MESPA)	902538	2 AP8845	20.00
03/05/2019	471644	Check	MN Literacy Council	903288	2 AP8845	3,360.00
03/05/2019	471645	Check	MN School Counselors Association (MSCA)	903661-1	2 AP8845	1,110.00
03/05/2019	471646	Check	MN Society of Certified Public Accountants	900476	2 AP8845	310.00

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AP Check Register

AP Run: 20190305 AP --- Post Date: 2019-03-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/05/2019	471647	Check	MN Zoo	902613	2 AP8845	650.00
03/05/2019	471648	Check	Multilingual Word Inc	922324	2 AP8845	1,598.75
03/05/2019	471649	Check	Nasco	902704	2 AP8845	35.88
03/05/2019	471650	Check	SFM	923848	2 AP8845	31,839.28
03/05/2019	471651	Check	Warsame, Kadra	925560	2 AP8845	60.00
Total:						\$358,619.99

20190305 AP Summary

Type	Count	Amount
Regular	44	358,619.99
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	44	\$358,619.99

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AP Check Register

AP Run: 20190308 AP — Post Date: 2019-03-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/08/2019	471652	Check	Advanced Imaging Solutions	928551	2 AP8845	860.95
03/08/2019	471653	Check	Airport Taxi Inc	906215	2 AP8845	936.50
03/08/2019	471654	Check	Allen, Dariel J	927125	2 AP8845	509.00
03/08/2019	471655	Check	Anderson, Julie	929921	2 AP8845	187.50
03/08/2019	471656	Check	Block, Dan	920522	2 AP8845	77.00
03/08/2019	471657	Check	Burnsville Ice Center	900435	2 AP8845	2,475.00
03/08/2019	471658	Check	Carlson, Gerri	929243	2 AP8845	604.80
03/08/2019	471659	Check	Carroll, Patricia	500030	2 AP8845	67.50
03/08/2019	471660	Check	Chaska High School	907014	2 AP8845	240.00
03/08/2019	471661	Check	Cheers and Canvas, Inc.	930001	2 AP8845	272.00
03/08/2019	471662	Check	City of Lakeville	901530	2 AP8845	20.00
03/08/2019	471663	Check	Clancy, William	908232	2 AP8845	77.00
03/08/2019	471664	Check	Conney Safety Products	900552-1	2 AP8845	91.09
03/08/2019	471665	Check	Conquer Ninja Athletics	929462-2	2 AP8845	1,508.00
03/08/2019	471666	Check	Cub Foods	900645	2 AP8845	274.46
03/08/2019	471667	Check	Dialog One LLC	927732	2 AP8845	150.00
03/08/2019	471668	Check	Dick's/Lakeville Sanitation Inc	900641	2 AP8845	10,009.07
03/08/2019	471669	Check	City of Eagan	901049-1	2 AP8845	274.20
03/08/2019	471670	Check	Grainger	904387-1	2 AP8845	14.78
03/08/2019	471671	Check	Harinen, Brad	921504	2 AP8845	83.00

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AP Check Register

AP Run: 20190308 AP — Post Date: 2019-03-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/08/2019	471672	Check	Hitesman & Wold PA	925108	2 AP8845	3,030.00
03/08/2019	471673	Check	Hutsal, Oleksandra	929182	2 AP8845	195.00
03/08/2019	471674	Check	I Got Skills	924432	2 AP8845	960.00
03/08/2019	471675	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	693.16
03/08/2019	471676	Check	Johnson, Dennis	924067	2 AP8845	83.00
03/08/2019	471677	Check	JW Pepper & Son Inc	903003-2	2 AP8845	40.00
03/08/2019	471678	Check	K12 Transportation Management Services Inc	928688	2 AP8845	30,906.00
03/08/2019	471679	Check	Karnas, Jim	909376	2 AP8845	77.00
03/08/2019	471680	Check	Korba, Jerry	906519	2 AP8845	83.00
03/08/2019	471681	Check	Lamprecht, John	928748	2 AP8845	24.87
03/08/2019	471682	Check	Lee, Wai Yee	926282	2 AP8845	200.00
03/08/2019	471683	Check	Lindquist, Kelly	929997	2 AP8845	69.00
03/08/2019	471684	Check	Mediterranean Cruise Cafe	929998	2 AP8845	1,178.38
03/08/2019	471685	Check	Minnesota Energy Resources	903029-1	2 AP8845	11,682.66
03/08/2019	471686	Check	MN Highway Safety & Research Center	926466	2 AP8845	641.00
03/08/2019	471687	Check	Munoz, Maribel	924243	2 AP8845	232.50
03/08/2019	471688	Check	NCS Pearson Inc	925372-4	2 AP8845	1,964.75
03/08/2019	471689	Check	Northern Air Corporation (NAC)	920320	2 AP8845	3,506.32
03/08/2019	471690	Check	of MN PC, Occupational Health Centers	929919	2 AP8845	330.00

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AP Check Register

AP Run: 20190308 AP — Post Date: 2019-03-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/08/2019	471691	Check	Pollock, Virginia	929824	2 AP8845	1,262.50
03/08/2019	471692	Check	Region 1	929855	2 AP8845	2,385.00
03/08/2019	471693	Check	Region 3AA	900488	2 AP8845	7,322.00
03/08/2019	471694	Check	Rochester Mayo High School	908220	2 AP8845	90.00
03/08/2019	471695	Check	Sachs, Alice	925562	2 AP8845	145.00
03/08/2019	471696	Check	Safeway Driving School	926796	2 AP8845	8,220.00
03/08/2019	471697	Check	City of Savage - Utilities	909588	2 AP8845	8,150.90
03/08/2019	471698	Check	Schmitt Music	903532-2	2 AP8845	1,336.98
03/08/2019	471699	Check	Schmitt & Sons	909331-1	2 AP8845	33,826.03
03/08/2019	471700	Check	Second Harvest Heartland	928183	2 AP8845	745.02
03/08/2019	471701	Check	Shred-it USA	924465-2	2 AP8845	525.50
03/08/2019	471702	Check	Siemens Industry Inc	902217-1	2 AP8845	1,245.00
03/08/2019	471703	Check	Signarama-Burnsville	929936	2 AP8845	500.50
03/08/2019	471704	Check	Slater, Tom	928923	2 AP8845	83.00
03/08/2019	471705	Check	Soto, Nestor David	926857	2 AP8845	105.00
03/08/2019	471706	Check	Sourcewell Technology	908203-1	2 AP8845	200.00
03/08/2019	471707	Check	South Suburban Conference	926921	2 AP8845	498.05
03/08/2019	471708	Check	Star Tribune	909180-2	2 AP8845	49.27
03/08/2019	471709	Check	State Supply Co Inc	903689	2 AP8845	1,046.14
03/08/2019	471710	Check	Teachers On Call	929847	2 AP8845	49,586.96

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AP Check Register

AP Run: 20190308 AP — Post Date: 2019-03-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/08/2019	471711	Check	The Boomerang Project	929999	2 AP8845	300.00
03/08/2019	471712	Check	The Food Group	928651	2 AP8845	842.72
03/08/2019	471713	Check	The McDowell Agency Inc	928502	2 AP8845	1,208.05
03/08/2019	471714	Check	The Musical Company	929996	2 AP8845	30.00
03/08/2019	471715	Check	The Works	902039	2 AP8845	27.00
03/08/2019	471716	Check	Tierney Brothers Inc	900826-1	2 AP8845	239.27
03/08/2019	471717	Check	T-Mobile	929345-1	2 AP8845	5,067.40
03/08/2019	471718	Check	Tri-State Bobcat	924444	2 AP8845	207.05
03/08/2019	471719	Check	Trusted Employees	929957	2 AP8845	112.85
03/08/2019	471720	Check	Twin Cities Regional Science Fair (TCRSF)	903469	2 AP8845	525.00
03/08/2019	471721	Check	Tyler Technologies Inc	926380	2 AP8845	3,672.51
03/08/2019	471722	Check	Upper Lakes Food Inc	929826	2 AP8845	254.40
03/08/2019	471723	Check	UPS Freight	904172-1	2 AP8845	60.00
03/08/2019	471724	Check	USPS	928903-1	2 AP8845	1,166.38
03/08/2019	471725	Check	Wilcox Paper LLC	903296	2 AP8845	1,130.00
03/08/2019	471726	Check	Xcel Energy	902776	2 AP8845	14.32
03/08/2019	471727	Check	Youth Frontiers Inc	907737	2 AP8845	1,845.00
03/08/2019	471728	Check	Yusuf, Kali	929925	2 AP8845	195.00
Total:						\$208,848.29

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AP Check Register

AP Run: 20190308 AP --- Post Date: 2019-03-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
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20190308 AP Summary

Type	Count	Amount
Regular	77	208,848.29
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	77	\$208,848.29

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AP Check Register

AP Run: 20190308 AP add'l — Post Date: 2019-03-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/08/2019	471729	Check	I Got Skills	924432	2 AP8845	300.00
Total:						\$300.00

20190308 AP add'l Summary

Type	Count	Amount
Regular	1	300.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$300.00

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AP Check Register

AP Run: 20190312 AP — Post Date: 2019-03-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/12/2019	471730	Check	Agropur Inc Division Natrel USA	928147-1	2 AP8845	4,817.45
03/12/2019	471731	Check	Alemeny-Jones, Aurea	923909	2 AP8845	435.00
03/12/2019	471732	Check	Ali, Amaal	927129	2 AP8845	480.00
03/12/2019	471733	Check	Ali, Huda	929435	2 AP8845	330.00
03/12/2019	471734	Check	AmeriPride Services, Inc	901365-1	2 AP8845	44.09
03/12/2019	471735	Check	Arrow Lift	926468	2 AP8845	382.00
03/12/2019	471736	Check	Betsy Koepke Coaching, LLC	929931	2 AP8845	2,600.00
03/12/2019	471737	Check	Bix Produce Company	900477	2 AP8845	6,886.32
03/12/2019	471738	Check	Centurylink	902781-5	2 AP8845	266.02
03/12/2019	471739	Check	Cole Papers Inc	927279-1	2 AP8845	610.30
03/12/2019	471740	Check	Conney Safety Products	900552-1	2 AP8845	480.55
03/12/2019	471741	Check	Cool Air Mechanical Inc	923509	2 AP8845	973.50
03/12/2019	471742	Check	Dialog One LLC	927732	2 AP8845	350.00
03/12/2019	471743	Check	Dirie, Bahjo	929432	2 AP8845	480.00
03/12/2019	471744	Check	Diversified Snack Distribution	900279	2 AP8845	3,159.54
03/12/2019	471745	Check	Dore, Abdiwali Hashi	929581	2 AP8845	180.00
03/12/2019	471746	Check	Flaminio, Kathryn	924387	2 AP8845	4,955.00
03/12/2019	471747	Check	Floyd Total Security	906007	2 AP8845	244.16
03/12/2019	471748	Check	Headway Emotional Health Services	927811	2 AP8845	45,156.45
03/12/2019	471749	Check	Horizon Commercial Pool Supply	904818	2 AP8845	78.20

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AP Check Register

AP Run: 20190312 AP — Post Date: 2019-03-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/12/2019	471750	Check	Meeker And Wright Special	906064	2 AP8845	200.16
03/12/2019	471751	Check	MNACTE/SNP	924210	2 AP8845	175.00
03/12/2019	471752	Check	Natus Medical Inc	929836	2 AP8845	131.76
03/12/2019	471753	Check	New Dominion School	924335-1	2 AP8845	1,610.49
03/12/2019	471754	Check	Pam McDonald Consulting LLC	929717	2 AP8845	850.00
03/12/2019	471755	Check	Perez, Melissa M	924879	2 AP8845	1,095.00
03/12/2019	471756	Check	Ryan Mechanical Inc	923241	2 AP8845	190.00
03/12/2019	471757	Check	Schmitt Music	903532-2	2 AP8845	137.50
03/12/2019	471758	Check	Skow, Karen	929575	2 AP8845	255.00
03/12/2019	471759	Check	Soto, Nestor David	926857	2 AP8845	105.00
03/12/2019	471760	Check	State of Minnesota	906710-2	2 AP8845	17,075.39
03/12/2019	471761	Check	The Hartford	924486	2 AP8845	41,354.62
03/12/2019	471762	Check	The Water Heater Guy	928708-1	2 AP8845	2,486.03
03/12/2019	471763	Check	Warsame, Kadra	925560	2 AP8845	480.00
03/12/2019	471764	Check	Williams, Rebecca	925837	2 AP8845	255.00
Total:						\$139,309.53

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AP Check Register

AP Run: 20190312 AP --- Post Date: 2019-03-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
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20190312 AP Summary

Type	Count	Amount
Regular	35	139,309.53
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	35	\$139,309.53

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AP Check Register

AP Run: 20190315 AP — Post Date: 2019-03-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/15/2019	471765	Check	Minnesota Quiz Bowl Alliance (MQBA)	929160	2 AP8845	350.00
03/15/2019	471766	Check	MN Academy of Science	909029-1	2 AP8845	1,785.00
03/15/2019	471767	Check	MN Academy of Science	909029-1	2 AP8845	630.00
03/15/2019	471768	Check	MN DECA- Jackie Schiller	927788-1	2 AP8845	1,330.00
03/15/2019	471769	Check	Peterson, Stacy	500039	2 AP8845	23.35
03/15/2019	471770	Check	Rautio-Peckels, Tera	500037	2 AP8845	51.55
03/15/2019	471771	Check	Reflection Sciences Inc	929412	2 AP8845	1,000.00
03/15/2019	471772	Check	Schulte, Sarah	500038	2 AP8845	23.00
03/15/2019	471773	Check	Upper Lakes Food Inc	929826	2 AP8845	2,018.27
03/15/2019	471774	Check	US Postmaster USPS	904153-1	2 AP8845	4,021.69
Total:						\$11,232.86

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20190315 AP Summary

Type	Count	Amount
Regular	10	11,232.86
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	10	\$11,232.86

AP Check Register

AP Run: 20190319 — Post Date: 2019-03-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/19/2019	471775	Check	Ahmed, Hesham	930002	2 AP8845	180.00
03/19/2019	471776	Check	Armstrong High School	900163-3	2 AP8845	240.00
03/19/2019	471777	Check	Bannochie, Alechia	500036	2 AP8845	100.00
03/19/2019	471778	Check	BHS Swim Boosters	909039	2 AP8845	2,400.00
03/19/2019	471779	Check	Burnsville YMCA	902422-5	2 AP8845	4,023.00
03/19/2019	471780	Check	Carlson, Gerri	929243	2 AP8845	355.50
03/19/2019	471781	Check	Castellano, Faye	924393	2 AP8845	206.50
03/19/2019	471782	Check	CST MN - BIN# 170065	929862	2 AP8845	74,384.02
03/19/2019	471783	Check	Dannos Wines, LLC	930005	2 AP8845	804.60
03/19/2019	471784	Check	DS Erickson & Associates	927334	2 AP8845	234.45
03/19/2019	471785	Check	Earthgrains Baking Co Inc	902333-1	2 AP8845	3,077.17
03/19/2019	471786	Check	Education Minnesota	928531	2 AP8845	124.00
03/19/2019	471787	Check	Educators Benefit Consultants LLC	926262-1	2 AP8845	914.80
03/19/2019	471788	Check	Etech Transaction Solutions Inc	926111	2 AP8845	56.00
03/19/2019	471789	Check	Fitzharris Sports	920662	2 AP8845	1,059.84
03/19/2019	471790	Check	Foundation 191	928202	2 AP8845	187.43
03/19/2019	471791	Check	Graff, Sally	930003	2 AP8845	2,000.00
03/19/2019	471792	Check	Great Lakes Higher Education Corporation	927604	2 AP8845	130.47
03/19/2019	471793	Check	Greatland Corporation	929915	2 AP8845	850.50
03/19/2019	471794	Check	GuideK12 LLC	928489	2 AP8845	19,692.20

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AP Check Register

AP Run: 20190319 — Post Date: 2019-03-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/19/2019	471795	Check	Houghton Mifflin Harcourt Publishing Co	903362-4	2 AP8845	7,155.00
03/19/2019	471796	Check	Ibar, Amina	924867	2 AP8845	210.00
03/19/2019	471797	Check	Jama, Safiyo	924542	2 AP8845	330.00
03/19/2019	471798	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	4,316.69
03/19/2019	471799	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	498.83
03/19/2019	471800	Check	Meca Sportswear	924921	2 AP8845	196.00
03/19/2019	471801	Check	Messerli & Kramer PA	923866	2 AP8845	494.12
03/19/2019	471802	Check	Metro ECSU-Region 11 ISD#920	908865-10	2 AP8845	110.00
03/19/2019	471803	Check	Minnesota Childrens Museum	909215	2 AP8845	130.00
03/19/2019	471804	Check	Minnesota Energy Resources	903029-1	2 AP8845	3,481.93
03/19/2019	471805	Check	Minnesota School Boards Association (MSBA)	902540	2 AP8845	190.00
03/19/2019	471806	Check	Minnesota UI Fund	929872	2 AP8845	235.00
03/19/2019	471807	Check	Minnesota UI Trust Fund	929956	2 AP8845	100.00
03/19/2019	471808	Check	MN Dept of Labor and Industry	907914-2	2 AP8845	30.00
03/19/2019	471809	Check	MN Elementary School Principals Assoc (MESPA)	902538	2 AP8845	225.00
03/19/2019	471810	Check	Minnesota Equipment Solution	928271	2 AP8845	2,700.00
03/19/2019	471811	Check	Moberg, Teresa	500032	2 AP8845	59.00
03/19/2019	471812	Check	MSOPA	902956	2 AP8845	530.00
03/19/2019	471813	Check	Multilingual Word Inc	922324	2 AP8845	1,403.75

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AP Check Register

AP Run: 20190319 — Post Date: 2019-03-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/19/2019	471814	Check	Nambudiripad, Godan	500033	2 AP8845	39.00
03/19/2019	471815	Check	NASSP/NHS	904884-2	2 AP8845	385.00
03/19/2019	471816	Check	NCS Pearson Inc	925372-4	2 AP8845	100.50
03/19/2019	471817	Check	North American Banking Company	927563-1	2 AP8845	31.20
03/19/2019	471818	Check	Nuvera	902483-1	2 AP8845	175.67
03/19/2019	471819	Check	of MN PC, Occupational Health Centers	929919	2 AP8845	165.00
03/19/2019	471820	Check	Olympic Communications Inc	927700	2 AP8845	165.00
03/19/2019	471821	Check	Opis Technology Gmbh	929769	2 AP8845	3,376.80
03/19/2019	471822	Check	Orkin Commercial Services	926086	2 AP8845	1,301.00
03/19/2019	471823	Check	Pachabelly Dance	929012	2 AP8845	118.50
03/19/2019	471824	Check	PC, Gurstel Law Firm	920324-1	2 AP8845	215.64
03/19/2019	471825	Check	Play Quiz Bowl LLC	925680	2 AP8845	280.00
03/19/2019	471826	Check	Prior Lake High School	921458	2 AP8845	125.00
03/19/2019	471827	Check	Prodocon Inc	928785-1	2 AP8845	1,148.00
03/19/2019	471828	Check	Professional Wireless Communications	924681	2 AP8845	326.00
03/19/2019	471829	Check	Ramacher, Thuy	921343	2 AP8845	60.00
03/19/2019	471830	Check	Red Wing Shoe Company Inc	905511-1	2 AP8845	223.38
03/19/2019	471831	Check	Region 3AA	900488	2 AP8845	4,580.00
03/19/2019	471832	Check	Reliastar Life Insurance Company	920099-2	2 AP8845	2,692.95

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AP Check Register

AP Run: 20190319 — Post Date: 2019-03-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/19/2019	471833	Check	Reliastar Life Insurance Company	920099-3	2 AP8845	2,854.45
03/19/2019	471834	Check	Reliastar Life Insurance Company	920099-4	2 AP8845	1,601.43
03/19/2019	471835	Check	Robert J Bruno Ltd	928277	2 AP8845	292.75
03/19/2019	471836	Check	Rock Hard Landscape Supply	928528	2 AP8845	7.00
03/19/2019	471837	Check	Rogers Athletic Company Inc	904504	2 AP8845	809.00
03/19/2019	471838	Check	Ryan Mechanical Inc	923241	2 AP8845	4,880.00
03/19/2019	471839	Check	Schmitt Music	903532-2	2 AP8845	67.07
03/19/2019	471840	Check	Schmitt & Sons	909331-2	2 AP8845	766,531.13
03/19/2019	471841	Check	School Nutrition Association (SNA)	926552-3	2 AP8845	1,388.00
03/19/2019	471842	Check	Siemens Industry Inc	902217-1	2 AP8845	9,500.00
03/19/2019	471843	Check	Signarama-Burnsville	929936	2 AP8845	307.80
03/19/2019	471844	Check	Simpsonian LLC	929446	2 AP8845	1,000.00
03/19/2019	471845	Check	Sourcewell Technology	908203-1	2 AP8845	3,308.63
03/19/2019	471846	Check	Stages Theatre Company	901209	2 AP8845	530.00
03/19/2019	471847	Check	State Supply Co Inc	903689	2 AP8845	1,634.35
03/19/2019	471848	Check	Suburban Law Enforcement Association (SLEA)	927104	2 AP8845	266.00
03/19/2019	471849	Check	Summit Print Copy And Mail Service	904664	2 AP8845	2,869.00
03/19/2019	471850	Check	Super Duper School Co	904308	2 AP8845	173.98
03/19/2019	471851	Check	The Food Group	928651	2 AP8845	1,176.54

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AP Check Register

AP Run: 20190319 — Post Date: 2019-03-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/19/2019	471852	Check	Tony's Appliance Inc	921785	2 AP8845	1,382.00
03/19/2019	471853	Check	Trang, Kristine	924968	2 AP8845	210.00
03/19/2019	471854	Check	Umhoefer, Tom C	007415	2 AP8845	15.30
03/19/2019	471855	Check	Upper Lakes Food Inc	929826	2 AP8845	79,019.09
03/19/2019	471856	Check	US Department of Education	902813-8	2 AP8845	156.80
03/19/2019	471857	Check	VEX Robotics Inc	924491	2 AP8845	173.80
Total:						\$1,029,078.56

20190319 Summary

Type	Count	Amount
Regular	83	1,029,078.56
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	83	\$1,029,078.56

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AP Check Register

AP Run: 20190322 — Post Date: 2019-03-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/22/2019	471858	Check	Acco Brands USA LLC	902623-1	2 AP8845	462.09
03/22/2019	471859	Check	Advanced Imaging Solutions	928551-1	2 AP8845	8,763.00
03/22/2019	471860	Check	Advanced Imaging Solutions	928551	2 AP8845	8,234.17
03/22/2019	471861	Check	Alemeny-Jones, Aurea	923909	2 AP8845	60.00
03/22/2019	471862	Check	Ali, Maryan	930011	2 AP8845	495.00
03/22/2019	471863	Check	Arneson, Al	909426	2 AP8845	290.00
03/22/2019	471864	Check	Athena Awards Committee	901131	2 AP8845	350.00
03/22/2019	471865	Check	Audio Logic Systems	926245-1	2 AP8845	792.24
03/22/2019	471866	Check	AVHS Speech & Debate Alumni Association	900009-1	2 AP8845	158.00
03/22/2019	471867	Check	Ayaquica, Sheri	922108	2 AP8845	496.00
03/22/2019	471868	Check	Booth, Lael	924748	2 AP8845	67.00
03/22/2019	471869	Check	Carlson, Therese	500031	2 AP8845	29.00
03/22/2019	471870	Check	Centerpoint Energy	902519	2 AP8845	21,067.00
03/22/2019	471871	Check	Chartered, Kennedy & Graven	908356-1	2 AP8845	1,258.50
03/22/2019	471872	Check	Choy, Sergio R	928260	2 AP8845	180.00
03/22/2019	471873	Check	Consolidated Communications	906231	2 AP8845	3,811.37
03/22/2019	471874	Check	Cordova, Leticia	925919	2 AP8845	360.00
03/22/2019	471875	Check	Cornerstone Copy Center	900502	2 AP8845	37.00
03/22/2019	471876	Check	Dahl, Phyllis	500034	2 AP8845	34.00
03/22/2019	471877	Check	Dakota Electric Association	900809	2 AP8845	61,990.97

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AP Check Register

AP Run: 20190322 — Post Date: 2019-03-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/22/2019	471878	Check	Danger Boat Productions LLC	929180	2 AP8845	1,000.00
03/22/2019	471879	Check	Dewald, Rina C	920524	2 AP8845	360.00
03/22/2019	471880	Check	Dore, Abdiwali Hashi	929581	2 AP8845	60.00
03/22/2019	471881	Check	DramaLab, LLC	930014	2 AP8845	1,890.00
03/22/2019	471882	Check	Eagan High School	904069	2 AP8845	150.00
03/22/2019	471883	Check	ECM Publishers Inc	909272-2	2 AP8845	148.50
03/22/2019	471884	Check	Ehlers	920802-1	2 AP8845	95.00
03/22/2019	471885	Check	Fuller, Mary Sue	500035	2 AP8845	55.00
03/22/2019	471886	Check	Groth Music Company	900575	2 AP8845	165.60
03/22/2019	471887	Check	Hamilton, Gary	912870	2 AP8845	2,232.45
03/22/2019	471888	Check	Hastings Bus Company	907139	2 AP8845	1,582.14
03/22/2019	471889	Check	Headway Emotional Health Services	927811	2 AP8845	25,699.10
03/22/2019	471890	Check	Henry, Lawrence	922902	2 AP8845	150.00
03/22/2019	471891	Check	Heritage Embroidery And Design	926328	2 AP8845	1,208.75
03/22/2019	471892	Check	Idioma Coffee Roastery, LLC	930010	2 AP8845	111.00
03/22/2019	471893	Check	Ind School Dist 271	901856-2	2 AP8845	1,400.00
03/22/2019	471894	Check	Intermediate District 287	901390-1	2 AP8845	5,834.18
03/22/2019	471895	Check	Intermediate School Dist 917	909327	2 AP8845	40,410.42
03/22/2019	471896	Check	ITEM	930012	2 AP8845	25.00
03/22/2019	471897	Check	Jama, Safiyo	924542	2 AP8845	60.00

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AP Check Register

AP Run: 20190322 — Post Date: 2019-03-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/22/2019	471898	Check	K12 Management	929424-1	2 AP8845	344.00
03/22/2019	471899	Check	Lakes Country Service Cooperative	901718	2 AP8845	60.00
03/22/2019	471900	Check	Lakeville North Speech Boosters	929973-1	2 AP8845	140.00
03/22/2019	471901	Check	Lindmeier, Thomas	930013	2 AP8845	75.00
03/22/2019	471902	Check	Mayer Arts Inc	925512	2 AP8845	5,829.32
03/22/2019	471903	Check	McDavid, Sandra	500040	2 AP8845	13.70
03/22/2019	471904	Check	Minnesota Quiz Bowl Alliance (MQBA)	929160	2 AP8845	180.00
03/22/2019	471905	Check	Munoz, Maribel	924243	2 AP8845	120.00
03/22/2019	471906	Check	National Academic Quiz Tournaments LLC (NAQT)	926335	2 AP8845	640.00
03/22/2019	471907	Check	Office Depot Company	902489-1	2 AP8845	599.00
03/22/2019	471908	Check	Office of MNIT Services	906477	2 AP8845	1,981.80
03/22/2019	471909	Check	Overhead Door Company Of The Northland	903695	2 AP8845	175.00
03/22/2019	471910	Check	Pachabelly Dance	929012	2 AP8845	223.50
03/22/2019	471911	Check	Perez, Melissa M	924879	2 AP8845	840.00
03/22/2019	471912	Check	Prodocon Inc	928785-1	2 AP8845	405.00
03/22/2019	471913	Check	Prokopovich, Roman	500041	2 AP8845	6.60
03/22/2019	471914	Check	QiVitality LLC	929413-1	2 AP8845	778.00
03/22/2019	471915	Check	Ramacher, Thuy	921343	2 AP8845	60.00
03/22/2019	471916	Check	Reliable Medical Supply Inc	908790	2 AP8845	64.00

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AP Check Register

AP Run: 20190322 — Post Date: 2019-03-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/22/2019	471917	Check	Roark, Richard Jeffrey	928168	2 AP8845	268.80
03/22/2019	471918	Check	Roseville Speech	930009	2 AP8845	126.00
03/22/2019	471919	Check	Sachs, Alice	925562	2 AP8845	217.50
03/22/2019	471920	Check	Safeway Driving School	926796	2 AP8845	6,195.00
03/22/2019	471921	Check	Sandino, Jeff	926126	2 AP8845	133.00
03/22/2019	471922	Check	Schmitt Music	903532-2	2 AP8845	81.07
03/22/2019	471923	Check	Science Museum of Minnesota	903609	2 AP8845	325.00
03/22/2019	471924	Check	Skow, Karen	929575	2 AP8845	425.00
03/22/2019	471925	Check	Sped Forms Inc	928095	2 AP8845	195.01
03/22/2019	471926	Check	Summit Commercial Facilities Group	923998-2	2 AP8845	1,737.70
03/22/2019	471927	Check	T-Mobile	929345-1	2 AP8845	1,550.00
03/22/2019	471928	Check	Trang, Kristine	924968	2 AP8845	60.00
03/22/2019	471929	Check	Tyler, Bruce	928852	2 AP8845	200.00
03/22/2019	471930	Check	United Parcel Service (UPS)	904172	2 AP8845	16.15
03/22/2019	471931	Check	Universal Athletic Service Inc	928417	2 AP8845	6,530.63
03/22/2019	471932	Check	Upper Lakes Food Inc	929826	2 AP8845	877.06
Total:						\$223,045.32

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AP Check Register

AP Run: 20190322 — Post Date: 2019-03-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
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20190322 Summary

Type	Count	Amount
Regular	75	223,045.32
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	75	\$223,045.32

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AP Check Register

AP Run: 20190329 — Post Date: 2019-03-29 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/29/2019	472001	Check	360 Communities	905296	2 AP8845	11,308.00
03/29/2019	472002	Check	A.J. Moore Electric Inc	928491	2 AP8845	1,913.15
03/29/2019	472003	Check	Advanced Imaging Solutions	928551-1	2 AP8845	8,763.00
03/29/2019	472004	Check	Advanced Imaging Solutions	928551	2 AP8845	776.00
03/29/2019	472005	Check	Agropur Inc Division Natrel USA	928147-1	2 AP8845	4,858.01
03/29/2019	472006	Check	AmeriPride Services, Inc	901365-1	2 AP8845	202.43
03/29/2019	472007	Check	Bix Produce Company	900477	2 AP8845	6,492.91
03/29/2019	472008	Check	Blue Bell Enterprises Inc	926720	2 AP8845	4,197.72
03/29/2019	472009	Check	Centerpoint Energy	902519	2 AP8845	41,439.16
03/29/2019	472010	Check	Central Roofing Company	928424	2 AP8845	235.00
03/29/2019	472011	Check	Cool Air Mechanical Inc	923509	2 AP8845	8,910.00
03/29/2019	472012	Check	Crown Rental Inc	900647	2 AP8845	144.24
03/29/2019	472013	Check	Cummins Npower Llc	929228-1	2 AP8845	899.17
03/29/2019	472014	Check	Dalco	904186-1	2 AP8845	2,241.77
03/29/2019	472015	Check	Dialog One LLC	927732	2 AP8845	1,042.50
03/29/2019	472016	Check	Diversified Snack Distribution	900279	2 AP8845	619.97
03/29/2019	472017	Check	Durand Manufacturing Inc	924933	2 AP8845	1,023.66
03/29/2019	472018	Check	ECM Publishers Inc	909272-2	2 AP8845	702.90
03/29/2019	472019	Check	Education Minnesota	928531	2 AP8845	124.00
03/29/2019	472020	Check	Electro Watchman Inc	901078	2 AP8845	5,722.07

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AP Check Register

AP Run: 20190329 — Post Date: 2019-03-29 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/29/2019	472021	Check	Floyd Total Security	906007	2 AP8845	187.50
03/29/2019	472022	Check	Foundation 191	928202	2 AP8845	187.43
03/29/2019	472023	Check	Fuller, Mary Sue	500035	2 AP8845	29.00
03/29/2019	472024	Check	General Parts LLC	901541-1	2 AP8845	1,731.22
03/29/2019	472025	Check	Graff, Sally	930003	2 AP8845	73.31
03/29/2019	472026	Check	Graham, Gretchen	500044	2 AP8845	12.85
03/29/2019	472027	Check	Great Lakes Higher Education Corporation	927604	2 AP8845	130.47
03/29/2019	472028	Check	GreatAmerica Financial Services	929729	2 AP8845	395.00
03/29/2019	472029	Check	High Touch High Tech Of The Twin Cities	929711	2 AP8845	497.00
03/29/2019	472030	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	256.00
03/29/2019	472031	Check	Mackin Educational Resources	902196	2 AP8845	9,459.95
03/29/2019	472032	Check	Mansfield Oil Company	928793-1	2 AP8845	8,782.93
03/29/2019	472033	Check	McKinney, Maggie	500043	2 AP8845	10.23
03/29/2019	472034	Check	Meca Sportswear	924921	2 AP8845	962.60
03/29/2019	472035	Check	Messerli & Kramer PA	923866	2 AP8845	327.06
03/29/2019	472036	Check	Minnesota Energy Resources	903029-1	2 AP8845	2,134.47
03/29/2019	472037	Check	Minnesota UI Trust Fund	929956	2 AP8845	100.00
03/29/2019	472038	Check	Mishica, Allison	500042	2 AP8845	173.88
03/29/2019	472039	Check	MKA Conference	930016	2 AP8845	500.00

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AP Check Register

AP Run: 20190329 — Post Date: 2019-03-29 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/29/2019	472040	Check	MN PCS Users Group	902475-1	2 AP8845	30.00
03/29/2019	472041	Check	MN Supply	928240-1	2 AP8845	384.25
03/29/2019	472042	Check	NASSP/NHS	904884-2	2 AP8845	385.00
03/29/2019	472043	Check	National Academic Quiz Tournaments LLC (NAQT)	926335	2 AP8845	575.00
03/29/2019	472044	Check	Natus Medical Inc	929836	2 AP8845	50.91
03/29/2019	472045	Check	NCPERS Group Life Ins	908769	2 AP8845	80.00
03/29/2019	472046	Check	NCS Pearson Inc	925372-4	2 AP8845	714.00
03/29/2019	472047	Check	Normandale Community College	902136	2 AP8845	211,250.00
03/29/2019	472048	Check	PC, Gurstel Law Firm	920324-1	2 AP8845	215.64
03/29/2019	472049	Check	Perez, Melissa M	924879	2 AP8845	120.00
03/29/2019	472050	Check	Performance Apparel LLC	926290	2 AP8845	1,005.29
03/29/2019	472051	Check	Prior Lake - Savage Area Schools ISD #719	921458-1	2 AP8845	184.67
03/29/2019	472052	Check	Prior Lake High School	921458	2 AP8845	150.00
03/29/2019	472053	Check	Prodocon Inc	928785-1	2 AP8845	574.08
03/29/2019	472054	Check	Robert J Bruno Ltd	928277	2 AP8845	283.73
03/29/2019	472055	Check	Ryan Mechanical Inc	923241	2 AP8845	5,666.50
03/29/2019	472056	Check	Savage, Dawn	920491	2 AP8845	80.00
03/29/2019	472057	Check	Schmitt Music	903532-2	2 AP8845	104.21
03/29/2019	472058	Check	School Services Employees Local 284	907382	2 AP8845	7,278.58
03/29/2019	472059	Check	Second Harvest Heartland	928183	2 AP8845	904.95

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AP Check Register

AP Run: 20190329 — Post Date: 2019-03-29 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/29/2019	472060	Check	South Suburban Conference	926921	2 AP8845	560.16
03/29/2019	472061	Check	Teachers On Call	929847	2 AP8845	41,583.32
03/29/2019	472062	Check	The Food Group	928651	2 AP8845	776.28
03/29/2019	472063	Check	Trane US Inc	904045-1	2 AP8845	26,943.00
03/29/2019	472064	Check	Tri-Dim Filter Corp	929519	2 AP8845	693.56
03/29/2019	472065	Check	Tri-State Bobcat	924444	2 AP8845	146.80
03/29/2019	472066	Check	Trousil, Wanda	921190	2 AP8845	11.25
03/29/2019	472067	Check	US Department of Education	902813-8	2 AP8845	76.00
03/29/2019	472068	Check	Xcel Energy	902776	2 AP8845	15,891.28
Total:						\$444,285.02

20190329 Summary		
Type	Count	Amount
Regular	68	444,285.02
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	68	\$444,285.02

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AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	1,414,597.69
02 - FOOD SERVICE	148,851.78
03 - TRANSPORTATION	863,425.60
04 - COMMUNITY SERVICE	69,132.67
21 - ISF - POST RETIREMENT BENEFITS	2,232.45
	\$2,498,240.19

AP Check Register

AP Run: 20190313 ACH — Post Date: 2019-03-13 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/13/2019	9000000188	ACH	Abdullahi, Sacdiyo J	018668	1 AP5800	113.39
03/13/2019	9000000189	ACH	Alvarado, Ernesto	019827	1 AP5800	41.76
03/13/2019	9000000190	ACH	Barth, Tami Rae	007269	1 AP5800	67.80
03/13/2019	9000000191	ACH	Berntsen, Debra A	019616	1 AP5800	85.00
03/13/2019	9000000192	ACH	Blandin, Melissa	011821	1 AP5800	4.50
03/13/2019	9000000193	ACH	Bohr, Jennifer L	009302	1 AP5800	67.74
03/13/2019	9000000194	ACH	Bomsta, Lyle J	017156	1 AP5800	9.86
03/13/2019	9000000195	ACH	Bourg, Leah A	019501	1 AP5800	48.36
03/13/2019	9000000196	ACH	Braun, Jean C	008189	1 AP5800	12.12
03/13/2019	9000000197	ACH	Bunkers, Kathleen K	016823	1 AP5800	8.58
03/13/2019	9000000198	ACH	Chamerlik, Karen	015074	1 AP5800	55.68
03/13/2019	9000000199	ACH	Clafin, Kelby	019829	1 AP5800	85.00
03/13/2019	9000000200	ACH	Clancy, Carissa	016999	1 AP5800	67.69
03/13/2019	9000000201	ACH	Derouin, Jill	018381	1 AP5800	3.60
03/13/2019	9000000202	ACH	Deutsch, Matt R	014970	1 AP5800	842.54
03/13/2019	9000000203	ACH	Douglas, Lori	011833	1 AP5800	45.73
03/13/2019	9000000204	ACH	Ewert, Casey B	019158	1 AP5800	66.47
03/13/2019	9000000205	ACH	Fandrich, Kari M	013256	1 AP5800	14.23
03/13/2019	9000000206	ACH	Funston, Kathy L	017175	1 AP5800	80.52
03/13/2019	9000000207	ACH	Gehrke, Andrew R	016612	1 AP5800	43.09

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AP Check Register

AP Run: 20190313 ACH — Post Date: 2019-03-13 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/13/2019	9000000208	ACH	Gilray, Rebecca J	016654	1 AP5800	310.00
03/13/2019	9000000209	ACH	Goldsmith, Emily R	018002	1 AP5800	125.00
03/13/2019	9000000210	ACH	Gonzalez, Megan	015682	1 AP5800	8.70
03/13/2019	9000000211	ACH	Goodbuffalo, Dominic E	018797	1 AP5800	33.87
03/13/2019	9000000212	ACH	Gray, Karen M	017142	1 AP5800	130.92
03/13/2019	9000000213	ACH	Henrich, Sarah L	016448	1 AP5800	15.02
03/13/2019	9000000214	ACH	Hill, Kari L	008255	1 AP5800	80.24
03/13/2019	9000000215	ACH	Holden, Matt J	009267	1 AP5800	92.05
03/13/2019	9000000216	ACH	Holloway, Andrea	019446	1 AP5800	106.84
03/13/2019	9000000217	ACH	Huemoeller, Michael T	009394	1 AP5800	736.30
03/13/2019	9000000218	ACH	Jordan, Joanna	014624	1 AP5800	89.03
03/13/2019	9000000219	ACH	Kibler, Jeanne	014479	1 AP5800	31.03
03/13/2019	9000000220	ACH	Kronabetter, Julie R	016789	1 AP5800	29.41
03/13/2019	9000000221	ACH	Leake, Donald	007490	1 AP5800	36.19
03/13/2019	9000000222	ACH	Lund, Elliott J	017435	1 AP5800	42.92
03/13/2019	9000000223	ACH	Maidment, Lori	010819	1 AP5800	97.36
03/13/2019	9000000224	ACH	Martinez, Robert V	013074	1 AP5800	11.78
03/13/2019	9000000225	ACH	McParland, Shannon	018071	1 AP5800	66.12
03/13/2019	9000000226	ACH	Meyer, Jessica M	018679	1 AP5800	21.52
03/13/2019	9000000227	ACH	Milinovich, Tracy	018144	1 AP5800	101.09

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AP Check Register

AP Run: 20190313 ACH — Post Date: 2019-03-13 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/13/2019	9000000228	ACH	Mosey, Pat	009501	1 AP5800	194.14
03/13/2019	9000000229	ACH	Nava, Berenice	019645	1 AP5800	107.53
03/13/2019	9000000230	ACH	Nelson, Katie L	015010	1 AP5800	63.16
03/13/2019	9000000231	ACH	Niemiec, Alicia	013692	1 AP5800	10.00
03/13/2019	9000000232	ACH	Nordmark, Pamela J	008180	1 AP5800	48.66
03/13/2019	9000000233	ACH	Nurminen, Kari J	018651	1 AP5800	27.99
03/13/2019	9000000234	ACH	Oftedahl, Angela R	019591	1 AP5800	85.00
03/13/2019	9000000235	ACH	Otto, Caron	018846	1 AP5800	58.46
03/13/2019	9000000236	ACH	Parker, Victoria	019244	1 AP5800	27.14
03/13/2019	9000000237	ACH	Petersen, Holly M	018849	1 AP5800	33.98
03/13/2019	9000000238	ACH	Plaschko, Mary Beth	008281	1 AP5800	49.24
03/13/2019	9000000239	ACH	Pohl, Angie J	019145	1 AP5800	111.50
03/13/2019	9000000240	ACH	Pranschke, Stephanie T	016003	1 AP5800	3.19
03/13/2019	9000000241	ACH	Reid, Lisa M	015700	1 AP5800	52.49
03/13/2019	9000000242	ACH	Santos, Miya D	018983	1 AP5800	98.26
03/13/2019	9000000243	ACH	Sexton, Marcia	013651	1 AP5800	33.99
03/13/2019	9000000244	ACH	Simon, Glenn D.	004356	1 AP5800	157.01
03/13/2019	9000000245	ACH	Skoglund, Allison L	015398	1 AP5800	29.35
03/13/2019	9000000246	ACH	Smith, Kelly L	007347	1 AP5800	60.84
03/13/2019	9000000247	ACH	Spaulding, Sheila J	018536	1 AP5800	55.62

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AP Check Register

AP Run: 20190313 ACH — Post Date: 2019-03-13 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/13/2019	9000000248	ACH	Stahly, Jan	016213	1 AP5800	83.36
03/13/2019	9000000249	ACH	Starkey, Michele M	012579	1 AP5800	112.52
03/13/2019	9000000250	ACH	Tesmer, Russell	013441	1 AP5800	33.64
03/13/2019	9000000251	ACH	Vaught, Elizabeth C	017169	1 AP5800	16.01
03/13/2019	9000000252	ACH	Voigt, Pamela M	017183	1 AP5800	20.47
03/13/2019	9000000253	ACH	Weightman, Elizabeth C	010299	1 AP5800	52.90
03/13/2019	9000000254	ACH	Wurdeman, Scott	010543	1 AP5800	153.47
Total:						\$5,708.97

20190313 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	67	5,708.97
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	67	\$5,708.97

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AP Check Register

AP Run: 20190326 ACH — Post Date: 2019-03-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/26/2019	9000000255	ACH	Abrahamson, Jonathan	017819	1 AP5800	16.70
03/26/2019	9000000256	ACH	Amoroso, Cynthia	018043	1 AP5800	400.00
03/26/2019	9000000257	ACH	Anderson, Bjorn Rs	015982	1 AP5800	38.45
03/26/2019	9000000258	ACH	Attanasio, Megan	019261	1 AP5800	3.60
03/26/2019	9000000259	ACH	Benson, Paul D	019626	1 AP5800	35.00
03/26/2019	9000000260	ACH	Blomquist, Stephanie	017796	1 AP5800	168.03
03/26/2019	9000000261	ACH	Borden, Paige M	019204	1 AP5800	56.62
03/26/2019	9000000262	ACH	Buck, Rebecca L	017742	1 AP5800	40.60
03/26/2019	9000000263	ACH	Cloutier, Dana M	016633	1 AP5800	33.06
03/26/2019	9000000264	ACH	Derouin, Jill	018381	1 AP5800	12.24
03/26/2019	9000000265	ACH	Derusha, Jessalynn	019284	1 AP5800	14.01
03/26/2019	9000000266	ACH	Deutsch, Matt R	014970	1 AP5800	362.69
03/26/2019	9000000267	ACH	Drahos, Cynthia	015991	1 AP5800	22.98
03/26/2019	9000000268	ACH	Funston, Kathy L	017175	1 AP5800	91.20
03/26/2019	9000000269	ACH	Gage, Lucas B	019646	1 AP5800	68.44
03/26/2019	9000000270	ACH	Gersich, Brian M	019849	1 AP5800	200.00
03/26/2019	9000000271	ACH	Giddings, Michelle S	019721	1 AP5800	85.00
03/26/2019	9000000272	ACH	Goodbuffalo, Dominic E	018797	1 AP5800	65.11
03/26/2019	9000000273	ACH	Heim, Mary E	013917	1 AP5800	25.64
03/26/2019	9000000274	ACH	Herkenhoff, Patty Ann	014652	1 AP5800	22.66

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AP Check Register

AP Run: 20190326 ACH — Post Date: 2019-03-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/26/2019	9000000275	ACH	Horwart, Leslie	014318	1 AP5800	88.10
03/26/2019	9000000276	ACH	Johnson, Douglas A	018391	1 AP5800	200.00
03/26/2019	9000000277	ACH	Johnson, Ronna E	014613	1 AP5800	36.02
03/26/2019	9000000278	ACH	Jorgenson, Shannon E	016004	1 AP5800	82.71
03/26/2019	9000000279	ACH	Kolstad, Michele M	007847	1 AP5800	54.29
03/26/2019	9000000280	ACH	Lopez, Mary T	016451	1 AP5800	252.08
03/26/2019	9000000281	ACH	Lund, Elliott J	017435	1 AP5800	78.34
03/26/2019	9000000282	ACH	Merkel, Sara A	017547	1 AP5800	32.48
03/26/2019	9000000283	ACH	Mitchler, Jenna G	019507	1 AP5800	343.46
03/26/2019	9000000284	ACH	Moren, Kimberly J	018349	1 AP5800	31.32
03/26/2019	9000000285	ACH	Navarro, Rachel	019577	1 AP5800	61.31
03/26/2019	9000000286	ACH	Nelson, Tara A	015112	1 AP5800	74.82
03/26/2019	9000000287	ACH	Niemiec, Alicia	013692	1 AP5800	69.60
03/26/2019	9000000288	ACH	Opatz, Larry	009239	1 AP5800	69.37
03/26/2019	9000000289	ACH	Pettinelli, Stephen M	016669	1 AP5800	16.24
03/26/2019	9000000290	ACH	Pfeiffer, Donna M	019377	1 AP5800	65.17
03/26/2019	9000000291	ACH	Pikal, Robin	019154	1 AP5800	200.00
03/26/2019	9000000292	ACH	Raichert, Sarah	017640	1 AP5800	18.79
03/26/2019	9000000293	ACH	Reichert, Kristen K	018306	1 AP5800	80.21
03/26/2019	9000000294	ACH	Rider, Lisa K	016166	1 AP5800	200.00

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AP Check Register

AP Run: 20190326 ACH — Post Date: 2019-03-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/26/2019	9000000295	ACH	Robb, Brad E	013654	1 AP5800	33.41
03/26/2019	9000000296	ACH	Robole, Vicki M	009670	1 AP5800	96.86
03/26/2019	9000000297	ACH	Roehl, Peter A	018624	1 AP5800	54.87
03/26/2019	9000000298	ACH	Rottjakob, Ronda K	018987	1 AP5800	70.48
03/26/2019	9000000299	ACH	Ruzichka, Laurie	015691	1 AP5800	289.45
03/26/2019	9000000300	ACH	Sexton, Marcia	013651	1 AP5800	10.00
03/26/2019	9000000301	ACH	Shannon Warner, Lindi	019227	1 AP5800	55.61
03/26/2019	9000000302	ACH	Shelden, Jon	010820	1 AP5800	23.20
03/26/2019	9000000303	ACH	Smith, Ashley	018924	1 AP5800	12.30
03/26/2019	9000000304	ACH	Sovine, Stacey	017487	1 AP5800	200.00
03/26/2019	9000000305	ACH	Stead, Amy Jo	006874	1 AP5800	135.13
03/26/2019	9000000306	ACH	Steel, Lauren	019549	1 AP5800	21.92
03/26/2019	9000000307	ACH	Ulrich, Julia	019222	1 AP5800	8.88
03/26/2019	9000000308	ACH	Voigt, Pamela M	017183	1 AP5800	239.88
03/26/2019	9000000309	ACH	Wood, Kimberly R	017247	1 AP5800	44.08

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AP Check Register

AP Run: 20190326 ACH — Post Date: 2019-03-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
03/26/2019	9000000310	ACH	Zak, Gloria	014779	1 AP5800	46.36
Total:						\$5,158.77

20190326 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	56	5,158.77
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	56	\$5,158.77

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AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	10,089.71
02 - FOOD SERVICE	369.41
04 - COMMUNITY SERVICE	408.62
	\$10,867.74



**Agenda IV.A.5
May 23, 2019**

TO: Cynthia Amoroso, Superintendent and Board of Education
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: May 14, 2019
RE: Budget Analysis for the Month Ending March 31, 2019

RECOMMENDATION: That the Board accepts the Budget Analysis for the month ending March 31, 2019

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

	<u>Year-to-Date Revenue</u>	<u>% of Revised Budget</u>	<u>Year-to-Date Expenditures</u>	<u>% of Revised Budget</u>
All Funds	\$ 118,617,121	68.04%	\$ 122,350,806	68.90%
General Fund	\$ 94,812,594	74.58%	\$ 86,317,866	67.04%

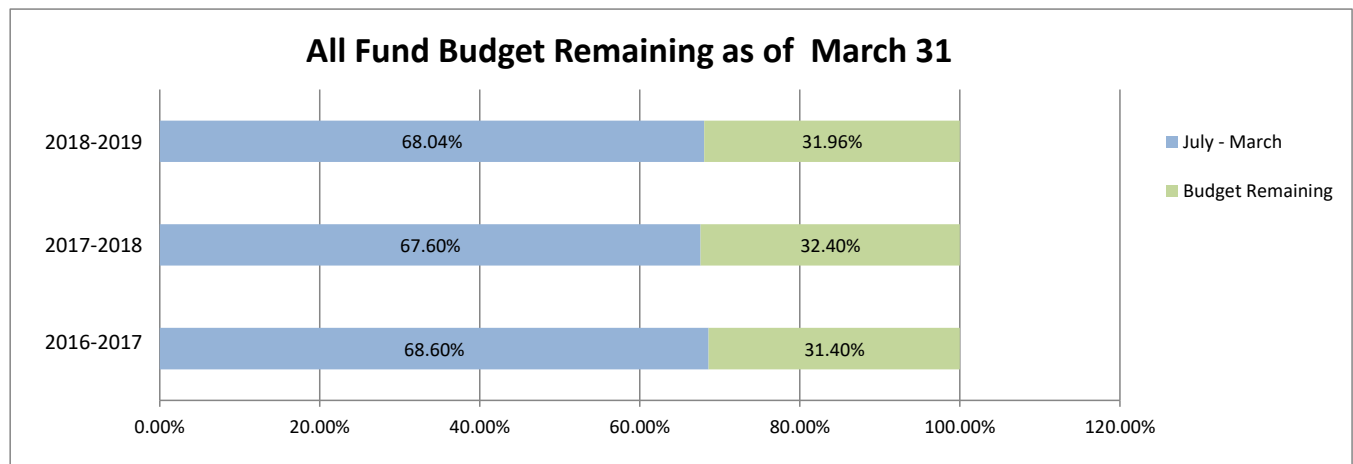
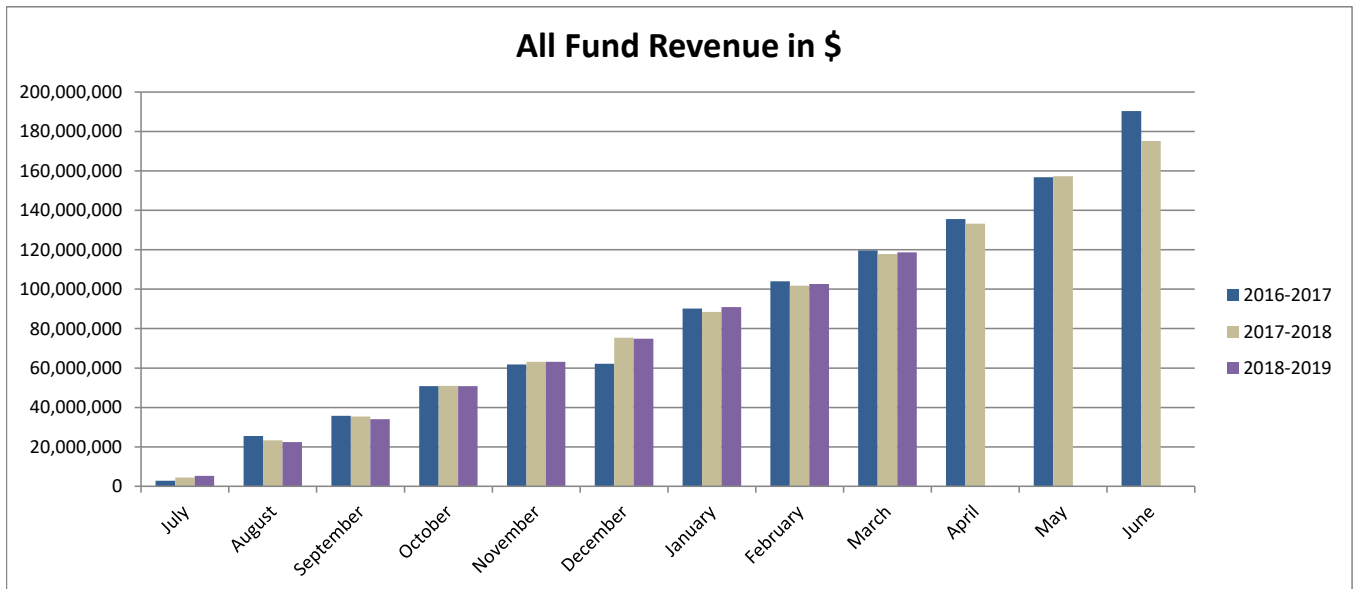
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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**

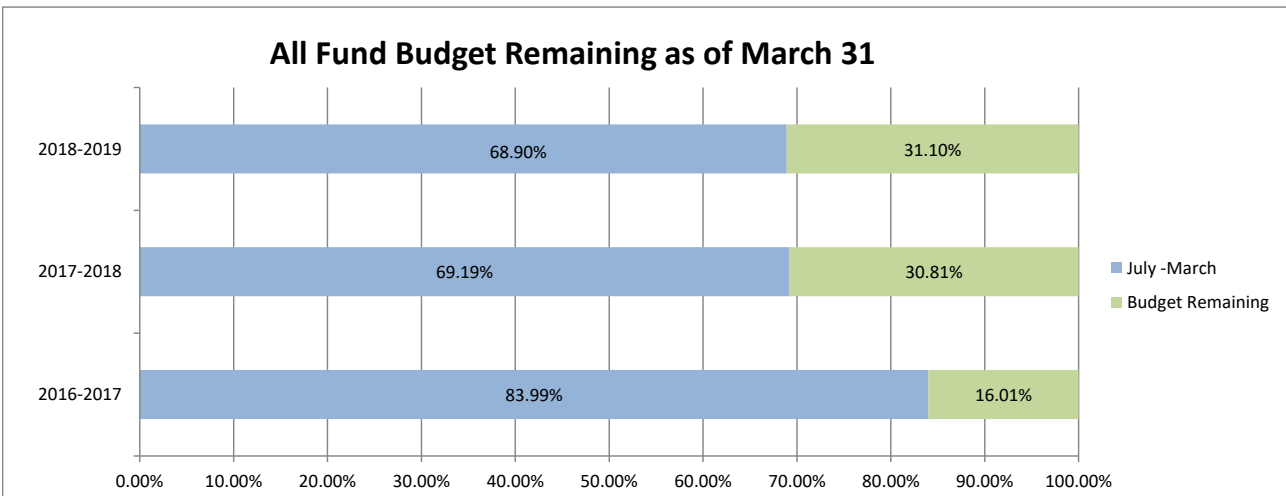
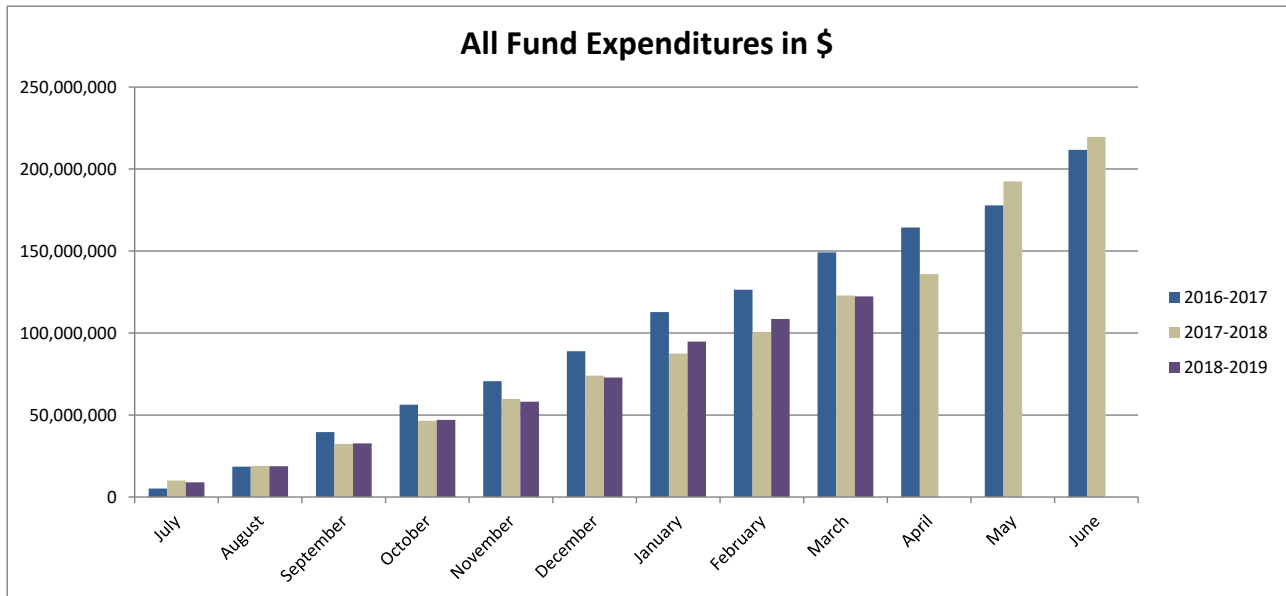
	2016-2017		2017-2018		2018-2019	
	\$	%	\$	%	\$	%
July	2,809,302	1.61%	4,408,507	2.53%	5,335,129	3.06%
August	25,542,740	14.65%	23,331,132	13.38%	22,416,157	12.86%
September	35,814,597	20.54%	35,437,865	20.33%	34,008,972	19.51%
October	50,756,340	29.11%	50,946,461	29.22%	50,811,471	29.14%
November	61,773,537 **	35.43%	63,197,024 **	36.25%	63,156,262 **	36.22%
December	62,140,926	35.64%	75,336,594	43.21%	74,878,779	42.95%
January	90,177,955	51.72%	88,429,452	50.72%	90,963,532	52.17%
February	103,945,953	59.62%	101,775,734	58.38%	102,665,589	58.89%
March	119,608,094	68.60%	117,859,358	67.60%	118,617,121	68.04%
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.

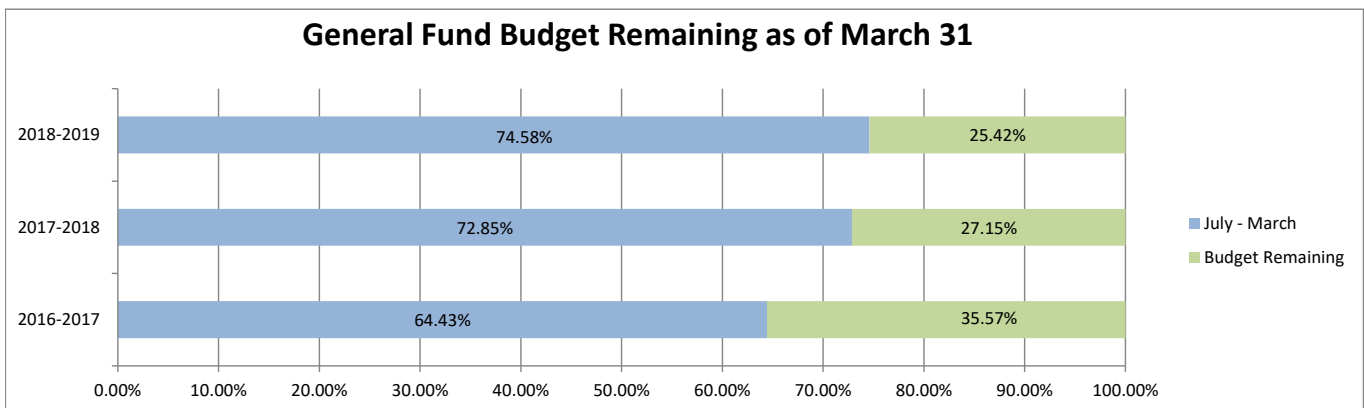
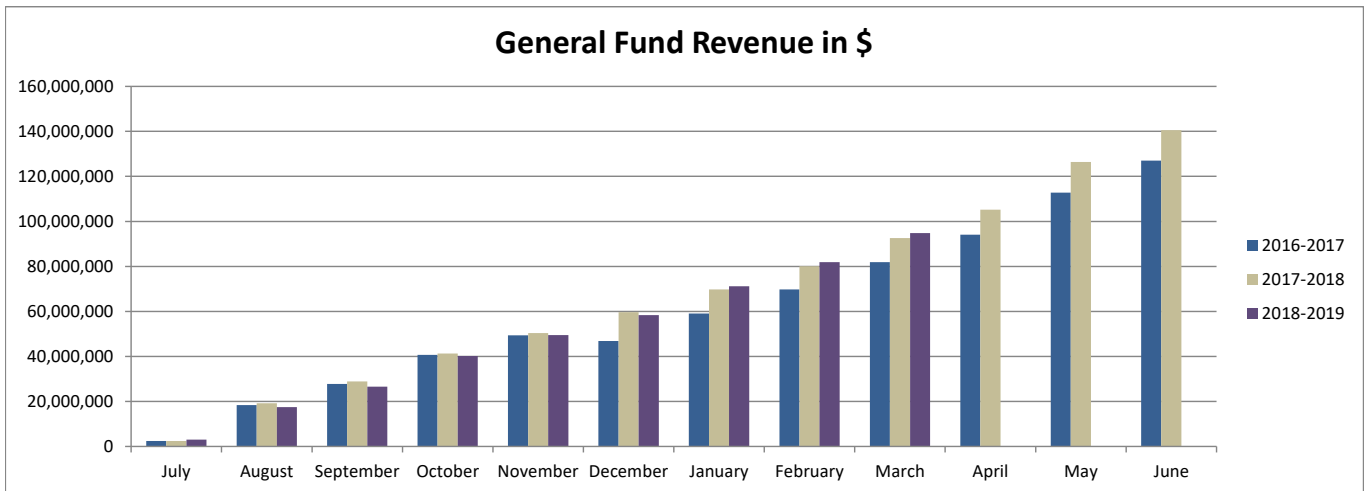
**EXPENDITURE COMPARISON
ALL FUNDS**

	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%	72,901,898	41.05%
January	112,826,815	63.54%	87,488,695	49.27%	94,821,290	53.40%
February	126,370,492	71.16%	100,396,791	56.54%	108,536,123	61.12%
March	149,154,290	83.99%	122,867,135	69.19%	122,350,806	68.90%
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**

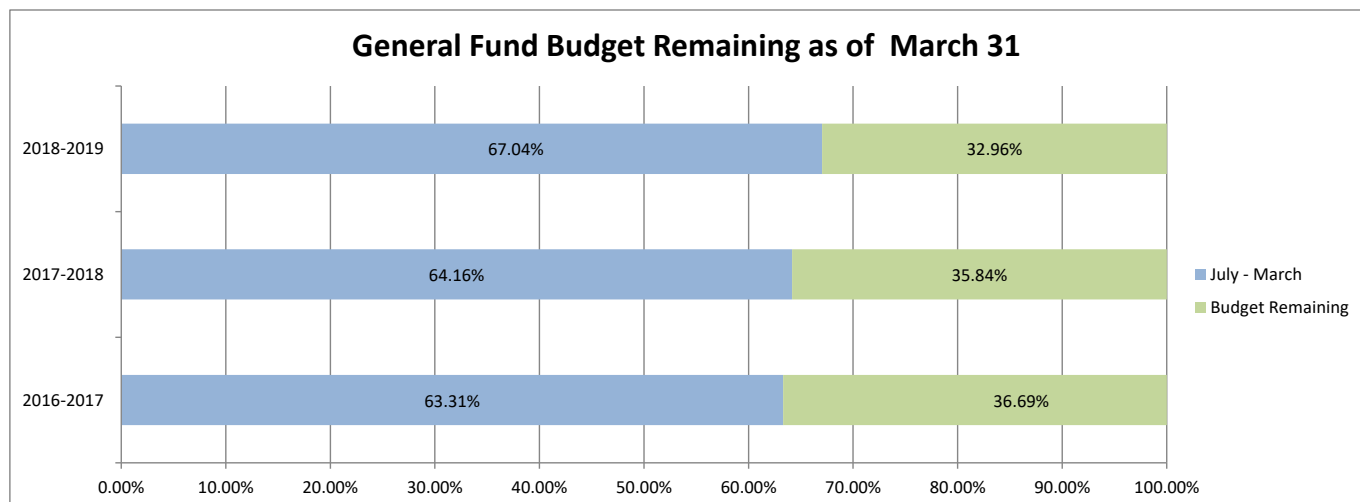
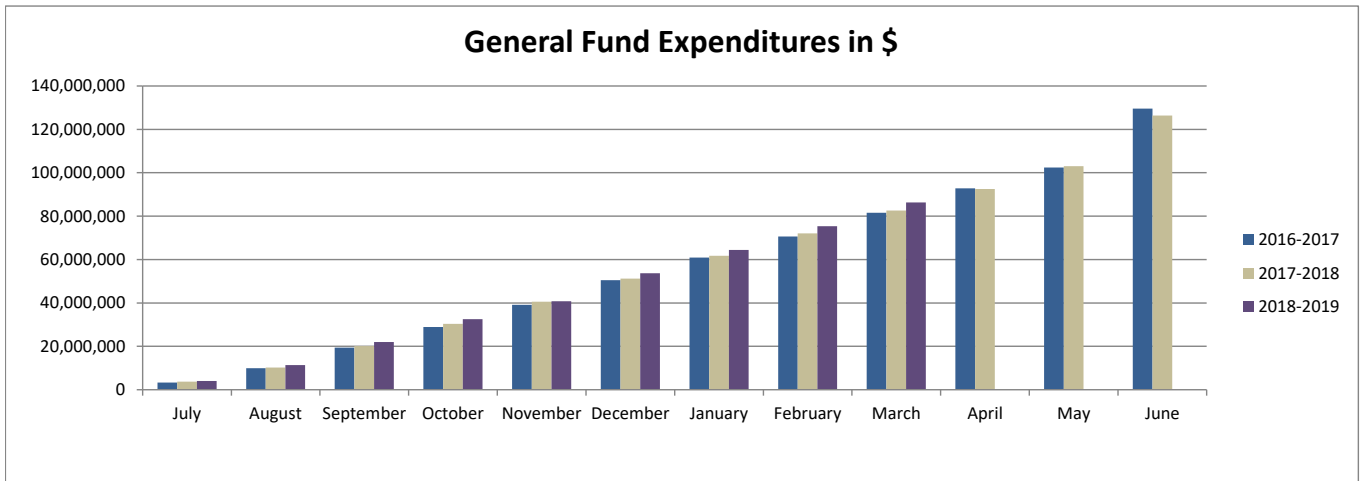
	2016-2017		2017-2018		2018-2019	
	\$	%	\$	%	\$	%
July	2,428,394	1.91%	2,439,823	1.92%	3,049,011	2.40%
August	18,330,814	14.42%	19,160,640	15.07%	17,467,026	13.74%
September	27,731,893	21.82%	28,923,752	22.75%	26,603,063	20.93%
October	40,727,980	32.04%	41,294,231	32.48%	40,148,304	31.58%
November	49,365,639 **	38.83%	50,405,720 **	39.65%	49,468,991 **	38.91%
December	46,887,839	36.88%	59,702,729	46.96%	58,346,985	45.90%
January	59,026,452	46.43%	69,744,468	54.86%	71,139,741	55.96%
February	69,731,505	54.85%	80,085,405	63.00%	81,874,274	64.41%
March	81,909,480	64.43%	92,606,670	72.85%	94,812,594	74.58%
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%	53,644,305	41.66%
January	60,876,065	47.28%	61,706,044	47.92%	64,422,832	50.03%
February	70,609,184	54.84%	72,026,300	55.94%	75,366,706	58.53%
March	81,513,622	63.31%	82,606,811	64.16%	86,317,866	67.04%
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.
May 23, 2019**

To: Board of Education
From: Assistant Superintendent Brian Gersich
Date: May 9, 2019
Re: Report on Listening Session on May 9, 2019

5.9.19 School Board Listening Session

In attendance:
Board Members: Darcy Schatz and Jen Holweger
Assistant Superintendent Brian Gersich

No one spoke at the listening session.

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**Agenda IV.A.7.
May 23, 2019**

To: Board of Education
Superintendent Cindy Amoroso

From: Lisa Rider, Executive Director of Business Services

Date: May 17, 2019

Re: Changes to Policies 711: *Video Recording on School Buses*; 899: *Naming School Buildings or Facilities*; 705: *Investments*; 715: *Purchasing and Bid Requirements*; 721: *Uniform Grant Guidance Policy Regarding Federal Revenue Sources*; and 720 *Vending Machines*

Recommendation: Approve, on a second reading basis, changes to Policies 711: *Video Recording on School Buses*; 899: *Naming School Buildings or Facilities*; 705: *Investments*; 715: *Purchasing and Bid Requirements*; 721: *Uniform Grant Guidance Policy Regarding Federal Revenue Sources*; and 720: *Vending Machines*.

Policies 711 and 899 were reviewed by the Policy Review Committee on March 12.

Policies 705, 715, 721 and 720 were reviewed by the Policy Review Committee on April 23.

The first reading of changes to these policies was approved by the Board of Education on May 9.

Adopted: 4/14/2016
Reviewed: 5/9/2019
Revised: 5/23/2019
Rescinds:

Burnsville-Eagan-Savage School District Policy 711

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.

3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. Once the school district retains a video recording, the school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
5. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)
Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)
Burnsville-Eagan-Savage School District Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)
Burnsville-Eagan-Savage School District Policy 709 (Student Transportation Safety Policy)
Burnsville-Eagan-Savage School District Policy 712 (Video Surveillance Other Than on Buses)
MSBA Service Manual, Chapter 2, Transportation

Adopted: 10/1992
Reviewed: 5/9/2019
Revised: 5/23/2019
Rescinds: FFB

Burnsville-Eagan-Savage School District Policy 899

899 NAMING SCHOOL BUILDINGS OR FACILITIES

I. PURPOSE

The purpose of this policy is to provide guidance for naming school buildings or facilities.

II. GENERAL STATEMENT OF POLICY

The naming or renaming of school buildings or facilities is the responsibility of the school board. If a building or facility is to be named after an individual, that person shall have attained local or national prominence via significant contributions in a field of endeavor. The contributions or the significance of his or her place in history shall be clearly established beyond the generation of the contribution.

The policy of the school board is to name school buildings at the time of construction. Major components of school buildings (media centers, theaters, gymnasiums, fields, *etc.*) may be named at any time on recommendation from the building principal or by action of the school board.

Whether naming a building, facility, or building component, the aforementioned criteria shall apply. The school board may establish a committee including five to seven residents, which will receive suggestions from the community, staff, and students. This committee shall be representative of the entire school district and will propose a name or names to the school board. The school board reserves all rights in the naming or renaming of school buildings, facilities, or components of school buildings.

Collections of works or other major gifts to the school district may be acknowledged and named by individual schools, subject to the district's gift policy.

Legal References:

Cross References: Burnsville-Eagan-Savage District Policy 706 (Acceptance of Gifts)

Adopted: 2/1997, 1/2005
Reviewed: 5/9/2019
Revised: 5/23/2019
Rescinds: DFA, DG

Burnsville-Eagan-Savage School District Policy 705

705 INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The Executive Director of Business Services of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of another postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch.

118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

IX. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare an investment table in the annual financial statements specifying the accounts invested in a single type of investment instrument
 - 2. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

X. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XI. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIII. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.

- B. As part of the financial audit, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year.
- C. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XIV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XV. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

- Legal References:**
- Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
 - Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
 - Minn. Stat. § 118A.03 (Depositories and Collateral)
 - Minn. Stat. § 118A.04 (Investments)
 - Minn. Stat. § 118A.05 (Contracts and Agreements)
 - Minn. Stat. § 118A.06 (Delivery and Safekeeping)
 - Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)
 - Minn. Stat. § 471.38 (Claims)
 - Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

- Cross References:**
- Burnsville-Eagan-Savage School District Policy 703 (Annual Audit)
 - MSBA Service Manual, Chapter 7, Education Funding
 - Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

Adopted: 5/16/2013
Reviewed: 5/9/2019
Revised: 5/23/2019
Rescinds: DJ, DJA, DJC, and DJF

Burnsville-Eagan-Savage School District Policy 715

715 PURCHASING AND BID REQUIREMENTS

I. PURPOSE

The purpose of this policy is to ensure maximum return for the tax dollar and integrity in the expenditures of public funds by providing the requirements for competitive bids or quotations as required by Minnesota's Uniform Municipal Contracting Law (the Bid Law).

II. GENERAL STATEMENT OF POLICY

The size and complexity of the Burnsville-Eagan-Savage School District No. 191 necessitates centralized business functions and procedures. A centralized requisition/purchasing/receiving system shall be utilized for these functions and procedures.

Contracts shall be awarded as required by the Bid Law. Contracts requiring a sealed bid process will be solicited by public notice as provided by law and must be awarded by the school board. Contracts not requiring sealed bids may be awarded on the basis of sealed bids or by direct negotiation by obtaining two or more quotations and may be approved by the superintendent or executive director of business services.

III. DEFINITIONS

Contract – an agreement entered into for the sale or purchase of supplies, materials, equipment or rental thereof, or the construction, alteration, repair or maintenance of real or personal property.

IV. RESPONSIBILITIES

Business Office - Provide oversight and assistance through the purchasing process to ensure Minnesota Statutes are followed. Maintain current purchasing administrative regulations.

VI. EXCLUSIONS

This policy does not apply to agreements to purchase copyrighted materials such as textbooks.

Legal References: Minn. Stat. § 123B.20 (Dealing in School Supplies)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)

Cross References: Burnsville-Eagan-Savage School District Policy 802 (Disposition of
Obsolete Equipment and Material)
*Burnsville-Eagan-Savage School District Policy 721 (Uniform Grant
Guidance Policy Regarding Federal Revenue Sources)*

Adopted: 10/13/2016
Reviewed: 5/9/2019
Revised: 5/23/2019
Rescinds:

Burnsville-Eagan-Savage School District Policy 721

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 C.F.R. Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. The United States Office of Management and Budget published the final regulations December 26, 2013. The Uniform Grant Guidance is effective for new and continuation federal grant awards issued on or after December 26, 2014. The regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new federal fiscal year or a continuation grant. 2 C.F.R. § 200.110.]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold defined within Fiscal Compliance and Procedures Manual (FCPM).
 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the threshold defined within FCPM.
 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-

reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.

5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor

accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims.

These standards do not relieve the school district of any contractual responsibilities under its contracts.

- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 3. Procurement by sealed bids (formal advertising).
 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to

purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement

that are expected to equal or exceed the threshold defined within (FCPM).

- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district’s financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
 2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
 3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
 4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
1. Advisory councils;
 2. Audit costs and related services;
 3. Bonding costs;
 4. Communication costs;
 5. Compensation for personal services;
 6. Depreciation and use allowances;

7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);

5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in

order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the

“supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).

3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting

practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in

accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: 2 C.F.R. § 200.12 (Capital Assets)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
2 C.F.R. § 200.212 (Suspension and Debarment)

2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
 2 C.F.R. § 200.302 (Financial Management)
 2 C.F.R. § 200.303 (Internal Controls)
 2 C.F.R. § 200.305(b)(1) (Payment)
 2 C.F.R. § 200.310 (Insurance Coverage)
 2 C.F.R. § 200.311 (Real Property)
 2 C.F.R. § 200.313(d) (Equipment)
 2 C.F.R. § 200.314 (Supplies)
 2 C.F.R. § 200.315 (Intangible Property)
 2 C.F.R. § 200.318 (General Procurement Standards)
 2 C.F.R. § 200.319(c) (Competition)
 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses,
 Women’s Business Enterprises, and Labor Surplus Area Firms)
 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
 2 C.F.R. § 200.338 (Remedies for Noncompliance)
 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
 2 C.F.R. § 200.430 (Compensation – Personal Services)
 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
 2 C.F.R. § 200.447 (Insurance and Indemnification)
 2 C.F.R. § 200.463 (Recruiting Costs)
 2 C.F.R. § 200.464 (Relocation Costs of Employees)
 2 C.F.R. § 200.473 (Transportation Costs)
 2 C.F.R. § 200.474 (Travel Costs)

Cross References: Burnsville-Eagan-Savage School District Policy 208 (Development,
 Adoption, and Implementation of Policies)
 Burnsville-Eagan-Savage School District Policy 210 (Conflict of Interest –
 School Board Members)
 Burnsville-Eagan-Savage School District Policy 412 (Expense
 Reimbursement)
 Burnsville-Eagan-Savage School District Policy 701 (Establishment and
 Adoption of School District Budget)
 Burnsville-Eagan-Savage School District Policy 701.1 (Modification of
 School District Budget)
 Burnsville-Eagan-Savage School District Policy 702 (Accounting)
 Burnsville-Eagan-Savage School District Policy 703 (Annual Audit)
 Burnsville-Eagan-Savage School District Policy 715 (Purchasing and Bid
 Requiements)
 Fiscal Compliance and Procedures Manual (FCPM)

Adopted: 1/2005
Reviewed: 5/9/2019
Revised: 5/23/2019
Rescinds: DFF, DFFR

720 VENDING MACHINES

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines, to which students have access, that are installed in school district facilities.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

Vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by superintendent or designee as provided in this policy.

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or designee in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or designee in charge of that facility and will follow guidelines in Policy 533. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or

designee in charge of the school facility may regulate the hours of operation of any machine.

- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or designee in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the superintendent or designee on a facility-by-facility basis.
- B. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be \$50,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52.
- C. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.
- D. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.
- E. All contracts for vending machines must be approved by the superintendent or designee. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- F. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- G. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid.

Legal References: Minn. Stat. § 123B.20 (Dealing in Supplies)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Contracts)
Minn. Stat. § 471.87 (Conflict of Interest)

Cross References: Burnsville-Eagan-Savage School District Policy 210 (Conflict of Interest – School Board Members)
Burnsville-Eagan-Savage School District Policy 533 (Wellness)
Burnsville-Eagan-Savage School District Policy 702 (Accounting)



**Agenda IV.A.8.
May 23, 2019**

To: Board of Education
Superintendent Cindy Amoroso

From: Lisa Rider, Executive Director of Business Services and Stephanie White, Director of Student Support Services

Date: May 17, 2019

Re: Policies 801: *Equal Access to School Facilities*; 802: *Disposition of Obsolete Equipment and Material*; 807: *Health and Safety Policy*, and 799: *Animals in the School*

Recommendation: Approve no changes and non-substantive changes to Policies 801: *Equal Access to School Facilities*; 802: *Disposition of Obsolete Equipment and Material*; 807: *Health and Safety Policy*, and 799: *Animals in the School*.

These policies were reviewed by administration and the Policy Review Committee on May 14, 2019.

Adopted: 3/10/2016
Reviewed: [2/25/2016](#)/[5/23/2019](#)
Revised: _____
Rescinds:

Burnsville-Eagan-Savage School District Policy 801

801 EQUAL ACCESS TO SCHOOL FACILITIES

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Secondary school” means any school with enrollment of pupils ordinarily in grades 6 through 12 or any portion thereof.
- C. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
1. Keep a log of application information.
 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

6. Add the meeting to the district facility calendar.
- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: Burnsville-Eagan-Savage School District Policy 902 (Use of School District Facilities and Equipment)
MSBA Service Manual, Chapter 13, School Law Bulletin “O” (Equal Access Act)

Adopted: 4/1991
Reviewed: [2/25/2016](#)/[5/23/2019](#)
Revised: 1/2005, 3/10/2016
Rescinds: DN

Burnsville-Eagan-Savage School District Policy 802

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent or designee to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent or designee shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$100,000

1. If the value of the equipment or materials is estimated to exceed \$100,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$100,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$100,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another school district;
2. the state department of corrections;

3. the board of trustees of Minnesota State Colleges and Universities; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “F” (School District Contract and Bidding Procedures)
Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)

Adopted: 7/1994
Reviewed: [2/25/2016](#)/[5/23/2019](#)
Revised: 5/16/2013, 3/10/2016
Rescinds: EB &EB-R, 803

Burnsville Eagan Savage School District Policy 807

807 HEALTH AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know
 - 12. Compressed Gas Safety
 - 13. Confined Space Standard
 - 14. Electrical Safety
 - 15. First Aid/CPR/AED
 - 16. Food Safety Inspection
 - 17. Forklift Safety
 - 18. Hazardous Waste

19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent or designee shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: Burnsville Eagan Savage School District Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
Burnsville Eagan Savage School District Policy 701 (Establishment and Adoption of School District Budget)
Burnsville Eagan Savage School District Policy 806 ([Crisis Management Emergency Operations](#) Policy)

Adopted: 1/1986
Reviewed: ~~1/14/2016~~5/23/2019
Revised: 11/2011, 1/28/2016
Rescinds: ING

Burnsville-Eagan-Savage School District Policy 799

799 ANIMALS IN THE SCHOOLS

I. PURPOSE

The purpose of this policy is to provide guidance for when animals are allowed on school district property, including buildings and classrooms.

II. SERVICE ANIMALS

- A. A person with a disability may be accompanied by a service animal in public places within Independent School District 191 consistent with Minnesota Statutes §256C.02 and § 363A.19. A service animal is defined as a dog that has been individually trained to do work or perform tasks for the benefit of a person with disabilities. A person who is training a dog to be a service dog also may be permitted to have a dog on school property.
- B. The services animal must be permitted in any areas of school district facilities that the public is normally allowed to visit. This is true even if local health codes would prohibit a dog from being in part or all of the facility.
- C. The District may only ask whether the service animal is required by the person's disability and what work or task the service animal does for the person with disabilities. No other inquiries may be made regarding the service animal.
- D. The animal handler must do the following:
 - 1. Properly harness or leash the service animal and maintain control of the animal.
 - 2. Provide the service animal with humane care and treatment.
- E. The person with a disability may be asked to remove the service animal if it is out of control and the handler cannot regain control or if it is not house-broken.

III. NON-SERVICE, COMPANION ANIMALS

- A. A student with a disability who wishes to be accompanied in a school building including a classroom, lunchroom, or other area within the school building by a non-service animal should request that the student's Individualized Education

Program (IEP) or Section 504 team consider whether the non-service animal is necessary to provide the student with a free appropriate public education (FAPE).

- B. The non-service animal will be permitted to accompany the student if the student requires the animal in order to receive a FAPE as determined by the IEP or Section 504 team.
- C. IEP/ Section 504 teams will address any specific goal that would pertain to the animal and how the student's need would be addressed and if the use of the animal is the only means for meeting the student's need. These considerations would be balanced with the needs of other students in the school/classroom including allergies, asthma, and cultural concerns.
- D. The following requirements apply to non-service companion animals permitted in schools:
 - 1. The non-service animal is harnessed or leashed and controlled by the person with disabilities.
 - 2. Proof of vaccination for rabies and distemper-parvo must be provided before any non-service animal is allowed in a school.
 - 3. The person shall be liable for any damage done to property by a non-service animal.
 - 4. The person is responsible for the humane care and treatment of the non-service animal.
 - 5. The person may be asked to remove the non-service animal if it poses a significant health or safety risk or creates or may create disruption to the educational environment.

VI. VISITING ANIMALS

- A. The site administrator has the sole discretion to allow or not allow pets or animals on school property. This provision does not apply to service animals or companion animals for persons with disabilities.
- B. When possible, it is preferable for students to go outside and visit the animal rather than have the animal visit the students in the building.
- C. If the site administrator grants permission for a visiting animal to be present on school property, the following minimal conditions apply:
 - 1. The animal must be controlled and humanely cared for by the owner,
 - 2. The animal must be vaccinated as required by local law,

3. The animal must be removed by the owner at the request of the school administrator regardless of the reason if any;
4. The owner will be liable for property damage or injury.

VII. CLASSROOM ANIMALS

- A. The site administrator has the sole discretion to allow or not allow animals (including birds, reptiles and insects) in classrooms.
- B. Animals must serve an educational purpose.
- C. Animals in the classroom are the responsibility of the teacher who must ensure safe handling or presentation of animals, adherence to proper hand washing and other safety practices, vaccination as required by law and clean-up of animal cages, food and waste.

VIII. ANIMAL BITES

If an animal bite or other injury to persons occurs, administer first aid as necessary and notify the health office and parent or guardian.

Legal References: 20 U.S.C. § 1401 *et seq.* (The Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Minn. Stat. §§ 256C.02 (Persons with Disabilities)
Minn. Stat. §363A.19 (Discrimination against Persons with Disabilities Prohibited)
48 U.S.C. §§ 12101 *et seq.* (The Americans with Disabilities Act)
28 C.F.R. 36.302(c)(1) (Service Animals)

Cross References: Burnsville-Eagan-Savage School District Policy 402 (Disability Nondiscrimination Policy)
Burnsville-Eagan-Savage School District Policy 521 (Student Disability Nondiscrimination)
Burnsville-Eagan-Savage School District Policy 608 (Instructional Service – Special Education)

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

AGENDA ITEM: IV.B.1

To: Members of the Board of Education
Superintendent Cynthia Amoroso

From: Stacey Sovine
Executive Director of Human Resources

Date: May 23, 2019

RE: Resolution Terminating Classified Staff

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

BE IT RESOLVED, by the Board of Education of Independent School District 191, that the following classified personnel are hereby laid off from their positions, effective June 28, 2019.

Sarah Becker	HB	EA Level IV	Media 1.25 hours	179 days
Kristy Berge	SO	EA Level IV	Media 1.25 hours	179 days
Sarah Burrill	Rahn	EA Level IV	Media 1.25 hours	179 days
Mealanie Butorac	GP	EA Level IV	Media 1.25 hours	179 days
Barbara Cermak	VV	EA Level IV	Media 1.25 hours	179 days
Denise Engberg	ST	EA Level IV	Media 1.25 hours	179 days
Sheila Horton	WB	EA Level IV	Media 1.25 hours	179 days
Katherine Miller	EN	EA Level IV	Media 1.25 hours	172 days
Rachel Schatzlein	HV	EA Level IV	Media 1.25 hours	172 days
Kristen Scheuneman	MWS	EA Level IV	Media 1.25 hours	179 days
Tracy Ringger	ECSE	EA Level IV	6.50 hours	147 days
Hibo Abdallah	ECSE	EA Level IV	6.50 hours	147 days
Kim Peterson	MMS	EA Level III	7.00 hours	179 days
Michelle Robles	BAHS	EA Level III	7.00 hours	179 days
Jean Neuman	NMS	EA Level III	7.00 hours	179 days
Jack Tillman	VV	EA Level III	.50 hours	179 days
Maria Gutierrez Beltran	VV	EA Level III	.50 hours	179 days
Anab Abtow	SO	EA Level III	.50 hours	179 days
Stacie Waters	Rahn	EA Level III	.25 hours	179 days

Ifrah Nur	GP	EA Level III	.50 hours	172 days
Deborah Arakawa	Rahn	EA Level III	.25 hours	172 days
Jolene Kump	GP	EA Level II	1.00 hours	179 days
Julie Mosley	Rahn	EA Level II	.50 hours	179 days
Lori Bjork	ST	EA Level II	1.0 hours	172 days
Hajir Haroon	SO	EA Level II	2.0 hours	172 days
Barbara Cermak	VV	EA Level II	.50 hours	179 days
Sherry Gilbertson	VV	EA Level II	2.00 hours	179 days
Angela Henle	WB	EA Level II	.25 hours	179 days
Rachel McGowan	BHS	Clerical II	Released	
Carlene Moberg	BHS	Clerical II	Released	
Judy Sherin	DEC	Clerical III	8.00 hours	44 days
Nanette Cecka	DEC	Clerical III	8.00 hours	44 days
Debra Scherer	BHS	Clerical III	8.00 hours	44 days
Katherine Rother	CE	Clerical III	8.00 hours	44 days
Joanna Willenburg	ECSE	Clerical III	8.00 hours	44 days
Annette Hardt	DEC	Clerical III	8.00 hours	44 days
Tanya Kaiser	DEC	Clerical III	8.00 hours	44 days
Samantha Cuautle Pliego	DEC	Clerical III	8.00 hours	44 days
Lydia Simon	ERMS	Clerical III	8.00 hours	10 days
Laura Peterson	MMS	Clerical III	8.00 hours	10 days
Kristin Scalzo	ERMS	Clerical III	8.00 hours	10 days
Danette Westerlund	MMS	Clerical III	8.00 hours	10 days
Heather Heerey	NMS	Clerical III	8.00 hours	10 days
Erin O'Hara Stuart	NMS	Clerical III	8.00 hours	10 days
Wendy Decker	BHS	Clerical IV	8.00 hours	10 days
Kathryn Linder	BHS	Clerical IV	8.00 hours	10 days

Written notice shall be provided to each employee. Each employee retains recall rights as per their Master Agreement.

BURNSVILLE EAGAN SAVAGE
Independent School District 191
Human Resources

AGENDA ITEM: IV.B.2.

To: Members of the Board of Education
Superintendent Cynthia Amoroso

From: Stacey Sovine
Executive Director of Human Resources

Date: May 23, 2019

RE: **Proposed ratification of the Q-Comp / Pro-pay Memorandum of Understanding with the Burnsville Education Association.**

RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2019 – 2020 PRO-PAY MEMORANDUM OF UNDERSTANDING WITH THE BURNSVILLE EDUCATION ASSOCIATION.

The major language items include:

- Major items on this document include updating dates

Burnsville – Eagan – Savage

Teacher Professional Pay System

*Memorandum of Understanding
Between the Burnsville Education Association
and the
School Board of Independent School District #191*

July 1, **2018-2019** - June 30, **2019 2020**

**BURNSVILLE – EAGAN – SAVAGE
TEACHER PROFESSIONAL PAY SYSTEM**

This Agreement is entered into pursuant to Minn. Stat. § 122A.414 and the Public Employment Labor Relations Act (PELRA) of 1971, as amended, Minn. Stat. § 179A.01, et seq., by and between Independent School District No. 191, Burnsville – Eagan – Savage (herein after "District") as the public employer under the PELRA and the Burnsville Education Association (herein after "BEA") as the exclusive representative of teachers employed by the District under the PELRA, for the purpose of fully implementing the Burnsville – Eagan – Savage Teacher Professional Pay System (known hereafter as Pro-Pay). The terms of this Agreement are as follows:

AUTHORITY

Laws: This Agreement has been negotiated pursuant to and in compliance with the provisions of Minn. Stat. §§ 122A.414, 122A.4144 and 179A.01 et seq. The statutory authority specifically includes an exception to the PELRA in the form of an optional right to re-open negotiations regarding only the Professional Pay System.

BACKGROUND AND LEGAL REQUIREMENTS

1. Effect: This Agreement supersedes and replaces any salary or other provision of the PELRA Master Agreement that may currently be in effect between the District and the BEA that is inconsistent with any provision of this Agreement, subject to the contingencies specified in this Article.

2. Contingency: Effect of Contingencies: In the event that any contingency specified in this Section is not met, then this Agreement will have no force or effect and the terms and conditions of employment of the teachers employed by the District will be governed by the PELRA Master Agreement then in effect. Provided, however, that either party may re-open negotiations for the ProPay agreement as permitted under law in an effort to cure any cause that has nullified this Agreement.

- a. MDE Approval: This Agreement is contingent upon the legal requirements both of timely and of continuing approval by the Minnesota Department of Education for the 2015-2016 school year and thereafter.
- b. Ratification: This Agreement is contingent upon its ratification by the bargaining unit represented by the BEA and by the School Board of the District.
- c. Continuing Revenue: This Agreement is contingent upon the initial and continuing receipt of revenue based upon at least two hundred and sixty dollars (\$260.00) per pupil as specified in M.S. 122A.415, Subd.1 (2005). In the event additional revenue is allocated by the legislature, ISD #191 and the BEA agree to reopen the MOU to negotiate allocation of the revenue only.

Notice of Amendments: The District and BEA agree to discuss issues related to ProPay during negotiations. In the event the District and BEA amend this Agreement, the Minnesota Department of Education must be apprised of the amendment(s). In the event that the MDE asserts that any amendment is illegal and that revenue for the ProPay will be suspended, withheld, terminated or

otherwise reduced, then this Agreement may be terminated effective with the date of the MDE's decisions regarding changes in revenue by either party giving written notice to the other party at its official business address.

Implementation Review: Five administrators and five BEA appointed committee members will schedule monthly meetings to review and resolve any issues related to implementation. comprise an oversight committee that meets a minimum of three times per year.

Budget Review: ProPay is funded by categorical revenue. The BEA President and District Superintendent or his/her designee will periodically meet and review the budget. At least one such review shall occur prior to the adoption of the budget for the upcoming year. The review shall include a review of end-of-year expenditures; staff coded to the account and any carryover monies.

Annual Review: The ProPay Committee will meet annually to review and evaluate the effectiveness of the plan with respect to:

- Teacher Satisfaction
- Impact on student achievement
- Impact on school culture

The results will be used to modify the plan, consistent with the Notice of Amendment section above.

TEACHER PROFESSIONAL PAY SYSTEM

Section 1. Schedules:

- Subd. 1. The Professional Pay System Schedule is attached and incorporated by reference effective for fiscal year July 1, 2018 2019 to June 30, 2019 2020 as Appendix A. ABE and ECFE teachers shall follow the Professional Pay System Schedule Appendix B.
- Subd. 2. Any teacher hired after the inception of the professional pay plan will be placed on the matrix as provided in Article V of the Master Agreement.
- Subd. 3. Any change in location of a teacher on the ProPay matrix for subsequent fiscal years will be determined in accordance with the provisions of this Agreement. Any dispute regarding location on the ProPay matrix will be resolved through the grievance provision of the Master Agreement.

Section 2. Probationary Teachers:

- a. Each probationary teacher who has all or part of a three-year probationary period of employment under the law must complete all of the applicable performance appraisal requirements and engage in the Collaborative Teams, except as noted in Section 9, Subd 4 and Subd 5, in accordance with the District's standards in order to earn a performance increment for the subsequent year.
- b. Probationary Status: The District retains its managerial authority under the PELRA to evaluate and decide on the renewal or non-renewal of probationary teachers as provided by § M.S. 122A.40.

Section 3. Non-probationary Teachers:

- a. Notice of Assignment: Each teacher's contract will specify the teacher's career and

- level placement as well as compensation information.
- b. Contingencies: In the event of the occurrence of a contingency that voids this Agreement, salary under the ProPay will not be a part of any teacher’s rights under the Continuing Contract statute. Salary rights will be determined pursuant to Article V of the Master Agreement.
- c. Standards: Attainment of performance increments will be in accordance with the standards of the ProPay.

Section 4. Calendar:

Subd. 1. **Development of District and School-Wide Goals:**

- a. On an annual basis, the District will set district improvement goals. The goals will be based on an analysis of student data and will align with the strategic plan and MDE requirements.
- b. On an annual basis, Building Leadership Teams (BLT) will set school-wide improvement goals within their School Improvement Plan (SIP). The goals will be based on an analysis of student data and will align with the strategic plan and district goals.

Subd. 2. **Teacher Responsibilities Summary:**

- a. Building Goal: Implement strategies that support a building goal focused on student achievement and aligned with core instruction.
- b. Collaborative Team Goal: Engage in the development and implementation of a collaborative team goal that addresses one of your school improvement goals.
- c. Personalized Professional Learning Plan: Develop and implement a professional learning plan that is personalized, aligned with your school improvement goals and building PD plan, and aligned with the teaching license renewal expectations.
- d. Observations and Coaching: Demonstrate your professional practice through 3 formative observations and coaching sessions conducted by 2 different observers (Continuous Improvement Coach and another trained observer).
- e. The goal setting and observation templates, rubrics, and examples explain what teachers must do to be successful in the ProPay system.
- f. Licensed staff will move vertically on the salary schedule and earn the performance pay incentive if the majority of their ratings are in proficient or exemplary categories by the end of the year when all three observations are compiled.

Subd. 3. **Timelines:**

- a. Building Goal (\$300)
 - i. Deadlines
 1. Building Leadership Teams will submit building goal by October 1.
 2. Sites will document their progress throughout the year.
 3. Sites will share their emerging results with district leadership and BLT.
 - ii. Completion and Processing
 4. Evidence of completion and final progress monitoring will be processed in the fall when all data are available.
 5. Payments shall occur by the last pay date in October of the following school year.
- b. Collaborative Team Goal (\$300)
 - i. Deadlines

1. Collaborative teams will develop their team's goal once the School Improvement Plan's (or SIP's) student achievement goals have been identified.
 2. Collaborative teams will document their progress throughout the year and will share/report their progress with the building leadership team.
 3. Collaborative teams will share their emerging results during collaborative team time during the year.
- ii. Completion & Processing
 1. Evidence of completion should be submitted by May 15.
 2. Because some Collaborative Teams may choose to use standardized tests, payout will be processed in the fall when all data are available.
 3. Teachers may revise their Collaborative Team Goals and resubmit them up until October 31st or within 6 calendar weeks of date of hire, whichever is later.
 4. Payments shall occur by the last pay date in October of the following school year.
- c. Professional Learning Plan (\$300)
- i. Deadlines
 1. Teachers will identify and develop their professional learning plan by October 15.
 2. Teachers will engage in PD aligned with their building PD and/or participate in other PD opportunities to support their area or interest.
 3. Teachers will document their progress in preparation for their observations.
 4. Teachers will document their learning in a reflective summary after their observations are completed.
 - ii. Completion & Processing
 1. Evidence of completion and the final reflective narrative will be shared with your Continuous Improvement Coach by May 15.
 2. Payments shall occur by July 15.
- d. Coaching and Observations (\$900)
- i. Deadlines
 1. The first **CIC** observation should be completed ~~before winter break~~ by Jan. 31.
 2. The second **CIC** observation should be completed before ~~February~~ **May** 15.
 3. The ~~third~~ **other trained observer** observation should be completed by May ~~±~~ **15**.
 4. A minimum of three weeks must occur between consecutive observations.
 - ii. Completion & Processing
 1. Teachers schedule their pre- and post-observation conferences with their Continuous Improvement Coach and other trained observer.
 2. Teachers complete their pre-observation ~~reflection two days before~~ **form prior to** their scheduled **pre** observation **conference**.
 3. The pre-observation includes a progress update connected to their professional learning plan in preparation for their observations.
 4. Post-observation reflections need to be completed within five days following each observation.
 5. Payments shall occur by July 15.

Subd. 4. **Coaching and Observations:**

- a. The district evaluation system maintains the core structure of having principals / administrators evaluate non-tenured staff 3 times each year along with 1/3 of the tenured teachers.
- b. Licensed staff will participate in three coaching observations based on their professional learning plan and connected to Danielson's Frameworks.
- c. Continuous Improvement Coaches will conduct two formative observations with tenured staff.
- d. The third formative observation for tenured staff will be conducted by another trained observer, of the employee's choice when he/she is in the formative/ProPay cycle.
- e. The Professional Learning Plan will be integral to the Pre- and Post- Observation discussions.

Section 5 Performance Incentive Pay Dispute Resolution:

Subd. 1. **Limitations:**

- a. Scope: The dispute resolution mechanism of this Agreement extends only to disputes regarding a teacher's compliance with the standards of the ProPay. Teachers retain all rights to dispute resolution as per the Master Agreement regarding all other provisions of the contract aside from those relating to ProPay.
- b. Exclusive Remedy: The dispute resolution mechanism of this Agreement is the exclusive remedy for resolving disputes regarding a teacher's compliance with the standards of ProPay.

Subd 2. **Teachers who have a scoring dispute:**

- a. If a teacher is not satisfied with an observation by a trained observer, the instructor needs to schedule a meeting with his/her observer to appeal the observation. If the teacher and observer do not reach a satisfactory outcome, which may include another observation, the teacher may schedule an additional observation with a different trained observer by contacting the Superintendent's designee.
- b. If the outcome of the additional observation is not satisfactory to the teacher, the instructor may meet with the Superintendent's designee to request an additional appeal. If the Superintendent's designee determines an additional observation is warranted, he or she will conduct the observation for the teacher. The Superintendent's designee will consult with the BEA president before making a final decision. The ProPay committee will be updated annually on the number of disputes that occurred in the plan year.

Section 6: Career Ladder Descriptions: Career Ladders are career opportunities for teachers and other licensed professionals that broaden their influence on the teaching profession. Career ladder teacher performance will be reviewed on an annual basis. Teachers who are at the Emerging Professional Level in their careers are eligible to apply for Continuous Improvement Coach positions, with preference given to those who have at least 6 years of teaching experience including 2 or more in ISD191. Career Ladders present teachers with many opportunities for leadership. It is the intent of the District and BEA to encourage as many different qualified teachers as possible to assume leadership positions. Career Ladder positions in ISD #191 include the following:

Continuous Improvement Coaches (CIC) (\$3,400 stipend for full assignment, pro-rated for periods of unpaid leave). 7 TOSAs funded through ProPay plus 3 TOSA's funded through other district funds, will work with teachers to create Collaborative Team (CT) student achievement goals that align to the School Improvement Plans and assist in helping them write individual Personalized Professional Learning Plans (PLP). The role of the Continuous Improvement Coach is to help each teacher reach his/her goals through conducting observations, and providing feedback. Continuous Improvement Coaches will be decision makers regarding ProPay performance pay tied to each teacher's Professional Growth Plan. The Continuous Improvement Coaches responsibilities will include serving on the BLT of the assigned building(s). **One CIC will serve as a .5 Q-Comp Coordinator with an additional stipend of \$1,600.**

Employees seeking career ladder promotions will be able to complete an application for available Continuous Improvement Coach positions. A selection team consisting of 3 teachers appointed by the BEA and 3 administrators / principals will review, identify and approve a pool of qualified employees for the career promotions based on agreed upon criteria and qualifications. If the selection team decides there are not enough qualified applicants for promotion, they may either extend the application deadline, recruit other employees or post for external candidates.

Continuous Improvement Coaches may return to their previous position after 2 years, if available. The request to return must be submitted by February 1st. If the previous assignment is not available, the teacher shall return to the previous department at the building from which the teacher transferred.

It is the expectation that teachers would return to teaching, either full- or part-time after serving as a Continuous Improvement Coach for a 3-5 year period of time. After completing three or more years in the position, Continuous Improvement Coaches continue to have the right to return to teaching. The District will place the returning teacher in a position for which he or she is appropriately licensed.

Continuous Improvement Coaches will work a 184 day schedule that meets the training and evaluation needs of the position.

Building Leadership Team (BLT) (\$1500 stipend, pro-rated for periods of unpaid leave) members (a proportionate and representative team of teachers & staff in each building – teachers receive a stipend from Pro-Pay) are responsible for writing, implementing, and evaluating the School Improvement Plans and the School Professional Development Plans aligned to the District Strategic Goals and the District 5 Year PD Plan. Each BLT member will facilitate the work of collaborative teams (CT). The BLT will approve the Collaborative Teams achievement goals to ensure alignment to the School Improvement Plan (which includes the ProPay building goals) and will address questions/issues regarding goal attainment. 82 BLT members will be paid through ProPay according to the following allocation. Additional BLT members will be paid through building professional development funds.

Elementary	4 per site	Best	2
Middle School	6 per site	ECFE/ABE	4
BHS	10	ECSE	4
BAHS	4		

The BLT ratio for probationary/tenured teachers:

<u>Max # of Probationary Teachers</u>	<u>Total teachers on BLTs</u>
1	1-7
2	8-12
3	13-17
4	18+

Section 7: Substitute Teacher Availability: Comprehensive implementation of ProPay requires that teachers occasionally leave their classrooms. Teachers will use prep time for Pre- and Post observation meetings.

Section 8: Professional Pay Plan Schedule:

- a. The Pro-Pay System Schedules are attached and incorporated by reference as described in Section 1, subd 1. effective for fiscal year July 1, 2018 2019- June 30, 2019 2020.
- b. Any change in location of a teacher on the ProPay matrix for subsequent fiscal years will be determined in accordance with the provisions of this Agreement. Any dispute regarding initial placement on the ProPay matrix will be resolved through the grievance provision of the Master Agreement.

Section 9: Special Circumstances:

- Subd. 1. **Teachers with documented performance concerns:** Teachers with documented performance concerns will be provided with more direction in the area of goal-setting. Teachers will set goals that are linked to the areas(s) of needed improvement with input from the building principal. In addition, the teacher will be observed at least three times in a given year. One of the observations must be conducted by the principal. The teacher will have the option of involving the Continuous Improvement Coaches in the improvement process if he or she chooses.
- Subd. 2. **Teachers on a formal improvement plan:** Teachers who do not meet expectations and have been formally notified of substandard performance as per provisions in the collective bargaining agreement and are at risk of not earning a performance increment, will not participate in ProPay be eligible for ProPay payouts. The teacher, teacher's principal and the Executive Director of Human Resources will meet as a team to determine the best way to provide assistance to the teacher.
- Subd. 3. **Performance Increment Pay Dispute Resolution:**
 - a. Teachers who demonstrate substandard performance such that they are at risk of not earning a performance increment must be notified prior to January 1st.
 - b. Prior to March 1 of that year, the teacher must have the opportunity to have consulted and worked with immediate supervisors in raising the level of job performance, consistent with ARTICLE V, Section 8, Subdivision 3 of the Master Agreement. Additional assistance is available as per Section 9. subd. 1. of this Memorandum of Understanding.
 - c. The exclusive dispute resolution process is the grievance procedure described in

ARTICLE XV of the Master Agreement.

Subd. 4. **Partial Year Teachers:**

a. **Teachers on Leave**

- i. A teacher who returns from an extended leave will fully participate in Pro-Pay if his/her number of work days is greater than or equal to 120.
- ii. These teachers shall be eligible for 100% of the Professional Learning Plans amount, Collaborative Team, and Building Goal. The teacher is eligible for performance incentive pay based upon the number of completed observations as identified within the observation schedule defined in Section 4, Subd. 3. d.
- iii. A teacher who takes a partial year leave during the school year will participate to the extent that the required elements are completed.
- iv. The PLP should be written within 30 work days of returning, if it was not written before commencing a leave.
- v. The teacher will be eligible for PLP, CT, and Building Goal incentive pay if his/her number of work days is greater than or equal to 120.
- vi. Incentive pay based on observations will be pro-rated to the number of completed observations as identified within the observation schedule defined in Section 4, Subd. 3.

b. **Long Term subs**

- i. Long Term Subs are not eligible for ProPay unless the assignment is greater than or equal to 120 days. No other Long Term Subs will participate in ProPay.
- ii. These teachers shall be eligible for 100% of the Professional Learning Plans amount, Collaborative Team, and Building Goal. The teacher is eligible for performance incentive pay based upon the number of completed observations as identified within the observation schedule defined in Section 4, Subd. 3. d.
- iii. The PLP shall be written within 30 days of start of employment.

c. **Newly hired teachers**

- i. Teachers hired into a new position, or as a replacement teacher, for an assignment that is greater than or equal to 120 days shall be eligible for 100% of the Professional Learning Plans amount, Collaborative Team, and Building Goal amounts. The teacher is eligible for performance incentive pay based upon the number of completed observations as identified within the observation schedule defined in Section 4, Subd. 3. d.
- ii. The PLP shall be written within 30 days of start of employment.
- iii. ~~No teacher hired after the first student contact day of Semester 2 will be eligible to participate in Pro-Pay incentives.~~

Subd 5. **Part-time and Hourly Paid Teachers:** Teachers who are on less than 0.4 FTE contracts, or less than 588 hours annually, will not be required to participate in ProPay collaborative team meetings outside of their scheduled hours. If participating in ProPay collaborative team meetings for ProPay compensation, they will not receive hourly compensation for attendance at required Collaborative Team meetings. Pre- and Post-Observation meetings will be scheduled within their compensated time. If a teacher qualified under this section chooses not to participate in ProPay regular CT

meetings for ProPay compensation, then (s)he will be compensated for any required attendance at Collaborative Team meetings or other Professional Development that occurs outside of their scheduled work time, at the hourly rates established in Appendix C-4 of the Master Agreement.

Section 10: Professional Pay: All individuals who are represented by the BEA except as defined in previous sections are eligible to earn two types of pay as defined below. The performance incentive pay for teachers represented in the Master Agreement is covered under Teacher Professional Pay System Section. 4.

- Subd 1. **Performance Incentive Pay and Increment Advancement Process:**
- a. \$300 for meeting the school student achievement goal;
 - b. \$300 for meeting the Collaborative Team student achievement goal;
 - c. \$300 for the Personalized Professional Learning Plan (PLP);
 - d. \$900 for demonstrating evidence of professional learning through participation in the observations and the collaborative coaching.
 - e. Licensed staff will move vertically on the salary schedule and earn the performance pay incentive if the majority of their ratings are proficient by the end of the year (see Section9, Subd. 2).

Section 11: Performance I Levels:

As an educational institution, ISD #191 recognizes the value of enhanced content knowledge and the attainment of advanced pedagogical skills. Levels specify educational levels. Each level represents the attainment of additional, relevant post-graduate coursework.

- a. Level I = BA or BS degree
- b. Level II = BA + 20 quarter credits
- c. Level III = BA + 40 quarter credits
- d. Level IV = BA + 60 quarter credits OR Master's degree

Teachers cannot progress beyond Level IV until he/she attains a Master's degree.

- e. Level V = MA + 20 quarter credits
- f. Level VI = MA + 40 quarter credits
- g. Level VII = MA + 60 quarter credits OR Educational Specialist OR PhD

APPENDIX A Replace with new salary schedule
Salary Schedule for 2018-2019*

	Level I	Level II	Level III	Level IV	Level V	Level VI	Level VII
Probationary 1	\$40,010	\$41,670	\$43,120	\$45,200	\$47,280	\$49,240	\$51,670
Probationary 2	\$40,030	\$41,700	\$43,150	\$45,230	\$47,330	\$49,270	\$51,700
Probationary 3	\$40,070	\$41,730	\$43,180	\$45,280	\$47,370	\$49,320	\$51,740
Emerging Professional 1	\$40,620	\$42,030	\$43,890	\$47,370	\$51,020	\$51,860	\$54,410
Emerging Professional 2	\$41,630	\$43,400	\$45,440	\$49,120	\$53,390	\$54,390	\$56,750
Emerging Professional 3	\$44,110	\$45,920	\$48,160	\$51,920	\$54,440	\$57,000	\$60,000
Professional 1	\$47,840	\$47,980	\$49,990	\$54,040	\$56,580	\$58,890	\$62,350
Professional 2	\$47,840	\$51,800	\$52,300	\$56,410	\$58,710	\$61,710	\$64,730
Professional 3	\$47,840	\$51,800	\$56,990	\$59,180	\$62,170	\$65,410	\$68,640
Master Professional 1	\$47,840	\$51,800	\$56,990	\$62,600	\$65,610	\$68,830	\$72,300
Master Professional 2	\$47,840	\$51,800	\$56,990	\$67,000	\$70,360	\$73,750	\$77,560
Master Professional 3	\$47,840	\$51,800	\$56,990	\$72,770	\$76,260	\$79,930	\$83,810
Career Professional A	\$50,490	\$55,360	\$61,100	\$76,830	\$80,810	\$84,990	\$89,980
Career Professional B	\$54,290	\$58,570	\$64,980	\$80,100	\$84,580	\$89,310	\$95,770

Appendix B (ABE-ECFE)
Salary Schedule for 2018-2019*

	Level I	Level II	Level III	Level IV	Level V	Level VI	Level VII
Probationary 1	\$27.11	\$27.92	\$28.72	\$29.55	\$30.15	\$30.76	\$31.37
Emerging Professional 1	\$27.92	\$28.72	\$29.55	\$30.35	\$30.96	\$31.59	\$32.22
Professional 1	\$28.72	\$29.55	\$30.35	\$31.17	\$31.79	\$32.43	\$33.09
Professional 2	\$29.55	\$30.35	\$31.17	\$31.99	\$32.65	\$33.28	\$33.95
Master Professional 1	\$30.35	\$31.17	\$31.99	\$32.81	\$33.46	\$34.13	\$34.81
Career Professional A	\$32.39	\$33.23	\$34.07	\$34.91	\$35.60	\$36.31	\$37.04

***Actual amounts will align with settlement of 2017-2019 2019-2021 Master Agreement Schedules**

DESCRIPTION OF PERFORMANCE INCREMENT PERFORMANCE TARGETS:

Probationary Teachers are beginning to translate their content knowledge into plans for instruction. During the probationary years teachers are acquiring the materials and developing effective learning activities. Probationary teachers are exploring methods of effective classroom management and physical room arrangement to enhance learning. They are beginning to acquire confidence in their ability to establish rapport with students. They are exploring and comparing strategies for dealing with problem behaviors. They recognize the importance of clear directions and

asking a variety of questions but are developing their skills in this area. Probationary teachers work hard to establish grading and record-keeping methods that comport with district requirements.

Emerging Professionals are gaining skills in the areas of planning, instruction and classroom management. They have established routines for organizational tasks and classroom management that are more automatic and support instruction. They are able to devote more time to instruction and providing effective feedback to students.

Professional Teachers demonstrate deep content and curricular knowledge. They demonstrate the ability to develop learning activities that both engage students and teach the desired content. They have a deep understanding of the scope and sequence of the curriculum. Classrooms run smoothly and professional responsibilities are understood and carried out.

Master Professionals understand the needs of individual students in each class and design instruction to meet those needs. Learning objectives are clearly articulated and instruction directly targets those objectives. Student learning is assessed and the results analyzed to determine reteaching needs. Teachers utilize strategies to engage students in deep level discussion and answer higher level questions. The Master Professional contributes to the school by sharing expertise on district-wide and school-wide committees. The teacher shows professionalism in all assigned duties; whether presenting to peers, facilitating site-council, or performing hall duty.

Memorandum of Understanding

Burnsville Education Association and the School Board of Independent School District #191

Signature of Chairperson Board of Education: _____
Date

Signature of BEA President: _____
Date

Signature of BEA Chief Negotiator: _____
Date

Signature of Director of Human Resources: _____ Date _____



To: Members, Board of Education
Cindy Amoroso, Superintendent

**Agenda Item IV.B.3.
May 23, 2019**

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

Date: May 15, 2019

Re: Approve Contract for Chromebook Purchase

RECOMMENDATION: That the Board of Education approve the contract for Chromebook purchase and related license and service to Best Buy for Education.

Three model options were requested from 8 vendors. We received quotes from 3 vendors, all of which have a cooperative purchasing agreement in place for us to utilize for this purchase. Both 1 year standard and 3 year accidental damage warranties were also considered. Based on our cost analysis of 1 year or 3 year warranty options versus anticipated repair costs, we are choosing the 1 year warranty option.

We are choosing to split our Chromebook purchase with one model BBY option 1A (Acer C733) for middle school and a different model for high school, BBY option 3A (Acer R752TN). The choices are based on age, ruggedness, features, and cost.

For middle school the total cost for the 700 devices at \$313.49 each including white glove, asset tagging, and licenses will be \$219,444.

For high school the total cost for the 700 devices at \$350.17 each including white glove, asset tagging, and licenses will be \$245,119.

It is recommended the contract be approved with Best Buy Education through the NJPA cooperative purchasing agreement.

	Received Quotes					
1400 devices	Option 1A	Option 1B	Option 2A	Option 2B	Option 3A	Option 3B
	Acer C733-C8SZ 1 YR OEM	Acer C733-C8SZ 3 YR Accidental	Acer C851 Touch 1 YR OEM		Acer R752TN 1 YR OEM	Acer R752TN 3 YR Accidental
Best Buy	438,888.12	578,874.12	439,255.80		490,235.60	695,517.60
Office Depot	647,906.00	689,542.00	no quote		no quote	858,298.00
Troxell	481,418.00	559,818.00	498,316.00		615,384.00	693,784.00
			C9CF (WRONG ONE originally bid)		C2J5	
			NOTE: Best Buy and Troxell originally quoted the non touch for option 2. Asked both for updated pricing for touch model. New quotes were received by both BB and Troxell on 5/13/19. Prices in Option 2A are now reflective of the desired model (C253)			
			C851T-C253	Touchscreen	R752TN-C2J5	Touch & Stylus
			C851-C9CF	No Touchscreen	R752T-C1MT	Touch



**Agenda iV.B.4.
May 23, 2019**

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

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

Date: May 17, 2019

Re: Adopt Resolution Approving Intermediate School District No. 917's Long-Term Facility Maintenance Program Budget

RECOMMENDATION: that the Board of Education adopts the resolution approving Intermediate School District No. 917's Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects in the District's Application for Long-Term Facility Maintenance Revenue.

Attachments:
Resolution
Appendix A
Appendix B

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT #191
(Burnsville)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of Independent School District #191, State of Minnesota, was held on _____, at _____ m., for the purpose, in part, of approving the Intermediate School District No. 917's Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING INTERMEDIATE SCHOOL DISTRICT
NO. 917'S LONG-TERM FACILITY MAINTENANCE PROGRAM
BUDGET AND AUTHORIZING THE INCLUSION OF A
PROPORTIONATE SHARE OF THOSE PROJECTS IN THE
DISTRICT'S APPLICATION FOR LONG-TERM FACILITY
MAINTENANCE REVENUE**

BE IT RESOLVED by the School Board of Independent School District #191, State of Minnesota, as follows:

1. The School Board of Intermediate School District 917 has approved a long-term facility maintenance program budget for its facilities for the 2020/2021 school year in the amount of \$26,265.00 of which our District #191's proportionate share is \$4,147.24. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A.)
2. Minnesota Statutes, Section 123B.57, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a formula that weights two components equally between the member districts; total net tax capacity and Adjusted pupil units. The

long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2021 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF DAKOTA

I, the undersigned, being the duly qualified and acting Clerk of Independent School District #191, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District #191, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District No. 917's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this ____ day of _____, 2019.

Clerk
Independent School District #191

Appendix A

Environmental Health and Safety - Finance Code 352			
Numerous expenditures covered in this area please see attachment # 3 page 12-14 for details on allowable expenditures			
Project #	Object Code	Description	Expenditures
	305	Fees For Services (Hepatitis A & B, Metro service fee, pest control, Safe Schools training	\$4,500.00
	366	CPR training and mileage reimbursements	\$100.00
	401	Supplies (personal protective equipment disposable gloves, cloths, pads, masks, pest control, chemical storage (20% Secondary & 80% Special ed)	\$11,088.00
	170	IAQ Coordinator	\$4,400.00
	200	benefits	\$667.00
	820	Mgmt asst. prog. And Metro ECSU H&S Memb	\$3,450.00
			\$24,205.00
- Finance Code 358- Asbestos Removal and Encapsulation			
Includes costs related to asbestos removal.			
(see attachment #3 page 16-18 for details on allowable expenditures)			
Project #	Object Code	Description **Not approved by state	Expenditures
	305	Estimated Costs of Asbestos Removal per GES (Groundwater & Environmental Services) during Thompson Heights Demolition in FY09	\$0.00
			\$0.00
		****total project cost is est at \$240,000 will submitt full amount for approval but will levy over two fiscal years(FY08 & FY09)	\$0.00
			\$0.00
- Finance Code 366- Indoor Air Quality			
Includes costs related to the development and implementation of the IAQ plan including thoses associated with IAQ coordinator activities.			
(see attachment #3 page 16-18 for details on allowable expenditures)			
Project #	Object Code	Description **Not approved by state	Expenditures
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Physical Hazard Control - Finance Code 347			
Includes playground safety,swimming pools, bleachers,mechanical & power equipment safety OSHA standards for physical & electrical Hazard (ergonomics not allowed),Food Code Safety (training of staff runs thru Finance Code 352), elevator & lift inspections, Personal protective equipment in industrial, fine arts & science areas and machine guard safety. See enclosed attachment #3 page 10-11 for detailed description of allowable expenditures.			
Project #	Object Code	Description	Expenditures
	305	Elevator inspection	\$0.00
	401	PPE for shop areas (harness, boots, safety glasses etc)	\$2,060.00
	570	AED TEA Program	\$0.00
			\$2,060.00
Hazardous Substances - Finance Code 349			
Includes wood boilers, fuel tank removal, Hazardous waste management, Lead or copper in water testing, Local exhaust ventilation, & radon detection. See enclosed attachment #3 pages 11-12 for detail on expenditures			
Project #	Object Code	Description	Expenditures
	305	Radon and water testing	\$0.00
			\$0.00
Grand Total			\$26,265.00

Intermediate School District No. 917
Levy by Member District, 2019 Payable 2020

Exhibit B

Participating Districts (9):

ISD #	Name	Pay 2019 Taxable Net Tax Capacity					Combined Total	District %	District's Portion	NTC Rate
		Dakota (19)	Scott (70)	Goodhue (25)	Washington (82)	Hennepin (27)				
6	South St. Paul	14,592,557	-	-	-	-	14,592,557	3.00%	788.77	0.00541%
191	Burnsville	57,027,968	19,360,173	-	-	-	76,388,141	15.72%	4,129.02	0.00541%
192	Farmington	33,462,749	-	-	-	-	33,462,749	6.89%	1,808.77	0.00541%
194	Lakeville	63,977,124	14,311,031	-	-	-	78,288,155	16.11%	4,231.73	0.00541%
195	Randolph	4,686,686	705,154	-	-	-	5,391,840	1.11%	291.45	0.00541%
197	West St. Paul	68,555,265	-	-	-	-	68,555,265	14.11%	3,705.63	0.00541%
199	Inver Grove Heights	30,889,388	-	-	-	-	30,889,388	6.36%	1,669.67	0.00541%
200	Hastings	31,331,018	-	38,875	4,239,611	-	35,609,504	7.33%	1,924.81	0.00541%
271	Bloomington	-	105,215	-	-	142,627,253	142,732,468	29.37%	7,715.15	0.00541%
		304,522,755	34,481,573	38,875	4,239,611	142,627,253	485,910,067		26,265.00	

Note: The Taxable Net Tax Capacity (TNTC) consists of net tax capacity, less captured tax increment and fiscal disparities contribution.

FY21 Levy: \$26,265.00

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ISD #	Name	APU Est 2019-20	APU District %	Combined TNTC	NTC District %	50/50	District's Portion	NTC Rate
						Blended %	LTFM Levy	
6	South St. Paul	3,723.40	6.23%	14,592,557	3.00%	4.62%	1,213.44	
191	Burnsville	9,479.80	15.86%	76,388,141	15.72%	15.79%	4,147.24	
192	Farmington	7,889.80	13.20%	33,462,749	6.89%	10.04%	2,637.01	
194	Lakeville	12,462.80	20.85%	78,288,155	16.11%	18.48%	4,853.77	
195	Randolph	752.00	1.26%	5,391,840	1.11%	1.18%	309.93	
197	West St. Paul	5,531.00	9.25%	68,555,265	14.11%	11.68%	3,067.75	
199	Inver Grove Heights	3,849.40	6.44%	30,889,388	6.36%	6.40%	1,680.96	
200	Hastings	4,771.60	7.98%	35,609,504	7.33%	7.65%	2,009.27	
271	Bloomington	11,327.20	18.95%	142,732,468	29.37%	24.16%	6,345.63	
		59,787.00	100.0%	485,910,067	100.0%	100.0%	26,265.00	

**Intermediate District No. 917, Minnesota
Current Formula Allocation**

Total Levy: \$69,200

Property Type	Estimated Market Value (a)	Pay 19 Levy NTC Est. Tax Rate (b):	South St. Paul	Burnsville	Farmington	Lakeville	Randolph	West St. Paul	Inver Grove Heights	Hastings	Bloomington
			(6)	(191)	(192)	(194)	(195)	(197)	(199)	(200)	(271)
			\$2,104	\$10,876	\$4,732	\$11,026	\$778	\$9,705	\$4,415	\$5,113	\$20,450
			\$13,705,535	\$70,842,432	\$30,822,083	\$71,818,113	\$5,067,566	\$63,213,216	\$28,758,244	\$33,305,949	\$133,197,087
			0.015%	0.015%	0.015%	0.015%	0.015%	0.015%	0.015%	0.015%	0.015%
Residential Homestead	100,000		0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11
	150,000		0.19	0.19	0.19	0.19	0.19	0.19	0.19	0.19	0.19
	200,000		0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28
	225,000		0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32
	250,000		0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36
	300,000		0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44
	400,000		0.61	0.61	0.61	0.61	0.61	0.61	0.61	0.61	0.61
	500,000		0.77	0.77	0.77	0.77	0.77	0.77	0.77	0.77	0.77
	750,000		1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
	1,000,000		1.73	1.73	1.73	1.73	1.73	1.73	1.73	1.73	1.73
Commercial/Industrial	\$100,000		\$0.23	\$0.23	\$0.23	\$0.23	\$0.23	\$0.23	\$0.23	\$0.23	\$0.23
	150,000		0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
	250,000		0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65
	500,000		1.42	1.42	1.42	1.42	1.42	1.42	1.42	1.42	1.42
	1,000,000		2.96	2.96	2.96	2.96	2.96	2.96	2.96	2.96	2.96
	3,000,000		9.10	9.10	9.10	9.10	9.10	9.10	9.10	9.10	9.10
	5,000,000		15.24	15.24	15.24	15.24	15.24	15.24	15.24	15.24	15.24
Apartments (4 or More Units)	\$ 50,000		\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10
	75,000		0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14
	100,000		0.19	0.19	0.19	0.19	0.19	0.19	0.19	0.19	0.19
	200,000		0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
	500,000		0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
	1,000,000		1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92
	3,000,000		5.76	5.76	5.76	5.76	5.76	5.76	5.76	5.76	5.76
	5,000,000		9.60	9.60	9.60	9.60	9.60	9.60	9.60	9.60	9.60
Seasonal/Recreational (Residential)	\$ 50,000		\$0.08	\$0.08	\$0.08	\$0.08	\$0.08	\$0.08	\$0.08	\$0.08	\$0.08
	100,000		0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15
	150,000		0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23
	200,000		0.31	0.31	0.31	0.31	0.31	0.31	0.31	0.31	0.31
	250,000		0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Agricultural Homestead	Value per Acre \$ 7,200	Per Acre	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01
	(Excludes dwelling, up to \$1.94M in total EMV)										
Agricultural, Non-Homestead		Per Acre	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01

(a) Estimated market value is the assessed value, the basis for how each property's taxable market value is calculated.
 (b) The tax rate increase is derived by dividing the required amount levied for debt service by total net tax capacity for all properties in the district.

**Intermediate District No. 917, Minnesota
50/50 Blended Allocation Formula**

Total Levy: \$69,200

			South St. Paul (6)	Burnsville (191)	Farmington (192)	Lakeville (194)	Randolph (195)	West St. Paul (197)	Inver Grove Heights (199)	Hastings (200)	Bloomington (271)
			\$3,342	\$11,112	\$6,727	\$12,465	\$814	\$7,962	\$4,676	\$5,326	\$16,774
Property	Estimated	Pay 19 Levy	\$13,705,535	\$70,842,432	\$30,822,083	\$71,818,113	\$5,067,566	\$63,213,216	\$28,758,244	\$33,305,949	\$133,197,087
Type	Market	NTC	0.024%	0.016%	0.022%	0.017%	0.016%	0.013%	0.016%	0.016%	0.013%
	Value (a)	Est. Tax Rate (b):									
Residential	100,000		0.18	0.11	0.16	0.12	0.12	0.09	0.12	0.11	0.09
Homestead	150,000		0.31	0.20	0.28	0.22	0.20	0.16	0.21	0.20	0.16
	200,000		0.44	0.28	0.39	0.31	0.29	0.23	0.29	0.29	0.23
	225,000		0.51	0.33	0.45	0.36	0.33	0.26	0.34	0.33	0.26
	250,000		0.57	0.37	0.51	0.41	0.38	0.30	0.38	0.38	0.30
	300,000		0.71	0.45	0.63	0.50	0.47	0.36	0.47	0.46	0.36
	400,000		0.97	0.63	0.87	0.69	0.64	0.50	0.65	0.64	0.50
	500,000		1.22	0.78	1.09	0.87	0.80	0.63	0.81	0.80	0.63
	750,000		1.98	1.27	1.77	1.41	1.31	1.02	1.32	1.30	1.02
	1,000,000		2.74	1.76	2.46	1.95	1.81	1.42	1.83	1.80	1.42
Commercial/	\$100,000		\$0.37	\$0.24	\$0.33	\$0.26	\$0.24	\$0.19	\$0.24	\$0.24	\$0.19
Industrial	150,000		0.55	0.35	0.49	0.39	0.36	0.28	0.37	0.36	0.28
	250,000		1.04	0.67	0.93	0.74	0.68	0.54	0.69	0.68	0.54
	500,000		2.26	1.45	2.02	1.61	1.49	1.17	1.50	1.48	1.16
	1,000,000		4.69	3.02	4.20	3.34	3.09	2.42	3.13	3.08	2.42
	3,000,000		14.45	9.29	12.93	10.28	9.52	7.46	9.63	9.48	7.46
	5,000,000		24.20	15.57	21.66	17.23	15.95	12.50	16.14	15.87	12.50
Apartments	\$ 50,000		\$0.15	\$0.10	\$0.14	\$0.11	\$0.10	\$0.08	\$0.10	\$0.10	\$0.08
(4 or More	75,000		0.23	0.15	0.20	0.16	0.15	0.12	0.15	0.15	0.12
Units)	100,000		0.30	0.20	0.27	0.22	0.20	0.16	0.20	0.20	0.16
	200,000		0.61	0.39	0.55	0.43	0.40	0.31	0.41	0.40	0.31
	500,000		1.52	0.98	1.36	1.08	1.00	0.79	1.02	1.00	0.79
	1,000,000		3.05	1.96	2.73	2.17	2.01	1.57	2.03	2.00	1.57
	3,000,000		9.15	5.88	8.18	6.51	6.03	4.72	6.10	6.00	4.72
	5,000,000		15.24	9.80	13.64	10.85	10.04	7.87	10.16	10.00	7.87
Seasonal/	\$ 50,000		\$0.12	\$0.08	\$0.11	\$0.09	\$0.08	\$0.06	\$0.08	\$0.08	\$0.06
Recreational	100,000		0.24	0.16	0.22	0.17	0.16	0.13	0.16	0.16	0.13
(Residential)	150,000		0.37	0.24	0.33	0.26	0.24	0.19	0.24	0.24	0.19
	200,000		0.49	0.31	0.44	0.35	0.32	0.25	0.33	0.32	0.25
	250,000		0.61	0.39	0.55	0.43	0.40	0.31	0.41	0.40	0.31
Agricultural Homestead											
Value per Acre	\$ 7,200	Per Acre	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.00	\$0.01	\$0.01	\$0.00
		(Excludes dwelling, up to \$1.94M in total EMV)									
Agricultural, Non-Homestead											
		Per Acre	\$0.02	\$0.01	\$0.02	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01

(a) Estimated market value is the assessed value, the basis for how each property's taxable market value is calculated.

(b) The tax rate increase is derived by dividing the required amount levied for debt service by total net tax capacity for all properties in the district.



Agenda Item IV.B.5.
May 23, 2019

TO: Members, Board of Education
Cindy Amoroso, Superintendent

FROM: Lisa Rider, Executive Director of Business Services

DATE: May 16, 2019

RE: Approve Long-Term Facilities Maintenance Program Budget for FY21

Recommendation: That the Board of Education approves the Long-Term Facilities Maintenance Program Budget for FY2021.

As a result of the 2015 Legislative Session, Long-Term Facilities Maintenance Revenue was created to replace Alternative Facilities, Health & Safety, and Deferred Maintenance Revenues beginning in FY2017. This recommendation applies to FY2021 which will need to be included in the PAY 2020 levy to come before the Board in September. Application for this revenue must be made in advance of the levy documents to Minnesota Department of Education (MDE).

What has not changed for ISD 191:

- The 25 large districts formerly eligible for Alternative Facilities revenue, including ISD 191, continue to be eligible for revenue based on approved project costs, without a state-imposed per pupil limit.
- Districts may choose to fund program expenses by issuing bonds, through pay as you go levy, or a combination of the two.

What has changed for ISD 191:

- Previously known Health & Safety and Alternative Facilities revenues are rolled into a new formula entitled Long-Term Facilities Maintenance Revenue.
- Alternative Facilities and Health & Safety project plans must be submitted using the new Long-Term Facility Maintenance Revenue Application and UFARS structure of finance codes established by MDE as a result of the new state statute. Original board-approved projects remain in place, but are now sorted according to the new UFARS coding structure.
- The new funding formula includes equalized state aid; therefore a portion of the ISD 191's existing long-term deferred maintenance plan will now be funded through state aid; this provides ISD 191 the ability to accelerate and expand the investment in deferred maintenance projects while maintaining a flat

overall tax impact. FY2021 estimates \$419,742 of health and safety related projects and \$1,526,541 of alternative facility projects equaling \$1,946,283 for ISD 191 total projects.

- Members of intermediate districts and cooperatives may levy for a proportionate share of intermediate/coop costs in addition to the regular allowance, with the approval by school boards of all member districts. A previous agenda item contained the inclusion of ISD 191's proportional share of Intermediate District 917 LTFM revenue anticipated to be \$4,147.24. This amount is approximately 16% of the \$26,265.00 FY2021 Intermediate 917 projects.

For 2021 and beyond, the identified projects are estimated placeholders and will be updated for board approval on an ongoing basis as actual projects are identified. The projected plan continues to estimate investment in projects which will maintain an overall flat tax impact.

I recommend that the Board of Education approve the Long-Term Facility Maintenance Revenue Application, which now includes debt payments related to Alternative Facilities Bonds sold, Alternative Facilities 10 Year Project Plan and Health & Safety budget and incorporates the requirements of new state statute.

Please contact me with any questions you may have.

Attached:
Long-Term Facility Maintenance Expenditure Plan
10 year projects listed by year and within by site



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Long-Term Facilities Maintenance Ten-Year Expenditure Application

ED - 02478-04

Instructions: Enter estimated expenditures that are allowable uses of Long-Term Facilities Maintenance Revenue under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code by fiscal year in the space provided.

District Name: ISD 191 Burnsville-Eagan-Savage Schools District # 191
Date: 6/14/2018

District Contact for Questions on this Spreadsheet: Name: Lisa Rider Phone #: (952) 707-2050 Email: lrider@isd191.org

Fiscal Year, Ending June 30th --> 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029

Estimated Expenditures:

Health and Safety - this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.

Finance Code	Category	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
347	Physical Hazards	\$84,392	\$72,392	\$72,392	\$72,392	\$72,392	\$72,392	\$72,392	\$72,392	\$72,392	\$72,392	\$72,392	\$72,392
349	Other Hazardous Materials	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000
352	Environmental Health and Safety Management	\$250,850	\$234,350	\$234,350	\$234,350	\$234,350	\$234,350	\$234,350	\$234,350	\$234,350	\$234,350	\$234,350	\$234,350
358	Asbestos Removal and Encapsulation	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
363	Fire Safety	\$67,636	\$90,904	\$81,000	\$72,000	\$90,904	\$81,000	\$72,000	\$90,904	\$81,000	\$72,000	\$90,904	\$90,904
366	Indoor Air Quality	\$40,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$484,528	\$438,646	\$428,742	\$419,742	\$438,646	\$428,742	\$419,742	\$438,646	\$428,742	\$419,742	\$438,646	\$438,646

Health and Safety - Projects Costing \$100,000 or more per Site/Year

Finance Code	Category	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151

Finance Code	Category	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
355	Remodeling for prekindergarten (Pre-K) instruction approved by the Commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Accessibility

Finance Code	Category	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Deferred Capital Expenditures and Maintenance Projects

Finance Code	Category	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
368	Building Envelope	\$0	\$352,375	\$106,336	\$190,000	\$101,000	\$96,000	\$0	\$0	\$0	\$185,000	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$638,102	\$572,347	\$554,691	\$1,244,300	\$63,072	\$0	\$0	\$0	\$175,080	\$65,000	\$25,000
380	Mechanical Systems	\$1,748,900	\$230,000	\$78,198	\$0	\$0	\$45,000	\$0	\$0	\$1,394,100	\$0	\$949,100	\$1,217,955
381	Plumbing	\$0	\$145,000	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$985,600	\$3,000	\$3,000
382	Professional Services and Salary	\$319,937	\$239,048	\$195,410	\$231,000	\$248,800	\$259,000	\$265,000	\$263,300	\$304,000	\$245,000	\$0	\$0
383	Roof Systems	\$124,300	\$0	\$0	\$0	\$0	\$1,200,000	\$700,000	\$502,658	\$0	\$0	\$0	\$0
384	Site Projects	\$924,793	\$554,480	\$648,287	\$550,850	\$35,000	\$35,000	\$816,110	\$735,000	\$0	\$0	\$636,000	\$630,415
	Total Deferred Capital Expense and Maintenance	\$3,117,930	\$2,159,005	\$1,600,578	\$1,526,541	\$1,629,100	\$1,763,072	\$1,781,110	\$1,515,958	\$1,773,100	\$1,590,680	\$1,653,100	\$1,876,370

Total Annual 10 Year Plan Expenditures	\$3,602,458	\$2,597,651	\$2,159,320	\$1,946,283	\$2,067,746	\$2,191,814	\$2,200,852	\$1,954,604	\$2,201,842	\$2,010,422	\$2,091,746	\$2,315,016
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Long-Term Facilities Maintenance Expenditure Categories used in the Excel Spread

Category 1: Health and safety expenditures by Uniform Financial and Accounting Reporting Standards (UFARS) Finance Codes 363 and 366 (this section excludes project costs of \$100,000 or more for which additional revenue is requested for Category 2 (366)).

A district enters estimated costs for the health and safety program. Focus on providing accuracy for anticipated projects for FY 2020. The later years can be a rough estimate. Fiscal 2018 is an estimate of what the final UFARS expenditures will be. Once financial data is complete and final UFARS data has been submitted, enter the actual FY 2018 Health and Safety (H and Safety Data Submission System Category 1 excludes projects costing \$100,000 or more for asbestos removal and indoor air quality as they are entered under Category 2 as listed below. Also enter FY 2018, FY 2019 and FY 2020 totals for Health and Safety Data Submission on the Minnesota Department of Education (MDE) website (MDE homepage > District Business and Finance > Data Submissions, then select the Health and Safety category) so hold harmless revenue can be used for these projects.

Category 2: Health and Safety expenditures by UFARS finance code for Asbestos Removal and Encapsulation, Fire Safety, and Indoor Air Quality projects costing \$100,000 or more per site, per year.

A district enters totals by finance code for individual projects that cost \$100,000 or more per site, per year for asbestos removal, fire safety, or indoor air quality as they generate additional revenue. Also, enter FY 2018, FY 2019 and FY 2020 totals for each project *on a separate line* in the Health and Safety Data Submission System on the MDE website (the project description, cost, and whether it is financed by “pay-as-you-go” or bonded dollars).

Category 3: Remodeling for Approved Voluntary Prekindergarten (VPK) Program

If the district has an approved VPK program include planned expenditures for remodeling projects.

Category 4: Americans with Disabilities Act (ADA) Accessibility Projects.

Enter approved project costs to increase accessibility to school facilities. The project shall conform to both the district's approved access transition plan and the current ADA Accessibility Guidelines for Buildings and Facilities, as well as applicable building codes.

Category 5: Deferred maintenance projects by UFARS finance code.

Facility deferred maintenance projects are broken into nine finance codes. Each code represents a component group. The code assignment of a project into the proper code. The code breakdown is also meaningful for comparison of costs. The Minnesota legislature to assess school facility costs and the ongoing need for facility funding.

Additional Documentation

1. Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Projects \$100,000 or over per site, per year

For districts with asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per year for FY 2019 or FY 2020 the ten-year plan includes a narrative describing the scope and cost of the project in great detail. Individual project approval is required as these projects generate additional revenue.

- a. For **asbestos removal and encapsulation projects**, give a description of the type and amount of asbestos and the scope of the project including an engineer or contractor estimate of the cost.
- b. For **fire safety projects**, include a project description and an estimate of the cost from the project engineer. If a building permit has been pulled for other school construction projects, the building inspector has jurisdiction over the review and approval of the fire suppression rework; otherwise, the fire suppression rework requires an order from the state fire marshal, school division.
- c. For **indoor air quality projects**, describe which American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Indoor Air Quality (IAQ) standards are not being met and indicate how the project will result in meeting ASHRAE standards and include an estimate of cost from the project engineer. Also, include a floor plan to reflect classrooms affected by the project and a report listing cubic feet per minute (CFM) ratings.

2. Approved Voluntary Prekindergarten (VPK) Program - Remodeling Costs

For districts with an approved voluntary prekindergarten program under section 124D.151, a narrative describing the project to remodel existing instructional space to accommodate kindergarten instruction. In the narrative, describe the square footage of the existing instructional space, changes to be made to the facility, and the final square footage and features of the prekindergarten instructional space, for example, bathroom space, play area, and small group instruction space. This narrative must be the same narrative submitted to MDE as part of the application to obtain approval for the voluntary prekindergarten program under section 124D.151.

4. Deferred Maintenance Projects Costing \$2,000,000 per Site, per Year

For districts with deferred maintenance projects for FY 2019 or FY 2020 costing \$2,000,000 or more per site, per year, a narrative describing each project in greater detail is required. In the narrative, discuss the deferred capital and maintenance criteria that make the project eligible for long-term facilities maintenance revenue and the work necessary to prevent further erosion of the facilities. Describe the scope of work in sufficient detail to indicate the change in condition of the facility and provide an estimate of the improvement to useful life. Indicate the level of deferred maintenance work needed for the facility before and after the project will be completed. Include an architect or consultant cost estimate detailing categories of work and associated costs including an estimate of fees.

Updating the Health and Safety Database

The Minnesota Department of Education will continue to use the existing health and safety database (located on t Districts, Schools and Educators > Business and Finance > Data Submissions , select Health and Safety) to drive lev Districts enter summary data by finance code, consistent with the summary data for FY 2018, FY 2019 and FY 2020 expenditure spreadsheet. Detailed information by project will still be required for asbestos removal and encapsulation quality projects costing \$100,000 or more per site, since those generate additional revenue over and above the LT enter information for deferred maintenance or accessibility finance codes. The Health and Safety amounts provide hold harmless revenue estimate on the levy and aid entitlement reports, and either add to revenue or show comp seek levy information.

When comfortable with data and assumptions, a district should **enter the total health and safety cost from the ex hold harmless section of the revenue spreadsheet and the Health and Safety Data Submission System**. Hold harmless year's H&S costs plus deferred maintenance revenue for districts that did not qualify for alternative facilities revenue alternative facilities school district is health and safety plus an amount to fund the other ten-year plan projects. For asking school districts to enter **totals by finance code** from the expenditure spreadsheet in the **Health and Safety Website Instructions**" (these instructions may also be found on the Health and Safety Data Submission System). Make to load the prior law calculation H&S amount into the Levy Limitation and Certification system and LTFM Aid Entitlement the levy shows zero in the health and safety line under the old law revenue and the calculation is inaccurate. An amount should not include the amount in both the Health and Safety Data Submission System and in the revenue amount maintenance ten-year plan projects levy as the H&S levy will be doubled. In the Health and Safety Data Submission totals, six in all (if all are included in the ten-year planned projects) from the expenditure spreadsheet plus separate (asbestos removal and encapsulation, fire safety or indoor air quality) costing \$100,000 or more for H&S. Only H&S the Health and Safety Data Submission System, **no deferred maintenance finance codes should be entered**.

Note: School Districts should continue to update H&S expenditures in the Health and Safety Data Submission system accurately cost estimate decreases or increases for applicable fiscal years.

Make sure to update the system for final, audited UFARS H&S financial data (reference the 17-18 UFARS Turnaround by Finance Code Report" on the Minnesota Funding Reports (MFR) webpage located at Data Center > Data Report Finance Reports section, select Minnesota Funding Reports (MFR). Enter your school name, view all reports, select category, select 17-18 year, under Report select "All" and then List Reports.

LTFM/Ten Year Plan

FY	Location	Description of Work	Estimated Cost
2019/2020	Burnsville High School	Tennis court lighting project	\$62,316.56
		Re-construct tennis courts	\$270,800.00
	Diamondhead Education Center	Elevator replacement	\$93,748.00
	Districtwide	Concrete & Bituminous repairs	\$98,988.00
		Project Management	\$110,000.00
		Engineering Fees (10%)	\$85,410.00
	Eagle Ridge Middle School	Concrete Replacement / ERMS Dock Ramp & Railings	\$66,031.08
	Gideon Pond Elementary	Kitchen updates/ Replace kitchen cooler and freezer	\$159,460.54
		Remodel restroom to be ADA compliant	\$22,006.00
	Hidden Valley Elementary	New siding on the penthouse to prevent water intrusion	\$99,808.54
	Nicollet Middle School	Re-Carpet interior lower level	\$52,354.19
		Re-construct tennis courts	\$139,833.00
		Interior painting	\$48,500.00
		Concrete Replacement /NMS loading dock repairs	\$10,318.92
	Sioux Trail Elementary	Kitchen updates/ Replace kitchen cooler and freezer	\$159,460.54
		Remodel restroom to be ADA compliant	\$22,006.00
	Sky Oaks Elementary	Cafeteria entry updates.	\$14,811.60
		Sky light repairs	\$6,527.03
	Vista View Elementary	Replace Boiler makeup water system	\$78,198.00

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FY	Location	Description of Work	Estimated Cost
<u>Total FY</u>			<u>\$1,600,578.00</u>

LTFM/Ten Year Plan

FY	Location	Description of Work	Estimated Cost
2020/2021	Districtwide	Concrete Replacement	\$25,000.00
		Engineering Fees (10%)	\$121,000.00
		Project Management	\$110,000.00
	Eagle Ridge Middle School	Replace 1996 carpet throughout building.	\$305,391.00
	Harriet Bishop Elementary	Bituminous reconstruction on the parking lot/ sidewalk repair (106,500 SF).	\$525,850.00
	MWSavage Elementary	Exterior caulking, tuck-pointing and brick repair.	\$50,000.00
	Nicollet Middle School	Replace 1 Hot Water boiler with 5 HE boilers	\$140,000.00
	Sioux Trail Elementary	Replace Interior wood doors With hollow metal doors.	\$249,300.00
		<u>Total FY</u>	<u>\$1,526,541.00</u>

LTFM/Ten Year Plan

FY	Location	Description of Work	Estimated Cost
2021/2022			
	Districtwide		
		Concrete Replacement	\$35,000.00
		Engineering Fees (10%)	\$138,800.00
		3 year inspections	\$19,000.00
		Project Management	\$110,000.00
	Eagle Ridge Middle School		
		Resurface 2014 wood floor, sand and repaint lines	\$25,000.00
		Exterior caulking, tuck-pointing and brick repair.	\$75,000.00
		Remodel locker rooms. (Floor, New Lockers)	\$625,000.00
		Replace interior 1996 wood doors. With HM	\$345,000.00
	Gideon Pond Elementary		
		Replace skylights	\$26,000.00
		Replace Interior wood doors With hollow metal doors.	\$249,300.00
		<u>Total FY</u>	<u>\$1,648,100.00</u>

LTFM/Ten Year Plan

FY	Location	Description of Work	Estimated Cost
2022/2023			
Diamondhead Education Center			
		Repaint interior of building.	\$63,072.00
		Repair storefront at link.	\$65,000.00
		Repair exterior EIFS, and exterior painting.	\$96,000.00
		Re-roof	\$1,200,000.00
Districtwide			
		Engineering Fees (10%)	\$149,000.00
		Project Management	\$110,000.00
		Concrete Replacement	\$35,000.00
Metcalf Middle School			
		Walk in Cooler & Freezer, Change water cooled to air cooled units and relocate to the roof	\$45,000.00
<u>Total FY</u>			<u>\$1,763,072.00</u>

LTFM/Ten Year Plan

FY	Location	Description of Work	Estimated Cost
2023/2024			
	Burnsville High School		
		Re-Roof C-wing (48195 SF)	\$700,000.00
	Districtwide		
		Engineering Fees (10%)	\$155,000.00
		Concrete Replacement	\$25,000.00
		Project Management	\$110,000.00
	Eagle Ridge Middle School		
		Bituminous Reconstruction, (148,000 SF). Concrete repair	\$435,560.00
	Hidden Valley Elementary		
		Bituminous reconstruction, (120,800 SF).	\$355,550.00
		<u>Total FY</u>	<u>\$1,781,110.00</u>

LTFM/Ten Year Plan

FY	Location	Description of Work	Estimated Cost
2024/2025			
Burnsville High School			
		Replace Sprint Turf on football field / 100,000 SQ FT	\$700,000.00
Districtwide			
		Concrete Replacement	\$35,000.00
		Project Management	\$110,000.00
		Engineering Fees (10%)	\$153,300.00
Eagle Ridge Middle School			
		Replace corroded pool controls (2010) in the filter room with like controls	\$15,000.00
Sioux Trail Elementary			
		Re-roof. (38667 Sq. Ft)	\$502,658.00
<u>Total FY</u>			<u>\$1,515,958.00</u>

LTFM/Ten Year Plan

FY	Location	Description of Work	Estimated Cost
2025/2026			
Districtwide			
		Engineering Fees (10%)	\$194,000.00
		Project Management	\$110,000.00
Metcalf Middle School			
		Replace outdated steam boilers	\$700,000.00
		Steam to Hot water in the square Building	\$694,100.00
		Plumbing updates	\$75,000.00
<u>Total FY</u>			<u>\$1,773,100.00</u>

LTFM/Ten Year Plan

FY	Location	Description of Work	Estimated Cost
2026/2027			
	Burnsville High School		
		Resurface the gymnasium floor	\$45,000.00
	Districtwide		
		Project Management	\$110,000.00
		Engineering Fees (10%)	\$135,000.00
	Eagle Ridge Middle School		
		Repair/repaint walls in educational houses.	\$80,000.00
	Hidden Valley Elementary		
		Replace stage curtains.	\$50,080.00
	MWSavage Elementary		
		Automatic sprinklers in remainder of the building (Fire safety)	\$985,600.00
	Sioux Trail Elementary		
		Exterior caulking, tuck-pointing and brick repair.	\$185,000.00
<u>Total FY</u>			<u>\$1,590,680.00</u>

LTFM/Ten Year Plan

FY	Location	Description of Work	Estimated Cost
2027/2028			
	Cedar School	Bituminous overlay, sidewalk and landscaping replacement.	\$521,000.00
	Gideon Pond Elementary	Update boilers to Hot water / DDC controls	\$949,100.00
	Nicollet Middle School	Repair Bituminous and curbs	\$115,000.00
	Wm Byrne Elementary	Repair or replace hose bibs around the school	\$3,000.00
		Repaint Classrooms and replace p-lam counter tops	\$65,000.00
<u>Total FY</u>			<u>\$1,653,100.00</u>

LTFM/Ten Year Plan

FY	Location	Description of Work	Estimated Cost
2028/2029			
Burnsville High School			
		Bituminous reconstruction (South lot)	\$529,775.00
Diamondhead Education Center			
		Replace light fixtures and ACT.	\$100,640.00
		Replace carpet throughout building.	
Eagle Ridge Middle School			
		PAC / folding wall (1996) - replace	\$25,000.00
		Replace pool air handler	\$268,855.00
Sioux Trail Elementary			
		Update boilers to Hot water / DDC controls	\$949,100.00
<u>Total FY</u>			<u>\$1,873,370.00</u>



Future Ready. Community Strong.

**Agenda IV.B.6.
May 23, 2019**

To: Board of Education
Superintendent Cindy Amoroso

From: Dr. Jenna Mitchler, Director of Curriculum, Instruction and Assessment

Date: May 17, 2019

Re: Changes to Policy 620: *Credit for Learning*

Recommendation: Approve, on a first reading basis, changes to Policy 620: *Credit for Learning*.

Policy 620 was reviewed by administration and the Policy Review Committee on May 14.

Adopted: 4/1997
Reviewed: 1/11/2018
Revised: 5/23/2019
Rescinds: IKF

620 CREDIT FOR LEARNING

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, **out-of-country**, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by the North Central

Association of Colleges and Schools, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.

B. Transfer of Academic Requirements from Other Schools

- 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or **country** or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. In the event the content of a course taken at an accredited nonpublic school or public school in another state **or country** does not fully align with the content of the school district’s high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district’s high school graduation requirements will not be used to compute honor roll and/or class rank.

- c. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
- 2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements, but the grade shall be a "P" (pass).
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school

district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

- A. The school district does not offer weighted grades.
- B. The district will use a dual-ranking system at the high school level, which allows students to be ranked separately by taking honors courses. All students can access honors classes at the high school level.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the

decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.

- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References: Burnsville-Eagan-Savage School District Policy 104 (School District Mission Statement)

Burnsville-Eagan-Savage School District Policy 601 (School District Curriculum and Instruction Goals)

Burnsville-Eagan-Savage School District Policy 613 (Graduation Requirements)

Burnsville-Eagan-Savage School District Policy 614 (School District Testing Plan and Procedure)

Burnsville-Eagan-Savage School District Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

Burnsville-Eagan-Savage School District Policy 616 (School District System Accountability)

Burnsville-Eagan-Savage School District Policy 618 (Assessment of Student Achievement)

Burnsville-Eagan-Savage School District Policy 624 (Online Learning Options)

BURNSVILLE EAGAN SAVAGE
Independent School District 191
Human Resources

AGENDA ITEM: IV.B.7.

To: Members of the Board of Education
Superintendent Cindy Amoroso

From: Stacey Sovine
Executive Director of Human Resources

Date: May 23, 2019

RE: **Proposed adoption of the Terms and Conditions of Employment for Community Education Employees of Independent School District 191.**

RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2019 - 2021 TERMS AND CONDITIONS OF EMPLOYMENT FOR THE COMMUNITY EDUCATION EMPLOYEES OF INDEPENDENT SCHOOL DISTRICT #191.

There are over 200 full-time, part-time, and seasonal Community Education employees. The Terms are reviewed and updated every two years. Positions under these Terms are considered At-Will unless a State License is specifically required under statute. Employees under the Terms receive salary packages in alignment with comparable positions in other units and are in compliance under Pay Equity regulations by the state.

Economic terms include:

Total

- Restructuring of positions, benefit eligibility including holiday, vacation, and insurance. Some of the savings within the reduction of reduction of benefits was transferred to the salary schedule.
- Increased cost \$100,000
- MSBA increase is 1%

**2019-2021 GENERAL TERMS AND CONDITIONS OF EMPLOYMENT:
COMMUNITY EDUCATION EMPLOYEES**

Purpose. This policy outlines the general terms and conditions of employment for Community Education employees (“employee” or “employees”) of Independent School District No. 191, Burnsville (“District” or “School Board”). This policy does not create an express or implied contract between any employee and the District. The School Board may modify this policy at any time, without prior notice, as the Board sees fit. The terms and conditions in this policy will remain in effect until the Board modifies this policy.

Community Education Employees. For purposes of this policy, individuals holding any of the following positions are deemed to be “Community Education employees”:

Coordinator Levels I, II, and III, Program Specialists, Program Supervisors, Program Associates, and Program Assistants. ~~and Program Aides~~

This Policy does not apply to independent contractors who provide services to the School District’s Community Education Program.

At-Will Employment. The employees covered by this policy are employed on an at-will basis regardless of any statements, representations, procedures, or other policies that may be made or promulgated by the District or its agents or representatives. As a result, the District may discipline or discharge an employee as the District sees fit and for any reason that is not unlawful. The District is not required to show cause when disciplining or discharging an employee. Employees may resign from the District at any time and for any reason. This paragraph does not apply to any employee who is required to hold a license from the Minnesota Department of Education or the Minnesota Board of Teaching.

Performance of Duties. Employees must faithfully perform, at a professional level of competence, the services and duties prescribed by the District, regardless of whether such duties are specifically described in this policy, in a job description, in a notice of assignment, or in another document. Prompt and regular attendance is an essential function of each employee’s job. Employees must also comply with all lawful directives issued by the Superintendent or by any other individual with supervisory authority. In addition, employees must comply with all applicable federal and state laws and with all rules, regulations, and policies established by the District. Employees may not, directly or indirectly, engage or participate in any action or conduct which conflicts in any respect with the interests of the District. Toward that end, employees may not engage or participate in any action or conduct that is inconsistent with their job duties, the basic educational mission of the District, or the desired image of the District.

Assignment. The annual, weekly and daily work schedule for Community Education employees shall be determined by the School District. Work schedules shall include the start and end times of a work day. Daily, weekly or annual work assignments are subject to modification by the School District. Employees who are assigned to work more than six (6) hours a day will be provided an unpaid duty-free lunch period of 1/2 hour.

- a. **Definitions. Full-Time Employees:** Full-time employees are employees assigned at the start of a fiscal year to work a minimum of 1,560 hours in a single position during the fiscal year (July 1 – June 30).

Part-Time Employees: Effective July 1, 2015 2019, part-time employees are employees assigned at the start of a fiscal year with a base assignment schedule to work a minimum of 725 hours in a single position during the fiscal year, but less than 1,560 hours. Additional seasonal, substitute, or temporary assignment hours do not apply.

Seasonal, Substitute Or Temporary Employees: Effective July 1, 2015, employees who work an irregular, infrequent or on an “as-needed” basis or work a temporary or seasonal position for no more than 3 months for 724 hours or less in a single position or combination of positions during the fiscal year are casual, substitute or temporary employees.

- b. **Overtime.** Employees who hold a non-exempt position will receive one and one-half (1.5) times their regular rate of pay for all time worked in excess of forty (40) hours per week. Vacation days, personal days, compensatory time, or sick leave and paid holiday hours will not be counted as hours worked when determining overtime obligations in a given week. Overtime must be pre-approved by the employee’s Supervisor Director. Employees may elect compensatory time off in lieu of overtime pay, as mutually agreed upon between the employee and Supervisor Director. Such election must be made on the date overtime is assigned/approved. If compensatory time is elected, the employee must specify the date(s) that the compensatory time will be taken, and such date(s) must be within the same pay period or if sufficient time does not exist within the same pay period, no later than the end of the following pay period. Beyond the basic duty day, all employees may be required to attend and participate in meetings and school-sponsored events and activities.
- c. **Modification of assignment.** The Executive Director of Human Resources may reassign an employee or modify an employee’s assignment at any time and for any reason. In addition, the Executive Director of Human Resources may modify an existing job description for an employee’s position or create a new job description at any time.
- d. **Temporary Assignments.** A Community Education employee who temporarily replaces an employee in a higher Pay Grade for an assignment of 30 or more consecutive working days, shall be paid the wage for the higher Pay Grade retroactive to the first day of the assignment. The step level of the employee shall not be changed (increased or decreased) during a temporary assignment.

Individual Contracts. In accordance with Minnesota law, the District will issue an individual contract to each employee who is required to hold a license from the Minnesota Department of Education or the Minnesota Board of Teaching.

Compensation. The Board will determine the compensation of each employee covered by this policy. For the ~~2017-2018~~ 2019-2020 school year and the ~~2018-2019~~ 2020-2021 school year, the Board will set wages for ~~full-time and part-time~~ employees ~~is set forth~~ in Wage Schedules A and B of this Policy. ~~and~~ Wages for casual, substitute or temporary employees is set forth in Wage Schedule C of this Policy.

Step Placement/Advancement.

- a. The Step levels (Steps 1 through 7) of Wage Schedules A and B of this Policy shall apply only to full-time and part-time employees. New hires or employees who are assigned to a different position shall be placed at an initial step level, as determined by the School District, based on the employee's background and experience.
- b. Full-time and part-time employees covered by Wage Schedule A and B shall be eligible for step advancement, as determined by the School District, based on assessment of the employee's performance. Step advancement shall be determined on July 1 of each fiscal year. Employees hired prior to January 1 shall be eligible for step advancement on July 1. Employees hired after January 1 shall not be eligible for step advancement until July 1 of the following calendar year.

Additional Compensation.

- a. Beginning July 1, 2015, employees who successfully complete ten (10) years of consecutive years of service in the Community Education Department as a full-time or part-time employee, as defined in this Policy, shall receive an additional \$1.00 per hour above their hourly base rate of pay. Employees who successfully complete fifteen (15) consecutive years of employment in the Community Education Department as a full-time or part-time employee, as defined in this Policy, will receive an additional \$1.50 per hour above their hourly base rate of pay. Employees who successfully complete twenty (20) years of consecutive years of service in the Community Education Department as a full-time or part-time employee, as defined in this Policy, shall receive an additional \$2.00 per hour above their hourly base rate of pay.
- b. Effective July 1, 2015, full-time and part-time employees, as defined in this Policy, who received longevity pay prior to July 1, 2015 shall continue to accrue longevity credit without loss of previous experience. Individuals that did not receive longevity pay will accrue credit beginning July 1, 2015.
- c. Effective July 1, 2011, seasonal, substitute or temporary employees, as defined in this Policy, who were employed prior to July 30, 2005 and who have successfully completed ten (10) years of consecutive years of service in the Community Education Department, shall receive an additional \$1.00 per hour above their hourly base rate of pay. Employees who have successfully completed fifteen (15) consecutive years of employment in the

Community Education Department, will receive an additional \$1.50 per hour above their hourly base rate of pay.

Daily Rate of Pay. In the event the District needs to determine a daily rate of pay for an employee, the employee's annual salary will be divided by the number of duty days assigned to the employee.

Holidays. In the absence of an emergency or a change in the school calendar, employees are not expected to work on the following holidays:

- | | |
|-----------------------|------------------------------|
| 1. New Year's Eve Day | 6. Thanksgiving Day |
| 2. New Year's Day | 7. Day after Thanksgiving |
| 3. Memorial Day | 8. Christmas Eve Day |
| 4. Independence Day | 9. Christmas Day |
| 5. Labor Day | 10. One (1) Floating Holiday |

Holiday pay applies to 261 day, full-time employees. Holiday pay shall be prorated for full-time employees who are assigned less than an eight hour work day. Floating Holiday must be approved by supervisor prior to taking. Part-time and seasonal, substitute or temporary employees shall not be entitled to paid holidays.

Insurance Benefits. As described below, the District will contribute toward the cost of the premium for certain types of insurance for full-time employees who otherwise qualify for and enroll in the insurance policy, plan, or program. The District will select the insurance policies, plans, and programs. To the extent permitted by law, upon separating from employment with the District a former employee may continue to participate in a group health insurance plan, but such participation will be at the former employee's sole expense.

- a. **Single Health and Hospitalization Insurance.** The District will contribute an amount equal to 95% of the composite premium for an eligible employee who enrolls in the single plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$1,000 shall be redirected to the employee's HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- b. **Dependent Health and Hospitalization Insurance.** The District will contribute an amount equal to 70% of the composite premium for an eligible employee who enrolls in the dependent health insurance plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$2,000 shall be redirected to the employee's HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction. **Effective July 1, 2019 this plan will only be available to employees currently enrolled in the plan prior to July 1, 2019.**
- c. **Dental Insurance.** The District will pay the equivalent of 100% of the premium for single insurance toward either single or dependent coverage for a full-time employee who elects to participate in the District's group dental plan.

- d. **Group Term Life Insurance.** The District will pay 100% of the premium for a group term life insurance policy with a death benefit of twenty thousand dollars (\$20,000) for each full-time employee who qualifies for life insurance.

- e. **Long-Term Disability (LTD) Insurance.** Income Protection coverage will be provided each full-time employee at District expense. Disability pay will be governed by the policy in effect. After a Community Education employee has been ill or disabled for ~~more than thirty (30) consecutive days~~ the qualifying period identified in the plan, the employee may use sick leave on a .33 fractional basis, together with the income protection plan. ~~to equal full salary for an additional sixty (60) days.~~ **Maximum of Twenty** (20) full sick days per **eligible** illness may be used in this manner, provided the employee has sufficient accumulated days.

- g. **Disclaimer.** No claim or cause of action may be brought against the District for any claim that is not covered or paid by insurance. The District is not insuring or guaranteeing that any particular claim will be paid or covered by any insurance policy, plan, or program, or that any specific amount will be paid out under any policy, plan, or program. Any description of insurance benefits in this policy is intended to be general and informational only and is subject to change in the discretion of the School Board. The eligibility any particular employee and the employee's dependent(s) is governed by the terms of the actual insurance policy, plan, or program. The District's only obligation is to make the premium contributions that are identified in this policy, as it currently is written or as amended at any time in the future, for full-time employees who otherwise qualify for and enroll in the particular insurance plan or program.

Personal Time: Personal Time applies to full-time employees. An employee may take up to two (2) days of paid personal leave each school year. The employee must obtain permission from his/her supervising administrator to take personal leave on a given day. The supervising administrator may deny any request for personal leave at a given time based upon the administrator's assessment of the needs of the District. Days of personal leave do not accumulate and will be forfeited if they are not used. Upon separating from employment with the District for any reason, an employee will have no right to receive any compensation for any unused days of personal leave.

Sick Leave. Each full-time employee will earn sick leave at the rate of thirteen (13) days per school year and may accumulate a maximum of 60 days of sick leave. Part-time employees will earn sick leave on a prorated basis. An employee's use of sick leave is subject to the following conditions:

- a. The Superintendent may allow an employee to use up to five days of annual sick leave in advance of the monthly accrual, but the advance of sick leave will be deducted from subsequent accrual in that year. Any absences due to illness that are in excess of the employee's accumulated sick leave and annual accrual will be without pay.

- b. An employee may use accumulated sick leave whenever he/she is absent due to illness or a serious health condition that prevents his/her attendance or the performance of

his/her job duties; to care for a sick or injured child who is eighteen years of age or younger; and for any other reason expressly permitted by state or federal law. An employee may use up to five (5) days of accumulated sick leave to care for a spouse who is suffering from an illness or serious health condition. In addition, an employee may use up to one (1) day of accumulated sick leave per school year to attend the funeral of an individual who is not in the employee's immediate family. Sick leave may not be used to conduct personal business.

- c. If the employee reports being absent due to illness or serious health condition, the District may require the employee to provide a certification from a qualified physician stating that the absence was due to an illness or a serious health condition. The District will make the final determination as to whether the employee is entitled to receive sick leave for a given absence.
- d. Upon separating from employment with the District for any reason, an employee will have no right to receive any compensation for any unused days of accumulated sick leave.
- e. Effective July 1, 2015, an employee who as of July 1 has accumulated leave time in excess of two hundred and eighty (280) hours determined as of June 15th of the same tax year, and has taken one (1) or less leave days in the concluding fiscal year shall have sufficient leave days converted at the rate equal to three hundred dollars (\$300) which shall be contributed to an active ISD 191 approved 403(b) plan by the July 15th payroll.

An employee who as of July 1 has accumulated leave time in excess of two hundred and eighty hours (280) hours determined as of June 15th of the same tax year, and has taken more than 1 leave day up to three (3) leave days in the concluding fiscal year shall have sufficient leave days converted at the rate of equal to one hundred fifty dollars (\$150) which shall be contributed to an active ISD 191 approved 403(b) plan by the July 15th payroll.

An employee that takes more than three (3) leave days during the measurement period is not eligible for the conversion of leave days to a 403(b) contribution.

“Leave days” include all absences except Vacation, Bereavement and paid days substituted for unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), as amended.

Effective July 1, 2015 the conversion rate for leave days shall be fifty dollars (\$50) per day.

Bereavement Leave. An employee may take up to five (5) days of paid bereavement leave per year for any death(s) that occurs in the employee's immediate family. For purposes of this Agreement, “immediate family” includes a spouse, children, parents, siblings, grandparents, grandchildren, and in-laws (mother-in-law, father-in-law, son-in-law, brother-in-law, and sister-in-law). The Executive

Director of Human Resources may, in his/her sole discretion, grant up to ten (10) additional days of bereavement leave per school year for reasons such as multiple deaths in the immediate family and out-of-state funerals.

Vacation.

- a. **Eligibility.** Vacation pay applies to 261 day, full-time employees. ~~Full-time Community Education employees are eligible for paid vacation days.~~ Employees scheduled to work less than 261 days, part-time and casual, substitute or temporary employees are not eligible for paid vacation.
- b. **Vacation Accrual and Use.** Ten (10) paid vacation days shall be credited to each ~~full-time eligible~~ employee at the beginning of each fiscal year (July 1). A vacation day shall be paid in an amount equivalent to the hours of an employee's assigned work day. Vacation leave must be scheduled in advance with the employee's immediate supervisor. Vacation leave credited to an employee must be taken during the same fiscal year, or within the following twelve (12) months, or it is forfeited.
- c. **Additional Vacation Leave.** ~~Full-time Eligible~~ employees at Pay Grade 4 and above shall be credited with additional paid vacation leave each fiscal year as follows: eight (8) hours of paid vacation leave multiplied by the employee's consecutive years of employment with the Community Education Department, up to a maximum of an additional 64 hours of vacation leave in a fiscal year. Under no circumstances may an employee's paid vacation leave exceed 18 days.
- d. **Termination.** If an employee leaves the district in good standing, the employee shall be paid for unused vacation leave prorated by the actual time worked in the fiscal year of termination. If on the date of termination the employee has taken more vacation leave than his/her prorated vacation leave, he/she shall be required to pay the difference back to the District.

Parental Leave. Full-time and part-time employees may apply for an unpaid parental leave. Such applications must be submitted to the Executive Director of Human Resources, and leaves may be granted solely at the discretion of the School Board. The terms of unpaid parental leaves are as follows:

- a. A parental leave of absence may be granted for a period of time immediately subsequent to the birth of an employee's child, or in the case of adoption, for a period of time immediately after a child is physically placed with the employee.
- b. Under no circumstances will unpaid parental leave be granted pursuant to this Section unless the employee applies at least two (2) calendar months prior to the estimated date of the child's birth or adoption.
- c. The length of an unpaid parental leave pursuant to this Section is at the discretion of the School District. An employee may apply to extend a parental leave of absence;

however, under no circumstances will a parental leave of absence exceed two (2) fiscal years. Employees on unpaid parental leave of absence pursuant to this Section shall be eligible to continue coverage under the School District's group health/dental insurance plans, if the employee would otherwise be eligible as an active employee, subject to the limitations of the insurance carrier and COBRA. The employee shall be responsible for the full cost of premiums during continued participation in the School District's group health insurance plans during a parental leave of absence.

- d. Employees on unpaid parental leaves of absence pursuant to this Section shall not receive step advancement or any other increase in wages during the period of their leave, nor shall the period of the leave of absence be counted toward eligibility for longevity pay under the applicable Wage Schedule.

Jury Duty. An employee who is called for jury duty will be reimbursed for the difference between the amount paid for serving on the jury and the employee's regular salary during the period of service. To the extent possible, employees will be expected to report or otherwise perform their regular duties when temporarily excused from attending court.

Other Types of Leave. To the extent required by law, the District will grant other types of leave. In addition, the School Board may, in its discretion, grant additional types of leave that are not required by law.

Emergency Dismissal. If a Community Education employee is notified not to report to work due to inclement weather or an emergency situation, he/she shall not be paid for that work day(s). If a Community Education employee is dismissed during a work day by authority of the Executive Director of Human Resources, he/she shall be paid wages for actual time worked up to the time of notification of dismissal. Notification that school is cancelled or delayed for children is NOT notification that Community Education employees are excused from work, and they are expected to report to work unless otherwise directed by the Executive Director of Human Resources or his/her designee.

Expense Reimbursement. The District will reimburse employees for mileage and reasonable expenses of job related activities. Employees may be given time to participate in professional conferences and seminars, and will be reimbursed for reasonable expenses associated with attending such conferences and seminars, provided that the conference or seminar was approved in advance by the supervising administrator or the Superintendent. To obtain reimbursement, employees must submit the required forms in accordance with School Board policy.

Flexible Benefit Plan. The District has established a Flexible Benefit Plan under IRS Code 125. Regulations and procedures are available in the Human Resources Office. A School Board policy and accompanying regulations have been developed and will be updated annually to comply with IRS Regulations.

Matching Contribution Eligibility. Employees may participate in a tax- sheltered annuity pursuant to United States Public Law No. 87-370, Minnesota Statutes section 123B.02, subdivision 15, and School District policy. To the extent permitted by federal and state law, including Minnesota Statutes section

356.24, the District will match up to \$500.00 per year to an approved Minnesota deferred compensation program for an employee who has completed one year of service with the District. Part-time employees will receive a pro-rated contribution to a Minnesota deferred compensation program based on their F.T.E. equivalency as of July 1.

- a. **Employees on Leave.** An employee on an unpaid leave of absence is not eligible to participate in the plan.
- b. **Plan Year Begins July 1.** The annual year for the School District contributions is July 1 through June 30. Changes in District matching amounts must occur on July 1 of each year.
- c. **Employee Application.** Employees must apply to participate in the eligible TSA plan by July 1 for upcoming school year. Once an eligible employee elects to participate in the TSA investment program, the election will remain in effect for that school year and for each subsequent year unless modified by the employee.
- d. **Compliance with Federal and State Laws.** The plan is subject to applicable code provisions of the Minnesota Statutes, IRS Code Section 403(b).
- e. **Enrollment Limited to Participating Companies.** Tax sheltered annuity purchases will be limited to companies approved by the District.
- f. **Maximum District Contribution.** The amount the District contributes to an employee's matching TSA plan may not exceed thirty thousand dollars (\$30,000) during the employee's entire period of employment with the District.

Section 457 Plan. Employees are eligible to participate in Section 457 deferred compensation plans, subject to applicable state and federal law. Elective deferrals must be with vendors approved by the School District and on file with the Office of Human Resources. The School District shall not make matching contributions to a Section 457 Plan.

Independent School District No. 191 is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age.

CHILD CARE PROGRAMS
 READY TO GROW, READY TO LEARN, PROJECT KIDS
 261 DAY FULL AND PART-TIME EMPLOYEES

Effective July 1, 2019

Pay Grade	Title	Step 1/2	Step 3/4	Step 5/6	Step 7
9	CCP Coordinator III	\$24.20	\$25.85	\$27.50	\$28.70
7	CCP Coordinator I	\$19.35	\$21.00	\$22.25	\$23.45
6	CCP Supervisor	\$14.45	\$15.50	\$16.80	\$17.55
5	CCP Associate	\$13.10	\$14.05	\$15.05	\$15.90
4	CCP Assistant	\$10.00	\$10.85	\$11.25	\$11.85

Effective July 1, 2020

Pay Grade	Title	Step 1/2	Step 3/4	Step 5/6	Step 7
9	CCP Coordinator III	\$24.45	\$26.10	\$27.75	\$28.95
7	CCP Coordinator I	\$19.55	\$21.20	\$22.45	\$23.65
6	CCP Supervisor	\$14.60	\$15.65	\$16.95	\$17.70
5	CCP Associate	\$13.25	\$14.20	\$15.20	\$16.05
4	CCP Assistant	\$10.10	\$10.95	\$11.35	\$11.95

CHILD CARE PROGRAMS
 READY TO GROW, READY TO LEARN, PROJECT KIDS
 200 DAY FULL AND PART-TIME EMPLOYEES

Effective July 1, 2019

Pay Grade	Title	Step 1/2	Step 3/4	Step 5/6	Step 7
9	CCP Coordinator III	\$24.20	\$25.85	\$27.50	\$28.70
7	VPK Coordinator II	\$20.95	\$22.45	\$23.95	\$24.95
6	CCP Supervisor	\$14.45	\$15.50	\$16.80	\$17.55
5	CCP Associate	\$13.10	\$14.05	\$15.05	\$15.90
4	CCP Assistant	\$10.00	\$10.85	\$11.25	\$11.85

Effective July 1, 2020

Pay Grade	Title	Step 1/2	Step 3/4	Step 5/6	Step 7
9	CCP Coordinator III	\$24.45	\$26.10	\$27.75	\$28.95
7	VPK Coordinator II	\$21.20	\$22.70	\$24.20	\$25.20
6	CCP Supervisor	\$14.60	\$15.65	\$16.95	\$17.70
5	CCP Associate	\$13.25	\$14.20	\$15.20	\$16.05
4	CCP Assistant	\$10.10	\$10.95	\$11.35	\$11.95

PART DAY EARLY CHILDHOOD PROGRAMS
PRESCHOOL, PREKINDERGARTEN AND ECFE SUPPORT
208 DAY FULL AND PART-TIME EMPLOYEES

Effective July 1, 2019

Pay Grade	Title	Step 1/2	Step 3/4	Step 5/6	Step 7
8	VPK Coordinator II*	\$20.95	\$22.45	\$23.95	\$24.95
5	EC Associate	\$13.10	\$14.05	\$15.05	\$15.90

Effective July 1, 2020

Pay Grade	Title	Step 1/2	Step 3/4	Step 5/6	Step 7
8	VPK Coordinator II*	\$21.20	\$22.70	\$24.20	\$25.20
5	EC Associate	\$13.25	\$14.20	\$15.20	\$16.05

PART DAY EARLY CHILDHOOD PROGRAMS
(PRESCHOOL, PRE-KINDERGARTEN AND ECFE SUPPORT)
PRESCHOOL, PREKINDERGARTEN AND ECFE SUPPORT
184 DAY FULL AND PART-TIME EMPLOYEES

Effective July 1, 2019

Pay Grade	Title	Step 1/2	Step 3/4	Step 5/6	Step 7
8	VPK Coordinator II*	\$20.95	\$22.45	\$23.95	\$24.95
5	EC Associate	\$13.10	\$14.05	\$15.05	\$15.90

Effective July 1, 2020

Pay Grade	Title	Step 1/2	Step 3/4	Step 5/6	Step 7
8	VPK Coordinator II*	\$21.20	\$22.70	\$24.20	\$25.20
5	EC Associate	\$13.25	\$14.20	\$15.20	\$16.05

*VPK Coordinator II rates may be impacted pending renewal of VPK grant and funding. If the grant expires or funding is no longer available the rates will revert to the identified amounts in Schedules A and B.

**RATE SCHEDULE A
FOR FULL AND PART-TIME EMPLOYEES**

Effective July 1, 2019

Pay Grade	Title	Step 1/2	Step 3/4	Step 5/6	Step 7
9	Community Ed Coordinator III • Youth Services	\$24.20	\$25.85	\$27.50	\$28.70
8	Community Ed Coordinator II • Gifted/Talented Institute	\$20.95	\$22.45	\$23.95	\$24.95
7	Community Ed Coordinator I • Pool Coordinator	\$19.35	\$21.00	\$22.25	\$23.45
6	Community Ed Supervisor • Water Safety Instructor	\$14.45	\$15.50	\$16.80	\$17.55
5	Community Ed Associate •	\$13.10	\$14.05	\$15.05	\$15.90
4	Community Ed Assistant • Lifeguard • Deck Guard • Water Safety Aide • Youth Services	\$10.00	\$10.85	\$11.25	\$11.85

**RATE SCHEDULE B
FOR FULL AND PART-TIME EMPLOYEES**

Effective July 1, 2020

Pay Grade	Title	Step 1/2	Step 3/4	Step 5/6	Step 7
9	Community Ed Coordinator III • Youth Services	\$24.45	\$26.10	\$27.75	\$28.95
8	Community Ed Coordinator II • Gifted/Talented Institute	\$21.20	\$22.70	\$24.20	\$25.20
7	Community Ed Coordinator I • Pool Coordinator	\$19.55	\$21.20	\$22.45	\$23.65
6	Community Ed Supervisor • Water Safety Instructor	\$14.60	\$15.65	\$16.95	\$17.70
5	Community Ed Associate •	\$13.25	\$14.20	\$15.20	\$16.05
4	Community Ed Assistant • Lifeguard • Deck Guard • Water Safety Aide • Youth Services	\$10.10	\$10.95	\$11.35	\$11.95

**RATE SCHEDULE C
FOR SEASONAL, SUBSTITUTE AND TEMPORARY EMPLOYEES**

Effective July 1, 2019 - June 30, 2021

Pay Grade	Title	Hourly Wage	
		7/1/2019	7/1/2020
9	Coordinator III	\$24.20	\$24.45
8	Coordinator II	\$20.95	\$21.20
7	Coordinator I	\$19.35	\$19.55
6	Supervisor	\$14.45	\$14.60
5	Associate	\$13.10	\$13.25
4	Assistant	\$10.00	\$10.10



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Flexible Learning Plan

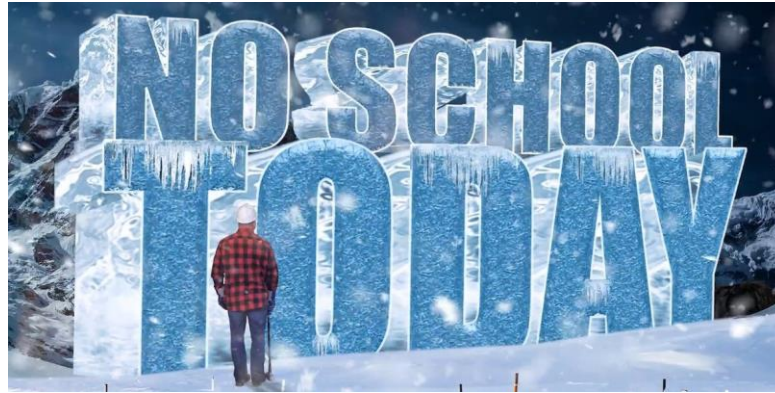
May 23, 2019

School Board Work Session

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Future Ready. Community Strong.

Why Flexible Learning Days



1. Counter loss of curriculum momentum results from school cancellations due to Minnesota winter weather
2. Alleviate need for makeup days

[Minn Statute 120A.414](#)

Office of the Revisor of Statutes

Retrieve by number Statutes GO Statutes Laws Rules Court Rules Constitution Revisor's Office

[2018 Minnesota Statutes](#) > [EDUCATION CODE: PREKINDERGARTEN - GRADE 12](#) > [Chapter 120A](#) > Section 120A.414

◀ [120A.41](#)

2018 Minnesota Statutes

120A.414 E-LEARNING DAYS.

ISD 191 District [Policy 602](#)

Revised 1/10/2019

- A school district may designate up to five e-Learning days in one school year.
- An e-learning day can be counted as a day of instruction and included in the hours of instruction.
- The e-learning plan will include accommodations for students without internet access at home
- The plan must provide accessible options for students with disabilities.



- The school district must notify parents and students of its e-learning day plan at the beginning of each school year.



- When a **Flexible Learning Day** is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time.
- On an e-learning day, all teachers must be accessible during normal school hours to assist students and parents.

- MDE Support



- ISD191 e-Learning/Flexible Learning Day Planning Team
- Review of best practices from other districts

- Snow Day / Flexible Learning Day Messages will be communicated through typical means for weather impacted school days including the district website, social media, and local television stations.
- Teachers, administrators, and other licensed staff initiate Flexible Learning Plans and have activities and assignments out to students and families by 9:00am



How Flexible Learning Days Work

Teachers, administrators, and other licensed staff will be available from 9:00 am - 11:00 am and also from 1:00 pm until 3:00 pm

- Elementary teachers will be available via email and Seesaw (optional)
- Secondary teachers will be available via Schoology and email
- All teachers and administrators will check their phone messages and respond as needed
- The [staff directory](#) includes all district emails.



Teachers will be provided with clear expectations, training and support including:

- How long the activities should take by grade level
- Expectation that students have extra time to submit any activity
- Creating opportunities to be flexible and creative to bring in authentic learning
- Importance of consistent delivery of content and office hours for support
- Having activities that are grade and needs appropriate

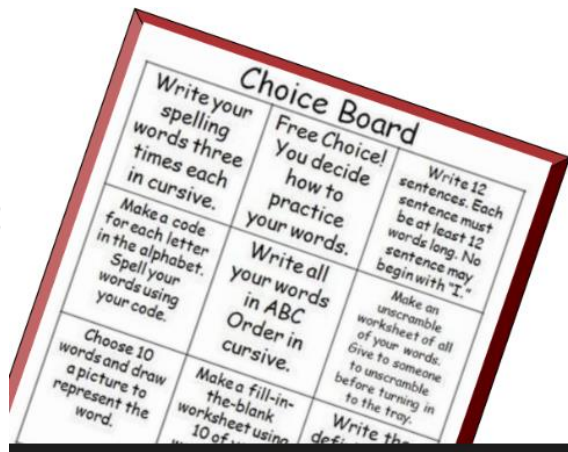


Students with special needs may face unique challenges while performing academic tasks independently.

Provisions will be made for the particular needs of these students by their teachers and case managers.

How Flexible Learning Days Work

PK-5th grade students will complete portions of an assigned selection of learning activities aligned to grade-level standards.



Before the Flexible Learning Day:



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- Teacher has talked to students and shared info with parents regarding Flexible Learning Day plans
- Teacher has created and sent home a Flexible Learning Matrix (also will be available online)

During the Flexible Learning Day:

- Student will do their best to complete the activities
- Teacher is available via phone and email
 - Seesaw (optional)



After the Flexible Learning Day:

- Teacher will provide extra time for completion as needed
- Student will share their work
- Teachers will connect the Flexible Learning Day learning to their ongoing instruction





6th-12th grade students will log on to their courses in Schoology for activities and assignments and to connect with their teachers.

Before the Flexible Learning Day:



- Teacher has shared plan and walked students through expectations

- Teacher has created a folder for Flexible Learning Day in Schoology and taught students where to access assignments

During the Flexible Learning Day:

- Teacher will post activities in Schoology
- Teacher will be available via phone and online
- Students will do their best to complete the activities



After the Flexible Learning Day:

- Teacher will provide extra time for completion as needed
- Teacher will confirm attendance
- Flexible Learning activities are incorporated into the class progression



Considerations & Accommodations

- Technology for secondary (wifi)
 - Part of Hot Spot Program



- Financial
 - As instruction is provided during Flexible Learning Days, funding per ADM applies

- Employee groups/expectations
 - First Snow is Traditional Snow Day!
 - Second and up to 5 total would then become Flexible Learning Days
 - Employee units could follow current practices including use of non duty, personal, vacation time, etc.

Specific employee units to be finalized with HR

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In the Event of a Flexible Learning Day

Unit		
Clerical	Empl (i.e. is 9)	lay. time
Community Education	Empl (i.e. is 9)	lay. time
Confidential	Empl (i.e. is 9)	lay. time
Custodians	Empl not t repo	d
DWA	Empl (i.e. is 9)	lay. time
Education Assistants	Empl (i.e. is 9)	lay. time
Food and Nutrition Services	Asso Man spec	s
Ops Supervisors	Empl not t repo	d
Principals	Empl (i.e. is 9)	lay. time
Teachers	Empl (i.e. is 9)	lay. time
Technology	Empl (i.e. is 9)	lay. time
Unaffiliated	Empl (i.e. is 9)	lay. time

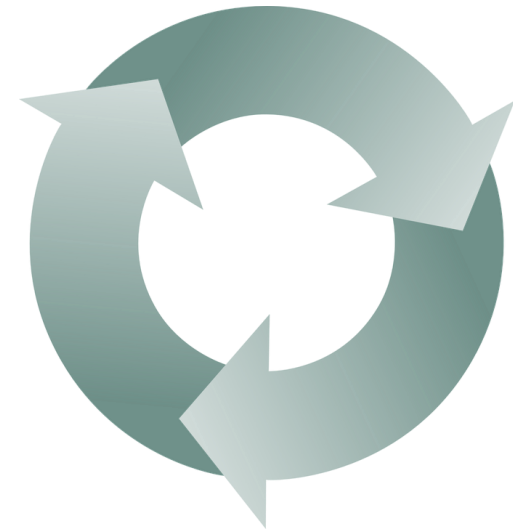
To Be Finalized



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- Teachers & staff part of planning process
- Feedback from staff, students about plan, curriculum development, PD
- Communication plan for families in the fall
- Feedback from families, students, teachers after the first Flexible Learning Day

- Advice from other districts is to just start
- Trust one another to continuously improve
- Team Approach to identify areas to refine for subsequent years



- Board review and approval
- Finalize implementation and communication plan
- Curriculum work to provide templates based on grade and subject
- Ongoing training and support



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Resources:

[Minn Statute 120A.414](#)

ISD 191 District [Policy 602](#)

Adopted: 4/1991
Reviewed: 12/13/2018
Revised: 1/10/2019
Rescinds: IC, ICA & ID

Burnsville-Eagan-Savage School District Policy 602

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CALENDAR RESPONSIBILITY

A. The school calendar shall be adopted annually by the school board. The calendar shall meet all provisions of Minnesota statutes pertaining to minimum number of minutes and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

1. The superintendent or designee shall submit a calendar recommendation for the following school year to the school board no later than November of each year.
2. The school calendar will establish at least 170 student contact days and the contractual work days for instructional staff.

B. The following dates are designated as non-classroom days: Labor Day, two days in October during the annual convention for Education Minnesota, Thanksgiving and the Friday after Thanksgiving, Martin Luther King, Jr., Day, and Memorial Day. A winter break of at least seven days (excluding weekends) will be scheduled.

C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. SCHOOL DAY RESPONSIBILITY

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

shall be met.

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

V. E-LEARNING DAYS

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

Legal References: Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.414 (E-Learning Days)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the

First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

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