



Future Ready. Community Strong.

Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN, 55337
June 20, 2019
6:30 PM

5:45 PM Board Listening Session with Directors Eric Miller and Jen Holweger

I. Call to Order	
A. Welcome Public	
B. Pledge of Allegiance	
II. Approval of Agenda	
III. Information	
A. Future Ready. Community Strong.	
1. Teacher Externships	3
Presenter: Dr. Kathy Funston, Director of Strategic Partnerships and Pathways	
B. Receive a Report on Q Comp (ProPay)	9
Presenter: Jen Bohr, Q Comp Coordinator, Kelly Smith and Tracy Hiebert	
C. Committee Reports	16
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	18
2. Approve Personnel Recommendations	21
3. Adopt a Resolution to Accept Donations	22
4. Approve Payroll, Expenditures, Receipts and Investments	24
5. Accept Budget Analysis	94

District 191 welcomes members of the public to attend Board of Education meetings, work sessions and other public gatherings. However, public participation is allowed only during listening sessions, which are held before regular board meetings. Community members who wish to share their thoughts and opinions on meeting topics should contact the Superintendent's office at 952-707-2005 to schedule a meeting with the Superintendent or member of her leadership team.

6. Receive a Report on the Listening Session	95
B. New Business	
1. Approve Committed Fund Balance for FY19 Presenter: Lisa Rider, Executive Director of Business Services	96
2. Approve FY20 Adopted Budget Presenter: Lisa Rider, Executive Director of Business Services	97
3. Approve the Proposed Revisions and Re-Adopt the Unchanged Language in the 2019-2021 Terms and Conditions of Employment for the Confidential Employees of ISD 191 Presenter: Stacey Sovine, Executive Director of Human Resources	212
4. Approve the Proposed Revisions and Re-adopt the Unchanged Language in the 2019-2021 Terms and Conditions of Employment for the Unaffiliated Employees of ISD 191 Presenter: Cindy Amoroso, Superintendent	220
5. Approve Firefly Memorandum of Agreement Presenter: Dr. Kathy Funston, Director of Strategic Partnerships and Pathways	231
6. Approve 2019-20 Student Handbook Presenter: Brian Gersich, Assistant Superintendent	237
7. Adopt a Resolution Relating to the Termination and Nonrenewal of the Teaching Contracts of Probationary Certified Personnel at the Close of the 2018 - 2019 school year. Presenter: Stacey Sovine, Executive Director of Human Resources	266
V. Adjourn to a Board Workshop on Potential FY20 Levy	

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ONE91
Burnsville · Eagan · Savage



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Teacher Externship

June 2019

Future Ready. Community Strong.

Teacher Externship

A unique opportunity connecting the classroom to the workplace. Spending time in the workplace to learn through direct experience about trends, skill requirements and opportunities in industries in the community can enrich teaching and help bring relevance to student learning.

4



Greater Twin Cities United Way



one91 **WHAT'S YOUR PATHWAY?**
Take classes that inspire, engage and prepare you for the future.

- DESIGN, ENGINEERING, & MANUFACTURING TECHNOLOGIES**
- HEALTH SERVICES & HUMAN SERVICES**
- BUSINESS, MANAGEMENT, & ENTREPRENEURSHIP**
- ARTS, GLOBAL COMMUNICATIONS, & INFORMATION SYSTEMS**

5



Video will play here.

The Externship ended today and Wes Drey took is putting together still images and interview video from the experiences. We are also waiting on the approved still images from Collins Aerospace to be sent to us.

Thank you!



Greater Twin Cities United Way

Partnerships for Schools

For more information on partnerships
and pathways, contact:

∞

Dr. Kathy Funston
kfunston@isd191.org
952-707-6276



**Agenda III.B.
June 20, 2019**

To: Board of Education
Superintendent Cindy Amoroso

From: Jen Bohr, Q Comp Coordinator, Kelly Smith and Tracy Hiebert

Date: June 4, 2019

Re: Receive a Report on Q Comp (ProPay)

Receive a Report on Q Comp (ProPay) from Jen Bohr, Q Comp Coordinator, Kelly Smith and Tracy Hiebert.



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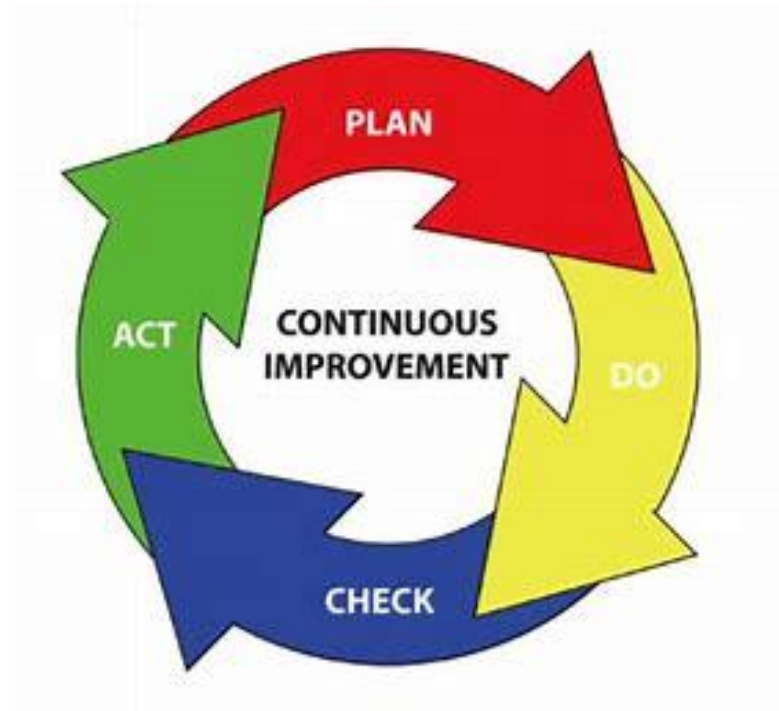
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Q-Comp Review

Future Ready. Community Strong.

Overview of Review Process

- Purpose
- Sites Reviewed
- Data Collected



Overall Impact

- Most staff feel that collaborative team (CT) work positively impacts their instruction and student achievement.
- Most staff feel the observation/evaluation process has a moderate to high impact on their professional practice.
- Training positively impacts teacher leaders' fulfillment of job responsibilities.



Recommendations

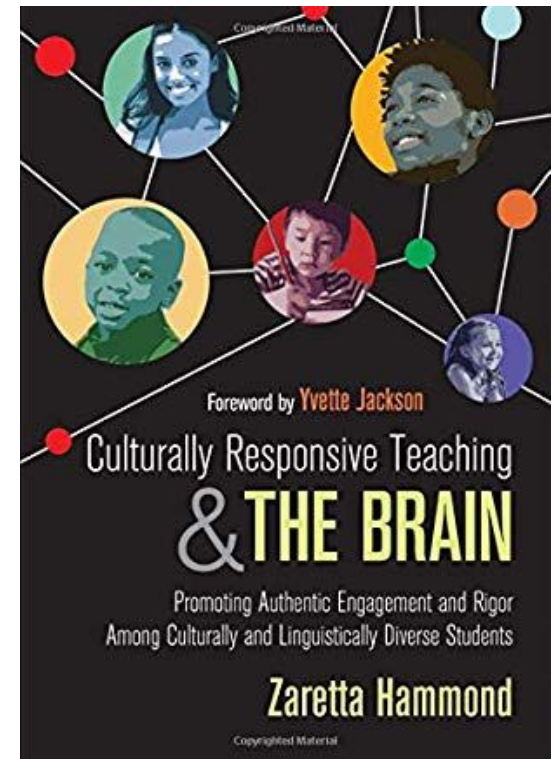
- Provide leadership training to BLT members, specifically tied to their role as mentors
- Create tighter expectations around BLT retreat days
- Develop collaborative team modules focusing on the Essential Elements of Job Embedded PD to provide tools for collaborative teams as they continuously work to impact student achievement



Stories from the field

Kelly Smith, CIC at Hidden Valley & Vista View
Tracy Hiebert, 1st grade teacher

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Additional Information:

[Q-Comp Review Report 2018-19](#)

[Review Planning Process](#)

[Q-Comp link on MDE](#)



Future Ready. Community Strong.

**Agenda III.C.
June 20, 2019**

To: Board of Education
Superintendent Cindy Amoroso

From: Chair Abigail Alt

Date: June 5, 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
June 13, 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. Others in attendance were Superintendent Amoroso, administrators, staff, and members of the public.

Attendance

Alt welcomed the audience and asked Miller 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

Foundation 191 grant recipients were announced by Robbie Bunnell, Foundation 191 president.

Recognitions

Received a verbal report from Superintendent Amoroso.

Reports

Received verbal reports from Director Currier on AMSD and 917; and Miller reported on the Legislative Committee.

Moved by Currier, seconded by Chester, to approve the consent agenda:
-Approve minutes from the board retreat on May 17, 2019, and the regular board meeting on May 23, 2019.

Consent Agenda Minutes

-Approve personnel recommendations for J. Mitchler, L. Campbell, S. Hendricks, S. Hendricks, H. Thompson, M. Schmeichel, J. Kohner, A. Willis, K. Fournier, S. Jorgenson, K. Korynta, A. Bauer, Emily Anderson, B. Andrews, A. Bodelson, B. Gruenke, E. Vaught, W. Hirschey, E. Ontiveros, T. Spencer, C. Moberg, J. Mendoza, E. Ontiveros, S. Ernst, L. Fick, Ellen, Olson, A. Rossow, Nathaniel Olson, R. Kinney, C. Schaaf, N. Osman, E. Miszkiewicz, J. Campos, M. Christensen, R. Renford, M. Barr, S. Goodling, W. Schroeder, L. Engebretson, A. Hamel, S. Connelly, S. Hall and Z. Buck.

Personnel Recommendations

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

Donations

- That the firm of Clifton Larson Allen be contracted to perform the 2018-19 financial audit. Field work and final reporting will occur during the fall/winter of 2019-20 school year.

FY Designations

-Approve the property, casualty, liability agent of record agreement with the Kraus-Anderson Insurance Agency for the 2019-20 fiscal year.

-Appoint OneDigital as agent of record for group medical, life, long term disability and dental insurance for the 2019-20 fiscal year.

-Approve the workers' compensation agent of record agreement with Associated Benefits and Risk Consulting, for the 2019-20 fiscal year.

- Renew the district's membership in the Minnesota School Boards Association (MSBA).
 - Approves a resolution for Membership in the Minnesota State High School League for the 2019-2020 school year.
 - Renew the district's membership in the Association of Metropolitan School Districts (AMSD).
 - Authorize Theresa Battle to act as the Identified Official with Authority (IOwA) and Jami Kenney to act as the IOwA to add and remove names only for Burnsville-Eagan Savage School District 00191-01 beginning July 1, 2019.
 - Receive a report on the May 23, 2019 listening session.
 - Approve, on a second reading basis, changes to Policy 620: *Credit for Learning*.
 - Approve non-substantive changes to Policies 806: *Emergency Operations Policy*.
- Motion carried unanimously (7, 0).

Listening Session
Policies

Moved by Schatz, seconded by Currier, to approve the contracts for property, casualty and liability insurance for the 2019-2020 year with Affiliated FM Insurance Company; American Alternative Insurance Company; National Union Fire Insurance Company Pittsburgh PA; Stratford Insurance Company; The Insurance Company of the State of PA; Auto-Owners Insurance Company; Admiral Insurance Company; and Cincinnati Insurance Companies. Motion carried unanimously (7, 0).

Property, Casualty
and Liability
Insurance

Moved by Currier, seconded by Hume, to approve the One91 Flexible Learning Plan. Motion carried unanimously (7, 0).

One91 Flexible
Learning Plan

Moved by Chester, seconded by Schatz, to adjourn to a board workshop at 7:05 p.m. Motion carried unanimously (7, 0).

Adjourn

The board workshop began at 7:15 p.m. The purpose of the workshop was reviewing Levy Community Survey Results. The workshop ended at 8:30 p.m.

Workshop

Darcy Schatz, clerk June 20, 2019
Date approved

School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
June 19, 2019

The special workshop 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, 55337.

Call to Order

Members present: Directors Currier, Miller, Hume, Schatz, Chester, Holweger, and Chair Alt. Superintendent Amoroso, staff and members of the public were also present.

Attendance

The purpose of the meeting was the FY20 Budget.

Purpose

The meeting adjourned at 7:30 p.m.

Adjourn

June 20, 2019

Darcy Schatz, clerk

Date Approved

June 20, 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: June 20, 2019 FINAL

RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE
Certified	Leave of Absence		Sarah Zeigler	*	Sky Oaks Elementary School	Teacher	2019/2020 School Year
Certified	Recall		Scott Kosloski	*	Burnsville High School	Teacher	8/26/2019
Certified	Recall		Ryan Meyer	*	Nicollet Middle School	Dean of Students	8/26/2019
Certified	Recall		Kerianne Loran	*	Vista View Elementary School	Teacher	8/26/2019
Certified	Resignation		Andrea Holloway	*	ECSE Center	Teacher	8/5/2019
Certified	Resignation		Megan Hieb	*	MW Savage Elementary School	Teacher	6/7/2019
Certified	Resignation		Jill Derouin	*	Sioux Trail Elementary School	Teacher	6/7/2019
Certified	Resignation		Lindsey Pollitt	*	Sky Oaks Elementary School	Teacher	6/7/2019
Certified	Resignation		Angela Schnobrich	*	Metcalf Middle School	Teacher	6/7/2019
Classified	Resignation		Haley Warren	*	Rahn Elementary School	CE Program Associate	6/7/2019
Classified	Resignation		Haley Johnson	*	Diamondhead Education Center	CE Program Associate	6/13/2019
Classified	Termination		Tina Gray	*	Diamondhead Education Center	Benefits Specialist	6/18/2019 REVISED
Co-Curricular/Coach	Appointment	Replacement	Courtney Kruse	*	Burnsville High School	Assistant Coach Fall Performance C	Fall Season 2019
Co-Curricular/Coach	Appointment	New Position	Anders Grahn	*	Burnsville High School	Assistant Coach Football	Fall Season 2019



**Agenda IV.A.3.
June 20, 2019**

To: Members, Board of Education
Cindy Amoroso, Superintendent

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

Date: June 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 June 20, 2019.

Darcy Schatz, Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
4/15/2019	Mindy Limberg	Joseph Nicollet Middle School	To add to our instrument inventory	Oboe
6/10/2019	Gideon Pond PTO	Gideon Pond Elementary	Support school activities	\$1200.00 donation
6/6/2019	Margarita's	Adult Education-DEC	Food donation for Graduation celebration	Catered food for approximately 100 people

Total monetary donation received: \$1200.00



**Agenda IV.A.4
June 20, 2019**

TO: Cindy Amoroso, Superintendent and Board of Education
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: June 10, 2019
RE: April Payroll, Claims and Receipts

RECOMMENDATION: That the Board approves April payroll checks in the net amount of \$4,131,345.80. April claims to date and wire transfers and adjustments totaling \$7,564,199.48. Also, that the Board accepts April receipts of \$14,320,201.86 and investments for the General Fund & 2015A School Building Bonds and OPEB of \$44,997,068.19 as of April 30, 2019

April 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
April 2019**

Cash Receipts

Receipts	\$14,320,201.86
Miscellaneous Adjustments	

TOTAL APRIL CASH RECEIVED

14,320,201.86

CASH DISBURSEMENTS

April

Direct Deposit Notices	\$4,131,345.80
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April Claims:	Checks	472069-472471	\$2,239,205.99
	Capitol One	6000000004-6000000008	\$75,498.70
	ACH	9000000311-9000000442	\$16,351.73
	Fund 26 Bond	104005-104009	\$92,596.05

April A/P Wires- Wires+P-card	\$5,132,500.32
Miscellaneous Adjustments	<u>\$8,046.69</u>

TOTAL APRIL CASH DISBURSED

11,695,545.28

TOTAL TO BE APPROVED

11,695,545.28

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 4/30/2019</u>
GENERAL FUND	\$11,043,363.93	\$17,849,190.00	\$28,892,553.93
OPEB	\$704,612.38	\$8,324,062.00	\$9,028,674.38
OPEB EQUITY INV THROUGH JANUARY 31, 2019	\$32,200.84	\$4,622,683.20	\$4,654,884.04
2015A SCHOOL BUILDING BONDS	\$792.72	\$2,420,163.12	\$2,420,955.84
	<u>\$11,780,969.87</u>	<u>\$33,216,098.32</u>	<u>\$44,997,068.19</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: 04/30/19

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	04/30/19	04/30/19	PMA SECURITIES SYNDICATE (PMAS)	\$6,925,790.00	\$6,925,790.00	
MM					Investment Shares Portfolio	\$11,043,363.93	\$11,043,363.93	
TS	268990	1	04/25/19	05/24/19	MN TRUST TERM SERIES	\$4,508,616.58	\$4,500,000.00	2.410
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 --> \$29,051,991.99 \$28,892,553.93

Time and Dollar Weighted Portfolio Yield: 2.607 %

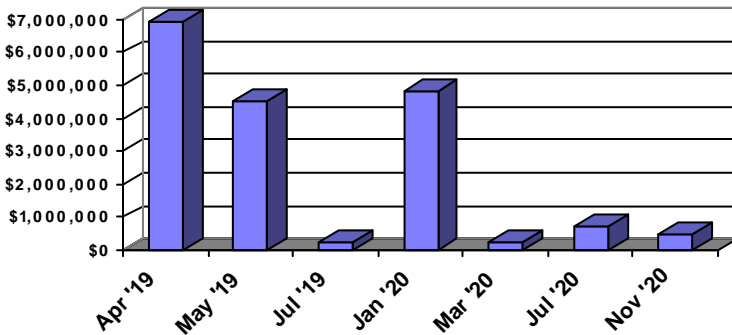
Weighted Average Portfolio Maturity: 72.27 Days

MM: 38.22%

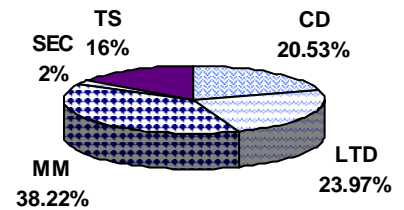
CD's: 20.53%

CP: 0.00%

SEC: 1.70%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 04/30/19

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

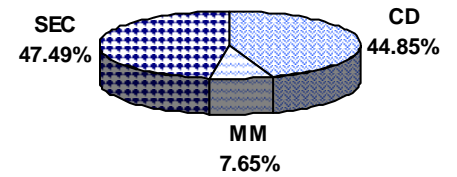
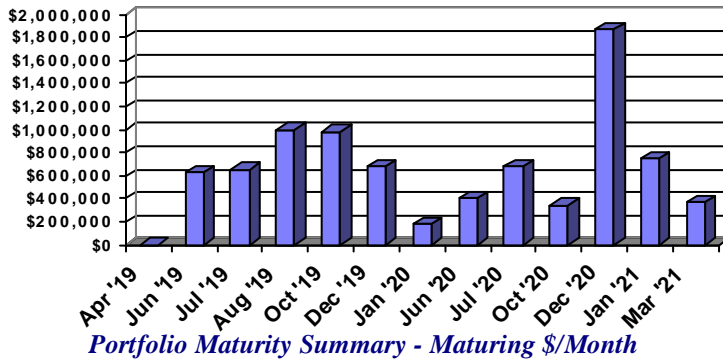
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$704,612.38	\$704,612.38	
CD	262423	1	10/15/18	06/28/19	CITADEL FCU	\$122,044.60	\$120,000.00	2.429
CD	264926	1	01/14/19	06/28/19	MODERN BANK, NATIONAL ASSOCIATION	\$249,985.33	\$247,200.00	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 -->	\$9,232,258.11	\$9,028,674.38

Time and Dollar Weighted Portfolio Yield: 1.910 %

Weighted Average Portfolio Maturity: 326.61 Days

MM: 7.80%
CD's: 45.74%
CP: 0.00%
SEC: 46.45%



Portfolio Allocation by Transaction Type



Account Statement: Balanced Account

Burnsville ISD 191 OPEB (46752)

Month End (M10 Y2019)

04/01/2019 - 04/30/2019

Dated: 05/07/2019

Locked Down

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Dated: 05/07/2019

<u>Portfolio Summary: Balanced Account (Burnsville ISD 191 OPEB (46752))</u>	1
<u>Returns (Burnsville ISD 191 OPEB (46752))</u>	3
<u>Holdings: Balanced Account (Burnsville ISD 191 OPEB (46752))</u>	5
<u>Transaction and Interest Summary (Burnsville ISD 191 OPEB (46752))</u>	7

Portfolio Summary: Balanced Account

04/01/2019 - 04/30/2019

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Burnsville ISD 191 OPEB (46752)

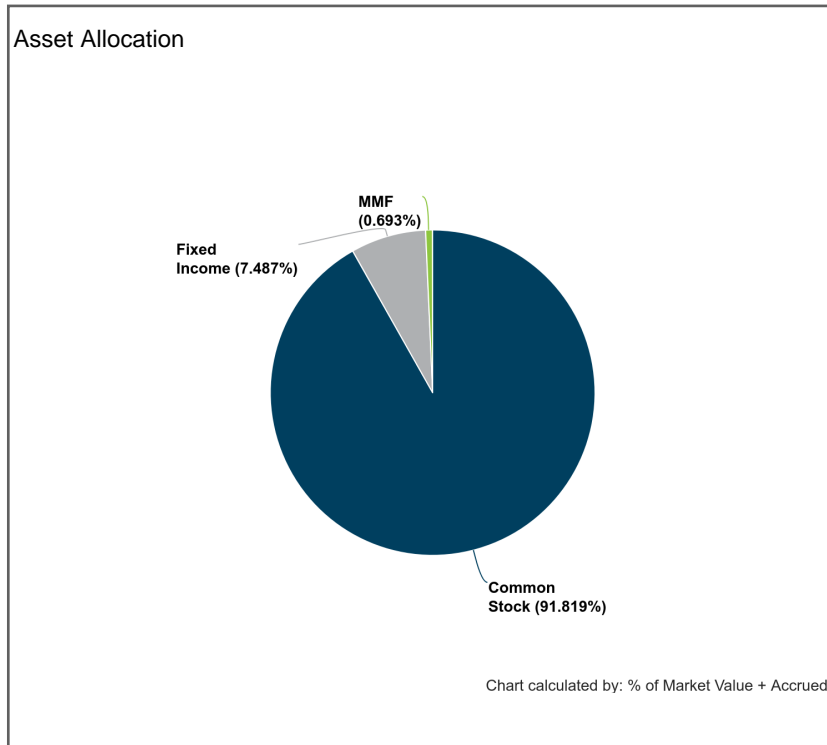
Dated: 05/07/2019

Asset Allocation	
Asset Class	Market Value + Accrued
Common Stock	4,274,083.80
Fixed Income	348,532.80
Money Market Funds	32,200.84
Cash	66.60
---	4,654,884.04

Footnotes: 1,2

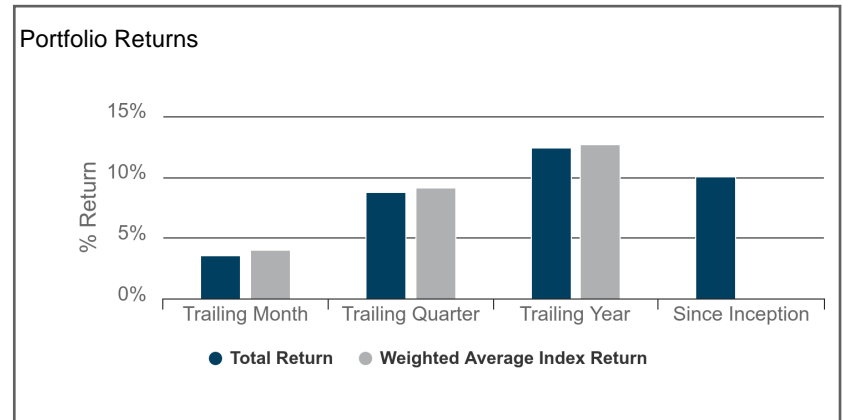
Top Issuers	
Issuer	% of Base Market Value + Accrued
UNITED STATES OF AMERICA	0.001%
Goldman Sachs Trust	0.692%
Vanguard Bond Index Funds	7.487%
Vanguard Index Funds	91.819%

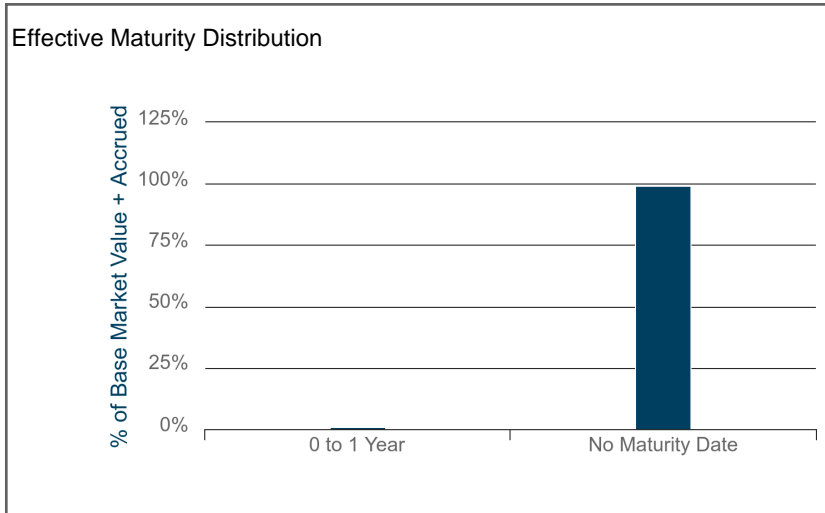
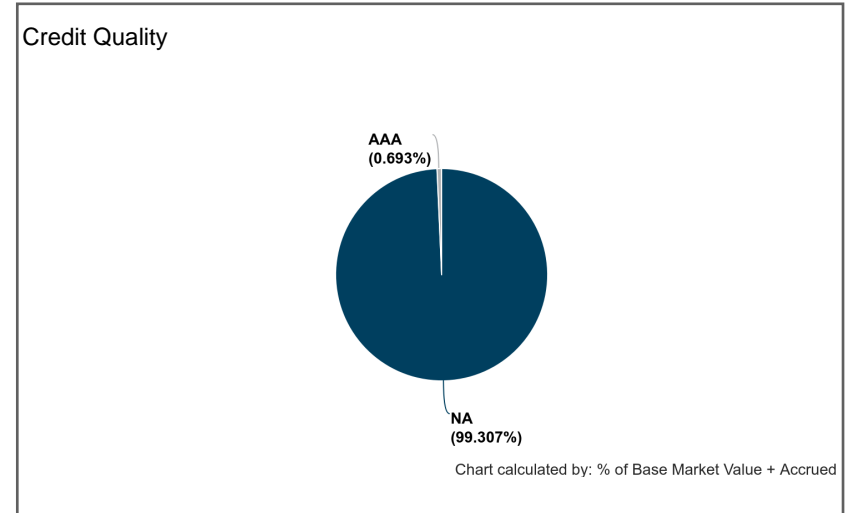
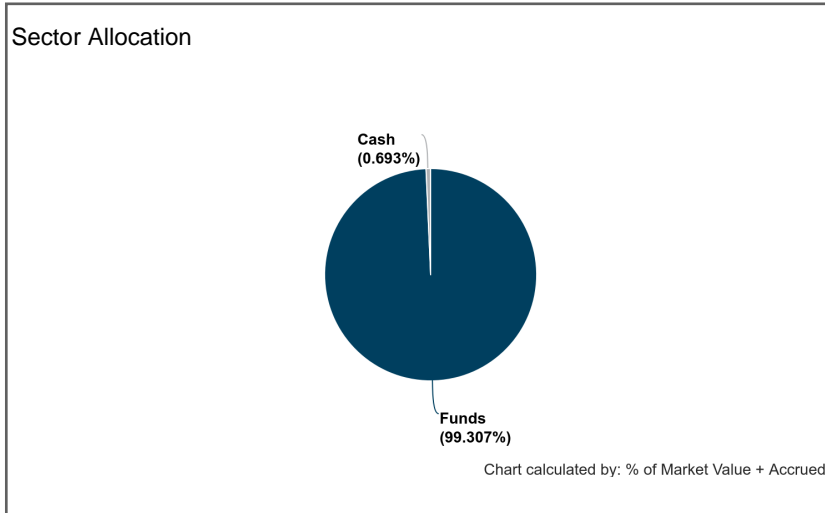
Footnotes: 3,4



Equity Summary

Equity Metric	Value
Equity	4,274,083.80
Beta	1.000
R Squared	0.992
Trailing P/E	---
Dividend Yield	0.935





Benchmark Comparison

Risk Metric	Portfolio	Index	Difference
Duration	0.000	---	---
Yield	2.455	---	---
Years to Effective Maturity	0.000	---	---
Years to Final Maturity	0.000	---	---

Footnote: 5

Compliance Status

Status	Compliant
As of	04/30/2019

Index: CRSP US Total Market.

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

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

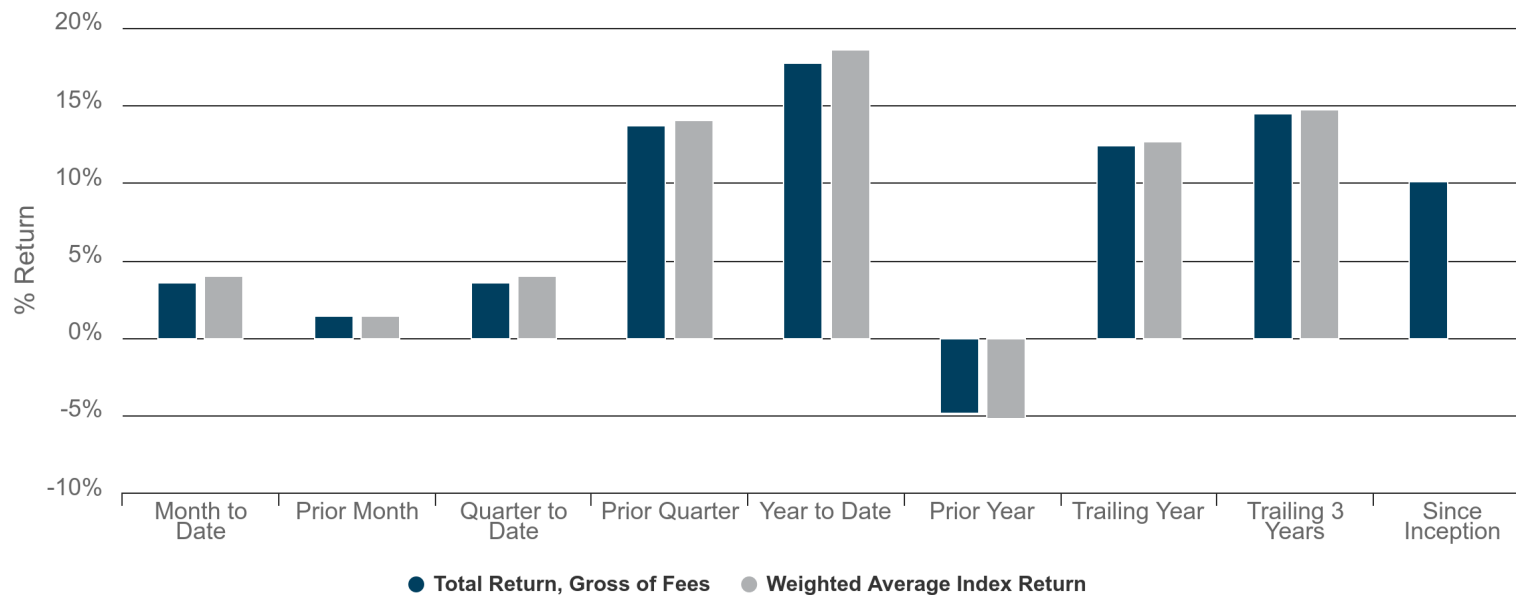
Returns

Burnsville ISD 191 OPEB (46752)

Base Currency: USD As of 04/30/2019

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Dated: 05/07/2019



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Period	Period Begin	Period End	Total Return, Gross of Fees	Weighted Average Index Return
Month to Date	04/01/2019	04/30/2019	3.59%	3.98%
Prior Month	03/01/2019	03/31/2019	1.45%	1.45%
Quarter to Date	04/01/2019	04/30/2019	3.59%	3.98%
Prior Quarter	01/01/2019	03/31/2019	13.71%	14.06%
Year to Date	01/01/2019	04/30/2019	17.80%	18.60%
Prior Year	01/01/2018	12/31/2018	-4.86%	-5.17%
Trailing Year	05/01/2018	04/30/2019	12.41%	12.72%
Trailing 3 Years	05/01/2016	04/30/2019	14.47%	14.77%
Since Inception	11/01/2014	04/30/2019	10.10%	---

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 04/30/2019

[Return to Table of Contents](#)

Dated: 05/07/2019

<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 04/30/2019

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Burnsville ISD 191 OPEB (46752)

Dated: 05/07/2019

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	150.3900	4,274,083.80 4,274,083.80	3,129,066.13 3,129,066.13	0.00 0.00	1,145,017.67	NA NA	---	---
VANGUARD TSM IDX ETF	---	922908769	28,420.00 28,420.00	150.3900	4,274,083.80 4,274,083.80	3,129,066.13 3,129,066.13	0.00 0.00	1,145,017.67	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	80.9600	348,532.80 348,532.80	344,409.02 344,409.02	0.00 0.00	4,123.78	NA NA	---	---
VANGUARD TOT BD ETF	---	921937835	4,305.00 4,305.00	80.9600	348,532.80 348,532.80	344,409.02 344,409.02	0.00 0.00	4,123.78	NA NA	---	---

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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	04/30/2019 04/30/2019	CCYUSD	66.60 66.60	1.0000	66.60 66.60	66.60 66.60	0.00 0.00	0.00	Aaa AAA	0.000 0.000	0.000
Receivable	04/30/2019 04/30/2019	CCYUSD	66.60 66.60	1.0000	66.60 66.60	66.60 66.60	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	04/30/2019 04/30/2019	38141W273	32,200.84 32,200.84	1.0000	32,200.84 32,200.84	32,200.84 32,200.84	0.00 66.60	0.00	Aaa AAAm	2.460 2.460	0.000
GOLDMAN:FS GOVT INST	04/30/2019 04/30/2019	38141W273	32,200.84 32,200.84	1.0000	32,200.84 32,200.84	32,200.84 32,200.84	0.00 66.60	0.00	Aaa AAAm	2.460 2.460	0.000

Summary

Holdings: Balanced Account

As of 04/30/2019

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Burnsville ISD 191 OPEB (46752)

Dated: 05/07/2019

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
---	04/30/2019 04/30/2019	---	64,992.44 64,992.44	144.1559	4,654,884.04 4,654,884.04	3,505,742.59 3,505,742.59	0.00 66.60	1,149,141.45	Aaa AAA	2.455 2.455	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 04/01/2019 - 04/30/2019

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Dated: 05/07/2019

* 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 2.460 04/30/2019	38141W273 Goldman Sachs Trust GOLDMAN:FS GOVT INST	895.36 895.36	Direct	1.000	895.36	0.00	-895.36	0.00
---	---	MMFUND 2.460 04/30/2019	38141W273 Goldman Sachs Trust GOLDMAN:FS GOVT INST	895.36 895.36	Direct	1.000	895.36	0.00	-895.36	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
04/01/2019	04/04/2019	ETF --- ---	921937835 Vanguard Bond Index Funds VANGUARD TOT BD ETF	0.00 0.00	Direct	---	0.00	0.00	859.31	0.00
04/01/2019	04/04/2019	ETF --- ---	921937835 Vanguard Bond Index Funds VANGUARD TOT BD ETF	0.00 0.00	Direct	---	0.00	0.00	859.31	0.00

Management Fee

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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
04/15/2019	04/19/2019	CASH 0.000 04/30/2019	CCYUSD UNITED STATES OF AMERICA US DOLLAR	0.00 0.00	Unknown	---	0.00	0.00	-3,372.64	0.00
04/15/2019	04/19/2019	CASH 0.000 04/30/2019	CCYUSD UNITED STATES OF AMERICA US DOLLAR	0.00 0.00	Unknown	---	0.00	0.00	-3,372.64	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
04/30/2019	04/30/2019	MMFUND 2.460 04/30/2019	38141W273 Goldman Sachs Trust GOLDMAN:FS GOVT INST	0.00 0.00	Direct	---	0.00	0.00	66.60	0.00
04/30/2019	04/30/2019	MMFUND 2.460 04/30/2019	38141W273 Goldman Sachs Trust GOLDMAN:FS GOVT INST	0.00 0.00	Direct	---	0.00	0.00	66.60	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
04/25/2019	04/25/2019	MMFUND 2.460 04/30/2019	38141W273 Goldman Sachs Trust GOLDMAN:FS GOVT INST	-3,372.64 -3,372.64	Direct	1.000	-3,372.64	0.00	3,372.64	0.00
04/25/2019	04/25/2019	MMFUND 2.460 04/30/2019	38141W273 Goldman Sachs Trust GOLDMAN:FS GOVT INST	-3,372.64 -3,372.64	Direct	1.000	-3,372.64	0.00	3,372.64	0.00

Transaction and Interest Summary

Burnsville ISD 191 OPEB (46752)

Base Currency: USD 04/01/2019 - 04/30/2019

[Return to Table of Contents](#)

Dated: 05/07/2019

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
---	---	2.460 04/30/2019	---	-2,477.28 -2,477.28	---	---	-2,477.28	0.00	30.55	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.

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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.

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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.

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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: 04/30/19

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	\$792.72	\$792.72	
SDA					Savings Deposit Account - ASSOCIATED BANK, NA	\$415,750.87	\$415,750.87	
SDA					Savings Deposit Account - PREFERRED BANK	\$2,004,412.25	\$2,004,412.25	
Total Amount -->						\$2,420,955.84	\$2,420,955.84	

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

Time and Dollar Weighted Portfolio Yield: **2.291 %**

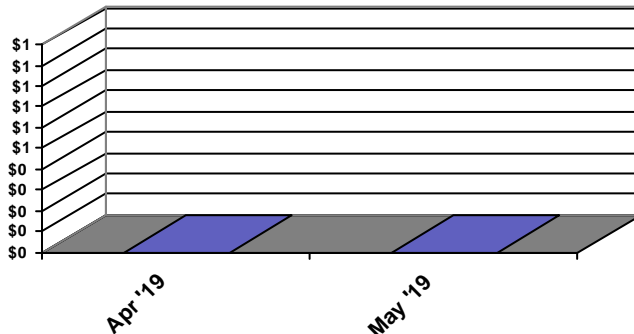
Weighted Average Portfolio Maturity: **1.00 Days**

MM: 100.00%

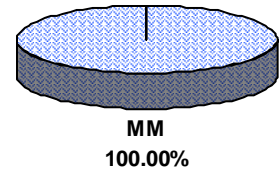
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

April 2019

Wire Transfers

Date	From	To	Amount	For
04/01/19	MSDLAF	State of Minnesota	2,236.32	3/30/19 Payroll - Child Support
04/01/19	MSDLAF	State of Minnesota	647.67	3/30/19 Garnishments
04/01/19	MSDLAF	Preferred One	428,799.00	Health Insurance
04/01/19	MSDLAF	First Bank & Trust	190,119.34	3/30/19 Payroll - TSA Wire
04/01/19	MSDLAF	Internal Revenue Service	783,426.25	3/30/19 Payroll - Federal Taxes
04/01/19	MSDLAF	State of Minnesota	138,178.25	3/30/19 Payroll - State Taxes
04/03/19	MSDLAF	Postalia	5,000.00	Postage
04/04/19	MSDLAF	US Bank	30,000.00	US Bank P-Card prefunding wire
04/05/19	MSDLAF	PlanSource	4,405.43	Flex Claims
04/05/19	MSDLAF	Delta Dental	24,994.99	Dental Insurance
04/08/19	MSDLAF	PlanSource	6,778.32	Medical Claims
04/08/19	MSDLAF	Preferred One	315,335.11	Health Insurance
04/09/19	MSDLAF	Healthy Savings	3,077.02	Healthy Savings Program
04/10/19	MSDLAF	Delta Dental	17,337.57	Dental Insurance
04/11/19	MSDLAF	Preferred One	111,132.06	Health Insurance
04/12/19	MSDLAF	PlanSource	4,145.36	Flex Claims
04/12/19	MSDLAF	PlanSource	5,105.28	Medical Claims
04/15/19	MSDLAF	Capital One Card	31,241.45	Capital One Virtual Card
04/15/19	MSDLAF	Preferred One	417,811.08	Health Insurance

04/16/19	MSDLAF	Internal Revenue Service	708,819.39	4/15/19 Payroll - Federal Taxes
04/16/19	MSDLAF	State of Minnesota	122,096.67	4/15/19 Payroll - State Taxes
04/16/19	MSDLAF	First Bank & Trust	190,676.41	4/15/19 Payroll - TSA Wire
04/16/19	MSDLAF	State of Minnesota	319.19	4/15/19 Garnishments
04/16/19	MSDLAF	State of Minnesota	2,232.88	4/15/19 Payroll - Child Support
04/16/19	MSDLAF	PERA	116,933.11	4/15/19 Payroll - PERA
04/16/19	MSDLAF	TRA	371,721.87	4/15/19 Payroll - TRA
		Teacher's Federal Credit		
04/17/19	MSDLAF	Union	39,765.74	4/15/19 Payroll - Teacher's Dues
04/17/19	MSDLAF	MN Department of Revenue	55.00	March Sales Tax
04/17/19	MSDLAF	Delta Dental	11,640.53	Dental Insurance
04/18/19	MSDLAF	PlanSource	18,509.76	Flex Claims
04/18/19	MSDLAF	PlanSource	10,648.49	Medical Claims
04/22/19	MSDLAF	Preferred One	320,228.90	Health Insurance
04/22/19	MSDLAF	PlanSource	115.80	Medical Claims
04/22/19	MSDLAF	US Bank	60,000.00	US Bank P-Card prefund wire
04/23/19	MSDLAF	PlanSource	2,407.24	Medical Claims
04/24/19	MSDLAF	Delta Dental	17,044.77	Dental Insurance
04/26/19	MSDLAF	PlanSource	2,595.21	Flex Claims
04/26/19	MSDLAF	PlanSource	10,231.18	Medical Claims
04/26/19	MSDLAF	PlanSource	2,595.21	Flex Claims
04/29/19	MSDLAF	Capital One Card	44,257.25	Capital One Virtual Card

04/29/19	MSDLAF	Preferred One	125,359.92	Health Insurance
04/29/19	MSDLAF	PlanSource	500.88	Medical Claims
04/30/19	MSDLAF	PlanSource	23.84	Flex Claims

AP Check Register

AP Run: 20190403 — Post Date: 2019-04-03 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/03/2019	9000000311	ACH	Ahmed, Hodan	019285	1 AP5800	30.33
04/03/2019	9000000312	ACH	Bakken, Ann	012349	1 AP5800	603.94
04/03/2019	9000000313	ACH	Bohr, Jennifer L	009302	1 AP5800	31.20
04/03/2019	9000000314	ACH	Bomsta, Lyle J	017156	1 AP5800	8.99
04/03/2019	9000000315	ACH	Braun, Jean C	008189	1 AP5800	5.97
04/03/2019	9000000316	ACH	Cin, Stephanie P	012319	1 AP5800	30.68
04/03/2019	9000000317	ACH	Gonzalez, Megan	015682	1 AP5800	6.96
04/03/2019	9000000318	ACH	Greiner, Steve	018487	1 AP5800	381.00
04/03/2019	9000000319	ACH	Gulden, Janet	018691	1 AP5800	57.19
04/03/2019	9000000320	ACH	Houtman, Jennifer L	013189	1 AP5800	52.92
04/03/2019	9000000321	ACH	Kaisershot, Troy M	018153	1 AP5800	19.00
04/03/2019	9000000322	ACH	Kallstrom, Makaela	019341	1 AP5800	68.30
04/03/2019	9000000323	ACH	Lake, David	017436	1 AP5800	19.00
04/03/2019	9000000324	ACH	Leake, Donald	007490	1 AP5800	10.73
04/03/2019	9000000325	ACH	Lopez, Mary T	016451	1 AP5800	86.99
04/03/2019	9000000326	ACH	Martinez, Robert V	013074	1 AP5800	24.00
04/03/2019	9000000327	ACH	Nava, Berenice	019645	1 AP5800	89.61
04/03/2019	9000000328	ACH	Petri, Kathryn E	017565	1 AP5800	36.31
04/03/2019	9000000329	ACH	Plaschko, Mary Beth	008281	1 AP5800	28.30
04/03/2019	9000000330	ACH	Pranschke, Stephanie T	016003	1 AP5800	1.91

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AP Check Register

AP Run: 20190403 — Post Date: 2019-04-03 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/03/2019	9000000331	ACH	Reid, Lisa M	015700	1 AP5800	5.34
04/03/2019	9000000332	ACH	Sandoval Martinez, Astrid	019200	1 AP5800	12.74
04/03/2019	9000000333	ACH	Simon, Glenn D.	004356	1 AP5800	189.83
04/03/2019	9000000334	ACH	Skoglund, Allison L	015398	1 AP5800	22.50
04/03/2019	9000000335	ACH	Smith, Kelly L	007347	1 AP5800	38.45
04/03/2019	9000000336	ACH	Vo, Kelly Rae	018045	1 AP5800	6.98
04/03/2019	9000000337	ACH	Voigt, Pamela M	017183	1 AP5800	30.28
04/03/2019	9000000338	ACH	Walczak, Cheryl M	016345	1 AP5800	64.09
04/03/2019	9000000339	ACH	Wendling, Paula L	013905	1 AP5800	35.96
04/03/2019	9000000340	ACH	Wurdeman, Scott	010543	1 AP5800	101.56
Total:						\$2,101.06

20190403 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	30	2,101.06
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	30	\$2,101.06

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AP Check Register

AP Run: 20190410 ACH — Post Date: 2019-04-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/10/2019	9000000341	ACH	Amarreh, Hamida I	019190	1 AP5800	77.36
04/10/2019	9000000342	ACH	Blomquist, Stephanie	017796	1 AP5800	91.52
04/10/2019	9000000343	ACH	Blood, Kelsey Jo	017981	1 AP5800	118.03
04/10/2019	9000000344	ACH	Boudreau, Melanie	019587	1 AP5800	150.00
04/10/2019	9000000345	ACH	Brown, Christopher M	013495	1 AP5800	33.29
04/10/2019	9000000346	ACH	Clancy, Carissa	016999	1 AP5800	73.83
04/10/2019	9000000347	ACH	Cloutier, Dana M	016633	1 AP5800	33.64
04/10/2019	9000000348	ACH	Czapar, Kelly N	017322	1 AP5800	38.28
04/10/2019	9000000349	ACH	Deutsch, Matt R	014970	1 AP5800	126.50
04/10/2019	9000000350	ACH	Erbes, Sarah L	017283	1 AP5800	93.96
04/10/2019	9000000351	ACH	Ewert, Casey B	019158	1 AP5800	38.86
04/10/2019	9000000352	ACH	Gehrke, Andrew R	016612	1 AP5800	16.70
04/10/2019	9000000353	ACH	Goodbuffalo, Dominic E	018797	1 AP5800	44.25
04/10/2019	9000000354	ACH	Gray, Karen M	017142	1 AP5800	564.70
04/10/2019	9000000355	ACH	Hendrix, Eugenia M	008309	1 AP5800	255.84
04/10/2019	9000000356	ACH	Henrich, Sarah L	016448	1 AP5800	8.58
04/10/2019	9000000357	ACH	Hughes, Rachel J	018943	1 AP5800	30.28
04/10/2019	9000000358	ACH	Jordan, Joanna	014624	1 AP5800	80.91
04/10/2019	9000000359	ACH	Jorgenson, Shannon E	016004	1 AP5800	59.86
04/10/2019	9000000360	ACH	Kibler, Jeanne	014479	1 AP5800	27.26

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AP Check Register

AP Run: 20190410 ACH — Post Date: 2019-04-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/10/2019	9000000361	ACH	Kolstad, Michele M	007847	1 AP5800	37.53
04/10/2019	9000000362	ACH	McCroskey, Shari	014130	1 AP5800	33.99
04/10/2019	9000000363	ACH	Meyer, Chad	011073	1 AP5800	45.37
04/10/2019	9000000364	ACH	Miskiewicz, Kelly A	016340	1 AP5800	234.45
04/10/2019	9000000365	ACH	Navarro, Rachel	019577	1 AP5800	46.57
04/10/2019	9000000366	ACH	Nelson, Katie L	015010	1 AP5800	60.96
04/10/2019	9000000367	ACH	Nepsund, Jeff L	008086	1 AP5800	40.00
04/10/2019	9000000368	ACH	Ness, Karen M	016501	1 AP5800	57.42
04/10/2019	9000000369	ACH	Opatz, Larry	009239	1 AP5800	63.57
04/10/2019	9000000370	ACH	Robole, Vicki M	009670	1 AP5800	98.02
04/10/2019	9000000371	ACH	Sampers, Karen M	015925	1 AP5800	21.46
04/10/2019	9000000372	ACH	Shelden, Jon	010820	1 AP5800	20.88
04/10/2019	9000000373	ACH	Smith, Ashley	018924	1 AP5800	12.30
04/10/2019	9000000374	ACH	Spaulding, Sheila J	018536	1 AP5800	68.27
04/10/2019	9000000375	ACH	Sponsel, Kay	017898	1 AP5800	87.46
04/10/2019	9000000376	ACH	Stead, Amy Jo	006874	1 AP5800	878.24
04/10/2019	9000000377	ACH	Stene, Barbara	012009	1 AP5800	6.03
04/10/2019	9000000378	ACH	Vaught, Elizabeth C	017169	1 AP5800	33.99
04/10/2019	9000000379	ACH	Young, Mary C	010982	1 AP5800	21.45
04/10/2019	9000000380	ACH	Zondag-Hamer, Kimberly	014127	1 AP5800	72.21

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AP Check Register

AP Run: 20190410 ACH — Post Date: 2019-04-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
Total:						\$3,903.82

20190410 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	40	3,903.82
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	40	\$3,903.82

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AP Check Register

AP Run: 20190417 ACH — Post Date: 2019-04-17 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/17/2019	9000000381	ACH	Barth, Tami Rae	007269	1 AP5800	69.72
04/17/2019	9000000382	ACH	Bien, Bernadette L	009363	1 AP5800	110.14
04/17/2019	9000000383	ACH	Blandin, Melissa	011821	1 AP5800	20.61
04/17/2019	9000000384	ACH	Boudreau, Melanie	019587	1 AP5800	11.25
04/17/2019	9000000385	ACH	Bourg, Leah A	019501	1 AP5800	127.30
04/17/2019	9000000386	ACH	Chamerlik, Karen	015074	1 AP5800	47.50
04/17/2019	9000000387	ACH	Counters, Erica M	018978	1 AP5800	115.77
04/17/2019	9000000388	ACH	Dempsey, Jodi Jean	014969	1 AP5800	355.44
04/17/2019	9000000389	ACH	Deutsch, Matt R	014970	1 AP5800	1,324.72
04/17/2019	9000000390	ACH	Douglas, Lori	011833	1 AP5800	22.74
04/17/2019	9000000391	ACH	Eppen, Matthew W	016304	1 AP5800	87.50
04/17/2019	9000000392	ACH	Gage, Lucas B	019646	1 AP5800	51.50
04/17/2019	9000000393	ACH	Gray, Karen M	017142	1 AP5800	193.06
04/17/2019	9000000394	ACH	Hartl, Aran J	014112	1 AP5800	75.98
04/17/2019	9000000395	ACH	Heim, Bill V	015977	1 AP5800	66.43
04/17/2019	9000000396	ACH	Holloway, Andrea	019446	1 AP5800	115.65
04/17/2019	9000000397	ACH	Hutchinson, Jennifer L	013396	1 AP5800	54.10
04/17/2019	9000000398	ACH	Kramer, Krista	018749	1 AP5800	90.04
04/17/2019	9000000399	ACH	Lenton, Tiffany	012899	1 AP5800	38.32
04/17/2019	9000000400	ACH	Lopez, Mary T	016451	1 AP5800	116.67

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AP Check Register

AP Run: 20190417 ACH — Post Date: 2019-04-17 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/17/2019	9000000401	ACH	Moffitt, Leslie Allan	015580	1 AP5800	151.29
04/17/2019	9000000402	ACH	Niffenegger, Kamala N	018055	1 AP5800	125.00
04/17/2019	9000000403	ACH	Orth, Steven D.	008627	1 AP5800	1,763.54
04/17/2019	9000000404	ACH	Peterson, Julie A	016013	1 AP5800	182.61
04/17/2019	9000000405	ACH	Ramos, Veronica	016970	1 AP5800	80.64
04/17/2019	9000000406	ACH	Schmidt, Martha H	014149	1 AP5800	137.00
04/17/2019	9000000407	ACH	Stead, Amy Jo	006874	1 AP5800	107.84
04/17/2019	9000000408	ACH	Toeller, John F.	011220	1 AP5800	80.00
04/17/2019	9000000409	ACH	Vaurio, Sonya	011462	1 AP5800	85.14
Total:						\$5,807.50

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20190417 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	29	5,807.50
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	29	\$5,807.50

AP Check Register

AP Run: 20190424 ACH — Post Date: 2019-04-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/24/2019	9000000410	ACH	Amoroso, Cynthia	018043	1 AP5800	400.00
04/24/2019	9000000411	ACH	Bluhm, William Ae	018649	1 AP5800	38.51
04/24/2019	9000000412	ACH	Bomsta, Lyle J	017156	1 AP5800	11.00
04/24/2019	9000000413	ACH	Brady, Steve	010290	1 AP5800	63.95
04/24/2019	9000000414	ACH	Buckrey, Susan E	019475	1 AP5800	182.89
04/24/2019	9000000415	ACH	Calnon, Jennifer	017292	1 AP5800	30.72
04/24/2019	9000000416	ACH	Currier, Dee Dee	006811	1 AP5800	1,430.80
04/24/2019	9000000417	ACH	Eichten, Heidi J	016015	1 AP5800	210.48
04/24/2019	9000000418	ACH	Fandrich, Kari M	013256	1 AP5800	67.05
04/24/2019	9000000419	ACH	Galland, John	008297	1 AP5800	15.99
04/24/2019	9000000420	ACH	Gersich, Brian M	019849	1 AP5800	200.00
04/24/2019	9000000421	ACH	Holt, Clayton B	008274	1 AP5800	69.61
04/24/2019	9000000422	ACH	McDowell, Morgan	018635	1 AP5800	12.18
04/24/2019	9000000423	ACH	Meyer, Jessica M	018679	1 AP5800	26.45
04/24/2019	9000000424	ACH	Mosey, Pat	009501	1 AP5800	88.40
04/24/2019	9000000425	ACH	Niemiec, Alicia	013692	1 AP5800	37.70
04/24/2019	9000000426	ACH	Petri, Kathryn E	017565	1 AP5800	50.00
04/24/2019	9000000427	ACH	Pikal, Robin	019154	1 AP5800	200.00
04/24/2019	9000000428	ACH	Pohl, Angie J	019145	1 AP5800	90.87
04/24/2019	9000000429	ACH	Reichert, Kristen K	018306	1 AP5800	78.76

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AP Check Register

AP Run: 20190424 ACH — Post Date: 2019-04-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/24/2019	9000000430	ACH	Rhinevault, Lynn	014453	1 AP5800	125.00
04/24/2019	9000000431	ACH	Rider, Lisa K	016166	1 AP5800	200.00
04/24/2019	9000000432	ACH	Sahli, Jonathan C	016816	1 AP5800	19.00
04/24/2019	9000000433	ACH	Smith, Ashley	018924	1 AP5800	6.15
04/24/2019	9000000434	ACH	Smith, Linda M	019647	1 AP5800	79.39
04/24/2019	9000000435	ACH	Sovine, Stacey	017487	1 AP5800	200.00
04/24/2019	9000000436	ACH	Sponsel, Kay	017898	1 AP5800	36.19
04/24/2019	9000000437	ACH	Springer, Melissa A	018933	1 AP5800	47.63
04/24/2019	9000000438	ACH	Stead, Amy Jo	006874	1 AP5800	254.44
04/24/2019	9000000439	ACH	Teal, Mason	019437	1 AP5800	16.00
04/24/2019	9000000440	ACH	Tucci, Amy J	013000	1 AP5800	110.24
04/24/2019	9000000441	ACH	Weightman, Elizabeth C	010299	1 AP5800	14.95
04/24/2019	9000000442	ACH	Zimmerman, Kara J	018371	1 AP5800	125.00

Total: \$4,539.35

20190424 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	33	4,539.35
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	33	\$4,539.35

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AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	16,143.19
02 - FOOD SERVICE	89.75
04 - COMMUNITY SERVICE	118.79
	\$16,351.73

AP Check Register

AP Run: 20190401 Fastcheck — Post Date: 2019-04-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/01/2019	472069	Check	Doheny, Kevin	930017	2 AP8845	500.00
Total:						\$500.00

20190401 Fastcheck Summary

Type	Count	Amount
Regular	1	500.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$500.00

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AP Check Register

AP Run: 20190402 AP — Post Date: 2019-04-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/02/2019	472070	Check	Advanced Imaging Solutions	928551	2 AP8845	680.78
04/02/2019	472071	Check	American Mailing Machines	929771	2 AP8845	262.42
04/02/2019	472072	Check	Anchor Solar Investments LLC	929704	2 AP8845	1,428.52
04/02/2019	472073	Check	Anderson, Julie	929921	2 AP8845	100.00
04/02/2019	472074	Check	Aramark	900428-1	2 AP8845	128.49
04/02/2019	472075	Check	Association Of Clerical Employees	904895	2 AP8845	46.00
04/02/2019	472076	Check	Blaine High School	901278	2 AP8845	250.00
04/02/2019	472077	Check	Burnsville Swim Club Inc	905944	2 AP8845	949.70
04/02/2019	472078	Check	Centerpoint Energy	902519	2 AP8845	4,453.89
04/02/2019	472079	Check	Childrens Theatre Company	908621-1	2 AP8845	505.00
04/02/2019	472080	Check	Cub Foods	900645	2 AP8845	364.58
04/02/2019	472081	Check	ECM Publishers Inc	909272-2	2 AP8845	99.00
04/02/2019	472082	Check	Hyvee	929410	2 AP8845	241.93
04/02/2019	472083	Check	Imagine Design & Creative Consulting Inc	928876	2 AP8845	11,250.00
04/02/2019	472084	Check	Intelligere Inc	920540	2 AP8845	210.00
04/02/2019	472085	Check	John's Sewer And Drain Cleaning Inc	928929	2 AP8845	1,435.00
04/02/2019	472086	Check	JTM Provisions Co Inc	928622-1	2 AP8845	10,014.20
04/02/2019	472087	Check	Keva Planks Education	929812	2 AP8845	275.00
04/02/2019	472088	Check	Kirk Acoustics Inc	929005	2 AP8845	3,400.00

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AP Check Register

AP Run: 20190402 AP --- Post Date: 2019-04-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/02/2019	472089	Check	MEI Total Elevator Solutions	908999-1	2 AP8845	2,395.44
04/02/2019	472090	Check	Midwest Language Banc Inc	924523	2 AP8845	5,632.50
04/02/2019	472091	Check	National Treasure Kung Fu Inc	904476	2 AP8845	5,088.10
04/02/2019	472092	Check	of MN PC, Occupational Health Centers	929919	2 AP8845	165.00
04/02/2019	472093	Check	Omer, Naseema Hassan Shidi	926071	2 AP8845	144.00
04/02/2019	472094	Check	Overbo, Elizabeth	929813	2 AP8845	360.00
04/02/2019	472095	Check	Schmitt Music	903532-2	2 AP8845	328.76
04/02/2019	472096	Check	Schmitt & Sons	909331-2	2 AP8845	634,214.31
04/02/2019	472097	Check	Scholastic Inc	903196-4	2 AP8845	2,086.05
04/02/2019	472098	Check	The Hartford	924486	2 AP8845	40,833.80
04/02/2019	472099	Check	Tri-Dim Filter Corp	929519	2 AP8845	608.86
04/02/2019	472100	Check	United Parcel Service (UPS)	904172	2 AP8845	43.40
04/02/2019	472101	Check	Upper Lakes Food Inc	929826	2 AP8845	37,501.31
Total:						\$765,496.04

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20190402 AP Summary

Type	Count	Amount
Regular	32	765,496.04
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	32	\$765,496.04

AP Check Register

AP Run: 20190402 AP add'l — Post Date: 2019-04-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/02/2019	472102	Check	Upper Lakes Food Inc	929826	2 AP8845	2,700.00
Total:						\$2,700.00

20190402 AP add'l Summary

Type	Count	Amount
Regular	1	2,700.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$2,700.00

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AP Check Register

AP Run: 20190405 AP — Post Date: 2019-04-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/05/2019	472103	Check	R, B	929434	2 AP8845	4,205.60
04/05/2019	472104	Check	Transportation Plus, Inc.	906215	2 AP8845	494.50
04/05/2019	472105	Check	Ali, Abdullahi	925586	2 AP8845	50.00
04/05/2019	472106	Check	AmeriPride Services, Inc	901365-1	2 AP8845	936.95
04/05/2019	472107	Check	Barnes & Noble Inc	900386-1	2 AP8845	334.60
04/05/2019	472108	Check	Blick Art Materials	900172-1	2 AP8845	122.28
04/05/2019	472109	Check	City of Burnsville - Utilities	904226	2 AP8845	11,996.92
04/05/2019	472110	Check	Busch, Zachary	929511	2 AP8845	400.00
04/05/2019	472111	Check	Captivate Media + Consulting	929000	2 AP8845	510.00
04/05/2019	472112	Check	Childrens Theatre Company	908621-1	2 AP8845	955.00
04/05/2019	472113	Check	Choy, Sergio R	928260	2 AP8845	60.00
04/05/2019	472114	Check	ChromebookParts.com	929924-1	2 AP8845	3,319.38
04/05/2019	472115	Check	Continued.com	930015	2 AP8845	89.00
04/05/2019	472116	Check	Cordova, Leticia	925919	2 AP8845	382.50
04/05/2019	472117	Check	Cornerstone Copy Center	900502	2 AP8845	375.00
04/05/2019	472118	Check	CST MN - BIN# 170065	929862	2 AP8845	85,850.04
04/05/2019	472119	Check	Dakota Outdoors LLC	922059	2 AP8845	13,389.00
04/05/2019	472120	Check	City of Eagan - Utilities	901002	2 AP8845	1,028.75
04/05/2019	472121	Check	Express Auto Parts	929706	2 AP8845	70.42
04/05/2019	472122	Check	Fastsigns	924696	2 AP8845	93.75

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AP Check Register

AP Run: 20190405 AP — Post Date: 2019-04-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/05/2019	472123	Check	Game Time Inc	924032-1	2 AP8845	235.80
04/05/2019	472124	Check	Gopher	901458-1	2 AP8845	315.84
04/05/2019	472125	Check	Heinemann Educational Books	901436-2	2 AP8845	5,395.50
04/05/2019	472126	Check	House Of Print	920347-1	2 AP8845	19,670.99
04/05/2019	472127	Check	Ind School Dist 196	901394-3	2 AP8845	3,062.00
04/05/2019	472128	Check	International Gymnastics Of Mn LLC	926911	2 AP8845	3,423.20
04/05/2019	472129	Check	Jama, Safiyo	924542	2 AP8845	360.00
04/05/2019	472130	Check	Johnson, Mitch	930019	2 AP8845	1,759.73
04/05/2019	472131	Check	Johnston, Apryl	927103	2 AP8845	115.00
04/05/2019	472132	Check	Lamprecht, John	928748	2 AP8845	29.97
04/05/2019	472133	Check	Lindmeier, Thomas	930013	2 AP8845	36.00
04/05/2019	472134	Check	MASS/MRPA	905320-10	2 AP8845	500.00
04/05/2019	472135	Check	Minnesota Pollution Control Agency - MPCA	903770-3	2 AP8845	189.42
04/05/2019	472136	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	11,933.70
04/05/2019	472137	Check	Minvalco Inc	904961	2 AP8845	843.20
04/05/2019	472138	Check	Multilingual Word Inc	922324	2 AP8845	796.25
04/05/2019	472139	Check	NASSP/NHS	904884-2	2 AP8845	385.00
04/05/2019	472140	Check	National Academic Quiz Tournaments LLC (NAQT)	926335	2 AP8845	1,350.00
04/05/2019	472141	Check	NCS Pearson Inc	925372-4	2 AP8845	39.00
04/05/2019	472142	Check	Norcostco Inc	902765	2 AP8845	452.75

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AP Check Register

AP Run: 20190405 AP — Post Date: 2019-04-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/05/2019	472143	Check	Orkin Commercial Services	926086	2 AP8845	1,301.00
04/05/2019	472144	Check	Pachabelly Dance	929012	2 AP8845	342.00
04/05/2019	472145	Check	Powell, Malinda	906693	2 AP8845	135.00
04/05/2019	472146	Check	Prodocon Inc	928785-1	2 AP8845	24.94
04/05/2019	472147	Check	Reading & Math Inc	928293	2 AP8845	1,000.00
04/05/2019	472148	Check	Rock Hard Landscape Supply	928528	2 AP8845	365.00
04/05/2019	472149	Check	Rotary Club of Burnsville	903691	2 AP8845	350.00
04/05/2019	472150	Check	City of Savage - Utilities	909588	2 AP8845	8,500.69
04/05/2019	472151	Check	Schmitt Music	903532-2	2 AP8845	72.44
04/05/2019	472152	Check	School Nutrition Association (SNA)	926552-3	2 AP8845	169.00
04/05/2019	472153	Check	Second Harvest Heartland	928183	2 AP8845	738.13
04/05/2019	472154	Check	Shore, Anthony	930021	2 AP8845	350.00
04/05/2019	472155	Check	Shred-it USA	924465-2	2 AP8845	396.87
04/05/2019	472156	Check	Skow, Karen	929575	2 AP8845	935.00
04/05/2019	472157	Check	Southport Cleaners	927808	2 AP8845	415.58
04/05/2019	472158	Check	Stamm, Amanda	930020	2 AP8845	147.50
04/05/2019	472159	Check	Sucansky, Sarah	921149	2 AP8845	260.00
04/05/2019	472160	Check	Teachers On Call	929847	2 AP8845	26,080.25
04/05/2019	472161	Check	Vernon Company	920019	2 AP8845	788.31
04/05/2019	472162	Check	Xcel Energy	902776	2 AP8845	14.32

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AP Check Register

AP Run: 20190405 AP --- Post Date: 2019-04-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
Total:						\$217,943.07

20190405 AP Summary

Type	Count	Amount
Regular	60	217,943.07
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	60	\$217,943.07

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AP Check Register

AP Run: 20190409 AP — Post Date: 2019-04-09 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/09/2019	472163	Check	Agropur Inc Division Natrel USA	928147-1	2 AP8845	7,790.29
04/09/2019	472164	Check	American Mailing Machines	929771	2 AP8845	1,200.00
04/09/2019	472165	Check	Bix Produce Company	900477	2 AP8845	6,452.62
04/09/2019	472166	Check	Bro-Tex Inc	900397	2 AP8845	4,633.20
04/09/2019	472167	Check	Bureau Of Education & Research	900712-1	2 AP8845	269.00
04/09/2019	472168	Check	Centurylink	902781-5	2 AP8845	266.02
04/09/2019	472169	Check	Dick's/Lakeville Sanitation Inc	900641	2 AP8845	11,074.64
04/09/2019	472170	Check	Diversified Snack Distribution	900279	2 AP8845	1,905.73
04/09/2019	472171	Check	Durand Manufacturing Inc	924933	2 AP8845	225.00
04/09/2019	472172	Check	Fairfield Glass & Window Inc	926949	2 AP8845	315.00
04/09/2019	472173	Check	Grainger	904387-1	2 AP8845	754.71
04/09/2019	472174	Check	Horizon Commercial Pool Supply	904818	2 AP8845	602.73
04/09/2019	472175	Check	Institute For Natural Resources	900526	2 AP8845	83.00
04/09/2019	472176	Check	Mackin Educational Resources	902196	2 AP8845	1,435.31
04/09/2019	472177	Check	Metro Transit	922385	2 AP8845	97.00
04/09/2019	472178	Check	Minnesota Energy Resources	903029-1	2 AP8845	11,401.23
04/09/2019	472179	Check	MN Zoo	902613	2 AP8845	325.00
04/09/2019	472180	Check	Overhead Door Company Of The Northland	903695	2 AP8845	1,870.00
04/09/2019	472181	Check	Perez, Melissa M	924879	2 AP8845	420.00

AP Check Register

AP Run: 20190409 AP — Post Date: 2019-04-09 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/09/2019	472182	Check	Prior Lake High School	921458	2 AP8845	150.00
04/09/2019	472183	Check	Prodocon Inc	928785-1	2 AP8845	1,903.07
04/09/2019	472184	Check	Pump And Meter Service Inc	903101	2 AP8845	180.00
04/09/2019	472185	Check	Schmitt & Sons	909331-1	2 AP8845	23,586.28
04/09/2019	472186	Check	Schmitt & Sons Inc	909331	2 AP8845	200.00
04/09/2019	472187	Check	Siemens Industry Inc	902217-1	2 AP8845	1,736.00
04/09/2019	472188	Check	Teachers On Call	929847	2 AP8845	48,476.59
04/09/2019	472189	Check	T-Mobile	929345-1	2 AP8845	3,839.54
04/09/2019	472190	Check	Upper Lakes Food Inc	929826	2 AP8845	39,486.97
04/09/2019	472191	Check	US Postmaster USPS	904153-1	2 AP8845	235.00
04/09/2019	472192	Check	Valley-Rich Co Inc	928642	2 AP8845	12,378.60
04/09/2019	472193	Check	Xcel Energy	902776	2 AP8845	15,409.43
Total:						\$198,701.96

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20190409 AP Summary

Type	Count	Amount
Regular	31	198,701.96
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	31	\$198,701.96

AP Check Register

AP Run: 20190412 AP — Post Date: 2019-04-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/12/2019	472194	Check	Advanced Imaging Solutions	928551	2 AP8845	480.00
04/12/2019	472195	Check	Blue Bell Enterprises Inc	926720	2 AP8845	4,469.08
04/12/2019	472196	Check	Cade, Stephanie	924487	2 AP8845	519.50
04/12/2019	472197	Check	Carlson, Gerri	929243	2 AP8845	594.00
04/12/2019	472198	Check	Casperson, Julie	928973	2 AP8845	213.00
04/12/2019	472199	Check	Consolidated Communications	906231	2 AP8845	3,798.02
04/12/2019	472200	Check	Cornerstone Copy Center	900502	2 AP8845	313.75
04/12/2019	472201	Check	Dalco	904186-1	2 AP8845	5,762.93
04/12/2019	472202	Check	Distributed Website Corporation	922061-1	2 AP8845	118.00
04/12/2019	472203	Check	Diversified Snack Distribution	900279	2 AP8845	3,625.36
04/12/2019	472204	Check	Doyle Security Products	900605	2 AP8845	688.09
04/12/2019	472205	Check	Dynamic Technical Building Systems, Inc.	930007	2 AP8845	681.68
04/12/2019	472206	Check	Ecolab	908846-2	2 AP8845	1,769.01
04/12/2019	472207	Check	Electro Watchman Inc	901078	2 AP8845	940.00
04/12/2019	472208	Check	EPN Travel Services Inc	926379	2 AP8845	1,798.00
04/12/2019	472209	Check	Groth Music Company	900575	2 AP8845	8.00
04/12/2019	472210	Check	Haldeman-Homme Inc	901774-1	2 AP8845	250.00
04/12/2019	472211	Check	Hp	921184-1	2 AP8845	230.00
04/12/2019	472212	Check	Instrumentalist Awards Llc	901896	2 AP8845	317.00

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AP Check Register

AP Run: 20190412 AP — Post Date: 2019-04-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/12/2019	472213	Check	Intermediate School Dist 917	909327	2 AP8845	6,504.43
04/12/2019	472214	Check	Mayer Arts Inc	925512	2 AP8845	210.00
04/12/2019	472215	Check	Minnesota Community Education Assoc (MCEA)	903814	2 AP8845	45.00
04/12/2019	472216	Check	Music Theatre International	900421	2 AP8845	400.00
04/12/2019	472217	Check	Neopost USA Inc	909589-2	2 AP8845	324.05
04/12/2019	472218	Check	OPG-3 Inc	924471	2 AP8845	6,400.00
04/12/2019	472219	Check	Printeez & Promotion	926064	2 AP8845	636.00
04/12/2019	472220	Check	Prodocon Inc	928785-1	2 AP8845	430.56
04/12/2019	472221	Check	Reach Media Network	924469	2 AP8845	1,416.00
04/12/2019	472222	Check	Region V Computer Services	929754	2 AP8845	280.00
04/12/2019	472223	Check	The Anton Group LLC	929848	2 AP8845	450.00
04/12/2019	472224	Check	The McDowell Agency Inc	928502	2 AP8845	706.60
04/12/2019	472225	Check	The Works	902039	2 AP8845	393.30
04/12/2019	472226	Check	TriMark	925854-1	2 AP8845	1,080.18
04/12/2019	472227	Check	Trousil, Wanda	921190	2 AP8845	73.14
04/12/2019	472228	Check	Trusted Employees	929957	2 AP8845	88.00
04/12/2019	472229	Check	University Of Minnesota- Tuition Third Party Billing	908595	2 AP8845	4,640.00
04/12/2019	472230	Check	USA Inflatables	928855	2 AP8845	1,298.25
Total:						\$51,950.93

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AP Check Register

AP Run: 20190412 AP --- Post Date: 2019-04-12 — 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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20190412 AP Summary

Type	Count	Amount
Regular	37	51,950.93
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	37	\$51,950.93

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AP Check Register

AP Run: 20190416 AP — Post Date: 2019-04-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/16/2019	472231	Check	Anchor Solar Investments LLC	929704	2 AP8845	1,591.72
04/16/2019	472232	Check	Association Of Clerical Employees	904895	2 AP8845	23.00
04/16/2019	472233	Check	Compas Inc	906392	2 AP8845	3,700.00
04/16/2019	472234	Check	Education Minnesota	928531	2 AP8845	122.00
04/16/2019	472235	Check	Foundation 191	928202	2 AP8845	181.59
04/16/2019	472236	Check	Great Lakes Higher Education Corporation	927604	2 AP8845	130.47
04/16/2019	472237	Check	Gustavus Adolphus College	922194-1	2 AP8845	270.00
04/16/2019	472238	Check	Mackin Educational Resources	902196	2 AP8845	774.16
04/16/2019	472239	Check	Matrix Communications Inc	906559-1	2 AP8845	21,744.00
04/16/2019	472240	Check	McDowall Company	930006	2 AP8845	723.14
04/16/2019	472241	Check	McKay, Frank	924973	2 AP8845	78.00
04/16/2019	472242	Check	Meacham, John	926610	2 AP8845	78.00
04/16/2019	472243	Check	Messerli & Kramer PA	923866	2 AP8845	327.06
04/16/2019	472244	Check	Midwest Blinds	927063	2 AP8845	1,473.00
04/16/2019	472245	Check	Minnesota UI Trust Fund	929956	2 AP8845	100.00
04/16/2019	472246	Check	MN State Badminton Tournament	930024	2 AP8845	175.00
04/16/2019	472247	Check	Monssen, Lee	925926	2 AP8845	70.00
04/16/2019	472248	Check	Novak, Janice S	902467	2 AP8845	432.00
04/16/2019	472249	Check	Nuvera	902483-1	2 AP8845	175.21

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AP Check Register

AP Run: 20190416 AP — Post Date: 2019-04-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/16/2019	472250	Check	Oelfke, Mark	904870	2 AP8845	70.00
04/16/2019	472251	Check	Olson, Thor	925059	2 AP8845	78.00
04/16/2019	472252	Check	Prodocon Inc	928785-1	2 AP8845	781.15
04/16/2019	472253	Check	Red Wing Shoe Company Inc	921851-1	2 AP8845	125.00
04/16/2019	472254	Check	Red Wing Shoe Company Inc	905511-1	2 AP8845	125.00
04/16/2019	472255	Check	Rieger, Lori	500045	2 AP8845	26.00
04/16/2019	472256	Check	Rock Hard Landscape Supply	928528	2 AP8845	28.00
04/16/2019	472257	Check	Sandino, Jeff	926126	2 AP8845	361.00
04/16/2019	472258	Check	Schmitt Music	903532-2	2 AP8845	114.87
04/16/2019	472259	Check	SFM	923848	2 AP8845	9,535.00
04/16/2019	472260	Check	Soccerchili	927209	2 AP8845	205.46
04/16/2019	472261	Check	Stallman, Scott	930023	2 AP8845	150.00
04/16/2019	472262	Check	The Food Group	928651	2 AP8845	1,928.18
04/16/2019	472263	Check	Umhoefer, Tom C	007415	2 AP8845	210.50
04/16/2019	472264	Check	United Parcel Service (UPS)	904172	2 AP8845	29.12
04/16/2019	472265	Check	US Department of Education	902813-8	2 AP8845	37.00
04/16/2019	472266	Check	US Foods Culinary Equipment & Supplies LLC	901197-1	2 AP8845	2,377.00
Total:						\$48,349.63

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AP Check Register

AP Run: 20190416 AP --- Post Date: 2019-04-16 — 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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20190416 AP Summary

Type	Count	Amount
Regular	36	48,349.63
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	36	\$48,349.63

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AP Check Register

AP Run: 20190419 AP — Post Date: 2019-04-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/19/2019	472267	Check	Advanced Imaging Solutions	928551	2 AP8845	720.00
04/19/2019	472268	Check	Agile Sports Technologies Inc	928713-1	2 AP8845	1,500.00
04/19/2019	472269	Check	Transportation Plus, Inc.	906215	2 AP8845	674.00
04/19/2019	472270	Check	Ali, Amaal	927129	2 AP8845	60.00
04/19/2019	472271	Check	Anderson, Sherri	500047	2 AP8845	57.20
04/19/2019	472272	Check	Apple Valley Medical Clinic Ltd	929210	2 AP8845	110.00
04/19/2019	472273	Check	Centerpoint Energy	902519	2 AP8845	41,716.09
04/19/2019	472274	Check	Chartered, Kennedy & Graven	908356-1	2 AP8845	2,464.00
04/19/2019	472275	Check	Cherrydale Farms	929409	2 AP8845	53.76
04/19/2019	472276	Check	Choy, Keren	928401	2 AP8845	300.00
04/19/2019	472277	Check	Cordova, Leticia	925919	2 AP8845	390.00
04/19/2019	472278	Check	Dads Belgian Waffles	926097	2 AP8845	820.00
04/19/2019	472279	Check	Dahlen Sign Company	929543	2 AP8845	842.40
04/19/2019	472280	Check	Dewald, Rina C	920524	2 AP8845	240.00
04/19/2019	472281	Check	Dialog One LLC	927732	2 AP8845	7,877.50
04/19/2019	472282	Check	Eagan Shirt Werks	907092	2 AP8845	525.59
04/19/2019	472283	Check	Earthgrains Baking Co Inc	902333-1	2 AP8845	2,040.65
04/19/2019	472284	Check	Elpis Enterprises	929377	2 AP8845	406.40
04/19/2019	472285	Check	EYDI	930027	2 AP8845	534.00
04/19/2019	472286	Check	Gale/cengage Learning	903622-2	2 AP8845	50.00

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AP Check Register

AP Run: 20190419 AP — Post Date: 2019-04-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/19/2019	472287	Check	Guetter, Lindsey	927616	2 AP8845	150.00
04/19/2019	472288	Check	Hamann, Ronald	908860	2 AP8845	70.00
04/19/2019	472289	Check	Herff Jones Inc	900862-3	2 AP8845	15,224.54
04/19/2019	472290	Check	Hughes, Mike	500046	2 AP8845	137.94
04/19/2019	472291	Check	Hutsal, Oleksandra	929182	2 AP8845	60.00
04/19/2019	472292	Check	Hyvee	929410	2 AP8845	339.13
04/19/2019	472293	Check	Intermediate School Dist 917	909327	2 AP8845	20,205.21
04/19/2019	472294	Check	Isd 917-Fundamental Chef	900906-5	2 AP8845	222.00
04/19/2019	472295	Check	Jasso, Severa E	922010	2 AP8845	90.00
04/19/2019	472296	Check	JH Pool Consulting Inc	929529	2 AP8845	395.00
04/19/2019	472297	Check	Lee, Terry	927681	2 AP8845	78.00
04/19/2019	472298	Check	Minneapolis Police Dept	929741	2 AP8845	220.00
04/19/2019	472299	Check	Minnesota Childrens Museum	909215	2 AP8845	461.50
04/19/2019	472300	Check	Novak, Janice S	902467	2 AP8845	198.00
04/19/2019	472301	Check	Pollock, Virginia	929824	2 AP8845	187.50
04/19/2019	472302	Check	City of Savage - Parks & Recreation	909588-2	2 AP8845	175.00
04/19/2019	472303	Check	Schmitt Music	903532-2	2 AP8845	35.00
04/19/2019	472304	Check	Skow, Karen	929575	2 AP8845	850.00
04/19/2019	472305	Check	Southwest Metro Intermediate 288	928611	2 AP8845	9,900.00
04/19/2019	472306	Check	Teachers On Call	929847	2 AP8845	47,458.31

AP Check Register

AP Run: 20190419 AP --- Post Date: 2019-04-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/19/2019	472307	Check	The Open Door	930028	2 AP8845	38.00
04/19/2019	472308	Check	The Works	902039	2 AP8845	1,025.00
04/19/2019	472309	Check	Trousil, Wanda	921190	2 AP8845	8.37
04/19/2019	472310	Check	Washburn Millerbots	930029	2 AP8845	2,441.39
Total:						\$161,351.48

20190419 AP Summary

Type	Count	Amount
Regular	44	161,351.48
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	44	\$161,351.48

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AP Check Register

AP Run: 20190423 AP — Post Date: 2019-04-23 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/23/2019	472311	Check	A.J. Moore Electric Inc	928491	2 AP8845	95.00
04/23/2019	472312	Check	R, B	929434	2 AP8845	2,343.60
04/23/2019	472313	Check	Agropur Inc Division Natrel USA	928147-1	2 AP8845	4,640.88
04/23/2019	472314	Check	AmeriPride Services, Inc	901365-1	2 AP8845	219.40
04/23/2019	472315	Check	Armstrong Torseth Skold & Rydeen Inc	926500	2 AP8845	38,295.44
04/23/2019	472316	Check	Arrow Lift	926468	2 AP8845	392.00
04/23/2019	472317	Check	Barbara Brodsho LLC	929913	2 AP8845	62.50
04/23/2019	472318	Check	Barnes & Noble Inc	900386-1	2 AP8845	263.75
04/23/2019	472319	Check	Bearcom	909987-1	2 AP8845	2,669.51
04/23/2019	472320	Check	Bix Produce Company	900477	2 AP8845	6,580.97
04/23/2019	472321	Check	Blue Bell Enterprises Inc	926720	2 AP8845	4,447.13
04/23/2019	472322	Check	Carrier Corporation	900707-1	2 AP8845	16,660.00
04/23/2019	472323	Check	Cassidy-Tricker Industrial Sales Inc	900483	2 AP8845	76.20
04/23/2019	472324	Check	Centerpoint Energy	902519	2 AP8845	948.50
04/23/2019	472325	Check	Central Fire Protection Inc	926628	2 AP8845	102.00
04/23/2019	472326	Check	ChromebookParts.com	929924-1	2 AP8845	8,596.76
04/23/2019	472327	Check	Conney Safety Products	900552-1	2 AP8845	659.45
04/23/2019	472328	Check	Conquer Ninja Athletics	929462-2	2 AP8845	100.00
04/23/2019	472329	Check	Continental Clay Company	903866	2 AP8845	1,089.16
04/23/2019	472330	Check	Cool Air Mechanical Inc	923509	2 AP8845	348.00

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AP Check Register

AP Run: 20190423 AP — Post Date: 2019-04-23 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/23/2019	472331	Check	Cottens Inc	929846	2 AP8845	62.66
04/23/2019	472332	Check	Crown Rental Inc	900647	2 AP8845	380.38
04/23/2019	472333	Check	Cub Foods	900645	2 AP8845	516.54
04/23/2019	472334	Check	Custom Drapery and Blinds by Esch LLC	929958	2 AP8845	1,338.50
04/23/2019	472335	Check	Dakota Electric Association	900809	2 AP8845	57,678.91
04/23/2019	472336	Check	Dalco	904186-1	2 AP8845	7,491.79
04/23/2019	472337	Check	Demco Inc	900837-1	2 AP8845	209.42
04/23/2019	472338	Check	Dialog One LLC	927732	2 AP8845	420.00
04/23/2019	472339	Check	Diversified Snack Distribution	900279	2 AP8845	2,637.56
04/23/2019	472340	Check	Earl F Andersen	901064-2	2 AP8845	207.66
04/23/2019	472341	Check	Educational Innovations Inc	900447	2 AP8845	84.60
04/23/2019	472342	Check	Ekon-O-Pac LLC	928982	2 AP8845	3,765.00
04/23/2019	472343	Check	EYDI	930027	2 AP8845	89.00
04/23/2019	472344	Check	Fastenal	923054-1	2 AP8845	99.14
04/23/2019	472345	Check	Field Environmental Consulting Inc	926109	2 AP8845	2,280.00
04/23/2019	472346	Check	Flinn Scientific Inc	901231-1	2 AP8845	413.55
04/23/2019	472347	Check	Floyd Total Security	906007	2 AP8845	232.50
04/23/2019	472348	Check	Grainger	904387-1	2 AP8845	2,746.86
04/23/2019	472349	Check	Health Counseling Services Llc	924154-1	2 AP8845	100.00
04/23/2019	472350	Check	Helena Chemical Co	929853	2 AP8845	2,131.50

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AP Check Register

AP Run: 20190423 AP — Post Date: 2019-04-23 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/23/2019	472351	Check	Hi Tech Refrigeration Inc	909046	2 AP8845	4,123.43
04/23/2019	472352	Check	Ideal Services Inc	927693	2 AP8845	1,365.00
04/23/2019	472353	Check	Intereum Inc	929296	2 AP8845	1,790.61
04/23/2019	472354	Check	Intermediate School Dist 917	909327	2 AP8845	6,504.43
04/23/2019	472355	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	1,921.29
04/23/2019	472356	Check	K12 Transportation Management Services Inc	928688	2 AP8845	15,453.00
04/23/2019	472357	Check	Kelleher Helmrich and Associates	908955-1	2 AP8845	524.00
04/23/2019	472358	Check	Lifetime Fitness - Bloomington South	921553-4	2 AP8845	144.00
04/23/2019	472359	Check	Metro ECSU	908865-22	2 AP8845	90.00
04/23/2019	472360	Check	Midwest Language Banc Inc	924523	2 AP8845	2,355.00
04/23/2019	472361	Check	Minnesota Energy Resources	903029-1	2 AP8845	1,453.36
04/23/2019	472362	Check	Perez, Melissa M	924879	2 AP8845	300.00
04/23/2019	472363	Check	Reading & Math Inc	928293	2 AP8845	1,000.00
04/23/2019	472364	Check	Reliastar Life Insurance Company	920099-2	2 AP8845	2,692.95
04/23/2019	472365	Check	Reliastar Life Insurance Company	920099-3	2 AP8845	2,790.95
04/23/2019	472366	Check	Reliastar Life Insurance Company	920099-4	2 AP8845	1,601.43
04/23/2019	472367	Check	School Exec Connect Inc	928326	2 AP8845	1,204.00
04/23/2019	472368	Check	Second Harvest Heartland	928183	2 AP8845	122.92
04/23/2019	472369	Check	Southwest Metro Intermediate 288	928611	2 AP8845	90.00

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AP Check Register

AP Run: 20190423 AP --- Post Date: 2019-04-23 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/23/2019	472370	Check	The Food Group	928651	2 AP8845	2,284.63
04/23/2019	472371	Check	United Parcel Service (UPS)	904172	2 AP8845	36.89
04/23/2019	472372	Check	Upper Lakes Food Inc	929826	2 AP8845	56,924.18
Total:						\$276,247.89

20190423 AP Summary

Type	Count	Amount
Regular	62	276,247.89
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	62	\$276,247.89

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AP Check Register

AP Run: 20190426 AP — Post Date: 2019-04-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/26/2019	472373	Check	Ali, Amaal	927129	2 AP8845	60.00
04/26/2019	472374	Check	Allen, Dariel J	927125	2 AP8845	470.00
04/26/2019	472375	Check	Aramark	900428-1	2 AP8845	136.20
04/26/2019	472376	Check	Commercial Kitchen Services	927640	2 AP8845	220.00
04/26/2019	472377	Check	Conquer Ninja Athletics	929462-2	2 AP8845	1,160.00
04/26/2019	472378	Check	Cub Foods	900645	2 AP8845	184.32
04/26/2019	472379	Check	Dakota County Master Gardeners	902213-3	2 AP8845	49.00
04/26/2019	472380	Check	DramaLab, LLC	930014	2 AP8845	1,102.50
04/26/2019	472381	Check	Fagerness, Joyce	924275	2 AP8845	305.88
04/26/2019	472382	Check	Friedges Landscaping Inc	901475	2 AP8845	43,070.25
04/26/2019	472383	Check	GLS Companies	929863	2 AP8845	2,525.00
04/26/2019	472384	Check	Graff, Sally	930003	2 AP8845	211.60
04/26/2019	472385	Check	GreatAmerica Financial Services	929729	2 AP8845	395.00
04/26/2019	472386	Check	Groth Music Company	900575	2 AP8845	546.91
04/26/2019	472387	Check	Hannasch, Delana	500051	2 AP8845	8.00
04/26/2019	472388	Check	Henry, Gina	922490	2 AP8845	195.00
04/26/2019	472389	Check	Intermediate School Dist 917	909327	2 AP8845	179,263.32
04/26/2019	472390	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	320.00
04/26/2019	472391	Check	Kriss, Charles	500050	2 AP8845	7.00
04/26/2019	472392	Check	Lamprecht, John	928748	2 AP8845	19.98

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AP Check Register

AP Run: 20190426 AP — Post Date: 2019-04-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/26/2019	472393	Check	Lang, Juleen	500049	2 AP8845	4.99
04/26/2019	472394	Check	Lescarbeau, Jane	930035	2 AP8845	337.50
04/26/2019	472395	Check	Mackin Educational Resources	902196	2 AP8845	6,620.81
04/26/2019	472396	Check	Mansfield Oil Company	928793-1	2 AP8845	20,456.41
04/26/2019	472397	Check	Meca Sportswear	924921	2 AP8845	158.50
04/26/2019	472398	Check	Minvalco Inc	904961	2 AP8845	325.20
04/26/2019	472399	Check	Mros, Richard	903216	2 AP8845	2,235.00
04/26/2019	472400	Check	Pam McDonald Consulting LLC	929717	2 AP8845	850.00
04/26/2019	472401	Check	Perez, Melissa M	924879	2 AP8845	120.00
04/26/2019	472402	Check	Progressive Building Systems, LTD.	930034	2 AP8845	1,856.00
04/26/2019	472403	Check	Rent N Save Portable Services	925729	2 AP8845	435.00
04/26/2019	472404	Check	Roark, Richard Jeffrey	928168	2 AP8845	268.80
04/26/2019	472405	Check	Rock Hard Landscape Supply	928528	2 AP8845	56.00
04/26/2019	472406	Check	Sachs, Alice	925562	2 AP8845	253.75
04/26/2019	472407	Check	Safeway Driving School	926796	2 AP8845	8,255.00
04/26/2019	472408	Check	Success Beyond The Classroom	921607	2 AP8845	2,120.00
04/26/2019	472409	Check	Summit Commercial Facilities Group	923998-2	2 AP8845	611.00
04/26/2019	472410	Check	Teachers On Call	929847	2 AP8845	49,912.63
04/26/2019	472411	Check	The Works	902039	2 AP8845	853.75

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AP Check Register

AP Run: 20190426 AP — Post Date: 2019-04-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/26/2019	472412	Check	Tierney Brothers Inc	900826-1	2 AP8845	239.10
04/26/2019	472413	Check	T-Mobile	929345-1	2 AP8845	1,543.67
04/26/2019	472414	Check	Tony's Appliance Inc	921785	2 AP8845	1,566.00
04/26/2019	472415	Check	Trans-Mississippi Biological Supply	904060	2 AP8845	282.00
04/26/2019	472416	Check	Twin Cities Photo Booth	928340	2 AP8845	495.00
04/26/2019	472417	Check	Tyler, Bruce	928852	2 AP8845	175.00
04/26/2019	472418	Check	Viking Electric Supply Inc	904243-1	2 AP8845	9,463.00
04/26/2019	472419	Check	Western Psychological Services	904419	2 AP8845	180.00
Total:						\$339,924.07

20190426 AP Summary

Type	Count	Amount
Regular	47	339,924.07
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	47	\$339,924.07

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AP Check Register

AP Run: 20190430 AP — Post Date: 2019-04-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/30/2019	472420	Check	Agropur Inc Division Natrel USA	928147-1	2 AP8845	10,848.76
04/30/2019	472421	Check	AIM Electronics Inc	900017	2 AP8845	1,216.24
04/30/2019	472422	Check	American Time & Signal Co	903503-1	2 AP8845	671.39
04/30/2019	472423	Check	Bell, Thomas M	926160	2 AP8845	70.00
04/30/2019	472424	Check	Bix Produce Company	900477	2 AP8845	14,669.78
04/30/2019	472425	Check	Braaten, Mark	923539	2 AP8845	78.00
04/30/2019	472426	Check	Carlson, Gerri	929243	2 AP8845	630.00
04/30/2019	472427	Check	Cassidy-Tricker Industrial Sales Inc	900483	2 AP8845	29.50
04/30/2019	472428	Check	Clark, Taylor	930036	2 AP8845	133.00
04/30/2019	472429	Check	Conney Safety Products	900552-1	2 AP8845	2,205.95
04/30/2019	472430	Check	Cornell, Mark	926137	2 AP8845	78.00
04/30/2019	472431	Check	Cottens Inc	929846	2 AP8845	123.94
04/30/2019	472432	Check	Dalco	904186-1	2 AP8845	6,508.52
04/30/2019	472433	Check	Diversified Snack Distribution	900279	2 AP8845	1,125.35
04/30/2019	472434	Check	Ecolab	908846-2	2 AP8845	1,225.86
04/30/2019	472435	Check	Edwards, Wilson	925961	2 AP8845	70.00
04/30/2019	472436	Check	Express Auto Parts	929706	2 AP8845	94.60
04/30/2019	472437	Check	Ferrie, Patrick	921305	2 AP8845	70.00
04/30/2019	472438	Check	General Parts LLC	901541-1	2 AP8845	4,460.44
04/30/2019	472439	Check	Gothmann, Tom	901450	2 AP8845	133.00

AP Check Register

AP Run: 20190430 AP — Post Date: 2019-04-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/30/2019	472440	Check	Grainger	904387-1	2 AP8845	3,360.72
04/30/2019	472441	Check	Graphic Specialties Inc	927750	2 AP8845	85.50
04/30/2019	472442	Check	Green Lights Recycling, Inc.	930041	2 AP8845	453.29
04/30/2019	472443	Check	Hansen, Steven	929787	2 AP8845	133.00
04/30/2019	472444	Check	Holzemer, Thomas	929495	2 AP8845	70.00
04/30/2019	472445	Check	Interstate All Battery Center	928877-1	2 AP8845	96.90
04/30/2019	472446	Check	Jessen, Chris	903574	2 AP8845	133.00
04/30/2019	472447	Check	Jobs Foundation/Tech Dump	929071	2 AP8845	690.60
04/30/2019	472448	Check	Kenney, Patrick	923607	2 AP8845	79.00
04/30/2019	472449	Check	Leavell, Sean	929493	2 AP8845	133.00
04/30/2019	472450	Check	Lee, Terry	927681	2 AP8845	78.00
04/30/2019	472451	Check	Mansfield Oil Company	928793-1	2 AP8845	17,944.24
04/30/2019	472452	Check	Muscanto, Stephen	930037	2 AP8845	79.00
04/30/2019	472453	Check	Neuharth, Andrew	930038	2 AP8845	79.00
04/30/2019	472454	Check	Northeast Metro Intermediate Dist 916	902440	2 AP8845	6,395.80
04/30/2019	472455	Check	Office of MNIT Services	906477	2 AP8845	1,672.65
04/30/2019	472456	Check	Paulson, Mike	928131	2 AP8845	133.00
04/30/2019	472457	Check	Planer, Sharon	929748	2 AP8845	330.00
04/30/2019	472458	Check	Proforma	927076	2 AP8845	6,739.00
04/30/2019	472459	Check	Roasted Pear	926642	2 AP8845	1,235.80

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AP Check Register

AP Run: 20190430 AP — Post Date: 2019-04-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/30/2019	472460	Check	Runing, Kelly	930039	2 AP8845	70.00
04/30/2019	472461	Check	Schelling, Todd	926138	2 AP8845	133.00
04/30/2019	472462	Check	Sherwin-Williams	903745-2	2 AP8845	88.59
04/30/2019	472463	Check	Sourcewell Technology	908203-1	2 AP8845	200.00
04/30/2019	472464	Check	South Suburban Conference	926921	2 AP8845	160.00
04/30/2019	472465	Check	Starr, Dwayne	925013	2 AP8845	79.00
04/30/2019	472466	Check	Sullivan, Connor	930040	2 AP8845	78.00
04/30/2019	472467	Check	Teachers On Call	929847	2 AP8845	46,299.66
04/30/2019	472468	Check	Thamert, Nic	929486	2 AP8845	133.00
04/30/2019	472469	Check	Tierney Brothers Inc	900826-1	2 AP8845	1,783.60
04/30/2019	472470	Check	Upper Lakes Food Inc	929826	2 AP8845	42,530.35
04/30/2019	472471	Check	Viking Electric Supply Inc	904243-1	2 AP8845	121.89
Total:						\$176,040.92

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20190430 AP Summary

Type	Count	Amount
Regular	52	176,040.92
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	52	\$176,040.92

AP Check Register

AP Run: 20190405 AP --- Post Date: 2019-04-05 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/05/2019	472123	Check	Game Time Inc	924032-1	2 AP8845	-235.80
Total:						-\$235.80

20190405 AP Summary

Type	Count	Amount
Regular	1	-235.80
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-\$235.80

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AP Check Register

AP Run: 20190419 AP --- Post Date: 2019-04-19 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/19/2019	472285	Check	EYDI	930027	2 AP8845	-534.00
Total:						-\$534.00

20190419 AP Summary

Type	Count	Amount
Regular	1	-534.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-\$534.00

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AP Check Register

AP Run: 20190423 AP --- Post Date: 2019-04-23 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/23/2019	472343	Check	EYDI	930027	2 AP8845	-89.00
Total:						-\$89.00

20190423 AP Summary

Type	Count	Amount
Regular	1	-89.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-\$89.00

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AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	1,126,983.94
02 - FOOD SERVICE	280,004.73
03 - TRANSPORTATION	721,466.26
04 - COMMUNITY SERVICE	108,676.02
16 - FACILITIES RENTAL	1,216.24
	\$2,238,347.19

AP Check Register

AP Run: 20190405 Associated --- Post Date: 2019-04-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/05/2019	104005	Check	Metro Utilities Inc	929315	6 BOND P	11,818.55
Total:						\$11,818.55

20190405 Associated Summary

Type	Count	Amount
Regular	1	11,818.55
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$11,818.55

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AP Check Register

AP Run: 20190426 Bond — Post Date: 2019-04-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/26/2019	104006	Check	American Hi Tech Rentals	928999	6 BOND P	18,200.00
04/26/2019	104007	Check	Electro Watchman Inc	901078	6 BOND P	4,782.50
04/26/2019	104008	Check	Envision Glass Inc	929369	6 BOND P	6,930.00
04/26/2019	104009	Check	Siemens Industry Inc	902217-1	6 BOND P	50,865.00
Total:						\$80,777.50

20190426 Bond Summary

Type	Count	Amount
Regular	4	80,777.50
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	4	\$80,777.50

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AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
26 - BOND REFERENDUM	92,596.05
	\$92,596.05

AP Check Register

AP Run: 20190412 Virtual — Post Date: 2019-04-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/12/2019	6000000004		Center For The Collaborative Classroom	924466-1	2 Virtua	540.00
04/12/2019	6000000005		Northern Air Corporation (NAC)	920320	2 Virtua	19,525.76
04/12/2019	6000000006		Tri-Dim Filter Corp	929519	2 Virtua	1,968.85
04/12/2019	6000000007		Trio Supply	903802	2 Virtua	6,927.35
04/12/2019	6000000008		Universal Athletic Service Inc	928417	2 Virtua	2,279.49
Total:						\$31,241.45

20190412 Virtual Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	5	31,241.45
Total:	5	\$31,241.45

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AP Check Register

AP Run: 20190425 Virtual — Post Date: 2019-04-25 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/25/2019	6000000009		Center For The Collaborative Classroom	924466-1	2 Virtua	12,000.00
04/25/2019	6000000010		Cole Papers Inc	927279-1	2 Virtua	3,959.40
04/25/2019	6000000011		QBS, Inc.	930033	2 Virtua	10,600.00
04/25/2019	6000000012		The SpyGlass Group, LLC	930026	2 Virtua	11,777.88
04/25/2019	6000000013		Tri-Dim Filter Corp	929519	2 Virtua	17.04
04/25/2019	6000000014		Trio Supply	903802	2 Virtua	5,902.93
Total:						\$44,257.25

20190425 Virtual Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	6	44,257.25
Total:	6	\$44,257.25

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AP Check Register

AP Run: 20190425 Virtua — Post Date: 2019-04-25 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/25/2019	6000000011		QBS, Inc.	930033	2 Virtua	-10,600.00
Total:						-\$10,600.00

20190425 Virtua Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	1	-10,600.00
Total:	1	-\$10,600.00

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AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	51,740.82
02 - FOOD SERVICE	12,808.14
04 - COMMUNITY SERVICE	349.74
	\$64,898.70



**Agenda IV.A.5
 June 20, 2019**

TO: Cynthia Amoroso, Superintendent and Board of Education

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

DATE: June 13, 2019

RE: Budget Analysis for the Month Ending April 30, 2019

RECOMMENDATION: That the Board accepts the Budget Analysis for the month ending April 30, 2019

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

	Year-to-Date Revenue	% of Revised Budget	Year-to-Date Expenditures	% of Revised Budget
All Funds	\$ 136,463,266	78.27%	\$ 136,060,010	76.62%
General Fund	\$ 107,566,443	84.62%	\$ 96,837,872	75.21%

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.



**Agenda IV.A.5.
June 20, 2019**

To: Board of Education
From: Assistant Superintendent Brian Gersich
Date: June 17, 2019
Re: Report on Listening Session on June 13 2019

School Board Listening Session
6.13.19

Board Members DeeDee Currier and Scott Hume
Superintendent Cindy Amoroso

No one spoke at the listening session.



Agenda IV.B.1.
June 20, 2019

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

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

Date: June 14, 2019

Re: Establish Fiscal Year 2019 Committed Fund Balance

RECOMMENDATION: that the Board of Education approves the commitment of fund balance for Fiscal Year 2019 to include fund balance resulting from carryover funds and ProPay funds.

The Fund Balance Policy 714 revised March 10, 2016 follows GASB Statement No. 54 which allows for the highest decision-making authority of a government, our Board of Education, to commit fund balance for a specific purpose by taking action prior to year end while amounts can be determined in a subsequent period. Commitments would be calculated as follows:

Carryover Funds: Calculated with revenues generated by department, area or site plus any unspent expenditure budget, including any multi-year grants/donations, as audited.

ProPay Funds: Calculated with dedicated revenues unspent, as audited.



Future Ready. Community Strong.

**Agenda IV.B.2.
June 20, 2019**

TO: Members, Board of Education
FROM: Lisa Rider, Executive Director of Business Services
DATE: June 14, 2019
RE: Approve FY2019-2020 Adopted Budget

RECOMMENDATION: That the Board of Education approves the 2019-20 Adopted Budget providing all funds’ revenues of \$178,862,643 and all funds’ expenditures of \$181,367,998.

Below is a summary of the proposed 2019-2020 Adopted Budget for your review. A full summary of the General Fund budget units and the assigned staffing are attached for review prior to action for adoption at the board meeting on June 20, 2019.

<u>Fund</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Inc (Decr) to Fund Balance</u>
General	\$ 129,196,398	\$ 130,103,486	\$ (907,088)
Food Service	5,933,581	5,932,394	1,187
Community Service	6,873,502	6,708,863	164,639
Capital Projects	30,000	1,794,398	(1,764,398)
Debt Service	12,813,093	13,061,198	(248,105)
Total Governmental	154,846,574	157,600,339	(2,753,765)
Trust & Agency	840,000	840,000	-
Internal Service	23,176,069	22,927,659	248,410
All Funds	\$ 178,862,643	\$ 181,367,998	\$ (2,505,355)

The 2019-2020 Budget was prepared in accordance with the following Board of Education decisions. The parameters used to develop the budget are detailed in the presentation materials and are essentially as follows:

1. General education funding, on a per pupil basis, was increased to \$6,438 per adjusted pupil unit, per legislation.
2. Elementary class sizes averaging around 24.5:1 (resulting from a range of class sizes of 20-32 depending upon grade level) and secondary class sizes averaging around 35-38:1 before considering additional supports within the building. For example, at BHS, student to classroom plus support staff calculates out to 17.1:1.

3. Enrollment decreased with estimates based on projected end of year Early Childhood through grade12 average daily membership of 8,678 for 2018-2019 and 8,489 for 2019-2020, a decrease of 189 average daily memberships.
4. An estimated \$437,191 reduction in Health Insurance costs across the operating funds is included as a result of the OPEB Trust implicit rate contributions.
5. There is a 3.5% increase in 2019-2020 health insurance premium costs for self-insured employee health benefits, and a 1% increase in 2019-2020 dental insurance premium costs.
6. The projected Unassigned Fund Balance for the General Fund is 6.21% and includes restricted and committed fund balances in the areas of: Area Learning Center, Capital, program carryover, and ProPay. This projected Unassigned Fund Balance is below the defined minimum unassigned general fund balance of 8 percent of general fund expenditures as outlined in board policy 714. Approval of this Proposed FY20 Adopted Budget will waive the defined minimum fund balance stated in board policy. The FY20 projected Unassigned Fund Balance reflects a reduction in fund balance due to expenditures exceeding revenues by \$907,088.

This adopted budget will be revised later in the 2019-2020 year to adjust for actual data relating to federal updates, enrollment, staffing, audited fund balances, etc.

Prior to June 30, 2019 the board will need to define what fund balances they would be committing for 2019-2020 year.

GENERAL FUND

Overview

This budget utilizes the option of spending down the existing fund balance over the option of reducing expenditures potentially impacting programming that is critical to the execution of Vision One91.

Following is a list of the most significant assumptions used in developing the revenue budget:

Basic Allowance

The basic funding allowance is \$6,438 per pupil unit.

Special Education

Special education categorical aid has been adjusted considering the new special education funding and will continue to be monitored for needed adjustments at budget revision. This is an area of particular concern as the ceiling included in the revenue calculation limits the amount of additional expenditures which are reimbursed.

Referendum

The district's referendum authority of 2019-2020 is a combined \$1,790.01 per adjusted pupil unit prior to local optional allowance of \$424 reflecting the equivalent amounts approved by

the voters in November 2011 and November 2017. Total referendum revenue adjusts each year in direct proportion to adjusted pupil units served. Estimated referendum revenue, including the local optional allowance, for the 2019-2020 year is approximately \$20.8 million, or roughly 16% of the total General Fund revenues.

Alternative Teacher Compensation

Alternative Teacher Compensation revenue of approximately \$2.38 million is included in the 2019-2020 budget per the ProPay plan agreed to between the Board of Education and Burnsville Education Association.

Compensatory and English Learners

Compensatory and English Learner revenue of approximately \$9.6 million is included and a priority is placed on covering costs of English Learner staff at all buildings. The degree of services needed by English Learners vary and our assessment of students and the responding services will fluctuate. The remainder of this funding continues to be dedicated to providing educational programs for at risk students through various district initiatives.

Enrollment

Enrollment is a crucial factor in determining a school district's revenue because most funding formulas are student based. The 2019-2020 adopted budget assumes a decline in estimated EC-12 enrollment from an estimated 8,678 students (Average Daily Membership) in 2018-2019 to 8,489 in 2019-2020. Enrollment uncertainty creates the potential for significant increases or decreases in student-based revenue. This assumption will need to be re-evaluated when the October 1, 2019, enrollment is known and the retention factor for 2019-2020 is determined. With each student generating approximately \$11,145 in revenue, a small deviation in enrollment can produce a significant change in revenue.

Revenue Restrictions

Restrictions on the use of general education revenue are offset with dedicated revenue. The following are restrictions imposed on general education revenue in 2019-2020:

Basic Skills(Compensatory, English Learners)	Operating Capital
Learning & Development	Area Learning Center
Gifted & Talented	Alternative Teacher Compensation
Achievement and Integration	Staff Development
	Long-Term Facility Maintenance

Operating Capital Expenditures

Operating Capital expenditures are budgeted in the General Fund but are supported by revenue that is dedicated to this purpose. Operating Capital expenditures included in this budget amount to approximately \$3 million. Every effort will be made to maximize the use of the capital funds.

Long-Term Facilities Maintenance Revenue

Since 2016-2017, the Long-Term Facilities Maintenance Revenue that rolls together the health and safety and the alternative facility projects is utilized within the general fund for health and safety and deferred maintenance projects. Both revenue and expenditures for projects must be recorded in the general fund for any projects funded by the Long-Term Facilities Maintenance Revenue.

Technology Capital Projects

Since the 2016-2017 school year the Capital Tech Levy has generated approximately \$2.5 million annually for the purpose of technology within our district. These funds have allowed our technology budget to increase to just over \$5 million. At our High School level this includes a 1:1 Chromebook deployment implemented in the fall of 2016. Middle School level 1:1 Chromebook deployment was implemented in the fall of 2017. At the elementary levels, digital learning specialists are at every school for student instruction in technology. During the fall of 2018, a tiered rollout of Chromebook deployment in our elementary schools was implemented. Given the completion of our initial rollout, the technology plan for the 2019-2020 budget calls for new devices for all incoming 6th and 9th graders; infrastructure upgrades for outdated servers; and continued maintenance of licensed software used in the instruction of our students.

Student Transportation

The student transportation budget is based on current service levels and reflects the most recent contract entered into with Schmitt and Sons, including a 6.25% rate increase in 2019-2020 per the contract.

Site Based Budgeting

A large portion of the operating budget is expended at the site level based on ranges of class sizes determined by Principals and other Administrators in the staffing process. Instructional budgets, while determined on a uniform basis across the district, are distributed among various accounts and programs at the school building level. Unspent budget balances at the end of a year in school accounts are carried forward to the succeeding year provided the Board continues to commit the related fund balance.

FOOD SERVICE

The Food Service Fund budget shows a slight increase of fund balance estimated at \$51,141 for the 2019-2020 year. The lunch prices incorporated into this budget for 2019-2020 will be increased by ten cents as a result of the federal guidance resulting in the following lunch prices: \$2.80 for elementary, \$2.90 for middle school and high school students, and \$4.10 for adults. Breakfast is \$1.60 for all students and \$2.20 for adults. Milk prices will remain at \$0.50

COMMUNITY EDUCATION

The Community Service Fund shows an increase to the fund balance of \$164,639. Community Education has been designing programs and offerings around a population that has fewer discretionary dollars to spend and yet require greater services.

The addition of the Partners Achieving Learning Success (PALS) program and Burnsville Youth Collaborative (BYC) are deliberate programmatic options to provide access to high quality academic and enrichment experiences at no cost to participants. Voluntary Pre-Kindergarten (VPK) is yet another example of the response to an opportunity that puts students in classrooms for a quality learning experience at no cost to families.

These and many other measures are aimed at providing access while acknowledging the need to ensure that the revenue stream can support the department as a whole and still provide high quality opportunities for our entire community.

CAPITAL BUILDING PROJECTS

The Capital Building Projects Fund now only includes Vision One91 referendum building project funds unspent. These projects utilize the bond proceeds received in May, 2015 as a result of the Vision One91 referendum approval in February, 2015. Of the \$65 million bond issuance, approximately \$2 million is projected to be remaining as final payments and final projects are expected to be wrapped up in the 2019-2020 budget.

DEBT REDEMPTION

The Debt Redemption Fund is used to record revenues and expenses relating to principal and interest on bonded debt. These funds are dedicated to debt redemption and cannot be used for any other purpose.

FORMAT

Attached is the General Fund budget broken into budget units and a list of employees for each budget unit. This format will allow for a greater understanding of what is included in our entire General Fund budget.

SUMMARY

This budget was developed in accordance with direction provided by the Board of Education. There is potential for significant change as actual enrollment and staffing patterns are recognized. Our reality is that there are constant changes to staffing assignments as we adjust our staffing to best serve our student's needs. Therefore, much of the staffing details will change but overall the number of positions approved by the board to fulfill its' mission will remain within the guidelines of the proposed budget. The proposed adopted budget aligns with earlier projections.



BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT 191 ADOPTED BUDGET 2019-2020

Future Ready. Community Strong.

Adopted Budget – Overview 2019-2020

- Proposed Budget for All Funds
- Based on Board of Education Parameters
- Incorporates Budget Unit Breakdown

Adopted Budget – Overview 2019-2020 (cont'd)

- Represents best estimate of revenues & expenditures
- Subject to revisions
- Must be adopted by July 1
Board to take action June 20

Budget Process

- Board
 - Meeting December 13, 2018
 - Workshop January 24, 2019
 - Meeting February 7, 2019
 - Public Hearing February 13, 2019
 - Workshop February 21, 2019
 - Meeting February 28, 2019
 - Meeting March 14, 2019

Budget Process

- Input Teams/Processes
 - November 28, 2018 and December 5, 2018 Principals and Directors brainstormed adjustment categories
 - Beginning December 17, 2018 online input form opened until February 20, 2019
 - Public Hearing on initial budget adjustments held February 13, 2019
 - Beginning, January 7, 2019 Superintendent Leadership met five times to review and revise drafts of potential adjustments to develop budget assumptions for FY20

Budget Process (cont'd)

- Input Teams/Processes (cont'd)
 - Various staff meetings; Principals, Department Heads met with HR on staffing and Finance on non-staff budgets
 - Administration completed line item budget including known staffing assumptions as well as adjusting for other known items.

2019-2020 Adopted Budget Change In Fund Balance

ISD 191 BURNSVILLE - EAGAN - SAVAGE 2019-2020 ADOPTED BUDGET CHANGES IN FUND BALANCE

FUND	PROJECTED FUND BALANCE 6/30/19	REVENUES	EXPENDITURES	PROJECTED FUND BALANCE 6/30/20
GENERAL	\$ 13,440,818	\$ 129,196,398	\$ 130,103,486	\$ 12,533,730
FOOD SERVICE	963,049	5,933,581	5,932,394	964,236
COMMUNITY SERVICE	311,145	6,873,502	6,708,863	475,784
CAPITAL PROJECTS	1,764,398	30,000	1,794,398	-
DEBT SERVICE	2,733,198	12,813,093	13,061,198	2,485,093
TRUST & AGENCY FUND	214,814	840,000	840,000	214,814
INTERNAL SERVICE FUND	23,853,968	23,176,069	22,927,659	24,102,378
TOTAL ALL FUNDS	\$ 43,281,390	\$ 178,862,643	\$ 181,367,998	\$ 40,776,035

Enrollment History & Projections EC-12 2011 – 2020

Note enrollment totals are based on Average daily Membership (ADM) Served

Year		Total	Change
2010-11	Actual	9,786	-52
2011-12	Actual	9,585	-201
2012-13	Actual	9,579	-6
2013-14	Actual	9,474	-105
2014-15	Actual	9,311	-163
2015-16	Actual	9,121	-190
2016-17	Actual	9,114	-7
2017-18	Actual	8,833	-281
2018-19	Estimate	8,678	-155
2019-20	Estimate	8,489	-189

General Fund Assumptions Staffing Ratios

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Elementary	26.85	25.80	26.50	26.50	25.20	24.50	24.50	24.50	24.50	24.50
Middle School*	25.88	33.00	35.00	33.00	33.00	33.00	33.00	33.00	33.00	35.00
Senior High	30.95	35.00	35.00	35.00	35.00	36.00	36.00	36.00	36.00	38.00

* Years 2010-11 through 2015-16 schools were classified as Junior Highs

General Fund Assumptions 2019 - 2020

- General Education Formula - \$6,438
- Elementary class size targeted at 24.5:1 with a range of 20 – 32
- Secondary Class size targeted at 35-38:1 with a range based on subject
 - Note as an example, the above ratio does not include additional supports within the building. When we consider these supports at BHS, we find the student to staff ratio to be 17.1:1.

General Fund Assumptions (cont'd) 2019 - 2020

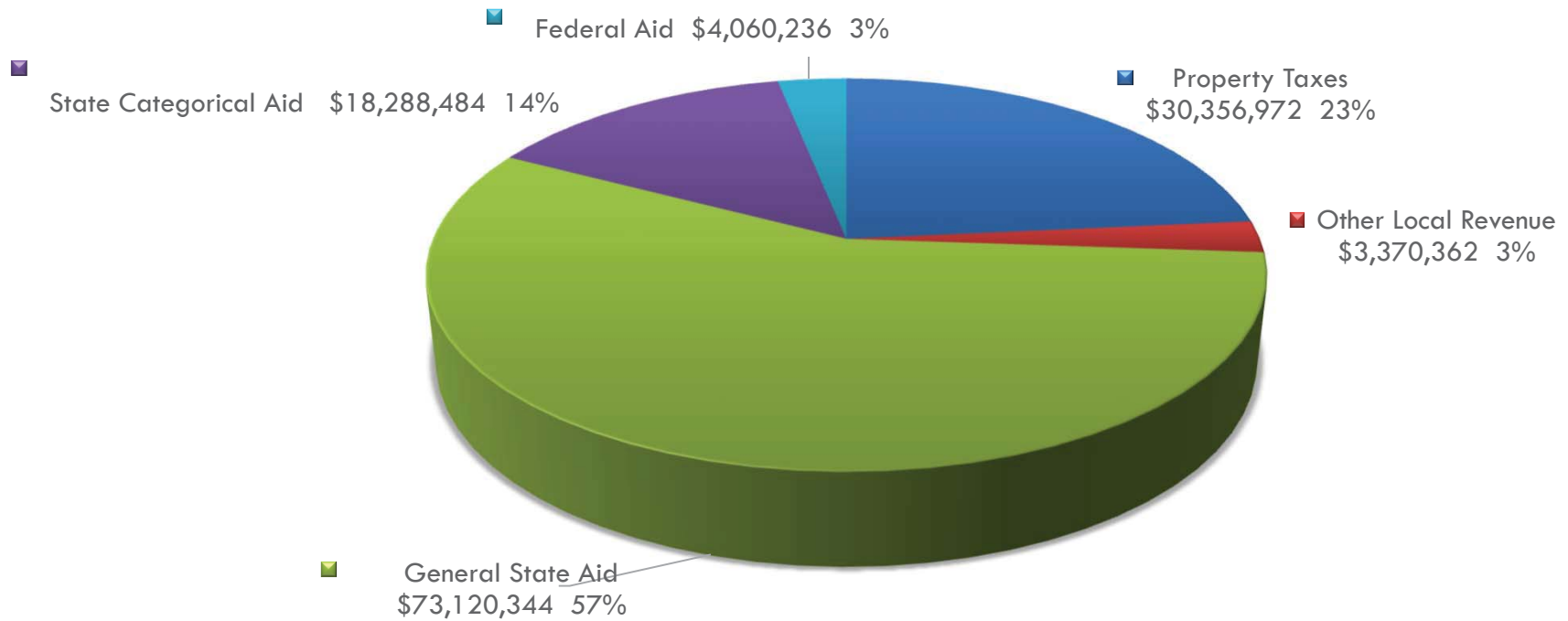
- Enrollment decrease of 189 students
- OPEB transfer to the operating funds of approximately \$437,191
- Three and one-half percent increase in health insurance and one percent increase in dental insurance

General Fund Budget Comparative Summary

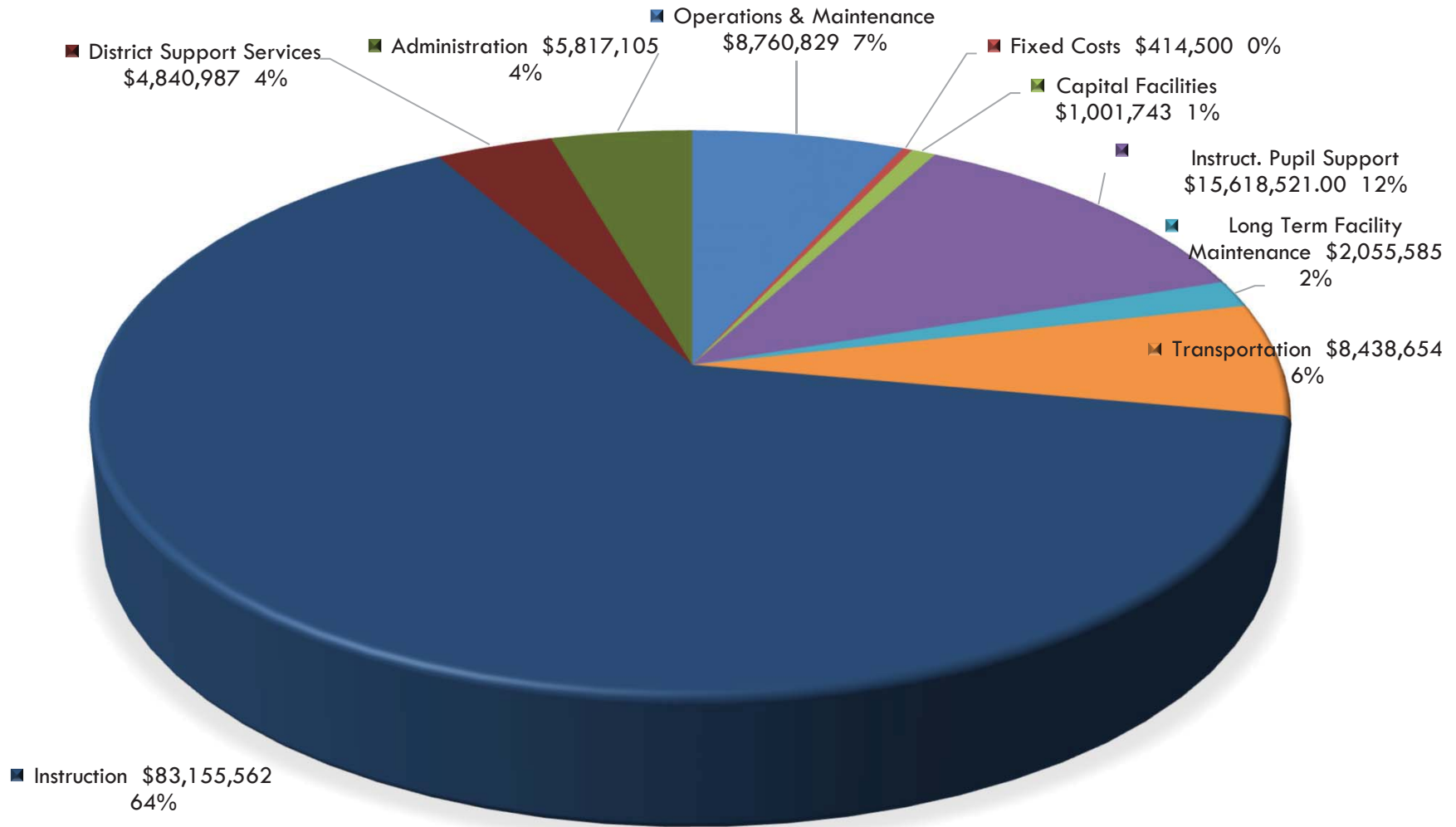
General Fund Budget Comparative Summary

	Adopted Budget 2018-19	Revised Budget 2018-19	Adopted Budget 2019-20
Total Beginning Fund Balance	\$ 15,677,207	\$ 15,815,204	\$ 13,440,818
Revenues	127,122,457	130,590,440	129,196,398
Expenditures	128,759,941	132,964,826	130,103,486
Variance (Revenues - Expenditures)	(1,637,484)	(2,374,386)	(907,088)
Total Ending Fund Balance	\$ 14,039,723	\$ 13,440,818	\$ 12,533,730
Breakdown of Fund Balance Categories			
Nonspendable	\$ 328,969	\$ 374,535	\$ 374,535
Restricted	2,350,689	3,338,202	2,831,580
Committed	1,056,051	1,198,221	1,248,175
Unassigned	10,304,014	8,529,860	8,079,440
Total Ending Fund Balance	\$ 14,039,723	\$ 13,440,818	\$ 12,533,730
Unassigned Fund Balance %	8.00%	6.42%	6.21%

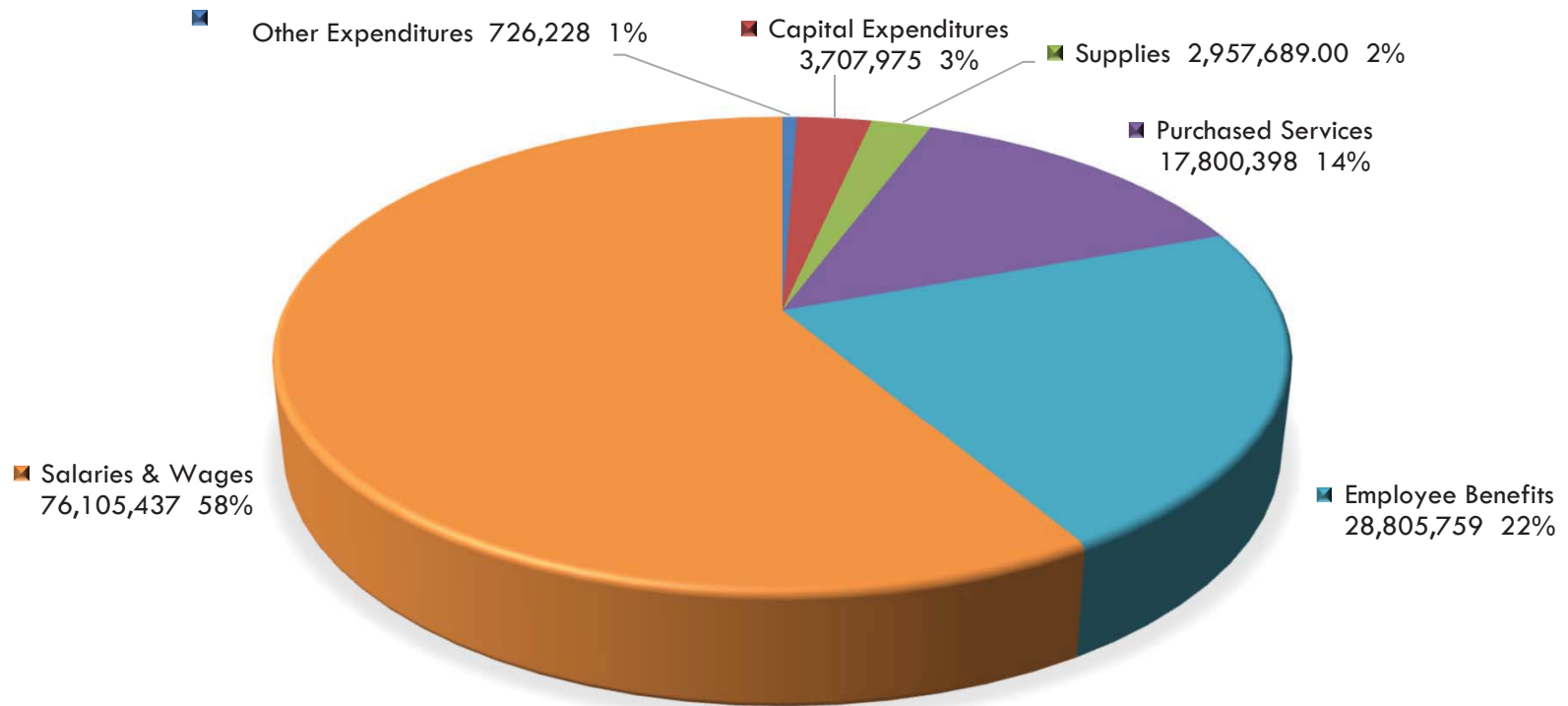
General Fund Revenue 2019-2020 Adopted Budget \$129,196,398



General Fund Expenditures by Program 2019-2020 Adopted Budget \$130,103,486



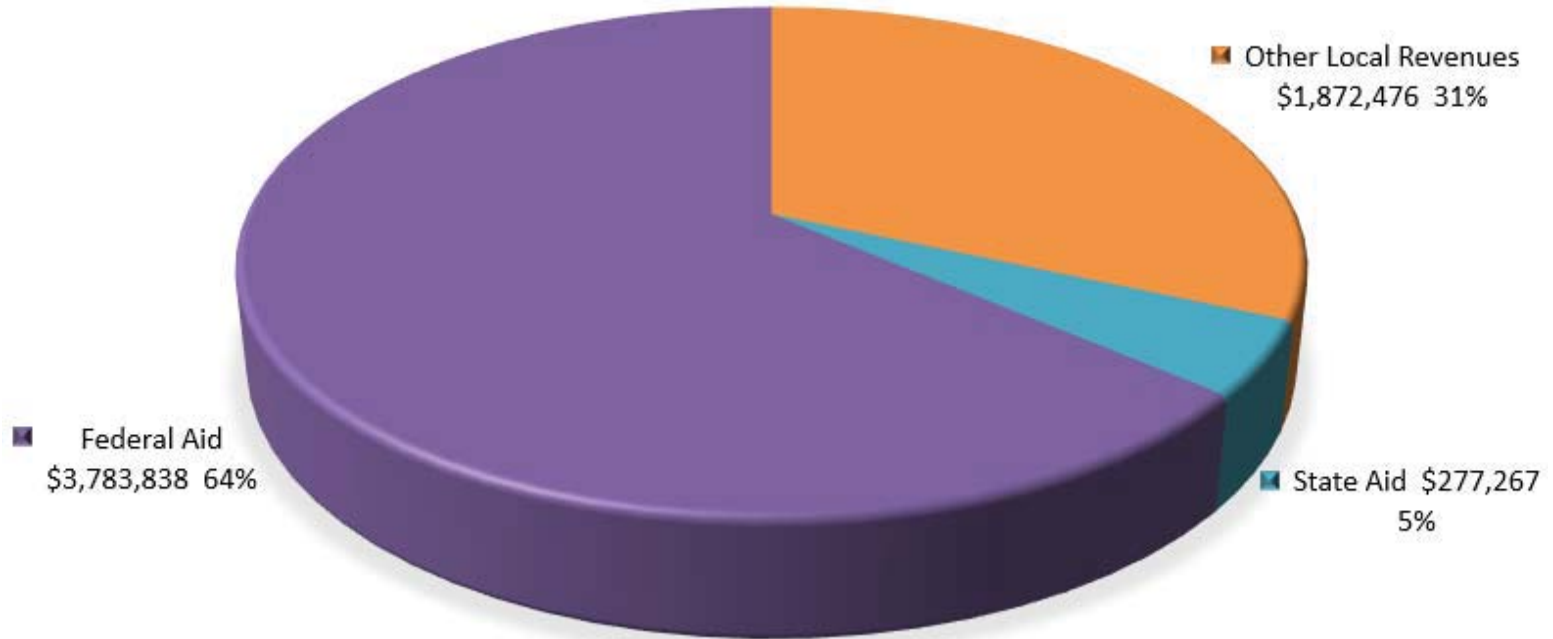
General Fund Expenditures by Object 2019-2020 Adopted Budget \$130,103,486



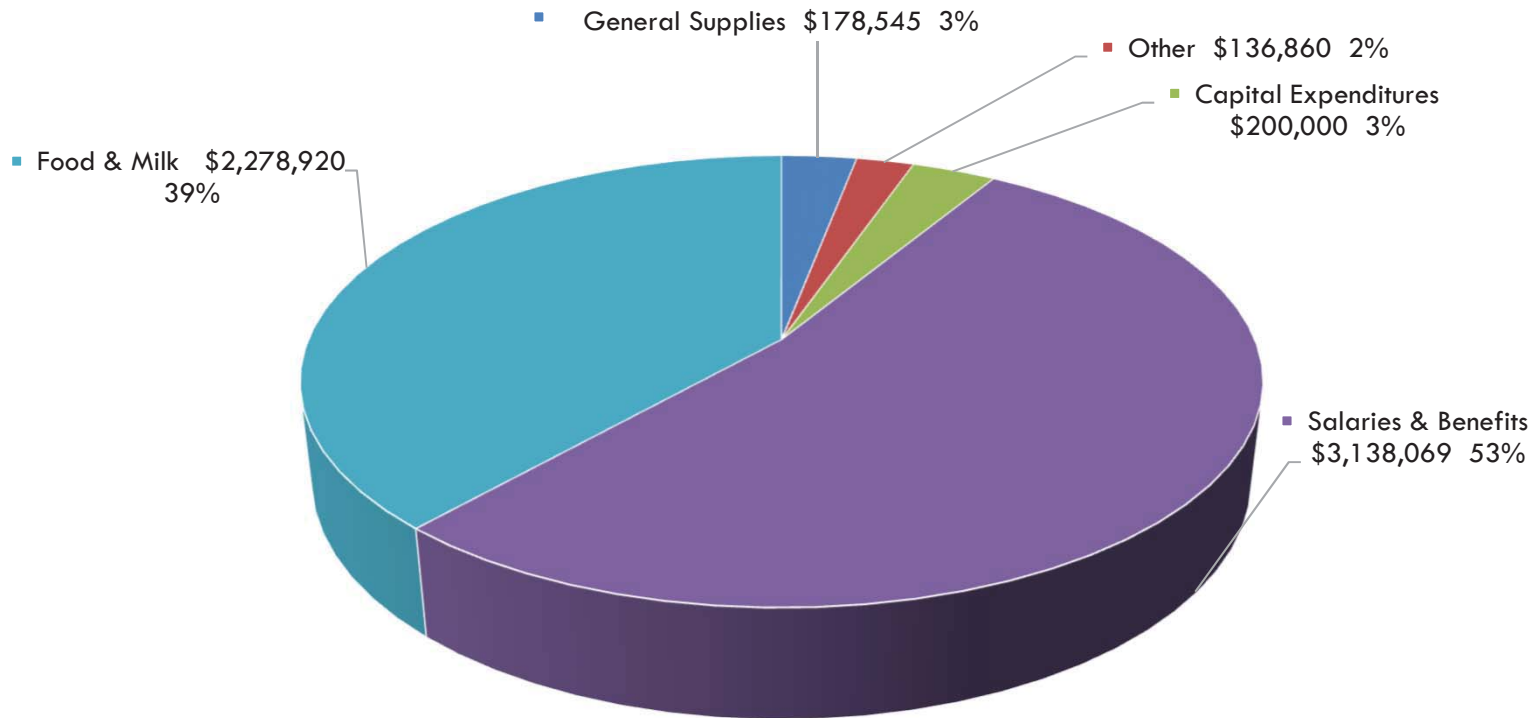
2019-2020 Adopted Budget Food Service Fund

Projected Beginning Fund Balance	\$ 963,049
Revenues	\$ 5,933,581
Expenses	\$ 5,932,394
Net Change in Fund Balance	\$ 1,187
Projected Ending Fund Balance 6/30/20	\$ 964,236

**FOOD SERVICE REVENUE
2019-2020 ADOPTED BUDGET
\$5,933,581**



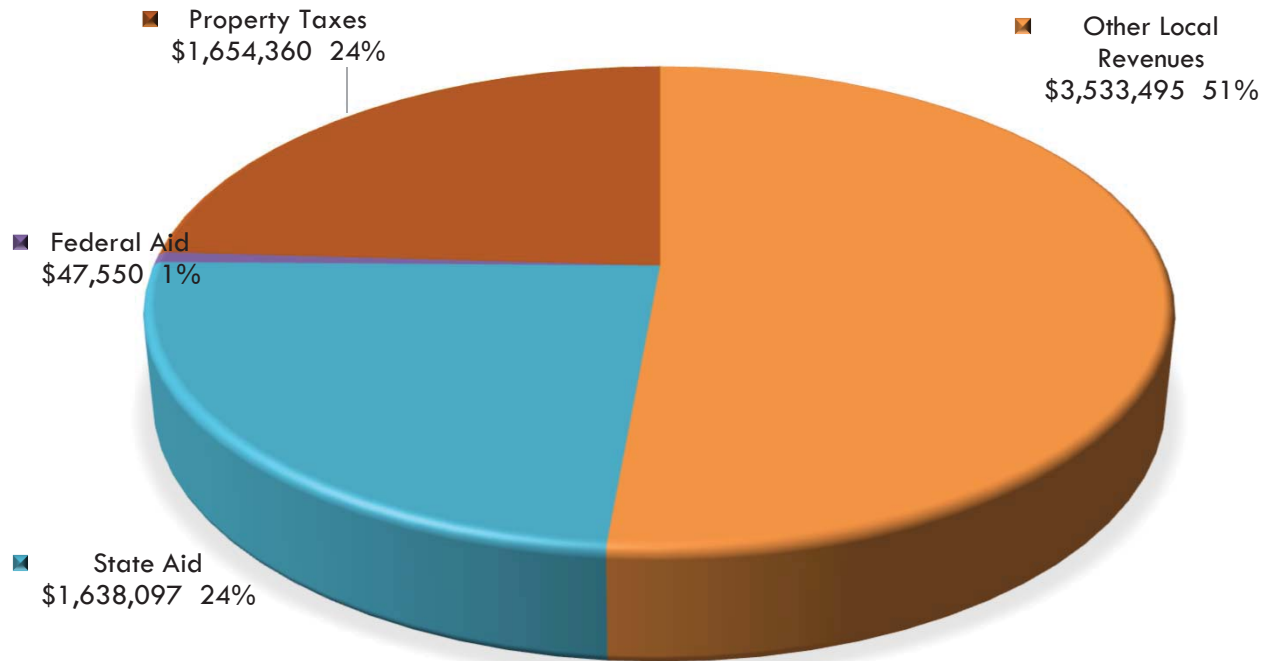
FOOD SERVICE EXPENDITURES BY OBJECT 2019-2020 ADOPTED BUDGET \$5,932,934



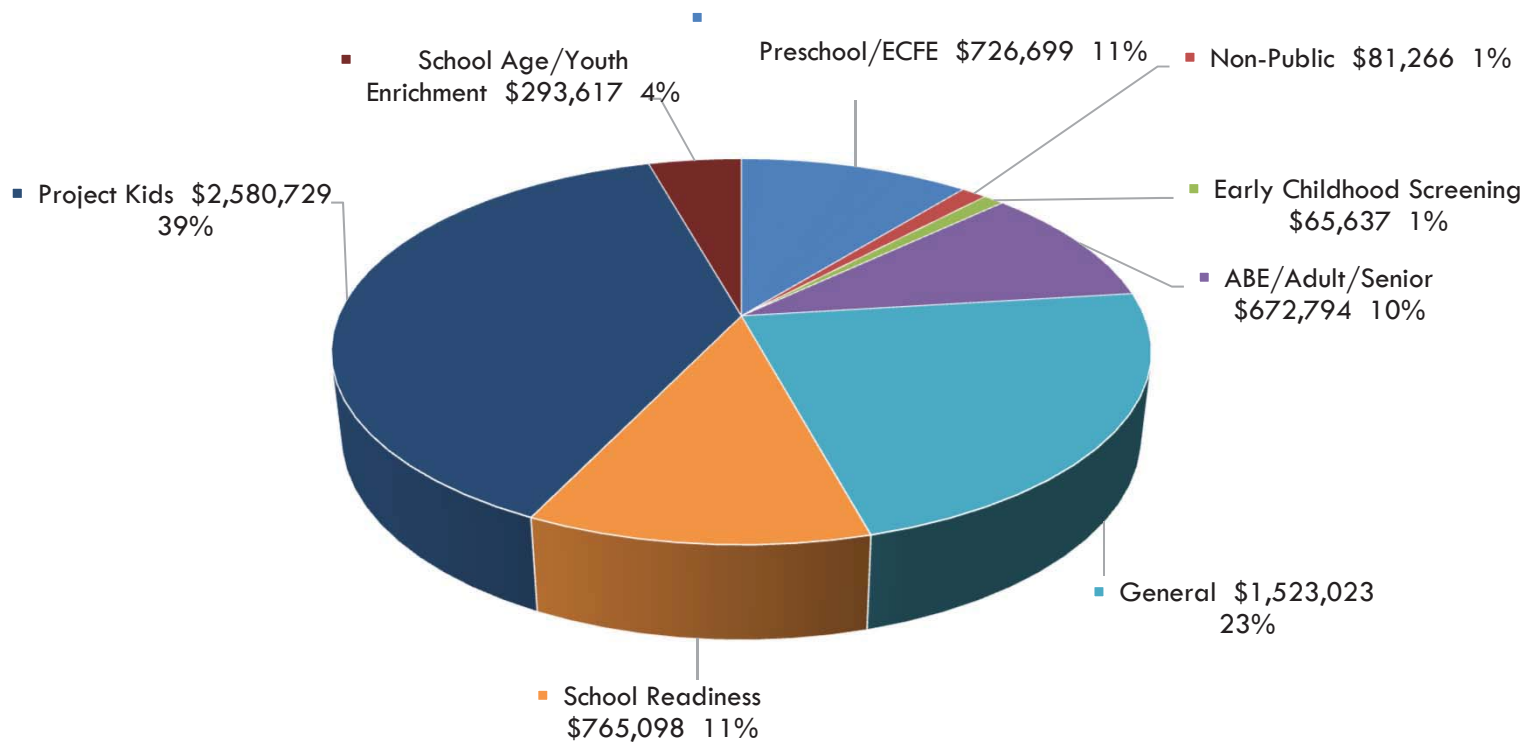
2019-2020 Adopted Budget Community Service Fund

Projected Beginning Fund Balance	\$ 311,145
Revenues	\$ 6,873,502
Expenses	\$ 6,708,863
Net Change in Fund Balance	\$ 164,639
Projected Ending Fund Balance 6/30/20	\$ 475,784

COMMUNITY SERVICE REVENUE 2019-2020 ADOPTED BUDGET \$6,873,502



COMMUNITY SERVICE EXPENDITURES BY PROGRAM 2019-2020 ADOPTED BUDGET \$6,708,863



2019-2020 Adopted Budget Capital Project Fund

Projected Beginning Fund Balance*	\$ 1,764,398
Revenues	\$ 30,000
Expenses	\$ 1,794,398
<hr/>	
Net Change in Fund Balance	\$ (1,764,398)
<i>* updated projected based on balances through June 2018</i>	
Projected Ending Fund Balance 6/30/20	\$ -

2019-2020 Adopted Budget Debt Service Funds

Projected Beginning Fund Balance	\$ 2,733,198
Revenues	\$ 12,813,093
Expenses	\$ 13,061,198
Net Change in Fund Balance	\$ (248,105)
Projected Ending Fund Balance 6/30/19	\$ 2,485,093

Adopted Budget

- Next Steps – Formal Board Approval at
June 20, 2019 Board Meeting

2019-2020 Adopted
Budget by Budget Unit

		2019-2020	
		FTEs	Adopted Budget
01010	General Elementary Instruction Personnel	145.50	17,115,441
Provides the funding necessary to provide instruction in the core academic subjects of language arts, math, and social studies at the district's ten elementary schools.			
01030	General Elementary Instruction Subs	0.0000	450,000
Provides the funding necessary for elementary substitutes.			
02010	General Middle School Instruction Personnel	54.6976	6,059,949
Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's three middle schools.			
02020	General Middle School Instruction Subs	0.000	180,000
Provides the funding necessary for middle school substitutes.			
03010	General High School Instruction Personnel	63.0004	7,767,583
Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's high school.			
03020	General High School Instruction Subs	0.00	200,000
Provides the funding necessary for high school substitutes.			
04010	PhyEd, Health, Art, Music Personnel	50.005	4,935,079
Provides the funding to provide K-12 physical education, 6-12 health, K-12 visual arts, K-12 general/vocal music, and 6-12 Instructional music instruction.			

2019-2020 Adopted
Budget by Budget Unit

2019-2020

05010	Long Term Subs	0.00	475,000
Provides the funding necessary for payment of Long Term Subs K-12.			
06000	Health Care Teacher	1.00	70,100
Provides the funding to operate the instructional program of health care.			
06010	Family and Consumer Science Instruction	6.80	673,084
Provides the funding to operate the instructional program of family and consumer science.			
06020	Trade and Industrial Education	5.63	632,287
Provides the funding to operate the instructional program of trade and industrial education.			
06040	Business and Office Education	4.47	456,355
Provides the funding to operate the instructional program of business and office education.			
06050	Partnerships	1.00	187,880
Provides the funding for Strategic Partnerships and Pathways and related efforts in connecting our students with community opportunities.			
06060	PostSecondary Tuition	0.00	370,000
Provides the budget for secondary students to attend classes through the District's various University and College programs including college in the schools (CIS) and post-secondary enrollment options (PSEO).			
06070	PostSecondary Career Tech Tuition	0.00	474,000
Provides the budget for secondary students to attend Career tech classes.			

2019-2020 Adopted
Budget by Budget Unit

2019-2020

		2019-2020	
07010	K12 Media Services	9.638	724,891
Provides the funding to provide K-12 media services- media specialists and media educational assistants.			
07020	K12 Gifted and Talented	4.75	550,000
Provides the funding to provide for a half-time gifted and talented instructor at each elementary school.			
07030	612 Guidance Services	13.00	1,376,740
Provides the funding to provide 6-12 guidance services.			
07040	912 Deans	7.00	535,371
Provides the funding to provide 9-12 Dean support.			
07060	English Second Language Learner	41.50	4,135,541
Provides funding for the district's K-12 English Second Language Learner program and includes salaries, benefits, and other instructional expenses.			
08010	Site Allocation of Instructional/Operational Resources	0.00	439,423
Provides the per pupil funding allocation for instructional and operational related expenses. This funding is intended to cover the costs of building level equipment repairs, purchase of general supplies, classroom supplies, telephone, etc.			
08020	Building Level Copier Leases	0.00	92,512
Provides the funding for the monthly lease costs of the main multi-functional device within each school.			
09010	Special Ed Salaries/Benefits	325.3117	25,140,062
Provides funding for staff costs necessary to operate the Office of Individualized Student Services. Most, but not all of these expenditures, are either reimbursed with state or federal special education funds or are related to general education functions.			

2019-2020 Adopted
Budget by Budget Unit

2019-2020

		2019-2020	
09030	Special Ed Purchased Services	0.00	1,318,720
Provides funding for Individualized Student Services purchased services, supplies and equipment.			
09040	Special Ed Transportation	0.00	4,867,800
Required transportation, purchased services, supplies and equipment for students served by Individualized Student Services.			
10010	Alternative Learning Center	28.346926	4,092,346
Provides categorical funds to operate the alternative high school, school within a school, extended day and extended year programs for elementary and middle school students.			
10030	K12 Nursing/Health Services	8.6507	786,094
Provides funding to operate the district health services department including salaries, benefits and other operating expenses for the district school health offices. Certain FTEs may also be included in Special Ed Salaries, 09010.			
11010	CoCurricular Activities (NonAthletic)	0.00000	336,181
Provides the funding to support co-curricular activities. These funds are supplemented through ticket sales, fund raising, donations, etc.			
11020	High School Interscholastic Athletics	2.00000	1,435,038
Provides the funding to provide high school athletics. These funds are supplemented through ticket sales, fund raising, donations, etc.			

2019-2020 Adopted
Budget by Budget Unit

2019-2020

		2019-2020	
11021	Middle School Interscholastic Athletics	0.00	0
Provides the funding to provide middle school athletics. These funds are supplemented through ticket sales, fund raising, donations, etc.			
12010	Title I, Part A Regular Improving Basic Programs	15.6050	1,522,422
Provides funding to help ensure all children meet challenging state academic standards. Includes staffing, instructional, Supplemental Education Services and staff development expenses.			
12020	Title II, Part A Regular Teacher/Principal Training & Recruiting	1.75	286,050
Funding pays a portion of teacher and administrative salaries of highly qualified professionals working to improve student achievement.			
12030	Title III Regular Limited English Proficient Students	1.25	170,000
Funding supports ESL personnel, their professional development, and for interpretation needs of our LEP families.			
12040	Title IV Regular Limited English Proficient Students	0.40	51,863
Provides funding to provide students with a well rounded education, support safe and healthy students and support effective use of technology for personalized learning opportunities.			
12050	Carl Perkins Grant	0.00	49,800
Funding pays for professional development and supplies to teachers of Family and Consumer Science, Business, and Technology Education at Burnsville High School.			
13010	QComp/ProPay	7.00	2,378,117
Provides for expenditures associated with the district's Q-Comp / Pro-Pay programs including salaries and benefits, stipends, performance incentives and other operating expenses.			
13020	Integration and Achievement	27.2225	2,173,380
Provides for expenditures related to the achievement and integration program including salaries and benefits, professional development and other operating expenses.			

2019-2020 Adopted
Budget by Budget Unit

2019-2020

		2019-2020	
13030	Compensatory Education	30.78875	2,739,982
Provides funding for compensatory programs and initiatives to meet the educational needs of students who are under prepared or are not meeting age appropriate performance standards.			
14010	Technology	8.50000	2,305,349
Provides funding to manage and support the district's technologies including digital learning specialist, instructional, operational resources, equipment and supplies including the District's intranet and telephone systems.			
14020	Technology: Capital Levy	13.00	2,878,914
Provides funding of technical staff, 1:1 initiative, and technical training of instructional staff.			
15010	Instructional Development	0.50	252,246
Provides the funding for district professional development (PD) to support the acquisition of district learning goals. Includes operational resources, purchased services, equipment, supplies, and building level PD allocations.			
15020	Curriculum Development	2.49	680,244
Provides the funding for the ongoing development of a comprehensive written curriculum. Also includes operational resources, purchased services, equipment and supplies.			
15030	Curriculum Adoptions	0.00	600,000
Provides the funding for the purchase of curriculum resources to support delivery of the written curriculum including textbooks, manipulatives, software and software subscriptions.			
15040	Assessment Program	0.00	330,410
Provides the funding necessary to implement required accountability assessments to monitor student progress toward achievement of academic standards through software fees, purchased services, equipment and supplies.			
16010	Board of Education	7.00	117,131
Provides the funding for the School Board. Includes School Board stipends, District elections, legal fees and other expenses related to Board initiatives.			

2019-2020 Adopted
Budget by Budget Unit

2019-2020

16020	Superintendent	2.00	435,372
Provides the funding to operate the office of Superintendent of Schools to support the District's mission, vision, and instructional goals.			
16030	Assistant Superintendent	1.50	281,577
Provides the funding to operate the office of the Assistant Superintendent of Schools to support the development, operation and evaluation of the district's elementary and secondary instructional programs.			
16040	Human Resources	5.00	672,661
Provides the funding to support operation of the Human Resources office including advertising, recruiting, hiring, staff development, legal fees, software applications, and compliance requirements.			
16041	Workers Comp, Unemployment, & Premiums for Property Casualty Liability Insurance	0.00	1,027,500
Provides the funding to support the District's workers comp, unemployment, and property, casualty liability insurance and contingencies for deductibles.			
16050	Business	10.50	1,261,449
Provides the funding to operate the school district's business services- including accounting, payroll, and mandatory state and federal reporting.			
16054	Business OPEB Implicit Chargeback	0.00	(24,654)
Represents allowable medical, dental, and life insurance costs reimburseable by the district's other postemployment benefits trust.			
16060	Communications and Marketing	3.00	391,842
Provides the funding to the District's communications and marketing initiatives, maintenance of District websites, social networks, publications, etc.			
16070	Student Registration and Census	5.00	347,235
Provides the funding to operate the school district's student registration, enrollment, and reporting services.			
17010	Voluntary PreKindergarten	18.97000	1,223,185
Provides the funding to operate the Voluntary Pre-Kindergarten Program.			
17011	Elementary Administrators	10.00	1,878,308
Provides the funding to operate the elementary principals' offices at each school.			

2019-2020 Adopted
Budget by Budget Unit

2019-2020

		2019-2020	
17012	Elementary Building Clerical	11.00	716,219
Provides the funding to operate the elementary principals' offices at each school.			
17013	Elementary EAs	14.53125	266,431
Provides the funding various administrative and educational roles at each school.			
17021	Secondary Administrators	11.00	1,933,580
Provides the funding to operate the secondary principals' offices at each school.			
17022	Secondary Building Clerical	18.00	1,060,670
Provides the funding to operate the secondary principals' offices at each school.			
17025	Miscellaneous Stipends	0.00	87,657
Provides the funding for miscellaneous stipends and extra hours that are currently not attached to another budget unit.			
17027	DEC CLERICAL	1.00	143,212
Provides the funding to operate the Administrative Services at Diamondhead.			

2019-2020 Adopted
Budget by Budget Unit

2019-2020

		2019-2020	
18010	Student Transportation	3.875	3,570,854
Provides the funding to transport eligible students to and from school including during regular and extended year/day terms.			
19010	Custodial	74.40	5,299,663
Provides the funding to operate the District's custodial services. Includes supplies, equipment and contracted services.			
19020	Building, Grounds and Maintenance	4.50	1,472,748
Provides the funding to operate the District's building, grounds and maintenance departments. Includes supplies, equipment and contracted services.			
19030	Environmental Health and Safety/ADA Compliance	2.6000	2,185,585
Provides the funding to operate the District's environmental health and safety department as well as Long Term Facilities Maintenance Projects. Includes supplies, equipment and contracted services.			
19040	Facility Leases	0.00	683,743
Provides the funding for the District's facility leases for Pates Stadium, Ice Arena and Diamondhead leasehold improvements.			
19041	Facility Rental	1.00	135,046
Provides the funding for the expenditures related to rental of the District's facilities.			
19050	Warehouse and Purchasing	1.50	110,682
Provides the funding to operate the school district's warehouse and purchasing departments.			
19060	Utilities	0.00	2,005,898
Provides the funding for the District's utilities.			
20010	School Resource Officers	0.00	228,537
Provides the primary funding for school police resource officers for the district's secondary schools.			

2019-2020 Adopted
Budget by Budget Unit

		2019-2020	
20030	Safe Schools	0.00	251,321
Provides the primary funding for additional Deans at Middle Schools.			
21000	Miscellaneous State and Local Grants	0.20	43,780
Provides the primary funding for various grants received outside of Federal and Special Education funding.			
Total General Fund Expenditure Budget			130,103,486
Total General Fund Period FTEs			1,087.38

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
01010	1st Grade Tcr	Gideon Pond Elementary	010401	Odegard, Elisa	1
			016727	Selby, Hannah	1
			018073	Rollie, Alexis K	1
		Edward Neill Elementary	007300	Rossini, Catherine L	1
			014129	Olsen, Laura	1
		MW Savage Elementary	010826	Kachman, Angela	1
			013315	Sands, Anne	1
			018046	Webster, Susan M	0.5
		Sioux Trail Elementary	014988	Kunkel, Roberta E	1
			018012	Odegard, Elizabeth A	1
		Vista View Elementary	016608	Ditmarsen, Sandra L	1
		William Byrne Elementary	009820	Orlando, Kari R	1
			012779	Smith, Melissa	1
			014128	Simpson, Lisa	1
		Rahn Elementary	007314	Gambucci, Ann Marie	1
			017311	Hoins, Dawn	1
		Sky Oaks Elementary	007207	Ostdiek, Teresa L	1
			017268	Singleton, Sarah K	1
			017408	Prugh Ploehn, Kathryn A	1
		Hidden Valley Elementary	014189	Hiebert, Tracy	1
			014261	Langreck, Lori	1
			016049	Briggs, Lori A	1
			017260	Walby, Molly E	1
		Harriet Bishop Elementary	011875	Marshall, Debra L	1
			015065	Strowbridge, Staci	1
			016946	Dahl, Sabrina Lynn	1
	1st Grade Tcr Total				25.5
	1st Grade Tcr, Learning Specialist	Gideon Pond Elementary	013149	Mirs, Laurel	0.5
		MW Savage Elementary	007770	Anderson, Megan	0.5
	1st Grade Tcr, Learning Specialist Total				1
	2nd Grade Tcr	Gideon Pond Elementary	011595	Stoneking, Stacy	1
			011789	Rau, Jessica	0.5
			012528	Kleven, Mark A	1
			018034	Ambuehl, Jennifer A	1
		Edward Neill Elementary	003833	Lamb, Cynthia L	1
			012899	Lenton, Tiffany	1
		MW Savage Elementary	013691	Jarzyna-ingles, Anne W	1
			017222	Elliott, Rachel R	1
		Sioux Trail Elementary	016429	Peterson, Christine K	1
			017910	Ring, Katlin	1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
		Vista View Elementary	011357	Gandrud, Jennifer L	1
			012554	Dennis, Teresa L	1
			012724	Steeg, Kimberly Kaye	1
		William Byrne Elementary	018007	Lamont, Heidi O	1
			018008	Tomala, Crystal M	1
			018749	Kramer, Krista	1
		Rahn Elementary	009771	Plucinak, Jody L	1
			010311	Mathys, Sandra	1
		Sky Oaks Elementary	014325	Schneider, Marisa Lynn	1
			015696	Mulder, Lindsey	1
		Hidden Valley Elementary	006810	Knudsen, Evyenia	1
			008543	Tollerud, Teresa Jo	1
		Harriet Bishop Elementary	008791	Omodt, Jane	1
			010295	Engen, Amy	1
			016154	Mechavich, Emily A	1
	2nd Grade Tcr Total				24.5
	2nd Grade Tcr, Learning Specialist	Edward Neill Elementary	007279	Bearth, Luke A	0.5
	2nd Grade Tcr, Learning Specialist Total				0.5
	3rd GradeTcr	Gideon Pond Elementary	011789	Rau, Jessica	0.5
			016097	Zucollo, Susan R	1
			017307	Traetow, Andrea	1
		Edward Neill Elementary	013372	Hayden, Suzanne	1
			015745	Engdahl, Ann Mary	1
		MW Savage Elementary	010787	Stoltz, Lisa A	1
			012521	Holden, Nichole L	1
		Sioux Trail Elementary	014308	Boche, Sonia R	1
			014318	Horwart, Leslie	1
		Vista View Elementary	013189	Houtman, Jennifer L	1
			013360	Ivory, Courteney	1
		William Byrne Elementary	013422	Krzewki, Catherine D	1
			015044	Cooper, Kirenza I	0.5
			017752	Bragg, Kaitlin J	1
		Rahn Elementary	009764	Hill, Gary S	1
			014112	Hartl, Aran J	1
		Sky Oaks Elementary	011362	Teien, Joan K	0.5
			012698	Jermeland, Meghan M	1
			013416	Griffin, Michele C	1
			017176	Pollitt, Lindsey M	1
		Hidden Valley Elementary	009569	Andrews, Donna	1
			011867	Schlink, Jo	1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
		Harriet Bishop Elementary	007546	Haberlack, Cheryl A	1
			009294	Morlock, Katie R	1
			012343	Huber, Erin	1
	3rd GradeTcr Total				23.5
	4th Grade Tcr	Gideon Pond Elementary	008289	Gallus, Jeffrey	1
			013528	King, Dan Austin	1
		Edward Neill Elementary	007308	Hovland, Susan C	1
			007322	Condon, James F	1
		MW Savage Elementary	010888	Jensen, Leta	1
			013569	Sawdey, Mary E	1
		Sioux Trail Elementary	013117	Batterman, Jessica M	1
			017801	Mulliken, Ashley E	1
		Vista View Elementary	014969	Dempsey, Jodi Jean	1
			018055	Niffenegger, Kamala N	1
		William Byrne Elementary	008959	Wurdeman, Deb Sue	1
			013378	Happe, Nicole	1
		Rahn Elementary	008255	Hill, Kari L	1
			014242	Tofte, Alissa G	1
		Sky Oaks Elementary	006855	Schilling, Pam A	1
			009277	Zeigler, Sarah	0.5
			019316	Richards, Jesse	1
		Hidden Valley Elementary	008217	Dwire, Melinda	1
			015572	Anderson, Kristen L	1
			016463	Lecompte, Emilie	1
			018377	Ertl, Abby	1
		Harriet Bishop Elementary	010346	Coronis, Stacy S	1
			015404	Sorucu, Maria R	1
			016759	Berryman, Ashley A	1
	4th Grade Tcr Total				23.5
	5th Grade Tcr	Gideon Pond Elementary	006421	Robison, Thomas C	1
			016654	Gilray, Rebecca J	0.5
			017951	Bartling, Meghan	1
		Edward Neill Elementary	014779	Zak, Gloria	0.5
			015626	Petrella, Sara M	1
		MW Savage Elementary	007858	Warmka, Cheri R	0.5
			009298	Zupke, Samuel	1
		Sioux Trail Elementary	015375	Birch, Nancy A	0.5
			017293	Tompach, Tracy J	1
		Vista View Elementary	016631	Orlenko, Corbin D	0.5
			016951	West, Julie	1
			018046	Webster, Susan M	0.5
		William Byrne Elementary	008128	Gierada, Barbara L	1
			015074	Chamerlik, Karen	0.5

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
			016895	Gant, Sarah M	1
		Rahn Elementary	014619	Slattery, Cara	0.5
			016896	Naef, Nathan A	1
			018671	Kohn, Grace	1
		Sky Oaks Elementary	016691	Berg, Matthew T	0.5
			016926	Bryant, Melanie A	1
		Hidden Valley Elementary	012397	Peltier, Brad W	1
			016016	Schwenn, Jeffrey A	1
			016643	Danner, Andrea L	0.5
		Harriet Bishop Elementary	011321	Wallenta, Paul S	0.5
			012866	Schmidt-boyles, Dawn	1
	5th Grade Tcr Total				19.5
	5th Grade Tcr, Learning Specialist	MW Savage Elementary	014051	Hieb, Megan L	0.5
	5th Grade Tcr, Learning Specialist Total				0.5
	Kindergarten Tcr	Gideon Pond Elementary	015015	Trekell, Terese	1
			017798	Anderson, Brittney	1
			019248	Hassan, Qorsho	1
			019336	Wills, Alexandria	1
		Edward Neill Elementary	009236	Lippka, Jonalyn	1
			009295	Wagner-smith, Sherry	1
			017212	Allman, Kellie R	1
		MW Savage Elementary	006375	Preston, Angela	1
			016046	Strahota, Sara J	1
		Sioux Trail Elementary	009715	Pederson, Elizabeth M	1
			015731	Gravink, Ashley	1
		Vista View Elementary	013000	Tucci, Amy J	1
			014453	Rhinevault, Lynn	1
		William Byrne Elementary	008557	Hansmann, Patricia I	1
			017292	Calnon, Jennifer	1
			017751	Meisner, Brionna	1
		Rahn Elementary	009785	Mccarthy, Jennifer	1
			017608	Richardson, Sarah	1
		Sky Oaks Elementary	006090	Ritchie, Jacki Rae	1
			014978	Putman, Tanja	1
			017335	Nicholson, Marcia L	1
			017880	Keding, Angelica	1
		Hidden Valley Elementary	013352	Finch, Christine M	1
			014130	McCroskey, Shari	1
		Harriet Bishop Elementary	011361	Harrold, Stacey L	1
			012306	Meyer, Tanya L	1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
			016645	Pavek, Brooke C	1
	Kindergarten Tcr Total				27

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
02010	6th Grade Tcr	Metcalfe Middle School	003383	Iles, Cornelia	0.83
			008287	Krupke, Greta	0.68
			009750	Coronis, Anthony L	0.66
			010150	Barton, Duane	0.66
			012304	Lundahl, Timothy	0.83
			013382	Mikelson, Teresa	0.83
			016589	Plante, Tracey M	0.83
			016693	Khamratthanome, Bountha	0.66
		Eagle Ridge Middle School	007569	O'reilly, Gina	0.49
			009293	Schroeder, Patricia	1
			009358	Kraft, Stephen	0.83
			009501	Mosey, Pat	1
			016600	Day, Marlys L	0.81
			016920	Yager, Amy	1
		Nicollet Middle School	007257	O'Reilly, John T	0.83
			012377	Anderson, Melissa	1
			013470	Smalley, Amy C	0.71
			016012	Nemetz, Scott	0.51
			017677	Glas, John M	1
			019201	Kohner, Joseph E	1
	6th Grade Tcr Total				16.16
	Lang Arts Tcr	Metcalfe Middle School	008627	Orth, Steven D.	0.83
			015277	Hansen, William C	0.83
			017240	Schnobrich, Angela M	0.49
			018031	Thomas, Jessica	0.83
			019875	Marnich, Katie L	0.83
			(blank)	(blank)	0.66
		Eagle Ridge Middle School	009749	Blair, Michael E.	0.66
			018037	Parkinson, Jacquelyn R	0.66
			018307	Elward, Lucius P	0.49
			018865	Young, Abby	0.51
			018872	Flynn, Catherine T	0.498
			019567	Moran, Molly K	0.66
		Nicollet Middle School	012894	Sorensen, Brad	0.49
			014991	Nemeth, Heather	0.92
			019189	Schmidt, Jennifer R	1
			019578	Islam, Tasia	0.68
			019614	Markoff, Briana	0.29
			019928	Kermes, Katherine M	0.49
	Lang Arts Tcr Total				11.82
	Math Tcr	Metcalfe Middle School	014527	Benson, Ross S	0.66
			016320	Geddes, Richard W	0.66
			(blank)	(blank)	0.83

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
		Eagle Ridge Middle School	012283	Nelson, Michelle L	0.66
			017014	Sletten, Elizabeth M	0.83
			017361	Czapar, Ryan J	0.83
			018311	Drutowski, Alison	0.66
		Nicollet Middle School	007817	Amundson, Jane E	0.6
			012099	Funches, Monique Roy	0.83
			014989	Grueneich, Janelle	0.83
	Math Tcr Total				7.39
	Math Tcr, Math Tcr	Nicollet Middle School	018075	Schlager, Derek A	0.8
	Math Tcr, Math Tcr Total				0.8
	PLTW	Metcalf Middle School	(blank)	(blank)	0.83
	PLTW Total				0.83
	Science Tcr	Metcalf Middle School	011073	Meyer, Chad	0.83
			017755	Johnson, Cory Charles	0.83
		Eagle Ridge Middle School	011818	Hammer, Jeffrey	1
			019206	Wickenhauser, Kiersten L	1
			019227	Shannon Warner, Lindi	1
		Nicollet Middle School	006968	Soderholm, William Eric	1
			016669	Pettinelli, Stephen M	1
			017753	Pieper, Jill	1
			019268	Van Hoorn, Kirsten	1
	Science Tcr Total				8.66
	Science Tcr, Science Tcr	Nicollet Middle School	013396	Hutchinson, Jennifer L	0.4
	Science Tcr, Science Tcr Total				0.4
	Soc Stu Tcr	Metcalf Middle School	019970	Lekach-Rosenberg, Noam	1
			019986	Clark, Joseph A	0.83
		Eagle Ridge Middle School	008487	Allen, Trudy L	1
			012432	Klubberud, Michael	0.9
			017795	Simmons, Sean D	1
		Nicollet Middle School	011911	Elfering, Jean	1
			013438	Schweim, Robert W	0.66
			014431	Iverson, Adam	1
	Soc Stu Tcr Total				7.39
	World Lang Tcr	Metcalf Middle School	017240	Schnobrich, Angela M	0.34
	World Lang Tcr Total				0.34
	World Lang Tcr, World Lang Tcr	Eagle Ridge Middle School	018630	Anderson, Janelle D	0.4
		Nicollet Middle School	019645	Nava, Berenice	0.51

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
	World Lang Tcr, World Lang Tcr Total				0.91

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
03010	Avid Tcr	Burnsville High School	007838	Moulsoff, Norine L	0.4
			012647	Waller, Jennifer	0.2
			014966	Christy, Danielle H	0.2
			015580	Moffitt, Leslie Allan	0.2
			016602	Gomer, Jenna M	0.2
			016888	Davidson, Elizabeth A	0.2
	Avid Tcr Total				1.4
	Avid Tcr, Lang Arts Tcr	Burnsville High School	018710	Ohama, Hayley C	1
	Avid Tcr, Lang Arts Tcr Total				1
	BEA President	Diamondhead	014589	Wuensch, Wendy Drugge	1
	BEA President Total				1
	Dance	Burnsville High School	012647	Waller, Jennifer	0.2
	Dance Total				0.2
	Lang Arts Tcr	Burnsville High School	012647	Waller, Jennifer	0.6
			013366	Dyrhaug, Michelle	1
			013419	Webber, Gloria M	1
			014101	Burke, Katie J	1
			014966	Christy, Danielle H	0.6
			015401	Foldenaur, Holly A	1
			016319	Connell, Paul J	1
			016328	Rudolph, Roxanne J	1
			016617	Hansen, Marie C	1
			016854	Staum, Anne C	1
			016884	Burnham, Charles F	1
			017781	Eggers, Sheana	1
			017827	Schmeichel, Matthew T	1
			018041	Millea, Allison B	1
	Lang Arts Tcr Total				13.2
	Math Tcr	Burnsville High School	009760	Kuziej, Janet L	1
			010805	Meuser, Teresa	1
			011284	Noss, Jean	1
			011805	Nelson, Amy	0.8
			012100	Delmont, Brooke	1
			013364	Christian, David	1
			014075	Croatt, Charles C	1
			014443	Feig, Peter E	1
			014622	Harrod, Kim N	0.6
			016011	Nelson, Jeffrey P	0.8
			016602	Gomer, Jenna M	0.8
			017791	Banitt, Justin	0.6
			017882	Vogt, Kendra M	1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
			018005	Quamme, David R	1
	Math Tcr Total				12.6
	Math Tcr, Math Tcr	Burnsville High School	018075	Schlager, Derek A	0.2
	Math Tcr, Math Tcr Total				0.2
	Science Tcr	Burnsville High School	008274	Holt, Clayton B	1
			008728	Morgan, William E	1
			009394	Huemoeller, Michael T	1
			010299	Weightman, Elizabeth C	1
			011821	Blandin, Melissa	1
			011833	Douglas, Lori	1
			013425	Huber, Jon Alan	1
			014601	Hoeschen, Kerry	1
			015372	Bane, Deanna S	1
			015980	Aamodt, William P	1
			016497	Scherrer, Hugh C	1
			016888	Davidson, Elizabeth A	0.6
			(blank)	(blank)	0.6
	Science Tcr Total				12.2
	Science Tcr, Science Tcr	Burnsville High School	013396	Hutchinson, Jennifer L	0.6
	Science Tcr, Science Tcr Total				0.6
	Soc Stu Tcr	Burnsville High School	011282	Graff, Jenn	1
			011887	McDevitt, Paul David	1
			012944	Strand, Nate R	1
			013373	Aars, Kristina	1
			013413	Coleman, Colleen M	1
			013426	Milovich, Chris M	1
			013445	Wending, Kathryn	1
			014596	Jensen, Jennifer	1
			015377	Engelhardt, William T	1
			015580	Moffitt, Leslie Allan	0.8
			016089	Van Schoonhoven, Katherin	1
			016304	Eppen, Matthew W	1
			016894	Bousu, Mollie J	0.8
			017629	Tano, Derek	1
			019558	Thomas, Emily C	1
	Soc Stu Tcr Total				14.6
	World Lang Tcr	Burnsville High School	005728	Sauermann-page, Karin G	1
			009250	Dundon, Mary Lou	1
			009773	Lehner, Timothy	1
			017540	Barry, Amber Leigh	1
			017737	Blazquez, Javier	1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
	World Lang Tcr Total				5
	World Lang Tcr, World Lang Tcr	Burnsville High School	018630	Anderson, Janelle D	0.6
			019645	Nava, Berenice	0.4
	World Lang Tcr, World Lang Tcr Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
04010	Art Tcr	Burnsville High School	019187	Tousignant, Robyn E	1
			019475	Buckrey, Susan E	1
			019919	Soley, Nicole D	1
		Metcalfe Middle School	018877	Plueger, Aimee	1
		Eagle Ridge Middle School	014143	Weilandgruber, Elizabeth	0.975
		Nicollet Middle School	019269	Wilson, Kacie L	1
	Art Tcr Total				5.975
	Art Tcr, Art Tcr	Gideon Pond Elementary	017241	Schrivier, Mara C	0.75
		Edward Neill Elementary	008797	Knott, Kelly S	0.5
			017241	Schrivier, Mara C	0.25
		MW Savage Elementary	017547	Merkel, Sara A	0.5
			017565	Petri, Kathryn E	0.25
		Sioux Trail Elementary	018381	Derouin, Jill	0.5
		Vista View Elementary	008797	Knott, Kelly S	0.5
			018045	Vo, Kelly Rae	0.25
		William Byrne Elementary	018045	Vo, Kelly Rae	0.75
		Rahn Elementary	018381	Derouin, Jill	0.5
		Sky Oaks Elementary	019855	Irmiter, Micayla M	0.75
		Hidden Valley Elementary	017547	Merkel, Sara A	0.5
			019855	Irmiter, Micayla M	0.25
		Harriet Bishop Elementary	017565	Petri, Kathryn E	0.75
	Art Tcr, Art Tcr Total				7
	Band Tcr	Burnsville High School	009402	Holmes, Molly	1
			015996	French, Keith J	1
		Metcalfe Middle School	016979	Sylvester, Gregory	0.33
		Eagle Ridge Middle School	018919	Armstrong, Nicholas G	0.51
		Nicollet Middle School	012349	Bakken, Ann	0.5
	Band Tcr Total				3.34
	Music Tcr, Music Tcr	Gideon Pond Elementary	017742	Buck, Rebecca L	0.75
		Edward Neill Elementary	011452	Tranby, Bonnie K.	0.5
			017742	Buck, Rebecca L	0.25
		MW Savage Elementary	017247	Wood, Kimberly R	0.5
			019738	Geesman, Garrett D	0.25
		Sioux Trail Elementary	014982	Lucius, Rachel H	0.5
		Vista View Elementary	006829	Langsjoen, Sonja	0.25
			011452	Tranby, Bonnie K.	0.5
		William Byrne Elementary	006829	Langsjoen, Sonja	0.75
		Rahn Elementary	014982	Lucius, Rachel H	0.5
		Hidden Valley Elementary	017247	Wood, Kimberly R	0.5
		Harriet Bishop Elementary	019738	Geesman, Garrett D	0.75
	Music Tcr, Music Tcr Total				6

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
	Music Tcr, Music Tcr, Music Tcr	Rahn Elementary	004880	Shook, Joann	0.25
		Sky Oaks Elementary	004880	Shook, Joann	0.5
		Hidden Valley Elementary	004880	Shook, Joann	0.25
	Music Tcr, Music Tcr, Music Tcr Total				1
	Phy Ed Tcr	Burnsville High School	007145	Riggs, Mark D	1
			007841	Van Der Woude, Mark	1
			008269	Van Der Woude, Loralie	1
			012439	Stachowski, Susan C	1
			014892	Reuss, Eric	1
		Metcalf Middle School	006571	Scholl, Mick G	1
		Eagle Ridge Middle School	009827	Pearson, Chad W	1
			011475	Hermes, Shelley	1
		Nicollet Middle School	018976	Strader, Ann E	0.68
			(blank)	(blank)	0.68
	Phy Ed Tcr Total				9.36
	Phy Ed Tcr, Phy Ed Tcr	Burnsville High School	014613	Johnson, Ronna E	0.7
			016001	Fritz, Kimberly A	0.3
			017329	Varpness, Vincent C	0.6
		Metcalf Middle School	014613	Johnson, Ronna E	0.3
			016001	Fritz, Kimberly A	0.7
		Eagle Ridge Middle School	013495	Brown, Christopher M	0.34
		Nicollet Middle School	013495	Brown, Christopher M	0.66
			017329	Varpness, Vincent C	0.4
		Gideon Pond Elementary	015881	Dungey, Nate	0.75
		Edward Neill Elementary	012889	Moorlach, Brian	0.5
			015881	Dungey, Nate	0.25
		MW Savage Elementary	010820	Shelden, Jon	0.5
			012303	Loesch, Jake	0.25
		Sioux Trail Elementary	016376	Sweeney, Michael J	0.5
		Vista View Elementary	012889	Moorlach, Brian	0.5
			014605	Mckane, Michelle M	0.25
		William Byrne Elementary	014605	Mckane, Michelle M	0.75
		Rahn Elementary	016376	Sweeney, Michael J	0.5
		Sky Oaks Elementary	014820	Ceola, Mike	0.75
		Hidden Valley Elementary	010820	Shelden, Jon	0.5
			014820	Ceola, Mike	0.25
		Harriet Bishop Elementary	012303	Loesch, Jake	0.75
	Phy Ed Tcr, Phy Ed Tcr Total				11
	Strings Tcr	Metcalf Middle School	016979	Sylvester, Gregory	0.67
		Eagle Ridge Middle School	018919	Armstrong, Nicholas G	0.49

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
			(blank)	(blank)	0.34
		Nicollet Middle School	(blank)	(blank)	0.51
	Strings Tcr Total				2.01
	Strings Tcr, Strings Tcr	Burnsville High School	019322	Kosloski, Scott	0.8
		Eagle Ridge Middle School	019322	Kosloski, Scott	0.2
	Strings Tcr, Strings Tcr Total				1
	Vocal Tcr	Burnsville High School	019177	Anderson, Jaclyn C	1
			(blank)	(blank)	0.2
		Eagle Ridge Middle School	019984	Wilts, Madison L	0.68
		Nicollet Middle School	012349	Bakken, Ann	0.5
	Vocal Tcr Total				2.38
	Vocal Tcr, Vocal Tcr	Metcalfe Middle School	019622	Fournier, Kristen E	0.94
	Vocal Tcr, Vocal Tcr Total				0.94

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
06000	Health Care Tcr	Burnsville High School	018605	Werner-Dempsey, Anne	1
	Health Care Tcr Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
06010	Facs Tcr	Burnsville High School	009374	Asfeld, Beth M	1
			014970	Deutsch, Matt R	0.8
			016015	Eichten, Heidi J	1
			019838	Dunlop, Gabrielle	1
		Metcalf Middle School	015691	Ruzichka, Laurie	1
		Eagle Ridge Middle School	019204	Borden, Paige M	1
		Nicollet Middle School	(blank)	(blank)	1
	Facs Tcr Total				6.8

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
06020	Business Tcr, Ind Tech Tcr	Eagle Ridge Middle School	010290	Brady, Steve	0.83
	Business Tcr, Ind Tech Tcr Total				0.83
	Ind Tech Tcr	Burnsville High School	009586	Wolf, Nicholas	1
			013441	Tesmer, Russell	1
			018893	Patrie, Orion D	1
			019982	Kielas, Ann K	0.8
		Nicollet Middle School	013431	Paetzold, Robert James	1
	Ind Tech Tcr Total				4.8

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
06040	Business Tcr	Burnsville High School	008784	Carroll, Michele	1
			015991	Drahos, Cynthia	1
			017324	Malone, Meggan J	1
		Metcalfe Middle School	019930	Salad, Hawa D	1
	Business Tcr Total				4
	Business Tcr, Ind Tech Tcr	Eagle Ridge Middle School	010290	Brady, Steve	0.17
	Business Tcr, Ind Tech Tcr Total				0.17
	Business Tcr, Media Specialist	Burnsville High School	010804	Oie, Roger	0.3
	Business Tcr, Media Specialist Total				0.3

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
06050	Dir Strategic Partnerships	Diamondhead	017175	Funston, Kathy L	1
	Dir Strategic Partnerships Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
07010	Business Tcr, Media Specialist	Burnsville High School	010804	Oie, Roger	0.7
	Business Tcr, Media Specialist Total				0.7
	Ea Media	Gideon Pond Elementary	014293	Butorac, Melanie A	0.594
		Edward Neill Elementary	018341	Miller, Katherine C	0.594
		MW Savage Elementary	017282	Scheuneman, Kristen Joy	0.594
		Sioux Trail Elementary	012072	Engberg, Denise G	0.594
		Vista View Elementary	014670	Cermak, Barbara L	0.594
		William Byrne Elementary	011405	Horton, Sheila M	0.594
		Rahn Elementary	015532	Burrill, Sarah	0.594
		Sky Oaks Elementary	011193	Berge, Kristy K	0.594
		Hidden Valley Elementary	018718	Schatzlein, Rachel	0.594
		Harriet Bishop Elementary	013666	Becker, Sarah J	0.594
	Ea Media Total				5.938
	Media Specialist	Metcalf Middle School	019754	Burke, Christie E	1
		Eagle Ridge Middle School	008297	Galland, John	1
		Nicollet Middle School	009216	Meyer, Nancy L	1
	Media Specialist Total				3

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
07020	5th Grade Tcr	Hidden Valley Elementary	016643	Danner, Andrea L	0.5
	5th Grade Tcr Total				0.5
	Learning Specialist	Gideon Pond Elementary	006803	Macnaughton, Laura	0.5
		Edward Neill Elementary	014652	Herkenhoff, Patty Ann	0.5
		MW Savage Elementary	013290	Lindell, Michelle M	0.5
		Sioux Trail Elementary	014226	Stalock, Sharron C	0.5
		Vista View Elementary	016605	Crawford, Cynthia Y	0.5
		William Byrne Elementary	016401	Walgenbach, Rachel C	0.5
		Rahn Elementary	011306	Peterson, Keri	0.5
		Sky Oaks Elementary	011362	Teien, Joan K	0.25
		Harriet Bishop Elementary	009752	Campen, Kim A.	0.5
	Learning Specialist Total				4.25

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
07030	College & Career Specialist	Burnsville High School	013651	Sexton, Marcia	1
	College & Career Specialist Total				1
	Counselor	Burnsville High School	010808	Limke, Jeff	1
			011858	Marshall, Veronica Jean	1
			016009	Markham, Angela L	1
			017554	Welke, Ashley L	1
			018702	Akerson, Rebecca D	1
			(blank)	(blank)	1
		Metcalfe Middle School	006550	Soderholm, John	1
			019686	Vogel, Melinda A	1
		Eagle Ridge Middle School	013371	Harrison, Phillip Scott	1
			018025	Henderson, Michelle A	1
		Nicollet Middle School	016087	Robb, Emily C	1
			016786	Russell, Desha S	1
	Counselor Total				12

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
07040	Dean	Burnsville High School	009554	Meyer, Joseph	1
			019540	Koury, Heidi	1
			019545	Thompson, Erik R	1
			019589	Hoemann, Steven J	1
		Metcalf Middle School	019501	Bourg, Leah A	1
		Eagle Ridge Middle School	(blank)	(blank)	1
		Nicollet Middle School	(blank)	(blank)	1
	Dean Total				7

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
07060	ESL Tcr	Burnsville High School	012887	Friendt, Andrea Lynn	1
			014964	Parent, Andrea J	1
			016618	Hennen, Jennifer S	1
			017776	Winterlin, Jeffrey	1
			018349	Moren, Kimberly J	1
			018903	Persons, Melissa B	1
			019190	Amarreh, Hamida I	1
			019202	Guither, Catherine	1
		Metcalf Middle School	014986	Kessler, Cecilia	1
			(blank)	(blank)	1
		Eagle Ridge Middle School	009748	Blair, Frances M.	1
			018313	Gregory, Amanda	1
		Nicollet Middle School	010313	Olson, Amy	1
			019259	Weisbond, Jonah	1
		Gideon Pond Elementary	016025	King, Kristen	1
			019256	Beeninga, Jane	1
			019922	Barnes, Monet M	1
		Edward Neill Elementary	014996	Musa-agboneni, Kari	1
			015021	Daly, Julie	1
		MW Savage Elementary	015383	Benson, Briana M	1
			019642	Moran, Ryan W	1
		Sioux Trail Elementary	010638	Fredrickson, Rebecca	1
		Vista View Elementary	014138	Thompson, Saloua	1
			019192	Carlson, Lisa M	1
		William Byrne Elementary	015527	Limberg, Mindi L	0.5
			017234	Johnson, Ashley	1
			018602	Lorincz, Kristen L	1
		Rahn Elementary	015697	Olson, Kimberly Lenora	1
			017003	Arias, Angela Joy	1
		Sky Oaks Elementary	017656	Rippenburg, Wendy A	1
			017822	Jones, Noelle	1
			018914	King, Hannah	1
		Hidden Valley Elementary	011315	Proctor, Beth	1
			014131	Michels, Christine	1
			015565	Cadwell, Ann M	1
			017770	Cullison, Caroline E	1
			018085	O'brien, Brianna	1
		Harriet Bishop Elementary	009629	McKinney, Margo	1
			015741	Phillips, Maria	1
		Burnsville Alt High School	012504	Durand, Kim	1
	ESL Tcr Total				39.5
	ESL Tcr, ESL Tcr	Sioux Trail Elementary	018371	Zimmerman, Kara J	0.5
		Vista View Elementary	018371	Zimmerman, Kara J	0.5
		Hidden Valley Elementary	012947	Blom, Anne E	0.5
		Harriet Bishop Elementary	012947	Blom, Anne E	0.5

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
	ESL Tcr, ESL Tcr Total				2

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
09010	2nd Grade Tcr, Learning Specialist	Edward Neill Elementary	007279	Bearth, Luke A	0.5
	2nd Grade Tcr, Learning Specialist Total				0.5
	Ace L3 Secretary	BEST	010287	Tanberg, Teri L	1
		ECSE Center	014210	Willenburg, Joanna	1
			014219	Gries, Brenda J	1
	Ace L3 Secretary Total				3
	Ace L4 Admin Asst/Specialist	Diamondhead	013879	Reisinger, Tonette A	1
		Diamondhead	019169	Struck, Julie	1
	Ace L4 Admin Asst/Specialist Total				2
	Assistive Tech Tcr	Diamondhead	015010	Nelson, Katie L	1
	Assistive Tech Tcr Total				1
	Behavior Specialist	Diamondhead	017322	Czapar, Kelly N	0.9
			019158	Ewert, Casey B	0.9
	Behavior Specialist Total				1.8
	Cultural Liaison	ECSE Center	017832	Hassan, Rahma	0.875
			017905	Riveros, Anna-maria	1
	Cultural Liaison Total				1.875
	Dape	Diamondhead	009239	Opatz, Larry	1
			009267	Holden, Matt J	1
	Dape Total				2
	Dir Special Ed	Diamondhead	019130	White, Stephanie C	0.5
		Diamondhead	019130	White, Stephanie C	0.5
	Dir Special Ed Total				1
	Ea Health	Burnsville High School	013681	Hansen, Sarah J	0.906
		Diamondhead	006831	Spence, Loretta	0.725
	Ea Health Total				1.631
	ECSE Tcr	ECSE Center	013692	Niemiec, Alicia	1
			015112	Nelson, Tara A	0.8
			015386	Orlich-sullivan, Megan	1
			015695	Thompson, Hye Jeong	0.8
			016004	Jorgenson, Shannon E	1
			016501	Ness, Karen M	1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
			016633	Cloutier, Dana M	0.5
			016999	Clancy, Carissa	1
			017283	Erbes, Sarah L	0.5
			017796	Blomquist, Stephanie	1
			017981	Blood, Kelsey Jo	1
			018536	Spaulding, Sheila J	0.8
			018645	Ebenhoh, Teegan M	1
			018646	Albersheim-carter, Marcina	1
			018844	Nelson, Katherine	1
			018847	Melquist, Michelle	1
			019690	Kim, Hyun Ae	1
			019831	Yost, Molly M	1
			019832	Campbell, Loretta	1
			(blank)	(blank)	1
	ECSE Tcr Total				18.4
	Learning Specialist	Gideon Pond Elementary	006803	Macnaughton, Laura	0.5
			011322	Farrell, Tracy E	0.5
		Edward Neill Elementary	010637	Kugler, Julie	0.5
		Vista View Elementary	007339	Podratz, Ann Marie	0.5
			016605	Crawford, Cynthia Y	0.5
		William Byrne Elementary	011966	Hanson, Lisa	1
		Sky Oaks Elementary	011543	Ruhland, Maria	1
			016885	Cunnien, Laurie A	0.75
		Hidden Valley Elementary	009786	Collins, Leanne	1
			016740	Nurmela, Crystal	0.75
		Harriet Bishop Elementary	016428	Jordan, Allison A	1
	Learning Specialist Total				8
	Nurse	Metcalfe Middle School	011320	Waldron, Sheli	0.59
		Eagle Ridge Middle School	015482	Eilertson, Jane Ann	0.67
		Diamondhead	019799	Nagy, Jo Ann	1
		ECSE Center	019587	Boudreau, Melanie	0.7
		Gideon Pond Elementary	017764	Cozad, Patricia M	0.253
		MW Savage Elementary	009363	Bien, Bernadette L	0.253
		Sioux Trail Elementary	015394	Beaulieu, Kourtney A	0.313
		Vista View Elementary	009363	Bien, Bernadette L	0.168
			010553	Wardell, Barbara J	0.042
		William Byrne Elementary	019726	Stinson, Katrina L	0.5
		Rahn Elementary	015394	Beaulieu, Kourtney A	0.094
		Sky Oaks Elementary	017764	Cozad, Patricia M	0.168
		Hidden Valley Elementary	015983	Baggot, Lynn	0.102
		Harriet Bishop Elementary	015983	Baggot, Lynn	0.154
	Nurse Total				5.004
	Nurse - LPN	Diamondhead	011895	Wittenkeller, Jane E	0.188

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
			019666	Exley, Amanda	0.35
		ECSE Center	019619	Wolke, Sara C	0.438
	Nurse - LPN Total				0.975
	Nurse - Registered	Burnsville High School	012375	Robison, Kim A	0.49
		Hidden Valley Elementary	018874	White, Erica E	0.23
	Nurse - Registered Total				0.72
	Occ Therapist	Diamondhead	007847	Kolstad, Michele M	1
			014609	Roeske, Melissa L	1
			018951	Cesaro-Moxley, Rachel L	0.5
			019577	Navarro, Rachel	1
		ECSE Center	009670	Robole, Vicki M	1
			019446	Holloway, Andrea	1
	Occ Therapist Total				5.5
	Psychologist	Metcalf Middle School	015381	Kral, Melissa M	1
		Eagle Ridge Middle School	011817	Alvey, Heather	1
		Nicollet Middle School	019178	Krylova, Anna V	1
		ECSE Center	007836	Nania, Paula A	1
			013375	Kennedy, Jennifer K	0.6
		Sky Oaks Elementary	011935	Schultz, Holly	0.5
		Hidden Valley Elementary	014118	Komar, Karen K	0.5
	Psychologist Total				5.6
	Psychologist, Psychologist	Burnsville High School	017719	Nierengarten, Brianna L	0.75
			019261	Attanasio, Megan	0.8
		BEST	017719	Nierengarten, Brianna L	0.25
		Gideon Pond Elementary	018849	Petersen, Holly M	0.4
		Edward Neill Elementary	018846	Otto, Caron	0.5
		MW Savage Elementary	018846	Otto, Caron	0.5
		Sioux Trail Elementary	018849	Petersen, Holly M	0.4
		Vista View Elementary	018624	Roehl, Peter A	0.5
		William Byrne Elementary	018624	Roehl, Peter A	0.5
		Rahn Elementary	010321	Lautigar-beutz, Julie	0.5
		Harriet Bishop Elementary	010321	Lautigar-beutz, Julie	0.5
		Burnsville Alt High School	019261	Attanasio, Megan	0.2
	Psychologist, Psychologist Total				5.8
	Social Worker	Burnsville High School	014594	Hewett, Thomas	0.35
			018353	Morrissey, Michelle M	0.35
		Metcalf Middle School	019606	Mains, Kristin E	0.35
		Eagle Ridge Middle School	019544	Knaeble, Kelly L	0.35

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
		Nicollet Middle School	018677	Mclaughlin, Alexandra M	0.35
		ECSE Center	018306	Reichert, Kristen K	1
		Gideon Pond Elementary	018516	Khalif, Abdullahi M	0.35
		Edward Neill Elementary	019249	Stangl, Melissa P	0.35
		MW Savage Elementary	018320	Chesla, Patrick J	0.35
		Sioux Trail Elementary	018635	McDowell, Morgan	0.35
		Vista View Elementary	019926	Harrie, Amanda L	0.35
		William Byrne Elementary	019549	Steel, Lauren	0.35
		Rahn Elementary	014751	Keller, Katie	0.35
		Sky Oaks Elementary	019542	Bruns, Brittany G	0.35
		Hidden Valley Elementary	019574	Gauer-Kloos, Megan	0.35
		Harriet Bishop Elementary	018297	Koch, Rebecca M	0.35
	Social Worker Total				6.25
	Sped Ea	Burnsville High School	008955	Lorig, Diane	0.875
			009303	Kinsella, Joe	0.875
			009609	Greiner, Jodell	0.875
			010398	Thoennes, Sally	0.875
			010922	Iverson, William C	0.313
			011860	Wolff, Denise	0.875
			012061	Holtan, Helen	0.875
			014658	Ray, Stephen	0.875
			014871	Adrian, Jann L	0.875
			016055	Larson, Janet Anne	0.875
			016095	Garvis, Angela N	0.875
			017566	Dixon, Dave T	0.875
			018419	Chroust, Vicki	0.875
			018918	Smidt, Holly B	0.875
			018995	Andreasen, Arnold	0.875
			019101	Martinson, Joni	0.875
			019115	Gearman, Zachary	0.875
			019384	Kolumbus, Ryan C	0.875
			019419	Nowlan, Travis M	0.875
			019463	Nelson, Mark W	0.875
			019527	Bowen, Cassandra J	0.938
			019592	Kaytor, Linda K	0.875
			019765	Aamodt, April D	0.875
			019881	Abdilahi, Hayat A	0.875
			019910	Porter, Matthew J	0.875
			(blank)	(blank)	0.938
		Metcalf Middle School	010011	Payne, Debra K	0.938
			013202	Hrimnak, Sandi J	0.938
			013641	White, Ruthann	0.938
			013915	Barr, Sarah B	0.938
			016518	Ashley, James M	0.938

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
			018125	Neptuno-temozan, Julio	0.938
			019093	Meredith, Brihanna	0.938
			019274	Ahmed, Amina	0.875
			019378	Soucek, Mary L	0.938
			019379	Olson, Pamela S	0.938
			019398	Hoffman, Eric E	0.938
		Eagle Ridge Middle School	015023	Bringgold, Debbie	0.938
			016208	Mccray, Sharon	0.938
			016470	Gillis, Cindy M	0.938
			017513	Hey, Linda L	0.938
			017997	Zeimet, Karlie	0.938
			018384	Schwarz, Darcie N	0.938
			018698	Ruiz, Winston V	0.938
			018790	Murray, Cathleen H	0.938
			019819	Fairchild, Lindsey	0.938
		Nicollet Middle School	012367	Kaufman, Margaret M	0.938
			012492	Needham, Diane M	0.938
			014511	Felton, Michelle M.	0.938
			015936	Thompson, Robert L	0.938
			018973	Reeves, Jonathan K	0.938
			019309	Gysland, Neal	0.938
			019818	Sanders, Patricia	0.938
			019873	Mohamed, Malika J	0.938
		BEST	010425	Goodling, Beverly	0.875
			010529	Tousignant, Kare-kathleen	0.875
			011868	Payne, Barbara	0.875
			013243	Finch, Jeanne	0.875
			014312	Anderson, Cheryl L	0.875
			014641	Engstrom, Heather L	0.875
			015516	Frank, Sharon M	0.875
			019310	Meyman, Whitney	0.875
			019780	Sarhan, Sabah	0.875
		ECSE Center	012514	Ho, Linda S	0.906
			013037	Walterson, Kristen A	0.813
			013672	Ringger, Tracy A	0.906
			014502	Painter, Terri Lynn	0.813
			016918	Hilchey, Linda M	0.813
			017161	Weatherford, Andrea M	0.906
			017383	Johnson, Karen A	0.813
			017496	Abdallah, Hibo Saad	0.906
			017497	Eisenberg, Rachelle L	0.813
			017895	Bachmeier, Michelle M	0.813
			017898	Sponsel, Kay	0.906
			018409	Artiga-rosa, Patricia	0.813
			018410	Jungers, Gail	0.813

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
			018759	Twardoski, Ruthann	0.906
			018961	Schroeder, Gina M	0.813
			019098	Hussein, Hamdi	0.813
			019790	Smith, Brittney	0.813
			019863	Kantor, Nancy M	0.813
			(blank)	(blank)	1.812
		Gideon Pond Elementary	011968	Hendrickson, Lisa	0.906
			017838	Terfehr, Diane C	0.906
			018697	Theis, Rachael L	0.906
			019598	Dahir, Hamdi A	0.906
			019636	Amegbleame, Coudjo	0.906
		Edward Neill Elementary	012533	Rockett, Joan	0.906
			014868	Pofahl, Janell C	0.906
			016375	Kuhlman, Susan M	0.906
			017618	Herman, Linda R	0.906
			019043	Hahne, Michael S	0.906
			019450	Casler, Marcy	0.906
			019696	Fields, Helen J	0.906
			019806	Wilson, Danelle P	0.906
		MW Savage Elementary	010469	Hickerson, Karen A	0.906
			015128	Adamson, Kimberly S	0.906
			016378	Schiller, Lori L	0.906
			017729	Weber, Robert D	0.906
			018899	Spott, Anne B	0.906
			019573	Jones, Rebecca E	0.906
			019850	Mathews, Heather L	0.906
		Sioux Trail Elementary	010470	Hughes, Deborah Jean	0.906
			011032	Anderson, Barbara J	0.906
			013485	Theyson, Brenda	0.906
			016433	Freeman, Tammy S	0.906
			018963	Stusse, Sarah	0.906
			019623	Warren, Haley M	1
			019641	Reuter, Lisa L	0.906
			019648	Hoffman, Jada L	0.906
		Vista View Elementary	010053	Roark, Kari L	0.906
			010686	Latourelle, Sandra E	0.906
			011513	Brown, Ruth	0.906
			013980	Auge, Elizabeth	0.906
			018216	Hall, Jennifer J	0.906
			019498	Kuskayeva, Irina V	0.906
			019687	Meitrodt, Kathleen M	0.906
			019916	Simmons, Thomas J.H.	0.906
			(blank)	(blank)	1
		William Byrne Elementary	014062	Klofstad, Bryana M	0.906
			016665	Koechlein, Laurie Leeanne	0.906

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
			018482	Simpson, Dawn	0.906
			019572	O'donnell, Joseph J	0.906
			019630	Godfrey, Cintra L	0.906
			019774	Scott, Rachel A	0.906
		Rahn Elementary	013483	Wegner, Lisa L	0.906
			013987	White, Jennifer M	0.906
			015240	Droege, Sheryl L	0.906
			015750	Sutter, Linda	0.906
			016340	Miskiewicz, Kelly A	0.906
			017640	Raichert, Sarah	0.906
			019317	Bolton, Allissa	0.906
			019366	Nolte, Diane M	0.906
			019762	Spohn, Patcharee	0.906
		Sky Oaks Elementary	009596	Boldt, Julie A	0.906
			010095	Mansano, Kathleen M	0.906
			011892	Peterson, Kim L	0.906
			013572	Kegley, Renee C	0.906
			014572	Okerstrom, Michelle K	0.906
			019266	Spaulding, Kristie	0.906
			019347	Mohamud, Fauzia T	0.906
			019707	Santos, Laura	0.906
			019794	Ford, Yannick J	0.906
		Hidden Valley Elementary	012912	Jones, Jean	0.906
			014639	Wiedemann, Laura E	0.906
			015894	Sanz, Margaret M	0.906
			016209	Ulrich, Kimberly A	0.906
			016553	Datres, Susan	0.906
			018993	Kienitz, Darlys	0.906
			019644	Ibrahim, Hodan	0.906
		Harriet Bishop Elementary	008958	Carney, Catherine	0.906
			018541	Chhen, Kuoy L	0.906
			019242	Mcguire, Rebecca L	0.906
	Sped Ea Total				137.9
	Sped Supervisor	Diamondhead	017542	Smith, Jackie J	1
			018310	Thompson, David P	1
			018639	Piotrowski, Amy	1
			019196	Middendorf, Jennifer L	1
	Sped Supervisor Total				4
	Sped Tcr	Burnsville High School	007298	Brennan, Carol Ann	1
			011330	Webber, Jeffrey	1
			012230	McCool, Molly	1
			014998	Neuer, Michelle E	1
			015148	Wegener, Kimberly E	1
			016232	Workman, Carolyn J	1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
			016355	Schroeder, Jean M	1
			016898	Knox, Jacob M	1
			017557	Walker, Ryan M	1
			017681	Kappel, Genevieve N	1
			017799	Eiler, Elizabeth P	1
			018388	Jorgenson, Stephanie J	1
			018853	Nelson, Emily A	1
			018855	Tousignant, Annette S	1
			018924	Smith, Ashley	1
			018929	Grant, Cara	1
			018941	Anderson, Carly	1
			019185	Mcmahon, Vincent De	1
			019216	Gonnella, Mark P	1
			019583	Serig, Bridget P	1
			019955	Decker, Justin A	1
			(blank)	(blank)	3
		Metcalfe Middle School	009409	Geditz, Randall J	1
			011317	Cox, Kelly J	1
			012754	Nash, Derek B	1
			016878	Tetzloff, Mitzi R	1
			017966	Tillman, Megan	1
			019344	Novine, Cheryl L	1
			(blank)	(blank)	1
		Eagle Ridge Middle School	009811	Byrne, Edward	1
			010323	Miller, Jill Elizabeth	1
			017216	Chouanard, Mary E	1
			018404	Pope, Robert J	1
			018729	Williams, Elizabeth	1
			019295	Hall, Kristina	1
			019510	Hermansen, Laura J	1
		Nicollet Middle School	010741	Rappe, Brian	1
			012339	Bell, Angela	1
			012901	Mccue, Michelle	1
			018367	Blons, Liane M	1
			018904	Fredricks, Joel J	1
			019820	Ferguson, Antanaya S	1
		BEST	016344	Chrissis, Erik R	1
			017674	Anderson, Kasey D	1
			018604	Schmidtke, Angila R	1
			018634	Seamen, Michelle A	1
		Gideon Pond Elementary	010755	Lynch, Molly	1
			017958	Rasmusson, Emily	1
		Edward Neill Elementary	016311	Discher, Tracy L	1
			018291	Bing, Dena M	1
			019188	Sieben, Jenna K	1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
			019851	Haakonson, Max R	1
		MW Savage Elementary	009228	Roark, Kim J	1
			016045	Tangney, Amy K	1
			019921	Mohamoud, Farhan A	1
		Sioux Trail Elementary	011822	Tushie, Patricia	1
			016448	Henrich, Sarah L	1
			019526	Hassler, Hannah E	1
		Vista View Elementary	016013	Peterson, Julie A	1
			017522	Borrell, Mary	1
			019195	Solberg, Layne A	1
			019229	Woods, Megan M	1
		William Byrne Elementary	019449	Saba, Jessica	1
			019531	Wehri, Emily E	1
			019964	Tesch, Kayla M	1
		Rahn Elementary	016186	Lauer, Lisa N	1
			018662	Branch, Nancy C	1
			019506	Zwicke, Kayla M	1
		Sky Oaks Elementary	006100	Saunders, Sharon D	1
			012336	Logan, Kari M	0.5
			014593	Hanson, Amy E	1
			019272	Crespin, Jason C	1
			019538	Hansen, Amy	1
			019753	Ford, Elizabeth J	1
		Hidden Valley Elementary	017805	Miller, Erin M	1
			018928	Richter, Lindsay M	1
			019314	Biagi, Louis	1
			019618	Umhoefer, Taylor M	1
		Harriet Bishop Elementary	015135	Pred, Renee R	1
			019525	Rucker, Brenna C	1
		Burnsville Alt High School	013156	Morris, Angela J	1
	Sped Tcr Total				82.5
	Sped Tcr, Sped Tcr	Metcalf Middle School	016823	Bunkers, Kathleen K	0.8
		Nicollet Middle School	012869	Scheit, Andrea	0.8
		BEST	016823	Bunkers, Kathleen K	0.2
		Gideon Pond Elementary	017246	Canton, Emilie J	0.4
		Edward Neill Elementary	013437	Sullivan, Jodi L	0.5
		MW Savage Elementary	(blank)	(blank)	1
		Sioux Trail Elementary	017246	Canton, Emilie J	0.4
		Vista View Elementary	014127	Zondag-Hamer, Kimberly	0.5
		William Byrne Elementary	014127	Zondag-Hamer, Kimberly	0.5
		Rahn Elementary	009959	Fechner, Susan	0.5
		Hidden Valley Elementary	013437	Sullivan, Jodi L	0.5
		Harriet Bishop Elementary	009959	Fechner, Susan	0.5
		Burnsville Alt High School	012869	Scheit, Andrea	0.2

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
	Sped Tcr, Sped Tcr Total				6.8
	Speech Tcr	Burnsville High School	007839	Barnes, Cherise C	0.75
			012335	Schlichting, Catherine	0.5
		Metcalf Middle School	014147	Klinnert, Elizabeth	1
		Eagle Ridge Middle School	(blank)	(blank)	1
		Nicollet Middle School	013411	Brinkman, Carole I	0.5
		Diamondhead	012301	Hjermstad, Heather	1
		ECSE Center	007269	Barth, Tami Rae	1
			007835	Woodcock, Sue M	0.8
			008309	Hendrix, Eugenia M	1
			012479	Oscarson, Kristi R	0.5
			013693	Neal, Bryeny B	1
			014624	Jordan, Joanna	1
			015962	Niesen, Elizabeth A	1
			016023	Vodnick, Sarah A	1
		Edward Neill Elementary	016315	Jamison, Darcie L	1
		MW Savage Elementary	018657	Mcinnis, Marnie Jo	1
		Sioux Trail Elementary	014479	Kibler, Jeanne	1
		Vista View Elementary	018002	Goldsmith, Emily R	1
		William Byrne Elementary	018403	Regnier, Stacy	1
		Rahn Elementary	014961	Spry, Karie	1
		Sky Oaks Elementary	015993	Faust, Danielle M	1
		Hidden Valley Elementary	011808	Spoden, Annemarie	1
		Harriet Bishop Elementary	015693	Meulebroeck, Susanne	1
	Speech Tcr Total				21.05
	Work Exp Tcr	Burnsville High School	018857	Levinski, Sarah A	1
		BEST	017904	Erickson, Shelly L	1
	Work Exp Tcr Total				2

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
10010	6th Grade Tcr	Burnsville High School	003383	Iles, Cornelia	0.17
			007257	O'Reilly, John T	0.17
			007569	O'reilly, Gina	0.51
			008287	Krupke, Greta	0.17
			009358	Kraft, Stephen	0.17
			009750	Coronis, Anthony L	0.17
			010150	Barton, Duane	0.17
			012304	Lundahl, Timothy	0.17
			013382	Mikelson, Teresa	0.17
			013470	Smalley, Amy C	0.19
			016012	Nemetz, Scott	0.49
			016589	Plante, Tracey M	0.17
			016600	Day, Marlys L	0.19
			016693	Khamratthanome, Bountha	0.17
			017361	Czapar, Ryan J	0.17
	6th Grade Tcr Total				3.25
	Academic Enrichment Coord	Metcalfe Middle School	017655	Jensen, Steven M	0.5
			019808	Anderson, Jessica L	0.5
	Academic Enrichment Coord Total				1
	Ace L3 Secretary	Burnsville Alt High School	019199	Ho-Buttleman, Staci	1
	Ace L3 Secretary Total				1
	Ace L4 Admin Asst/Specialist	Metcalfe Middle School	019681	Odowa, Huda Y	0.5
	Ace L4 Admin Asst/Specialist Total				0.5
	Art Tcr	Burnsville Alt High School	(blank)	(blank)	0.5
	Art Tcr Total				0.5
	CE Coordinator I	Diamondhead	017731	Kibler, Christian D	0.25
	CE Coordinator I Total				0.25
	Counselor	Burnsville Alt High School	018621	Hendricks, Scheress	0.5
	Counselor Total				0.5
	Ea Level 3	Burnsville Alt High School	009806	Walls, Eli	0.875
	Ea Level 3 Total				0.875
	Interventionist	Burnsville Alt High School	010819	Maidment, Lori	0.5
	Interventionist Total				0.5
	Lang Arts Tcr	Metcalfe Middle School	008627	Orth, Steven D.	0.17

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
			009749	Blair, Michael E.	0.34
			012894	Sorensen, Brad	0.51
			014991	Nemeth, Heather	0.08
			015277	Hansen, William C	0.17
			017240	Schnobrich, Angela M	0.17
			018031	Thomas, Jessica	0.17
			018037	Parkinson, Jacquelyn R	0.34
			018307	Elward, Lucius P	0.51
			018865	Young, Abby	0.49
			018872	Flynn, Catherine T	0.332
			019567	Moran, Molly K	0.34
			019614	Markoff, Briana	0.71
			019875	Marnich, Katie L	0.17
			019928	Kermes, Katherine M	0.51
			(blank)	(blank)	0.34
		Burnsville Alt High School	013329	Meilleur, Stephanie J	1
			014533	Sloneker, Angela	1
			017126	Bergman, Anna T	0.25
	Lang Arts Tcr Total				7.602
	Math Tcr	Nicollet Middle School	012099	Funches, Monique Roy	0.17
			012283	Nelson, Michelle L	0.34
			014527	Benson, Ross S	0.17
			014989	Grueneich, Janelle	0.17
			016320	Geddes, Richard W	0.17
			017014	Sletten, Elizabeth M	0.17
			018311	Drutowski, Alison	0.34
			(blank)	(blank)	0.17
		Burnsville Alt High School	014106	Mueller, Sarah K	1
			014122	Lotze, Timothy	1
	Math Tcr Total				3.7
	Phy Ed Tcr	Burnsville Alt High School	015046	Morrissey, Kevin P	1
	Phy Ed Tcr Total				1
	PLTW	Metcalf Middle School	(blank)	(blank)	0.17
	PLTW Total				0.17
	Principal	Burnsville Alt High School	014914	Ronn, Kelly J	0.02
		Burnsville Alt High School	014914	Ronn, Kelly J	0.02
		Burnsville Alt High School	014914	Ronn, Kelly J	0.12
		Burnsville Alt High School	014914	Ronn, Kelly J	0.84
	Principal Total				1
	Reading Tcr	Burnsville Alt High School	014600	Kirchner, Amy	0.5
	Reading Tcr Total				0.5
	Science Tcr	Metcalf Middle School	011073	Meyer, Chad	0.17
			017755	Johnson, Cory Charles	0.17
		Burnsville Alt High School	013415	Engelhardt, Angela C	1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
			016103	Pilney, Maureen A	1
	Science Tcr Total				2.34
	Soc Stu Tcr	Nicollet Middle School	013438	Schweim, Robert W	0.34
			019986	Clark, Joseph A	0.17
		Burnsville Alt High School	014195	Hill, Amy	0.9
			014600	Kirchner, Amy	0.5
			017126	Bergman, Anna T	0.75
			017214	Bates, Daniel W	0.1
	Soc Stu Tcr Total				2.76
	Work Exp Tcr	Burnsville Alt High School	017214	Bates, Daniel W	0.9
	Work Exp Tcr Total				0.9

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
10030	Ea Health	Sioux Trail Elementary	010844	Luth, Donita	0.363
		Vista View Elementary	010844	Luth, Donita	0.544
		Rahn Elementary	015833	Gaddy, Keshia	0.906
	Ea Health Total				1.813
	Nurse	Metcalf Middle School	011320	Waldron, Sheli	0.41
		Eagle Ridge Middle School	015482	Eilertson, Jane Ann	0.33
		Gideon Pond Elementary	017764	Cozad, Patricia M	0.348
		MW Savage Elementary	009363	Bien, Bernadette L	0.348
		Sioux Trail Elementary	015394	Beaulieu, Kourtney A	0.469
		Vista View Elementary	009363	Bien, Bernadette L	0.233
			010553	Wardell, Barbara J	0.558
		William Byrne Elementary	019726	Stinson, Katrina L	0.5
		Rahn Elementary	015394	Beaulieu, Kourtney A	0.125
		Sky Oaks Elementary	017764	Cozad, Patricia M	0.233
		Hidden Valley Elementary	015983	Baggot, Lynn	0.218
		Harriet Bishop Elementary	015983	Baggot, Lynn	0.326
	Nurse Total				4.096
	Nurse - LPN	Diamondhead	011895	Wittenkeller, Jane E	0.813
			019666	Exley, Amanda	0.65
	Nurse - LPN Total				1.463
	Nurse - Registered	Burnsville High School	012375	Robison, Kim A	0.51
		Hidden Valley Elementary	018874	White, Erica E	0.77
		Harriet Bishop Elementary	017632	Sherer, Carol Marie	0
	Nurse - Registered Total				1.28

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
11020	Ace L4 Admin Asst/Specialist	Burnsville High School	015803	Riggs, Jeanine L	1
	Ace L4 Admin Asst/Specialist Total				1
	Dir Activities	Burnsville High School	019390	Paek, Guillaume J	1
	Dir Activities Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
12010	1st Grade Tcr	Vista View Elementary	017784	Belgrave, Angela I	1
	1st Grade Tcr Total				1
	5th Grade Tcr, Learning Specialist	MW Savage Elementary	014051	Hieb, Megan L	0.5
	5th Grade Tcr, Learning Specialist Total				0.5
	Ace L3 Secretary	Diamondhead	007888	Sherin, Judy L	1
	Ace L3 Secretary Total				1
	Ea Level 3	Gideon Pond Elementary	018535	Nur, Ifrah H	0.435
			019016	Abdi, Rahima A	0.5
		Edward Neill Elementary	(blank)	(blank)	1
		MW Savage Elementary	019668	Barkus, Brittany M	0.158
	Ea Level 3 Total				2.093
	Ea Support	Gideon Pond Elementary	012072	Engberg, Denise G	0.375
		Edward Neill Elementary	018651	Nurminen, Kari J	0.125
			(blank)	(blank)	1
		Sky Oaks Elementary	011193	Berge, Kristy K	0.313
	Ea Support Total				1.813
	Learning Specialist	Gideon Pond Elementary	011322	Farrell, Tracy E	0.5
		Edward Neill Elementary	014652	Herkenhoff, Patty Ann	0.5
		MW Savage Elementary	013290	Lindell, Michelle M	0.5
			018289	Harves, Nicole R	0.5
		Sioux Trail Elementary	018211	Hendrickson, Caroline	1
		Vista View Elementary	008687	Risteau, Jill A	1
		William Byrne Elementary	016167	Knutson, Christine	0.5
		Rahn Elementary	016667	Keuler, Lori J	1
		Sky Oaks Elementary	009277	Zeigler, Sarah	0.5
			016885	Cunniën, Laurie A	0.25
		Hidden Valley Elementary	016740	Nurmela, Crystal	0.25
			017787	Chisaka, Bridget N	1
	Learning Specialist Total				7.5
	Sisa Coordinator	Diamondhead	018296	Van Osdel, Bethany A	0.5
			018691	Gulden, Janet	0.8
	Sisa Coordinator Total				1.3
	Title 1 Tcr	St Johns	019377	Pfeiffer, Donna M	0.4
	Title 1 Tcr Total				0.4

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
12020	ESL Coordinator	Diamondhead	019632	Kreie Arago, Maria	0.25
	ESL Coordinator Total				0.25
	Sisa Coordinator	Diamondhead	018296	Van Osdel, Bethany A	0.5
			019183	Becquer, Frances	1
	Sisa Coordinator Total				1.5

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
12030	Ace L4 Admin Asst/Specialist	Diamondhead	015821	Naas, Anne B	0.5
	Ace L4 Admin Asst/Specialist Total				0.5
	ESL Coordinator	Diamondhead	019632	Kreie Arago, Maria	0.75
	ESL Coordinator Total				0.75

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
12040	Behavior Specialist	Diamondhead	017322	Czapar, Kelly N	0.1
			019158	Ewert, Casey B	0.1
	Behavior Specialist Total				0.2
	Sisa Coordinator	Diamondhead	018691	Gulden, Janet	0.2
	Sisa Coordinator Total				0.2

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
13010	Continuous Improvement Coach	Diamondhead	006842	Challgren, Peg Ten	1
			007347	Smith, Kelly L	1
			009302	Bohr, Jennifer L	1
			012319	Cin, Stephanie P	1
			015398	Skoglund, Allison L	1
			015700	Reid, Lisa M	1
			016003	Pranschke, Stephanie T	1
	Continuous Improvement Coach Total				7

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
13020	Avid Coordinator	Burnsville High School	014966	Christy, Danielle H	0.1
		Metcalfe Middle School	018031	Thomas, Jessica	0.1
		Eagle Ridge Middle School	012432	Klubberud, Michael	0.1
		Nicollet Middle School	013470	Smalley, Amy C	0.1
	Avid Coordinator Total				0.4
	Cultural Liaison	Diamondhead	015209	Grant, Heidi A	1
			016451	Lopez, Mary T	1
			016970	Ramos, Veronica	1
			017431	Quintana Nunez, Mariana	1
			018140	Kaahiye, Axmad	1
			018158	Abdullahi, Sahro	1
			018233	Omar, Abdulahi	1
			018668	Abdullahi, Sacdiyo J	1
			018797	Goodbuffalo, Dominic E	1
			019100	Daoud, Hamde	1
			019520	Mestas, Robert A	1
			(blank)	(blank)	1
	Cultural Liaison Total				12
	Dir Curriculum & Instruction	Diamondhead	(blank)	(blank)	0.51
	Dir Curriculum & Instruction Total				0.51
	Ea Level 3	Vista View Elementary	017992	Gutierrez Beltran, Maria L	0.938
		Sky Oaks Elementary	018998	Arakawa, Deborah J	1
		Hidden Valley Elementary	019283	Lopez, Janet	0.875
			(blank)	(blank)	0.875
	Ea Level 3 Total				3.688
	Family Liaison	Hidden Valley Elementary	019897	Voris, Quincy B	0.875
	Family Liaison Total				0.875
	Social Worker	Burnsville High School	014594	Hewett, Thomas	0.65
			018353	Morrissey, Michelle M	0.65
		Metcalfe Middle School	019606	Mains, Kristin E	0.65
		Eagle Ridge Middle School	019544	Knaeble, Kelly L	0.65
		Nicollet Middle School	018677	Mclaughlin, Alexandra M	0.65
		Gideon Pond Elementary	018516	Khalif, Abdullahi M	0.65
		Edward Neill Elementary	019249	Stangl, Melissa P	0.65
		MW Savage Elementary	018320	Chesla, Patrick J	0.65
		Sioux Trail Elementary	018635	McDowell, Morgan	0.65
		Vista View Elementary	019926	Harrie, Amanda L	0.65
		William Byrne Elementary	019549	Steel, Lauren	0.65
		Rahn Elementary	014751	Keller, Katie	0.65
		Sky Oaks Elementary	019542	Bruns, Brittany G	0.65

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
		Hidden Valley Elementary	019574	Gauer-Kloos, Megan	0.65
		Harriet Bishop Elementary	018297	Koch, Rebecca M	0.65
	Social Worker Total				9.75

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
13030	1st Grade Tcr, Learning Specialist	Gideon Pond Elementary	013149	Mirs, Laurel	0.5
		MW Savage Elementary	007770	Anderson, Megan	0.5
	1st Grade Tcr, Learning Specialist Total				1
	5th Grade Tcr	Gideon Pond Elementary	016654	Gilray, Rebecca J	0.5
		Edward Neill Elementary	014779	Zak, Gloria	0.5
		MW Savage Elementary	007858	Warmka, Cheri R	0.5
		Sioux Trail Elementary	015375	Birch, Nancy A	0.5
		Vista View Elementary	016631	Orlenko, Corbin D	0.5
		William Byrne Elementary	015074	Chamerlik, Karen	0.5
		Rahn Elementary	011321	Wallenta, Paul S	0.5
			014619	Slattery, Cara	0.5
		Sky Oaks Elementary	016691	Berg, Matthew T	0.5
	5th Grade Tcr Total				4.5
	Continuous Improvement Coach	Diamondhead	008281	Plaschko, Mary Beth	1
			016614	Hagen, Aimee E	1
			018356	Ness, Katie L	1
	Continuous Improvement Coach Total				3
	Ea Level 3	Gideon Pond Elementary	018743	Barsug, Hodayfi M	0.938
		Edward Neill Elementary	018387	Kruger, Tara N	0.938
		MW Savage Elementary	019413	Hassan, Hamza A	0.938
		Sioux Trail Elementary	018959	Skahen, Lori L	0.781
		Vista View Elementary	015757	Tillman, Jack R	0.938
			017995	Abtow, Anab A	0.938
		William Byrne Elementary	013905	Wending, Paula L	0.938
		Rahn Elementary	(blank)	(blank)	1
		Hidden Valley Elementary	018900	Peterson, Margaret A	0.938
		Harriet Bishop Elementary	018774	Oshiro, Karen M	0.938
	Ea Level 3 Total				9.281
	Ea Level 3, Ea Support	Sioux Trail Elementary	018472	Waters, Stacie	0.158
	Ea Level 3, Ea Support Total				0.158
	Family Liaison	William Byrne Elementary	(blank)	(blank)	1
	Family Liaison Total				1
	Interventionist	Burnsville High School	007838	Moulsoff, Norine L	0.6

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
			014622	Harrod, Kim N	0.4
			014966	Christy, Danielle H	0.1
			016011	Nelson, Jeffrey P	0.2
			017791	Banitt, Justin	0.4
			(blank)	(blank)	2.2
		Metcalfe Middle School	008287	Krupke, Greta	0.15
			009750	Coronis, Anthony L	0.17
			010150	Barton, Duane	0.17
			014527	Benson, Ross S	0.17
			016320	Geddes, Richard W	0.17
			016693	Khamratthanome, Bountha	0.17
		Eagle Ridge Middle School	010142	Holcombe, Sara J	1
		Nicollet Middle School	010823	Smolke, Angela S	1
		Burnsville Alt High School	010819	Maidment, Lori	0.5
	Interventionist Total				7.4
	Learning Specialist	Edward Neill Elementary	010637	Kugler, Julie	0.5
		Sioux Trail Elementary	014226	Stalock, Sharron C	0.5
		Vista View Elementary	007339	Podratz, Ann Marie	0.5
		William Byrne Elementary	015044	Cooper, Kirenza I	0.5
		Rahn Elementary	011306	Peterson, Keri	0.5
		Sky Oaks Elementary	011362	Teien, Joan K	0.25
		Harriet Bishop Elementary	009752	Campen, Kim A.	0.5
	Learning Specialist Total				3.25
	Psychologist	Sky Oaks Elementary	011935	Schultz, Holly	0.5
		Hidden Valley Elementary	014118	Komar, Karen K	0.5
	Psychologist Total				1
	Science Tcr	Burnsville High School	016888	Davidson, Elizabeth A	0.2
	Science Tcr Total				0.2

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
14010	4th Grade Tcr	William Byrne Elementary	016401	Walgenbach, Rachel C	0.5
	4th Grade Tcr Total				0.5
	Digital Learning Specialist	Diamondhead	018090	Salmela, Kathryn	1
	Digital Learning Specialist Total				1
	Digital Learning Specialist, Digital Learning Specialist	Gideon Pond Elementary	011352	Knudsen, Julie A	0.75
		Edward Neill Elementary	011352	Knudsen, Julie A	0.25
			015982	Anderson, Bjorn Rs	0.5
		MW Savage Elementary	007763	Risteau, Joseph S	0.5
			018030	Davidson, Jessica J	0.5
		Sioux Trail Elementary	018858	Casserlysmith, Mary	0.5
		Vista View Elementary	015982	Anderson, Bjorn Rs	0.5
			017819	Abrahamson, Jonathan	0.25
		William Byrne Elementary	017819	Abrahamson, Jonathan	0.75
		Rahn Elementary	018858	Casserlysmith, Mary	0.5
		Sky Oaks Elementary	009755	Christen, Lisa K.	0.75
		Hidden Valley Elementary	009755	Christen, Lisa K.	0.25
			018030	Davidson, Jessica J	0.5
		Harriet Bishop Elementary	007763	Risteau, Joseph S	0.5
	Digital Learning Specialist, Digital Learning Specialist Total				7

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
14020	Instruction/technology Coord	Diamondhead	016735	Gorton, Rachel	1
	Instruction/technology Coord Total				1
	POSA	Diamondhead	007490	Leake, Donald	1
	POSA Total				1
	Tech Spec 1	Diamondhead	011462	Vaurio, Sonya	1
			016345	Walczak, Cheryl M	1
			018627	Abdiwahab, Mohamed S	1
			019646	Gage, Lucas B	1
	Tech Spec 1 Total				4
	Tech Spec 2	Diamondhead	010890	Rethlake-homolka, Pam	1
			016683	Hreha, Justin T	1
			017002	Kopp, Elizabeth A	1
			017435	Lund, Elliott J	1
			018649	Bluhm, William Ae	1
	Tech Spec 2 Total				5
	Tech Spec 3	Diamondhead	012287	Lund, Tim J	1
	Tech Spec 3 Total				1
	Tech Spec 4	Diamondhead	005573	Weiler, Bob M	1
	Tech Spec 4 Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
15010	Ace L4 Admin Asst/Specialist	Diamondhead	015821	Naas, Anne B	0.5
	Ace L4 Admin Asst/Specialist Total				0.5

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
15020	Dir Curriculum & Instruction	Diamondhead	(blank)	(blank)	0.49
	Dir Curriculum & Instruction Total				0.49
	TOSA	Diamondhead	006326	Nepsund, Cynthia J	1
			016612	Gehrke, Andrew R	1
	TOSA Total				2

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
16010	School Board	Diamondhead	006811	Currier, Dee Dee	1
			018011	Alt, Abigail	1
			019731	Miller, Eric Charles	1
			019732	Schatz, Darcy D	1
			019821	Holmes Holweger, Jennifer	1
			019822	Hume, Michael S	1
			019823	Chester, Lesley A	1
	School Board Total				7

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
16020	Exec Admin Assistant	Diamondhead	017901	Kenney, Jami M	1
	Exec Admin Assistant Total				1
	Interim Superintendent	Diamondhead	019927	Battle, Theresa F	1
	Interim Superintendent Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
16030	Ace L4 Admin Asst/Specialist	Diamondhead	011739	Pariseau, Marcia L	0.5
	Ace L4 Admin Asst/Specialist Total				0.5
	Interim Asst Superintendent	Diamondhead	019849	Gersich, Brian M	1
	Interim Asst Superintendent Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
16040	Dir Human Resources	Diamondhead	017487	Sovine, Stacey	1
	Dir Human Resources Total				1
	Hr Benefits Specialist	Diamondhead	(blank)	(blank)	1
	Hr Benefits Specialist Total				1
	Hr Coord	Diamondhead	016573	Weiler, Tiffany M	1
	Hr Coord Total				1
	Hr Employment Specialist	Diamondhead	019924	Olson, Jessica L	1
	Hr Employment Specialist Total				1
	Hr Labor Relations Mgr	Diamondhead	017174	Demuth, Joy S	1
	Hr Labor Relations Mgr Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
16050	Ace L4 Admin Asst/Specialist	Diamondhead	011739	Pariseau, Marcia L	0.5
			014243	Laqua, Nancy	1
			015662	Wilson, Michele L	1
			015940	Zellmer, Julie A	1
			015943	Leach, Charlotte	1
			016596	Kaisershot, Stacy L	1
			018321	Ditter, Natalie L	1
			019418	Voth, Bethany A	1
	Ace L4 Admin Asst/Specialist Total				7.5
	Dir Finance	Diamondhead	019154	Pikal, Robin	1
	Dir Finance Total				1
	Dir Business	Diamondhead	016166	Rider, Lisa K	1
	Dir Business Total				1
	Pyrl Supervisor	Diamondhead	016574	Robasse, Christine M	1
	Pyrl Supervisor Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
16060	Communications Specialist	Diamondhead	017600	Lake, Lisa L	1
			019539	Drey, Wesley J	1
	Communications Specialist Total				2
	Dir Communications	Diamondhead	017462	Tinklenberg, Aaron D	1
	Dir Communications Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
16070	Ace L3 Secretary	Diamondhead	007572	Kaiser, Tanya J	1
			015033	Hardt, Annette	1
	Ace L3 Secretary Total				2
	Ace L4 Admin Asst/Specialist	Diamondhead	018083	Curtis, Michele A	1
	Ace L4 Admin Asst/Specialist Total				1
	Student Info/testing Coord	Diamondhead	019908	Resele, Anna M	1
	Student Info/testing Coord Total				1
	Student Systems Coordinator	Diamondhead	012023	Mccarthy, Brigid M	1
	Student Systems Coordinator Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
17010	Program Coord ECFE	Diamondhead	006315	Check, Cindy	0.3
	Program Coord ECFE Total				0.3
	Program Coordinator 2	Diamondhead	018144	Miliovich, Tracy	1
			018983	Santos, Miya D	1
			019284	Derusha, Jessalynn	0.5
		Gideon Pond Elementary	008182	Smith-Lossiah, Sharon Kay	1
		Edward Neill Elementary	019617	Cantolla, Kaitlin M	1
		Sioux Trail Elementary	019628	Schwingle, Cassie L	1
		Vista View Elementary	018987	Rottjakob, Ronda K	1
		Rahn Elementary	010428	Haggerty, Lori	1
			018048	Rush, Taylor M	1
		Sky Oaks Elementary	016499	Dedomines, Jennifer L	1
		Hidden Valley Elementary	011689	Tusa, Angela M	1
			019257	Rivers, Jessica L	1
	Program Coordinator 2 Total				11.5
	Program Associate	Diamondhead	016480	Abraha, Wubet A	0.77
		Gideon Pond Elementary	019133	Yusuf, Ubah	0.875
		Rahn Elementary	018533	Burkart, Paula J	0.875
			(blank)	(blank)	0.875
		Sky Oaks Elementary	018675	Ruiz, Jessica	1
		Hidden Valley Elementary	015080	Rush, Diane	1
			019335	Monnens, Selena	0.875
	Program Associate Total				6.27
	Program Tcr	Diamondhead	019277	Anderson, Laurie	0.5
			019401	Ethen, Cheri L	0.4
	Program Tcr Total				0.9

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
17011	Principal	Gideon Pond Elementary	014183	Bellmont, Chris	1
		Edward Neill Elementary	017156	Bomsta, Lyle J	1
		MW Savage Elementary	011279	Brandner, Renee	1
		Sioux Trail Elementary	018943	Hughes, Rachel J	1
		Vista View Elementary	008086	Nepsund, Jeff L	1
		William Byrne Elementary	(blank)	(blank)	1
		Rahn Elementary	013654	Robb, Brad E	1
		Sky Oaks Elementary	009829	Bonneville, Jon G	1
		Hidden Valley Elementary	017563	Black, Kristine C	1
		Harriet Bishop Elementary	019131	Essay, Kenneth P	1
	Principal Total				10

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
17012	Ace L3 Secretary	Hidden Valley Elementary	019147	Ontiveros, Eddieca	1
	Ace L3 Secretary Total				1
	Ace L4 Admin Asst/Specialist	Gideon Pond Elementary	013867	Zimmerman, Sybil	1
		Edward Neill Elementary	014558	Stickle, Carolyn E	1
		MW Savage Elementary	011910	Hreha, Kyle J	1
		Sioux Trail Elementary	010841	Cenci, Barbara	1
		William Byrne Elementary	017583	Mcbride, Kristen	1
		Rahn Elementary	015885	Crosbie, Cindy	1
		Sky Oaks Elementary	016287	Peralta, Nancy E	1
		Vista View Elementary	013957	Berra, Angie Marie	1
		Hidden Valley Elementary	019951	Snoddy, Ashley N	1
		Harriet Bishop Elementary	013925	Hinman, Jennifer J	1
	Ace L4 Admin Asst/Specialist Total				10

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
17013	Ea Level 3	Gideon Pond Elementary	018535	Nur, Ifrah H	0.065
		MW Savage Elementary	019668	Barkus, Brittany M	0.28
		Rahn Elementary	(blank)	(blank)	2
	Ea Level 3 Total				2.345
	Ea Level 3, Ea Support	Sioux Trail Elementary	018472	Waters, Stacie	0.718
	Ea Level 3, Ea Support Total				0.718
	Ea Support	Gideon Pond Elementary	014293	Butorac, Melanie A	0.25
			015754	Kump, Jolene	0.5
			018535	Nur, Ifrah H	0.375
			019016	Abdi, Rahima A	0.375
		Edward Neill Elementary	017006	Rosenberger, Rose M	0.438
			018979	Hammoud, Hanaa	0.406
			019665	Copus, Susan J	0.406
		MW Savage Elementary	014441	Baker, Yvonne M	0.313
			015501	Keljik, Susan B	0.313
			019857	Falvey, Andrew K	0.313
		Sioux Trail Elementary	018686	Bjork, Lori	0.438
		Vista View Elementary	014670	Cermak, Barbara L	0.188
			016244	Gilbertson, Sherry A	0.625
			017120	Olson, Diane B	0.25
		William Byrne Elementary	015131	Henle, Angela G	0.5
			019059	Beshir, Fetiya M	0.375
			019727	Vervais, Elizabeth	0.344
			(blank)	(blank)	1
		Rahn Elementary	010976	Mosley, Julie G	0.5
		Sky Oaks Elementary	019048	Haroon, Hajir S	0.75
			019709	Paul, Tara	0.188
			019759	Bruslvtseva, Yevgeniya	0.5
		Hidden Valley Elementary	018718	Schatzlein, Rachel	0.125
			019629	Bergstrom, Megan G	0.438
		Harriet Bishop Elementary	011373	Fontana, Peggy	0.625
			012372	Mcconnell, Diane	0.125
			013666	Becker, Sarah J	0.188
			019469	Liyanage, Melanie	0.625
	Ea Support Total				11.47

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
17021	Principal	Burnsville High School	014077	Helke, David M	1
		Metcalfe Middle School	018071	McParland, Shannon	1
		Eagle Ridge Middle School	013381	Nesvig, Erika	1
		Nicollet Middle School	019145	Pohl, Angie J	1
	Principal Total				4
	Principal Asst	Burnsville High School	014960	Braspenick, Cherie	1
			017873	Derden, William M	1
			018873	Lepper, Jay C	1
			019193	Noble, Sarah J	1
		Metcalfe Middle School	019621	Blaylark, Eddie D	1
		Eagle Ridge Middle School	019608	Buchanan, Isis L	1
		Nicollet Middle School	015977	Heim, Bill V	1
	Principal Asst Total				7

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
17022	Ace L3 Secretary	Burnsville High School	014000	Mcclellan, Melissa E	1
			014360	Cecka, Nanette	1
			015133	Moberg, Carlene	1
			016459	Scherer, Deb M	1
			018554	Thornton, Jenifer A	1
		Metcalfe Middle School	012064	Peterson, Laura J	1
			018186	Westerlund, Danette R	1
		Eagle Ridge Middle School	014316	Simon, Lydia	1
			016194	Scalzo, Kristi	1
		Nicollet Middle School	017833	Heerey, Heather	1
			017850	O'hara Stuart, Erin	1
	Ace L3 Secretary Total				11
	Ace L4 Admin Asst/Specialist	Burnsville High School	008305	Decker, Wendy	1
			018414	Katzmarek, Abigail S	1
			019474	Funk, Ann E	1
		Metcalfe Middle School	012853	Maternowski, Patricia	1
		Eagle Ridge Middle School	017903	Petroskey, Kellie A	1
		Nicollet Middle School	019457	Lallier, Britney	1
	Ace L4 Admin Asst/Specialist Total				6
	Registrar	Burnsville High School	009223	Reiher, Pam	1
	Registrar Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
17027	Ace L4 Admin Asst/Specialist	Diamondhead	018656	Ellis, Teneasha L	1
	Ace L4 Admin Asst/Specialist Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
18010	Ea Support	Diamondhead	017006	Rosenberger, Rose M	0.438
	Ea Support Total				0.438
	Ea Trans	Diamondhead	010976	Mosley, Julie G	0.375
			012372	Mcconnell, Diane	0.375
			015131	Henle, Angela G	0.375
			015501	Keljik, Susan B	0.375
			015754	Kump, Jolene	0.375
			017120	Olson, Diane B	0.375
			019595	Johnson, Elaine M	0.438
			019709	Paul, Tara	0.375
			(blank)	(blank)	0.375
	Ea Trans Total				3.438

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
19010	Custodian - Level 1	Diamondhead	013225	Berg, Harold J	1
		Metcalfe Middle School	018104	Abbott, Mark M	1
			018740	Swain, Shawn L	1
			019148	Alvarado Robles, Luis	1
		Burnsville High School	012135	Graupmann, David A	1
			015467	Orellana, Laura I	1
			017663	Hartman, Daniel	1
			018226	Schwanke, Craig A	1
			018305	Wick, Darryl	1
			018555	Mcdonald, David	1
			018925	Ohlhauser, Connor C	1
			018926	Anderson, Sean M	1
			018939	Johnson, Nicholas A	1
			018997	Mills, Derek R	1
			019225	Johnson, Mark E	1
			019764	Jacobson, Michael J	1
		Metcalfe Middle School	005087	Leon, Steven F	1
			019761	Morgan, Julie C	1
			019900	Santoski, Mary F	1
			019934	Spencer, Tandelyn T	1
		Eagle Ridge Middle School	014939	Ly, Ty V	1
			018230	Sahli, Teresea	1
			018764	Davila, Guillermo D	1
			019899	Mathys, Frederic G	1
		Nicollet Middle School	015783	O'leary, Daniel L	1
			019718	Gibbons, Patrick M	1
		ECSE Center	018812	Lopez, Joseph D	1
		Gideon Pond Elementary	011220	Toeller, John F.	1
		Edward Neill Elementary	018786	Alvarado, Mary	1
		MW Savage Elementary	017916	Robasse, Charles W	1
		Sioux Trail Elementary	019455	Martinez, Annette	1
		Vista View Elementary	014940	Morales, Manuela	1
		Rahn Elementary	011614	Needham, Timothy	1
		Sky Oaks Elementary	017328	Kinyon, Terry R	1
			019078	Vertein, James	1
		Hidden Valley Elementary	017163	Sullivan, Geraldine E	1
			(blank)	(blank)	1
		Harriet Bishop Elementary	015758	Carlson, Sandra K	1
	Custodian - Level 1 Total				38
	Custodian - Level 1, Custodian - Level 1	Burnsville High School	019983	Arreola, Bertha A	0.5
		ECSE Center	019905	Molina, Luis A	0.5

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
		Gideon Pond Elementary	019180	Strauss, Levi	0.5
		Edward Neill Elementary	019180	Strauss, Levi	0.5
		MW Savage Elementary	019827	Alvarado, Ernesto	0.5
		Sioux Trail Elementary	019905	Molina, Luis A	0.5
		Vista View Elementary	019983	Arreola, Bertha A	0.5
		William Byrne Elementary	019267	Fitzgerald, Elizabeth	0.5
		Rahn Elementary	019267	Fitzgerald, Elizabeth	0.5
		Harriet Bishop Elementary	019827	Alvarado, Ernesto	0.5
	Custodian - Level 1, Custodian - Level 1 Total				5
	Custodian - Level 2	Diamondhead	017694	Wollersheim, Christian P	1
			018608	Sather, Derek D	1
			018761	Johnson, Michael A	1
		Burnsville High School	016566	Alvarado, Angel	1
			017019	Schmidt, Brent G	1
			018837	Lundberg-schmidt, Pamela	1
			019585	Mauser, Benjamin	1
		Metcalfe Middle School	015179	Wendorf, Eric S	1
		Eagle Ridge Middle School	018741	Jensen, Bryan J	1
		Nicollet Middle School	015910	Teske, Jeffrey J	1
			018736	Kiehn, Jean M	1
	Custodian - Level 2 Total				11
	Custodian - Level 3	Burnsville High School	014811	Thurber, Laurie	1
		Burnsville High School	016816	Sahli, Jonathan C	1
			(blank)	(blank)	1
		Metcalfe Middle School	018190	Johnson, Brian J	1
		Eagle Ridge Middle School	003670	Johnson, Glenn A.	1
		Nicollet Middle School	018192	Wolfram, Michael	1
		ECSE Center	006402	Dimberio, Robbie	1
		Gideon Pond Elementary	012446	Gorzycki, Mark	1
		Edward Neill Elementary	017433	Reimers, James F	1
		MW Savage Elementary	005868	Frederickson, Norman D	1
		Sioux Trail Elementary	011269	Glende, Mark	1
		Vista View Elementary	011401	Gomez, Oscar A	1
		William Byrne Elementary	017644	Henderson, Sean M	1
		Rahn Elementary	015736	Gilbertson, Dale	1
		Sky Oaks Elementary	018153	Kaisershot, Troy M	1
		Hidden Valley Elementary	007748	Nelson, Kirk A	1
		Harriet Bishop Elementary	013074	Martinez, Robert V	1
	Custodian - Level 3 Total				17

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
	Dir Operations	Diamondhead	004356	Simon, Glenn D.	0.4
	Dir Operations Total				0.4
	Ops Supervisor	Diamondhead	012926	Shawback, Arthur, Jr	1
			017436	Lake, David	1
	Ops Supervisor Total				2

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
19020	Custodian - Level 2	Diamondhead	005403	Chantara, Thomas Khamsir	0.5
			012673	Dykstra, Bryan G.	1
			016567	Anderson, John Charles	1
			017643	Vendel, Matthew M	1
	Custodian - Level 2 Total				3.5
	Custodian - Level 4	Diamondhead	018191	Powers, Scott D	1
	Custodian - Level 4 Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
19030	Ace L4 Admin Asst/Specialist	Diamondhead	011378	Maro, Julie A	1
	Ace L4 Admin Asst/Specialist Total				1
	Dir Operations	Diamondhead	004356	Simon, Glenn D.	0.6
	Dir Operations Total				0.6
	Ops Supervisor	Diamondhead	010543	Wurdeman, Scott	1
	Ops Supervisor Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
19041	Facilities Coordinator	Diamondhead	019403	Myers, Kristi A	1
	Facilities Coordinator Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
19050	Custodian - Level 2	Diamondhead	005403	Chantara, Thomas Khamsir	0.5
	Custodian - Level 2 Total				0.5
	Custodian - Level 4	Diamondhead	018690	Hadac, William	1
	Custodian - Level 4 Total				1

Budget Unit	Assignment Type Descriptions	Site	Employee Number	Full Name	Total
21000	Lang Arts Tcr	Burnsville High School	014970	Deutsch, Matt R	0.2
	Lang Arts Tcr Total				0.2

BURNSVILLE EAGAN SAVAGE
Independent School District 191
Human Resources

AGENDA ITEM: IV.B.3.

To: Members of the Board of Education
Superintendent Cindy Amoroso

From: Stacey Sovine
Executive Director of Human Resources

Date: June 20, 2019

RE: **Proposed adoption of the Terms and Conditions of Employment for Confidential 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 CONFIDENTIAL EMPLOYEES OF INDEPENDENT SCHOOL DISTRICT #191.

There are 4 Confidential employees. These Terms are reviewed and updated on a bi-annual basis. 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 State Pay Equity regulations.

Economic terms include:

Total

- 1.0% increase on the first year maximum salary ranges and 1.0% in year two.
- Two year increased cost \$11,100
- MSBA increase is 1.99%

**2017-2019-2021 GENERAL TERMS AND CONDITIONS OF EMPLOYMENT:
CONFIDENTIAL EMPLOYEES**

Purpose. This policy outlines the general terms and conditions of employment for confidential 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.

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

Tier I: Exec. Admin. Assistant, Payroll Supervisor

Tier II: HR Labor Relations Manager

Tier III: HR Employment Specialist

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 that 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.

Notice of Assignment. The District will give each employee an annual notice of assignment containing additional information about the employee’s position, including the following: (1) the employee’s annual salary or hourly wage; (2) the number of duty days required of the position; and (3) whether the position is “exempt” or “non-exempt” under the Fair Labor Standards Act.

- a. **Basic duty day.** The basic duty day for most full-time employees will be eight hours in length, but employees in an exempt position are expected to work the number of hours necessary to perform their job duties and to meet the professional expectations of their job. Employees are paid based only upon the number of duty days they work. Additional duty days may be approved by the Superintendent. Unauthorized additional duty days will not be compensated.
- b. **Overtime.** Hours worked beyond a forty-hour workweek will not constitute overtime and will not result in any overtime pay or any other form of additional compensation for employees who hold an exempt position under the FLSA. 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. Non-Duty days and paid holiday hours will not be counted as hours worked when determining overtime obligations in a given week. 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 Superintendent may reassign an employee or modify an employee’s assignment at any time and for any reason. In addition, the Superintendent may modify an existing job description for an employee’s position or create a new job description at any time.

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.

Full-Time Employment. For purposes of this policy, a “full-time” employee is one who is assigned to work at least 1400 hours per year according to the notice of assignment issued by the District.

Calendar of Duty Days. Vacation. Employees that are assigned more than 200 duty days will receive vacation equivalent to the difference between the assigned duty days and calendar work days per year. The Calendar work days may not be more than 262 days and not fewer than 260 days. Unused vacation time expires at the end of the fiscal year and may not carryover. If an employee leaves employment prior to the end of the fiscal year, vacation time will not be paid out and has no value. After receiving a notice of assignment, each employee must develop a calendar identifying the employee’s duty days and non-duty days. The employee must then submit the calendar to the employee’s supervising administrator for approval. The supervising administrator may require the employee to modify the calendar.

Compensation. The Board will determine the compensation of each employee covered by this policy. For the 2017-2018 school year and the 2018-2019-2021 school years, the Board will use the following ranges as a guide when determining the compensation of each employee:

	2017-2018 2019-2020 Range		2018-2019 2020-2021 Range	
	Minimum	Maximum	Minimum	Maximum
Tier I	\$66,000	\$75,750	\$66,000	\$77,750

	\$66,500	\$78,535	\$67,000	\$79,320
Tier II	\$63,000	\$73,000	\$63,000	\$75,000
	\$63,500	\$75,750	\$64,000	\$76,500
Tier III	\$48,000	\$57,500	\$48,000	\$58,500
	\$48,500	\$59,100	\$49,000	\$59,675

Additional Compensation. Effective July 1, 2010, employees who have completed 14 years of service will receive a stipend of \$900 dollars. Employees who have completed 19 years of service will receive an additional \$900 dollar stipend.

Daily and Hourly 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. In the event the District needs to determine an hourly rate of pay for an employee, the employee’s daily rate of pay will be divided by eight hours.

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 |

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 employee who enrolls 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 by the district to the 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 83% of the composite premium for an 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 by the district to the HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction.

- c. **Both Spouses Employed.** If an employee and his/her spouse are both employed by the district full-time and are enrolled in dependent coverage, either the husband or the wife will contribute an amount equal to 5% of the single composite premium towards family coverage.
- d. **Dental Insurance.** The District will pay 100% of the premium for single toward single or dependent coverage for a full-time employee who elects to participate in the District's group dental plan.
- e. **Group Term Life Insurance.** The District will pay 100% of the premium for a group term life insurance policy with a death benefit of fifty thousand dollars (\$50,000) for each full-time employee who qualifies for life insurance.
- f. **Long-Term Disability (LTD) Insurance.** Income Protection coverage will be provided each employee at District expense. Disability pay will be governed by the policy in effect. After a confidential employee has been ill or disabled for more than thirty (30) consecutive days, the employee may use sick leave on a fractional basis, together with the income protection plan to equal full salary for an additional sixty (60) days. Maximum of (20) full sick days per 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.

Sick Leave. Each full-time employee will earn sick leave at the rate of twelve (12) days per school year and may accumulate a maximum of 150 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. At the beginning of each fiscal year, (3) sick days will be converted to the equivalent of (3) days of the employee's daily rate of pay and contributed into the employee's HRA account.

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 Superintendent 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.

Personal Leave. An employee may take up to three (3) 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 Superintendent or the supervising administrator may deny any request for personal leave at a given time based upon the Superintendent's or 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.

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.

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.

Tuition Reimbursement. Employees are eligible for up to one thousand dollars (\$1,000) in tuition reimbursement per school year for post-graduate coursework that is germane to their assignment and benefits the District. All coursework must be preapproved by the Executive Director of Human Resources. All employees must submit appropriate documentation to the District showing that the employee earned a grade of B or higher, or a passing grade in a pass/fail system, in order to be eligible for tuition reimbursement.

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 \$1,700 per year to an approved Minnesota deferred compensation program for an employee who is in his/her first year of employment with the District. After the employee has completed one year of service, the District will match up to \$2,000 per year to an approved Minnesota deferred compensation program. 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.

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.

BURNSVILLE EAGAN SAVAGE
Independent School District 191
Human Resources

AGENDA ITEM: IV.B.4.

To: Members of the Board of Education

From: Cindy Amoroso
Superintendent

Date: June 20, 2019

RE: **Proposed adoption of the Terms and Conditions of Employment for Unaffiliated 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 UNAFFILIATED EMPLOYEES OF INDEPENDENT SCHOOL DISTRICT #191.

There are currently 48 Unaffiliated Specialists and Confidential Supervisory employees. The Terms are reviewed and updated on a bi-annual basis. 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 State Pay Equity regulations.

The major language items include:

- Adjust Non-Duty days to vacation days to accommodate new HR/Payroll System. No Cost.

Economic terms include:

Total

- 1.0% and 1.0% increase on the 2019-2020 and 2020-2021 maximum salary ranges
- Increased cost \$127,750
- 2019-2021 MSBA increase for salary and benefits is 2.55%

**2017-2019-2021 GENERAL TERMS AND CONDITIONS OF EMPLOYMENT:
UNAFFILIATED SPECIALISTS OR SUPERVISORY EMPLOYEES**

Purpose. This policy outlines the general terms and conditions of employment for unaffiliated specialists or supervisory 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.

Unaffiliated/Supervisor Employees. For purposes of this policy, individuals holding any of the following positions are deemed to be “unaffiliated specialists or supervisory employees”:

- Tier I: a) Executive Director of Human Resources, Executive Director of Business Services, Assistant Superintendent

- Tier II: a) Director of Technology, Director of **Accounting Finance**
 b) Special Education Coordinator; Human Resources Coordinator; Teaching and Learning Team Coordinator, Student Systems Coordinator, Coordinator of Information and Assessment, District Technology Coordinator; Communications Coordinator, Assistant Director of Food Services, Community Education Manager, Coordinator of Instructional Technology, EL Coordinator, Coordinator of Alternative Programming, **Behavior Analyst (Certified)**

- Tier III: Registrar; Bursar; Human Resources Benefit Specialist, Academic Enrichment Coordinator, Production and Operations Coordinator (FS), College and Career Specialist, Communication Specialist, Behavior Specialist **(Non-Certified)**

- Tier IV: Cultural Liaison, Registered Nurses (RN), Licensed Practical Nurse (LPN)

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.

Notice of Assignment. The District will give each employee an annual notice of assignment containing additional information about the employee's position, including the following:

(1) the employee's annual salary or hourly wage; (2) the number of duty days required of the position; and (3) whether the position is "exempt" or "non-exempt" under the Fair Labor Standards Act.

- a. **Basic duty day.** The basic duty day for most full-time employees will be eight hours in length, but employees in an exempt position are expected to work the number of hours necessary to perform their job duties and to meet the professional expectations of their job. Employees are paid based only upon the number of duty days they work. Additional duty days may be approved by the Superintendent. Unauthorized additional duty days will not be compensated.
- b. **Overtime.** Hours worked beyond a forty-hour workweek will not constitute overtime and will not result in any overtime pay or any other form of additional compensation for employees who hold an exempt position under the FLSA. 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. Non-Duty days and paid holiday hours will not be counted as hours worked when determining overtime obligations in a given week. 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 Superintendent may reassign an employee or modify an employee's assignment at any time and for any reason. In addition, the Superintendent may modify an existing job description for an employee's position or create a new job description at any time.

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.

Full-Time Employment. For purposes of this policy, a "full-time" employee is one who is assigned to work at least 1104 hours per year according to the notice of assignment issued by the District.

Calendar of Duty Days. Vacation. Employees that are assigned more than 200 duty days will receive vacation equivalent to the difference between the assigned duty days and calendar work days per year. The Calendar work days may not be more than 262 days and not fewer than 260 days. Unused vacation time expires at the end of the fiscal year and may not carryover. If an employee leaves employment prior to the end of the fiscal year, vacation time will not be paid out and has no value. After receiving a

notice of assignment, each employee must develop a calendar identifying the employee's duty days and non-duty days. The employee must then submit the calendar to the employee's supervising administrator for approval. The supervising administrator may require the employee to modify the calendar. Additional duty days may be approved by the Superintendent. Unauthorized additional duty days will not be compensated.

Compensation. The Board will determine the compensation of each employee covered by this policy. For the 2017-2019-2021 school years, the Board will use the following ranges as a guide when determining the compensation of each employee:

		2017-2019-2021 Range		
		Minimum	2018 2020 Maximum	2019 2021 Maximum
Tier I		\$142,000 \$144,000	\$154,000 \$159,600	\$158,000 \$161,200
Tier II	a	\$110,000 \$112,000	\$116,750 \$121,200	\$120,000 \$122,400
	b	\$72,000 \$73,500	\$100,750 \$104,500	\$103,500 \$105,500
Tier III		\$47,500 \$48,500	\$58,750 \$60,700	\$60,100 \$61,300
Tier IV		\$18.00/hour \$18.25/hour	\$28.00/hour \$28.80/hour	\$28.50/hour \$29.10/hour

Additional Compensation. A Tier I or Tier II employee who has earned a doctorate from an accredited college or university will receive an additional two thousand dollars (\$2,000) per year, if the Board determines that the doctorate relates to the employee's position with the District. If the Board or the Superintendent requires a Tier I, Tier II, or Tier III employee to work more duty days than the number identified in the employee's notice of assignment (e.g. summer school or special projects), the employee will be paid for the additional duty days at the employee's daily rate of pay or hourly rate of pay, as applicable.

Daily and Hourly Rate of Pay. In the event the District needs to determine a daily rate of pay for a Tier I, Tier II or Tier III employee, the employee's annual salary will be divided by the number of duty days assigned to the employee. In the event the District needs to determine an hourly rate of pay for a full-time Tier I, Tier II, or Tier III employee, the employee's daily rate of pay will be divided by eight hours.

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 |

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 employee who enrolls 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 by the district to the 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 83% of the composite premium for an 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 by the district to the HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- c. **Both Spouses Employed.** If an employee and his/her spouse are both employed by the district full-time and are enrolled in dependent coverage, either the husband or the wife will contribute an amount equal to 5% of the single composite premium towards family coverage.
- d. **Dental Insurance.** The District will pay 100% of the premium for single or dependent coverage for a full-time employee who elects to participate in the District's group dental plan.
- e. **Group Term Life Insurance.** The District will pay 100% of the premium for a group term life insurance policy with a death benefit of fifty thousand dollars (\$50,000) for each full-time employee who qualifies for life insurance. The District may make arrangements with the carrier to permit Tier I or Tier II employees to purchase additional coverage up to \$200,000 at their own expense and at such rates and limitations as are provided by the carrier and the District. Tier III or Tier IV employees may purchase additional coverage up to \$100,000 at their own expense and at such rates and limitations as are provided by the carrier and the District.
- f. **Long-Term Disability (LTD) Insurance.** The District will make an LTD insurance plan available for full-time employees who desire to participate in the plan. Employees eligible to participate in the LTD plan are responsible for paying 100% of the premium taxes through payroll deduction.

- 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 of 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.

Sick Leave. Each full-time employee will earn sick leave at the rate of twelve (12) days per school year and may accumulate a maximum of 300 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.

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

equivalent in-laws. The Superintendent 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.

Personal Leave. 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 Superintendent or the supervising administrator may deny any request for personal leave at a given time based upon the Superintendent's or 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.

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.

Sick Leave Credit. If an employee is enrolled in the district's group insurance plan and has at least three (3) sick days available from the previous fiscal year, at the beginning of each fiscal year, three (3) sick days will be converted to the equivalent of three (3) days of the employee's daily rate of pay and contributed into the employee's HRA account.

Expense Reimbursement. The District will reimburse employees for mileage and reasonable expenses of job related activities. For Tier 1 and Tier IIa employees, the District shall provide a monthly allowance of Two Hundred Dollars and No Cents (\$200.00) for business use of the employee's private automobile, pursuant to M.S. §471.665, Subd. 1. 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.

Tuition Reimbursement. Tier II, Tier III or Tier IV employees are eligible for up to one thousand dollars (\$1,000) in tuition reimbursement per school year for post-graduate coursework that is germane to their assignment and benefits the District. All coursework must be preapproved by the Executive Director of Human Resources. Coursework taken by a Tier I employee, hired prior to December 30, 2012, must be preapproved by the Superintendent to receive full tuition reimbursement. For Tier I employees hired after December 30, 2012, they are eligible for up to one thousand dollars (\$1,000) in tuition reimbursement per school year for post-graduate coursework that is germane to their assignment and benefits the District. All employees must submit appropriate documentation to the District showing that the employee earned a grade of B or higher, or a passing grade in a pass/fall system, in order to be eligible for tuition reimbursement.

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 (TSA) 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 \$1,700 per year to an approved Minnesota deferred compensation program for an employee who is in his/her first year of employment with the District. After the employee has completed one year of service, the District will match up to \$2,750 per year to an approved Minnesota deferred compensation program. The District will match up to \$3,250 per year for Tier I employees. 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 forty thousand dollars (\$40,000) during the employee's entire period of employment with the District.

Post-Retirement Health Insurance Benefits for Tier I Employees. If a Tier I employee was hired before January 1, 2010 and retires in good standing with at least fifteen (15) years of full-time employment with the District as a Tier I employee, the District will contribute up to sixteen thousand dollars (\$16,000) per year toward the cost of the employee's post-retirement health insurance for a period of seven (7) years after the employee retires, or until the employee becomes eligible for Medicare, whichever occurs first.

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.

ADDENDUM

This Addendum applies to the following employees in their current positions as indicated:

~~Constance Erickson (Coordinator of Student Information and Testing)~~

Michele Starkey (Community Education Senior Citizen Programs Coordinator)

Pursuant to an Order of the Bureau of Mediation Services, the positions held by the foregoing employees were excluded from the District-Wide Administrator's unit effective December 13, 2012. Accordingly, the terms and conditions of employment for such positions will be governed by the 2014-2015 General Terms and Conditions of Employment: Unaffiliated Specialists or Supervisory Employees ("Policy") and any subsequent such policy adopted by the School District. For the employees identified in this Addendum the following provisions also apply effective December 13, 2012:

1. **Position Elimination**

If the employee leaves the District because of a discontinued position he/she shall receive seven (7) days' pay at the current rate for each year of service in the District to a maximum of 130 days' pay.

2. **Vacation Pay**

The employees identified herein shall be paid a lump sum equal to their accrued unused vacation as of June 30, 2012. Such payment shall be made no later than 21 days from the date of this Addendum, and the payment shall be subject to applicable payroll withholdings and deductions.

3. **Post Retirement Health Insurance Benefits/Early Retirement**

~~a. For Constance Erickson only: the District shall contribute 75% of the dollar amount of the premium in effect at the time of Ms. Erickson's retirement until she is eligible for Medicare. A portion of the premium not paid by the District shall be paid by Ms. Erickson.~~

b. For Michelle Starkey: If the employee reaches age 55 and has at least ten (10) years of continuous service in the District, he/she shall be eligible to continue participation in the District Group Medical/Hospitalization insurance plan. Group determination will be as per MN Statute 471.61. The employee shall be responsible for the total cost of the premiums.

*The post-retirement health insurance benefits for Tier I employees in the Policy (page 7) shall have no application to the employees identified in this Addendum.

4. **Group Term Life Insurance**

The District will pay 100% of the premium for a group term life insurance policy with a death benefit of Fifty Thousand Dollars (\$50,000) for each full-time employee who qualifies for life insurance. Employees may purchase additional coverage up to \$200,000 at their own expense and at such rates and limitations as are provided by the carrier in the District.

*The Group Term Life Insurance provision in the Policy (page 4) shall have no application to the employees identified herein while this Addendum is in effect.

5. **Tuition Reimbursement**

The District will reimburse tuition costs for approved course-work that is of benefit to the District. Advance approval and verification of satisfactory completion are required. Reimbursement will not be paid to employees on leave.

*The Tuition Reimbursement provision of the Policy (page 6) shall have no application to the employees identified herein while this Addendum is in effect.

6. **Longevity Pay**

After ten (10) years of District service, the employees are eligible for a \$500 stipend; after fifteen (15) years of District service, the employees are eligible for a \$1000 stipend; after twenty (20) years, a \$2,000 stipend.

The provisions of this Addendum shall apply to each of the employees identified herein until they leave their current position or until termination of employment. Upon either of those events, this Addendum shall cease to have any application whatsoever to the employee, the position previously held by the employee, or to the terms and conditions of employment for subsequent employees hired to the position.

This Addendum does not constitute a precedent or past practice, nor shall it have any application to provisions or language in the School District's collective bargaining agreements or policies, except as specifically set forth herein.

~~7. **Special Circumstance**~~

~~The District will pay Constance Erickson a base salary of \$108,025 for the 2017-2018 school year and \$108,555 for the 2018-2019 school year.~~

Date of Addendum: _____



Future Ready. Community Strong.

**Agenda IV.B.5.
June 20, 2019**

To: Board of Education
Cindy Amoroso, superintendent

From: Dr. Kathy Funston, Director of Strategic Partnerships and Pathways

Date: June 17, 2016

Re: Approve Memorandum of Agreement with Firefly Credit Union

Recommendation: that the Board approves the memorandum of agreement with Firefly Federal Credit Union and authorizes Lisa Rider, executive director of business services to sign the agreement on behalf of ISD 191.



MEMORANDUM OF AGREEMENT

THIS Agreement, dated this 20th day of JUNE, 2019, is between **BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT 191** ("School District") and the **FIREFLY CREDIT UNION**, ("Credit Union").

WHEREAS, the Credit Union requires a location for its financial equipment and staff for operations; and

WHEREAS, the School District has offered to provide business and operations space to the Credit Union for the operation of its business; and

WHEREAS, the School District and the Credit Union have agreed to partner in the sharing of the School District 's space and the sharing of the Credit Union's equipment; and

WHEREAS, the parties desire to promote a shared use of resources and educational opportunities for School District students in the use of the Credit Union's equipment.

NOW, THEREFORE , in consideration of the mutual undertakings herein, the parties agree as follows:

1. TERM

This Agreement shall commence on July 1, 2019 and shall continue through June 30, 2022, unless otherwise renewed by the parties through a written amendment of this Agreement or terminated as provided under this Agreement.

2. SCHOOL DISTRICT CONTRIBUTIONS

- A. The School District will provide a southside office space use for Credit Union at Burnsville High School, for up to three Credit Union employees (the office space shall collectively be referred to herein as the "Credit Union Facility "). Except for Credit Union contributions in this section, the School District will provide and maintain the Credit Union Facility and the following utilities and services at no cost to Credit Union: electricity, internet, heating, cooling, telephone, refuse disposal, cleaning and building maintenance services, parking for up to four (4) Credit Union employees and volunteers, use of restrooms.
- B. The School District has allocated specific space for Credit Union Facility. During the term of this Agreement, the School District and Credit Union will share the use of the Credit Union Facility

and equipment.

- C. The School District agrees to provide the Credit Union with a calendar of events that may impact the use and functioning of the Credit Union Facility. School District staff will also provide access to appropriate Credit Union staff to the internal school communications web page. It will be the responsibility of Credit Union staff to connect with School staff to ensure access to the internal school website with calendar and notifications.
- D. The School District will notify the Credit Union in writing at least five (5) days in advance of any planned disruption of service or operation of more than one (1) business day. Credit Union staff will routinely provide to the School District accurate and current contact information (including phone and email) for Credit Union staff who utilize the Credit Union Facility.

3. CREDIT UNION CONTRIBUTIONS

- A. During the term of this Agreement, the School District and Credit Union will also share in the use of Credit Union Facility and equipment housed within the Credit Union Facility. The Credit Union will be responsible for the repairs and maintenance of all Credit Union Facility equipment. Upon termination of this Agreement, equipment and other Credit Union materials will be removed and the space will be left in original condition.
- B. The Credit Union enters this Agreement with the understanding that the Credit Union Facility is a cashless branch of the Credit Union, except the use of an ATM and night depository.
- C. The Credit Union, with the School District approval and authorization, may work with City of Burnsville for signage of the Credit Union Facility. This includes signs for designated parking spaces. Signage must be approved by the School District. All costs associated with installation, maintenance and removal of signage is the responsibility of the Credit Union.

4. COMBINED CONTRIBUTIONS

- A. During the term of this Agreement, the School District and Credit Union will review this Agreement annually to address any concerns that may exist.
- B. Financial Literacy curriculum, speakers, and classroom visits will be provided to help fulfill state standards in financial literacy. The School District will utilize these tools within classes. When possible, the Credit Union will be granted the right of first refusal for financial education initiatives at Burnsville High School.

5. FACILITY USE

The Credit Union's use of the Credit Union Facility is subject to the following:

- A. During the term of this Agreement, the Credit Union Facility and all associated equipment will be managed by Credit Union staff. Use of the Credit Union Facility and its equipment by School District employees, students, non-staff volunteers or non-staff members of the public shall be coordinated and scheduled with Credit Union staff through the designated School District liaison. All Credit Union Facility and equipment users shall be trained by Credit Union staff prior to

utilizing the Credit Union Facility or associated equipment.

- B. During the school year, Credit Union Facility use shall occur between the hours of 6:30 a.m. and 10:00 p.m. Monday-Friday, and 6:30 a.m. to 2:00 p.m. on Saturday unless notified otherwise seven (7) days in advance. This includes external door access and internal Credit Union Facility access. During summer hours, Credit Union Facility use shall occur between the hours of 6:30 a.m. and 10 p.m. Monday-Friday. Access required outside of these hours will be coordinated by the Credit Union seven (7) days in advance through the school's custodial office or facility use calendar, and fees may apply.
- C. The hours of operation of the Credit Union Facility may be changed by Agreement of both parties.
- D. Credit Union use shall comply with School District rules and policies in the use of the Credit Union Facility and any other School District property.
- E. The School District shall provide Credit Union staff with a copy of their visitor policy at the time of execution of this Agreement, and immediately upon any changes to the policy.

6. RECORDS AVAILABILITY AND RETENTION

Pursuant to Minn. Stat. §16C.05, Subd. 5, the School District agrees that the Credit Union, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the School District and involve transactions relating to this Agreement.

7. DATA PRACTICES

All data collected, created, received, maintained, or disseminated or used for any purposes in the course of this Agreement by each party is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

8. INDEMNIFICATION

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Each party's liability shall be governed by the provisions of Minnesota Statute Chapter 466 and other applicable law as modified hereby.

9. CREDIT UNION EMPLOYEES

Credit Union employees authorized to use the Credit Union Facility shall be Credit Union employees and shall not be considered employees of the School District for any purpose, including, but not limited to salaries, wages, other compensation or fringe benefits, workers compensation, unemployment compensation, PERA, Social Security, liability insurance, keeping of personnel records, termination of employment, individual contracts or other contractual rights. Credit Union employees will provide training on equipment and Credit Union Facility operations. All requests for training and curricular use of the Credit Union Facility and equipment by School District staff and students should be coordinated with Credit Union staff via the delegated Burnsville High School administrator.

10. INSURANCE

The School District will provide and maintain during the term of this Agreement general liability and property insurance policies or coverage against claims for personal injury, death, or property damage occurring in connection with the use and occupancy of the Credit Union Facility and other areas authorized for use by the School District. The Credit Union will provide and maintain during the term of this Agreement adequate insurance coverage for the equipment in the Credit Union Facility owned by the Credit Union. The Credit Union shall provide a certificate of insurance to the School District showing their General Liability, Automobile, Workers' Compensation and Property coverage as it relates to the equipment, staff and visitors/customers in the Credit Union Facility.

11. SUBCONTRACTING

Neither party shall enter into any subcontract for performance of any services contemplated under this Agreement without the prior approval of the other party and subject to such conditions and provisions as they may deem necessary.

12. NONDISCRIMINATION

During the performance of this Agreement, the parties agree to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination .

13. TERMINATION

This Agreement may be terminated with or without cause, following 6 months written notice by any party. Upon termination, the capital assets considered "Credit Union owned Equipment" (unless otherwise noted) will be retained by the Credit Union.

14. SURRENDER OF POSSESSION

The Credit Union agrees that at the expiration or cancellation of this Agreement, the Credit Union will yield up possession of the Credit Union Facility in as good of order and condition as when same were entered by the Credit Union, reasonable wear, tear and damage by the elements alone expected. Upon surrendering possession of the Property, the Credit Union agrees to remove all property belonging to the Credit Union,

15. NOTICES

All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, to the following addresses:

Firefly Credit Union
Martin J. Kelly
Chief Marketing Officer

1400 Riverwood Drive
Burnsville, MN 55337

Burnsville-Eagan-Savage School District 191
Lisa Rider
Executive Director of Business Services
Diamondhead Education Center
200 West Burnsville Parkway
Burnsville, MN 55337

16. WAIVER OF DEFAULT

Any waiver by either party of a default under the provisions of this Agreement by the other party will not operate or be construed as a waiver of a subsequent default.

17. INVALIDITY OF PROVISIONS

If any term or provision of this Agreement or any application hereof to any person or circumstance is to any extent found to be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable will not be affected thereby and each term and provision of this Agreement will be valid and be enforced to the fullest extent permitted by law.

18. ENTIRE AGREEMENT

This instrument herein contains the entire and only Agreement between the parties and no oral statements or representations or prior written matter not contained in this instrument will have any force and effect. This Agreement cannot be modified in any way except by writing executed by both parties.

19. GOVERNING LAW

This Agreement will be governed exclusively by the provisions hereof and by the laws of the State of Minnesota, as the same from time to time exists.

Firefly Credit Union

Martin J. Kelly, Chief Marketing Officer

Date

Burnsville-Eagan-Savage School District 191

Lisa Rider, Executive Director of Business Services

Date



**Agenda IV.B.6.
June 20, 2019**

To: Board of Education, Members
Cindy Amoroso, Superintendent

From: Brian Gersich, Assistant Superintendent

Date: June 11, 2019

Re: 2019-20 Student Handbook

RECOMMENDATION: that the Board of Education approves the 2019-20 Student Handbook.

Summary of changes:

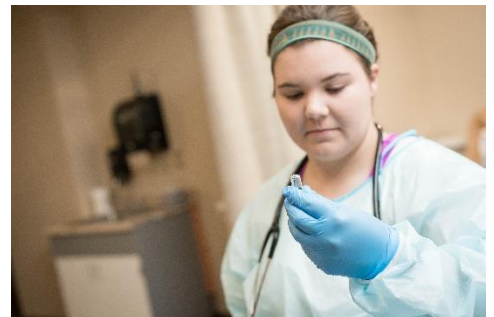
- Updated the letter from the superintendent.
- Added information about Flexible Learning Days.
- Added summaries of Policy 503: *Student Attendance*, and 806: *Emergency Operations Policy*.
- Updated the MDE form.



Future Ready. Community Strong.

Student Handbook

2018-192019-20



Letter from the Superintendent

Dear Students,

Welcome to the 2019-20 school year in Burnsville-Eagan-Savage School District 191!

I am so excited to be joining the One91 community. Like a student heading to a new school, as many of you are, I'm full of nervous excitement for what's ahead: meeting new friends and colleagues, learning new skills, and participating in the traditions that help make a strong community.

Since I'm new to District 191, I'm also learning about the values of our community and how they are reflected in our practices and policies. Our values – holding high expectations, respecting ourselves and others, acting with integrity, and working in partnership – should be reflected in how we interact with each other every day. This is true for students, teachers, support staff, principals and, of course, superintendents.

This handbook reflects those values, too. I encourage you to read through its pages to understand your responsibilities and our commitment to you and your success. Together, we can create a strong learning community that supports all learners.

I wish you all the best this school year and look forward to seeing you grow.

Sincerely,

Dr. Theresa Battle,
Superintendent

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Important District Policies to Know

This page includes summaries of several Burnsville-Eagan-Savage School District 191 policies regarding student behavior and ensuring a safe and positive learning environment at our schools. The complete text of these and other District 191 policies can be found online at www.isd191.org/policies or upon request from a school or district office. Questions regarding district policies or this handbook can be directed to the building principal, program director or superintendent's office at 952-707-2005.

POLICY 404: EMPLOYEE BACKGROUND CHECKS

District 191 places a high priority on ensuring a safe and healthy learning environment for students. As part of this, all applicants who have been offered employment with the district must complete a criminal background check before they start. This process meets legal requirements.

POLICY 413: HARASSMENT AND VIOLENCE

District 191 is committed to creating safe and supportive spaces where students can learn, and employees can work, without fear of harassment or violence. Any harassing or violent behavior is strictly prohibited in District 191 schools and other buildings, on district property and during district events. We take all complaints of harassment or violence very seriously. We will investigate all complaints and take disciplinary action against any student, teacher, administrator or other school employee who violates this policy.

POLICY 419: TOBACCO- AND SMOKE-FREE ENVIRONMENT

As part of our work to keep a healthful learning environment for students and working environment for our employees, tobacco use of any kind – including electronic cigarettes and tobacco-related devices – is prohibited in all of our schools. This applies to all students, teachers, administrators and other District 191 employees.

POLICY 501: SCHOOL WEAPONS POLICY

No person is allowed to possess, use or distribute a weapon on school property, with specific exceptions. We will enforce this policy and discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

POLICY 502: SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

School lockers are the property of the district and we maintain exclusive control of lockers provided for the convenience of students. Because of this, we may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant. However, a student's personal possessions within a school locker or being carried by that student may be searched only when school employees have a reasonable suspicion that the search will reveal evidence of a violation of law or school rules.

POLICY 503: STUDENT ATTENDANCE

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student.

POLICY 505: DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

District 191 is committed to protecting students' and employees' rights to free speech while also maintaining effective learning environments. To maintain this balance, we allow students and employees to distribute non-school-sponsored materials on school property as long as it is done at a reasonable time and place and in a reasonable manner. Complete guidelines are available in the online policy manual. If you are interested in distributing materials on school grounds, you must place a request with and get permission from your school principal or administrator.

POLICY 506: STUDENT DISCIPLINE

Students are expected to behave appropriately so that our schools are positive learning environments for all. When students do not follow expected behavior guidelines, school administrators will take appropriate disciplinary action.

POLICY 514: BULLYING PROHIBITION POLICY

District 191 knows that a safe and civil learning environment is essential for all students to achieve to their highest capabilities. Therefore, bullying, whether by an individual or a group, is expressly prohibited in District 191 schools, on school property, at school events and activities, and on school transportation. Condoning or supporting another student's act of bullying is also prohibited. Although we cannot monitor all students' actions at all times, we will investigate and respond to any bullying behavior that negatively affects the school environment and educational rights of other students. This includes cyberbullying.

POLICY 520: STUDENT SURVEYS

Occasionally, we will use surveys to gather student opinions and information about students. These surveys will be to help the district better achieve its mission.

POLICY 524: INTERNET ACCEPTABLE USE AND SAFETY POLICY

We understand the importance of students being able to access resources on the internet, both for current educational work and to help ensure students have the skills they need for future study and work. We provide students access to our computer system, including the internet, expressly for educational purposes, including classroom activities, research and college/career readiness activities. Students are expected to use our system in a safe manner and for these appropriate purposes. If the system is used in an unacceptable manner, students may face consequences as outlined in this policy.

POLICY 526: HAZING PROHIBITION

Hazing activities of any type are prohibited at all times whether they happen on or off school property, during or after school hours. Hazing activities can mean doing something to a student or coercing a student to do something that could cause harm in order for that student join or be part of a group or organization. More details about what constitutes hazing can be found in the online policy manual.

POLICY 527: STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

Students are allowed the limited use and parking of motor vehicles in district locations in accordance with district policy. Students permitted to park at a district location do so as a privilege, not a right.

POLICY 529: STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

We are committed to maintaining safe learning and working environments for our students and staff. As part of this commitment, we provide classroom teachers and other school staff members notice about students' history of violent behavior. Before we do so, we will inform the student's parent or guardian.

POLICY 806: EMERGENCY OPERATIONS POLICY

Each district site has its own emergency operations plan. In the event of an emergency, relevant information of reunification instructions will be sent through the district messaging system and available on the ISD 191 website.

General District Information

APPLY FOR EDUCATIONAL BENEFITS (FREE/REDUCED PRICE MEALS)

Parents/Guardians are encouraged to apply to receive educational benefits. If your family qualifies, your students can receive free or reduced-price meals and possibly other benefits, including discounts for participation in athletics, band and other activities. In addition, some school funding is based on number of students who qualify for benefits. So by filling out an application, you are helping to ensure every school in District 191 gets all the funding it deserves.

Applications may be completed online at www.isd191.org/edbenefits. Paper applications are available online, at school buildings and at the District Office. A new application must be completed each school year. Call 952-707-2051 if you need assistance with the application process.

FIELD TRIPS

Students take both transported and walking field trips to broaden their educational experiences. Parents are often asked to help with supervision. An informational letter and permission form will be sent home and this must be completed and returned to the school before a student may go on a field trip.

FLEXIBLE LEARNING DAYS

District 191 schools will use “Flexible Learning Days,” new for the 2019-20 school year, in order to minimize the disruptions caused by snow or extreme cold weather. Under the plan, the first cancellation due to weather during a school year will remain a traditional cancellation. After that, Flexible Learning Days would kick in.

On a Flexible Learning Day, teachers, administrators and other licensed professionals will be available by phone, email and/or Schoology from 9 to 11 a.m. and from 1 to 3 p.m. to answer questions, provide guidance or otherwise engage students.

- For grades 6-12, teachers will publish lessons by 9 a.m. using Schoology, the district’s online learning system, so students can access courses and complete assigned work.
- For grades PreK-5, students will complete portions of selected learning activities created and distributed in advance by their teachers.

More information and details will be shared with students and families throughout the school year.

FOOD POLICY

The State Department of Health requires that food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed in school. Families must adhere to the district’s Wellness [Policy 533](#) and must also check with school staff before sending in treats for a party or other event.

HUMAN GROWTH AND DEVELOPMENT

Each school year, 4th (girls only), 5th and 6th grade students receive Human Growth and Development classes. A licensed school nurse teaches these classes which are designed to promote a healthy attitude toward maturing bodies and an awareness of the physical and emotional changes that occur during the adolescent years. Boys and girls are instructed separately at each grade level. The school nurse will also be teaching the state-mandated Human Immunodeficiency Virus (HIV) education along with communicable disease education to 6th grade students. Dates for these classes are communicated through newsletters and websites. Parents or guardians must contact the school if they do not want their child to participate. Children not participating in this class will take part in other health classes led by a classroom teacher. Questions related to human growth and development and Human Immunodeficiency Virus (HIV)/communicable disease education may be directed to the school nurse.

ILLNESS AND INJURY

In case of illness or significant injury at school, a parent or guardian will be notified by the Health Office staff. Transportation home and all medical care is the responsibility of the parent or guardian. If a parent or guardian cannot be reached, the emergency contact will be called. The person designated as an emergency contact must be able and willing to provide transportation and supervision for the student. It is important that the emergency contact information is current for all students. If emergency contact cannot be reached, 911 will be called as necessary.

In most cases, children should remain at home for 24 hours after antibiotics have been started. Students should be fever free for 24 hours before returning to school. Please see the district health services website for more information regarding “Is My Child Too Sick for School Today?” which will provide general guidelines regarding if your child should attend school when ill. If a student becomes ill with a communicable disease, please notify the school.

IMMUNIZATION RECORDS

In order for students to enroll or remain enrolled in elementary or secondary schools, Minnesota state law requires documentation of required immunizations or written proof of exemption. Students will not be allowed to start school until this information or an appropriately signed legal exemption is provided to the district. A list of the required immunizations, the entire District 191 Immunization Policy 530 and immunization forms are available on the district website, www.isd191.org, or in the school health office.

LATEX-SAFE SCHOOLS

To safeguard the health of students and staff who have latex allergies, all schools take steps to minimize exposure to natural rubber latex. No latex balloons are allowed. Students with latex allergies should notify the building nurse at their school so that accommodations can be made.

LOCKERS (SECONDARY SCHOOLS)

All lockers are school property and may be opened at any time by school officials. The school is not responsible for replacing lost or stolen student property. Replacement costs will be assessed for school property reported missing from a student's locker unless forced entry can be demonstrated. Lockers should always be locked properly and kept in good condition. Theft from lockers should be reported immediately to the police liaison officer or the main office. Students should not tell anyone their locker combination. If a locker is not operating properly, report it to the attendance desk.

Students enrolled in physical education are assigned a locker. Students are encouraged to mark all of their personal clothing and equipment with appropriate identification. These lockers must be cleared of all clothing and equipment as directed by school staff at the end of scheduled terms. The school will not assume responsibility for the return or condition of student equipment or clothing left in lockers.

Students may also be assigned athletic lockers for use during a specific athletic season. On the date that equipment is due at season's end, all locks and belongings must be removed.

MEDICATIONS

If a student needs to take medicine at school, a parent must contact the school nurse. Teachers cannot be responsible for a child's medication. Rather, medications must be sent to the school nurse in the original prescription bottle or original packaging along with a note from the parent/guardian providing permission for the medication to be administered during the school day. All medications dispensed at school require a doctor's order. This includes over-the-counter medications. Please refer to the district website for the medication Policy 516. For more information, contact the school nurse.

PERMITTED ACTIONS

As allowed by Minnesota state law, there are some instances when reasonable force may be used toward a student without the student's permission. This includes when a parent/guardian, teacher or other caretaker needs to restrain or correct the student, to keep the student from injuring himself/herself or others, or to prevent the student from damaging property.

For more information, please review MN Statute §609.379.

REPORTING CHILD ABUSE/NEGLECT

District 191 will seek to protect children whose health and welfare may be jeopardized through physical abuse, neglect, truancy or sexual abuse. All district employees are required by state law to report suspected misconduct toward children and to maintain the confidentiality of such data. Policy 414

SCREENING

Every school year, students participate in grade level vision screening. Students also receive hearing and/or vision screening upon request from their parents or guardians or if the teacher suspects that there may be a hearing or vision concern that is affecting the student's ability to learn. Please visit the Health Services webpage on the district website for a list of the grade level screenings. *If you do not wish for your child to receive health screening, please inform your school health office.*

SECTION 504

Section 504, a provision of the Federal Rehabilitation Act, ensures access to a free and appropriate public education for individuals with a qualifying disability by prohibiting discrimination based on a disability. A student may qualify for a 504 plan if he or she has a mental or physical condition for which reasonable accommodations are necessary in order to make progress in school. Questions about Section 504 services may be directed to the building 504 contact or Individualized Student Services Department (952) 707-2082.

SPECIAL EDUCATION

Students with disabilities who have been evaluated and found to be eligible for special education receive specialized instruction and supports based on their identified needs. Licensed special education teachers provide services that are identified on a student's Individual Education Program (IEP) plan including, when necessary, services from speech, occupational and physical therapists, nurses, school psychologists, and school social workers. Prior to a referral for a special education evaluation by a general education teacher at least two evidence based interventions are implemented to see if the student makes academic and/or behavioral progress. If a parent/guardian believes their child has a disability that is interfering with progress in the general education classroom, they may request a special education evaluation by contacting the building principal.

STUDENT DATA PRIVACY POLICY

The District 191 Board of Education Policy 515 requires the district to comply with the Federal Family Rights and Privacy Act and the Minnesota Government Data Practices Act.

In District 191, educational data are recorded on individual students in areas related to health, academic progress, attendance, testing and special education. Most information in education records is considered private and available only to the student, the student's parents/guardians if the student is not yet 18 years old, and to the school staff who need the data to provide services to the student, unless permission is granted by the student or parent/guardian.

However, according to state and federal guidelines, information that is considered to be directory information may be released to the public without permission of the student or parent/guardian. This includes:

- Student's name;
- Gender;
- Address;
- Telephone number;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees and awards received;
- Photographs for school-approved publications, newspapers and videotapes.

If a student or parent/guardian does not wish any or all of this information to be made public, he or she can "opt out" by notifying his or her school principal in writing.

If the decision is made to opt out, then the student will be excluded from all published information including:

- Honor rolls;
- Programs for concerts and theater performances;
- Athletic programs;
- Yearbooks;
- Press releases, etc.

District 191 Beliefs about Behavior in School

District 191 discipline policies and this student handbook are based on research regarding what is working well across the country. Our most important responsibility is to support the success of all our students while they are in school. We also want to prepare them for successful lives after graduation.

We must teach, grow and enhance our students' experiences in four main areas: academic achievement; connection to school and community; social-emotional learning, and college and career readiness.

With this in mind, we will:

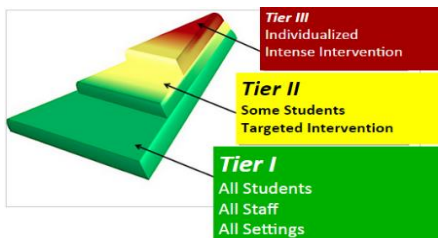
- Have consistent school-wide expectations and make sure students and adults know them.
- Teach and encourage desired behaviors so students know what is expected of them.
- Focus on rewarding positive behavior rather than just punishing negative actions.
- Create expectations and rules that address the diverse cultural needs of our students and staff members.
- Promote equitable actions and always look for ways to be more responsive to the cultures of our students.
- Understand all viewpoints when responding.
- Build stronger relationships between students and their classmates, and between students and school staff members.
- Include students instead of excluding.
- Restore and repair relationships when needed.

Explanation of PBIS

All District 191 schools use Positive Behavioral Interventions and Supports (PBIS) as a way to teach school-wide expectations and to let students know when they have met those expectations.

PBIS shows that:

- Students learn better when they are taught the school expectations and given the chance to practice them.
- Students are more likely to follow the school expectations when they are recognized for doing what they are supposed to be doing.
- Some students need extra support when it comes to behavior. PBIS has three steps to help support them.



Students who need additional support may benefit from:

- Additional lessons or instruction on the expected behavior, or skills that will help them meet the expected behavior (refocusing, self-control, self-advocacy, etc.).
- More opportunities to practice the behavior.
- Increased supervision by adults.
- Looking at what has worked for the student in the past, and doing it again.

Explanation of Roles

It is the responsibility of all stakeholders to promote a safe and inclusive learning environment.

All students:

shall be held individually responsible for their behavior and for knowing and following the Code of Student Conduct and related district policies.

Students should...

- Build and maintain positive, respectful relationships with school staff and caregivers. Have a go-to adult in the building.
- Observe and follow the routines and expectations taught by school staff and administrators.
- Understand the behavior response matrix of expectations and display behaviors in accordance with its content.
- Accept redirection and have open communication with adults.
- Be responsible and accountable for individual academic and social success.
- Do the right thing, even when no one is looking.
- Adhere to all Board policies.

All parents and legal guardians:

shall be held responsible for the behavior of their children as determined by law and community practice. All parents and legal guardians are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Parents and guardians should...

- Establish a positive relationship with someone at the school where communication can readily occur.
- Partner with the school in regard to rules and policies.
- Show and model respect for other students and families.
- Work with staff in a mutually respectful manner focusing on the success of your student.
- Emphasize the importance of being prepared for school, both physically and emotionally. Teach and model skills for following routines and expectations in order to achieve academic and social success.
- Ask for help or information from the school when necessary.

All teachers:

shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall promote use of the Code of Student Conduct.

Teachers should...

- Develop a classroom community and learning environment that provides for academic and social success for ALL.
- Build and maintain positive, respectful relationships with all students and their families.
- Hold high expectations for behavior and academics for all students.
- Teach and model expectations in accordance with the school's Positive Behavioral Interventions and Supports (PBIS) matrix.
- Treat all students equitably. Seek to understand the context of situations and respond accordingly.
- Communicate and partner with caregiver(s) in a positive, consistent, proactive, and culturally respectful manner.
- Acknowledge, honor and respond to both positive and negative behaviors.
- Maintain a positive attitude and professional learning environment for ALL.

Building principals:

are given the responsibility and authority to formulate building rules and regulations necessary to enforce this Handbook. The principal shall give direction and support to all school personnel performing their duties within the framework of this Handbook.

Building principals should...

- Create a warm, welcoming and positive learning environment for ALL.
- Hold high expectations for students and staff.
- Teach and model expectations in accordance with the school's PBIS matrix.
- Lead/support building development that improves classroom management skills of teachers and promotes a positive learning environment.
- Treat all students equitably. Seek to understand the context of situations and respond accordingly.
- Communicate regularly with caregiver(s) in a positive, consistent, proactive and culturally respectful manner.
- Acknowledge, honor and respond to both positive and negative behaviors.

Other school district personnel:

shall be held responsible to work with building administration under the guidance of the superintendent to foster a positive, safe environment.

Other school district personnel should...

- Contribute to a positive, safe, atmosphere that provides learning opportunities for ALL.
- Accept responsibilities as related to school behavior under the direction of the superintendent.
- Work to support building principals in setting and supporting the school Code of Conduct.
- Model and adhere to the school Code of Conduct and lead an equitable model of behavioral management which contributes to increased learning.
- Hold high expectations for all staff and students.

Superintendent:

shall be responsible for designing, enhancing, and overseeing all behavior policies and enforcement subject to School Board approval. The superintendent will give direction and support to building principals and other district personnel to perform their duties within the framework of this handbook.

The superintendent should...

- Ensure policy is aligned with best practices and the Strategic Roadmap as outlined by the Board of Education
- Lead/support building principals and other district personnel to improve classroom management processes and promote a positive learning environment.
- Ensure building principals and other district personnel are seeking to treat all students equitably and design policy accordingly.
- Hold high expectations for all staff and students.

School Board:

is given the responsibility and authority to govern and oversee all policies relating to behavior management. The School Board will ensure behavior policy can allow for positive, safe, and productive learning environments in all district schools.

School Board members should...

- Approve all district policies related to behavior management systems.
- Seek to provide equitable outcomes for all students in the district.
- Support and provide guidance to the superintendent in designing policies related to behavior management systems.
- Support all personnel with implementing best practices.
- Hold high expectations for all students and staff.

Procedural Requirements

■ Application of the Code of Conduct

The disciplinary responses set forth in the District 191 code of conduct apply to students at all times while they are on District 191 property or while attending a District 191 event. District 191 property means any school or other facility, including grounds owned or operated by District 191, buses and other District 191 vehicles, bus stops, and the facility and grounds of any District 191 activity involving students. Student conduct occurring outside school hours and away from school property may be subject to disciplinary action if the administration believes reasonably that the conduct threatens the health or safety of students or staff in the school setting or if conduct causes or is reasonably expected to cause substantial disruption or material interference with school activities.

A student can never be punished physically.

■ Factors Impacting Discipline Decisions

District 191 staff shall make disciplinary decisions using clear, developmentally appropriate criteria, ensuring that consequences applied are proportional and consistent with:

1. The student's age;
2. Previous severe disciplinary infractions, including the nature of prior misconduct, the number of prior instances of misconduct and the progressive disciplinary measures implemented for such misconduct;

3. Cultural or linguistic factors that may provide context to understand student behavior;
4. The circumstances, including the nature and seriousness of the offense, surrounding the incident ;
5. Other mitigating or aggravating circumstances;

Factors and circumstances will be considered, at the district's discretion, on a case-by-case basis.

■ Disciplinary Responses

District 191 uses a continuum of instructional strategies and disciplinary responses to support student development and positive school environments.

The pages that follow establish levels of responses to defined disciplinary infractions, as follows:

- Responses to Behavior;
- Levels of Intervention for Behavior;
- Disciplinary Response Matrix;

■ Rights to Continued Access to Instruction

Absences from class due to disciplinary action are excused absences.

Each student suspended in excess of five days, or who has been expelled out of school and has not enrolled in another district, shall receive daily classwork and assignments from each teacher that shall be requested from teachers by administration or designee.

Responses to Behavior

Behavioral Contract	Correcting inappropriate or disruptive student behavior through a formal plan designed by school staff to offer positive behavioral interventions, strategies, and supports.
Check-in with School Counselor/Resource Specialists	Prompting a student to have an informal check-in with a school counselor, resource teacher, school psychologist, school social worker or coach who has a relationship with the student.
Classroom-based Responses	Prompting a student to reflect on his/her behavior using classroom strategies such as time-out, teacher–student conference, reflection, redirection (e .g., role play), seat change, call home, loss of classroom privilege or apology letter, and re-teaching expectations.
Classroom Removal (limited to one class period)	Removing a student from the classroom setting in order to reintroduce the student in a successful way. This intervention shall not exceed one class period or otherwise determined by an administrator/designee.
Classroom Removal (more than one class period)	Removing a student from the classroom setting to work with assigned support staff in order to reintroduce the student in a successful way. This intervention shall not exceed three class periods or otherwise determined by an administrator/designee. In no case may a student be prohibited from attending a class or activity period of time exceeding five days under this response.
Community Service	Recommending student to participate in an activity that serves and benefits others in the school or broader community (e .g. working at a soup kitchen, cleaning up public spaces, or helping at a facility for the elderly).
Conflict Resolution	Using strategies to assist students in taking responsibility for resolving conflicts peacefully. Students, parents, guardians, teachers, school staff, and/or principals engage in activities that promote problem- solving skills and techniques, such as conflict and anger management, active listening, and effective communication.
Detention	Requiring a student to report to a designated classroom before school, during a free period, after school or on the weekend for a set period of time.
Dismissal	Denying of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.
Exclusion	Action taken by the School Board preventing enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the School Board.
Expulsion	School Board action prohibiting an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board.
Loss of Privileges	Temporarily denying of a student privilege.

Mentoring Program	Pairing students with mentors (e.g. counselor, teacher, fellow student, or community member) who help with their personal, academic, and social development.
Parent Outreach	Informing parents/guardians of their children's behavior and seeking their assistance in correcting inappropriate or disruptive behavior.
Plan for Success/Contract	Developing an agreement between the student, school and family to create opportunities for change.
Referral to an Alternative Education Setting	Recommending a student to a building administrator(s) for placement in an alternative education school, alternative education program, or alternative education placement.
Referral to Community-based Organizations	In consultation with principal or designee, referring students for a variety of services, including after-school programming, individual or group counseling, leadership development, conflict resolution, tutoring, and/or truancy.
Removal from School	Removing a student from classes for more than one class period, but less than one day.
Restitution	A consequence that results in restoring and improving an environment, formally apologizing, or compensating for loss, damage, or injury; community services.
Restorative Practices	Proactively establishing and maintaining a positive school climate and establish a structured approach to teaching appropriate social skills. Employing interventions, responses, and practices designed to identify and address the harm caused by an incident, including harm to a victim, and developing a plan for the student who caused the harm to heal and correct the situation.
Suspension	Action taken by school administration, under rules promulgated by the School Board, prohibiting a pupil from attending school for a period of no more than ten school days. Suspension does not include dismissal from school for one school day or less, except as provided in federal law for a student with a disability. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Levels of Intervention for Behavior

LEVEL 1 – Teacher Initiated Response

An Office Discipline Referral would not be typically completed at this stage. These responses aim to change the conditions contributing to the negative behavior and typically will be instituted in a graduated fashion; however, a teacher may exercise discretion to tailor a response to a particular situation:

- Classroom based responses (verbal correction, written reflection, reminder, redirection, break/processing, daily progress);
- Classroom detention (Additional dedicated skill building time);
- Restorative practices;
- Loss of privileges connected to the infraction;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- Collaboration with support staff (EA, Case Manager, School Counselor, Mentor, Coach, Family Support Worker, etc.);
- Collaboration with Community Based Organizations.

LEVEL 2 – Teacher Initiated Response with Office Support

An Office Discipline Referral would be created in this situation but would include ongoing Level 1 interventions. Partnership with teacher and administration. These responses are designed to teach behavior and reinforce appropriate behavior. Many of these responses engage the student's support system in order to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses aim to correct behavior:

- Classroom based responses (verbal correction, written reflection, reminder, redirection, break/processing, daily progress);
- Plan for Success/Contract;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- School-based or outside facilitated conflict resolution;
- Detention (Additional dedicated skill building time);
- Temporary classroom removal;
- Parent/Guardian conference;
- Home visits;
- Informal and/or preventative school-based mentoring;
- Call for an IEP meeting and/or request a Functional Behavioral Assessment/Behavioral Intervention Plan;¹
- Referral to mental/chemical/emotional services;
- Loss of privileges connected to the infraction;
- Collaboration with Community Based Organizations;
- Notification to extra-curricular supervisor;
- Restorative practices;
- Restitution.

LEVEL 3 – Support and Administrative Responses

An Office Discipline Referral would be completed and the administrator would coordinate interventions. These responses engage the student's support system to ensure successful learning and to alter conditions that contribute to the student's

¹ These are steps that might be taken for a student who is already identified as eligible for special education and related services. Students not identified as special education students may be referred for evaluation based upon chronic behavior issues if the district knows or has reason to believe that the student has a disability.

inappropriate or disruptive behavior. These responses intent is to intervene in an intense, collaborative, and significant way in order to alter the behavior without removing the student from school. These responses may include short-term removal of a student but should be inclusive and practical in nature in order to change the long-term outcomes:

- Classroom based responses (verbal correction, written reflection, reminder, redirection, daily progress);
- Plan for Success;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- School-based or outside facilitated conflict resolution;
- Detention (Additional dedicated skill building time);
- Temporary classroom removal;
- Parent/Guardian conference;
- Home visits;
- Informal and/or preventative school-based mentoring;
- Call for an IEP meeting and/or request a Functional Behavioral Assessment/Behavioral Intervention Plan;²
- Referral to mental/chemical/emotional services;
- Loss of privileges;
- Notification to extra-curricular supervisor;
- Restorative practices;
- Restitution;
- Classroom removal;
- In-school suspension;
- In-school intervention;
- Collaboration with Community Based Organizations.

² *These are steps that might be taken for a student who is already identified as eligible for special education and related services. Students not identified as special education students may be referred for evaluation based upon chronic behavior issues if the district knows or has reason to believe that the student has a disability.*

LEVEL 4 – Support, Administrative and Removal Responses

Immediate notification would be made to the office in this situation. Administration would be working collaboratively with each other to collect information and make a determination for placement. These responses address serious, safety-related instances. When necessary, due to the nature of the behavior or potential implications for future harm, a student may be removed from the school environment for a period of time.

- Parent/Guardian and Student conference [with administrator(s)];
- Involvement of School Resource Officer;
- Loss of privileges/removal from extracurricular activities (referral to Athletic Director);
- Restitution;
- Manifestation Determination³
- Formal mentoring program;
- Classroom removal;
- In-school suspension;
- Suspension;
- Referral to an alternative education setting;
- Recommendation for expulsion;
- Collaboration with Community Based Organizations.

³ *These are steps that might be taken for a student who is already identified as eligible for special education and related services. Students not identified as special education students may be referred for evaluation based upon chronic behavior issues if the district knows or has reason to believe that the student has a disability.*

Behavior Response Matrix

The following are examples of unacceptable behavior subject to disciplinary action by the school district. Although progressive discipline is preferred, the district, nonetheless, has the authority to bypass levels on a case-by-case basis. These examples are to clarify some behaviors but do not represent all behavior that may lead to disciplinary action. School Board Policy 506 gives the broad language regarding unacceptable behaviors and disciplinary action. Additional, related policies are referenced below, and in Policy 506. Please see page 11, "Factors Impacting Discipline Decisions," to help understand context around responses.

Behavior	Lowest level should be considered first, followed by progressively more intensive consequences.			
	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
Scholastic Dishonesty/ Misrepresentation <i>Policy 506</i>	Plagiarizing (taking someone else’s work or ideas for students in grades 6-12), forgery (faking a signature; electronic or actual) of a teacher or parent/guardian); or cheating.			
		Tampering with, or assisting another to tamper with student information or assessment systems.		
Alcohol <i>Policies 417, 418</i>			Being under the influence.	
			Using or possessing alcohol.	
			Distributing/selling alcohol.	
Arson <i>Policy 506</i>	Setting or attempting to set a fire or helping others to set a fire.			
Assault <i>Policies 413, 506</i>		Engaging in behavior that intentionally causes or threatens.		
Bullying <i>Policy 514</i>		Inappropriately targeting another student over a pattern of events where a perceived imbalance of power exists.		
Bullying (cont.) <i>Policy 514</i>		Materially, substantially interfering with another student’s right to learn or participate in school activities.		
		Using electronic communication that significantly disrupts another student’s right to learn or participate in school activities.		

Lowest level should be considered first, followed by progressively more intensive consequences.

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
Bus Misconduct <i>Policies 506, 709</i>	Breaking any bus and/or school rules while waiting for, riding, and leaving the bus. In addition to possible loss of transportation (privilege), misbehavior on district buses will be addressed in accordance with the consequences outlined for the specific behaviors.			
Destruction of Property <i>Policy 506</i>	Causing accidental damage.			
		Causing intentional damage to property.		
Disrespect <i>Policy 506</i>	Making inappropriate gestures, verbal or written comments, or symbols to others.			
Disruption <i>Includes, but is not limited to the actions listed in this matrix</i> <i>Policy 506</i>	Engaging in minor behavior that distracts from the learning environment.			
Disruption (cont.) <i>Policy 506</i>	Persistently or habitually engaging in minor behavior that distracts from the learning environment (e .g. talking out of turn, throwing small items, horseplay).			
	Engaging in moderate to serious behavior that distracts from teaching and learning and directly affects the safety of others; gang symbols, drawings/messages, or any other type of insignia to display association with an organization that is disruptive to the learning environment.			
	Possessing or using any object that causes distraction, such as wallet chains, lighters, radios, squirt guns, games, laser pointers, etc., is prohibited. If a nuisance object is used in a manner which constitutes a threat, physical assault and/or a weapon violation, the appropriate consequences will be applied.			
		Engaging in an inappropriate behavior of a sexual nature.		

Lowest level should be considered first, followed by progressively more intensive consequences.

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
		Engaging in intentional, negative actions that significantly disrupt the rights of other students and/or school community members to learn and be safe. Filming or recording in any manner the conduct or activities of other students or staff on district property without permission. In addition, any distribution, transmission, sharing or broadcasting of such activities/conduct on social media or elsewhere is prohibited. This prohibition does not apply to public events held on district property.		
Dress Code <i>Policies 504, 506</i>	Displaying dress or personal grooming that presents a danger to student's health or safety, provides inadequate coverage or is suggestive, causes an interference with work, or creates classroom or school distraction is not allowed during school or at school-sponsored events. Such attire includes, but is not limited to, chains, clothing with drugs, weapons and/or alcohol, sexually explicit or suggestive messages, or representations that are inappropriate or demeaning to any groups, or that shows gang affiliation.			
Driving <i>Policy 506</i>			Carelessly or recklessly operating a vehicle; operating any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.	
Explosives/Bomb Threat <i>Policies 501, 506</i>	Possessing an incendiary or explosive device, material, or any combination of combustible or explosive substance, other than a firearm, that can cause harm to people or property (e.g., firecrackers, smoke bombs, flares; but NOT "snap pops," which should be treated as a disruption).			Detonating or possessing and/or threatening to detonate an incendiary device or material, as described above.

Lowest level should be considered first, followed by progressively more intensive consequences.

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
Fighting <i>Policy 506</i>	Engaging in shoving, pushing, or otherwise being physically aggressive toward others (e.g. intentional bumping, body checking, pushing).			
		Engaging in a fight.		
		Engaging in a fight that extends beyond staff interference.		
Firearms <i>Policy 501</i>				Possessing a firearm as defined by school district/state policy.
Harassment <i>Policies 413, 506</i>	Engaging in intentional negative actions on the part of one or more students that cause discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion or other characteristics, and that interfere with a student's ability to participate in or benefit from the school's educational programs.			
	Unwelcome sexual advances; requests for sexual favors; and/or other inappropriate verbal, written, or physical conduct of a sexual nature; directed toward others. (Consideration would need to be particularly given to the age, grade, developmental level, prior offenses, intentionality and circumstances in determining an appropriate course of action and responses.)			
	Creating an intimidating, hostile, or offensive academic environment; substantially or unreasonably interfering with an individual's academic performance; or, otherwise adversely affecting an individual's academic opportunities.			

Lowest level should be considered first, followed by progressively more intensive consequences.

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
Hazing <i>Policy 526</i>				Committing an act against another student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization.
Illegal Drugs/ Controlled Substances <i>Policies 417, 418</i>				Unauthorized use of, possession of, or being under the influence of a controlled substance or look-alike substance not prescribed by a physician. Using, possessing (including paraphernalia) or being under the influence of illegal drugs. Distributing or selling non-illegal drugs or look-alike substances. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to a risk of harm.
Inappropriate Use of Personal Electronic Devices <i>Policies 506, 524</i>	Using or displaying a personal electronic device that causes a disruption.			
Insubordination <i>Policy 506</i>				Repeatedly or persistently defying or refusing to follow directions of teachers, staff, or administrators.

Lowest level should be considered first, followed by progressively more intensive consequences.

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
Other Firearms/ Weapons/ Knives <i>Policy 501</i>	Possessing, using, or threatening to use a look-alike gun or facsimile (e.g. water gun).			
			Possessing, using, or threatening to use a non-firearm gun.	
			Possessing ammunition, a knife or other implement that could cause serious bodily harm, without intent to use as a weapon.	
			Possessing a knife or anything that could cause serious bodily harm with intent to use as a weapon.	
			Using or threatening to use, a knife or other implement as a weapon with intent to cause serious bodily harm.	
	Distributing or selling weapons.			
Tardiness <i>Policies 503, 506</i>	Arriving late to the assigned school locations (class).			
	Persistently (more than three times) arriving late to class or school without an excuse.			
Theft <i>Policy 506</i>	Taking or obtaining property of another without permission and/or knowledge of the owner.			

Lowest level should be considered first, followed by progressively more intensive consequences.

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
			Persistently or habitually taking or obtaining property of another without permission and/or knowledge of the owner.	
			Taking or obtaining property of another without permission and/or knowledge of the owner, where the theft is over \$200 or defined as burglary by law enforcement.	
Tobacco <i>Policies 419, 506</i>			Using or possessing tobacco/tobacco related devices.	
Truancy <i>Policies 503, 506</i>	Being willfully absent from class without lawful excuse for one or more class periods on seven different school days.			
Verbal Abuse <i>Policy 506</i>	Engaging in verbal behavior that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participating in school-sponsored activities which would cause a reasonable person to have a reasonable apprehension that such harm is about to occur, or "fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener to the speaker is prohibited.			

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered “proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<p style="text-align: center;">Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<p style="text-align: center;">ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening, and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
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Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 20__ to 20__ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science
_____ MCA/MTAS Mathematics _____ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

For information about this handbook, contact District 191
at (952) 707-2000 or info@isd191.org.



Future Ready. Community Strong.

Burnsville-Eagan-Savage School District 191
200 W. Burnsville Pkwy.
Burnsville, MN 55337
www.isd191.org

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

AGENDA ITEM: IV.B.7

To: Members of the Board of Education
Superintendent Cynthia Amoroso

From: Stacey Sovine
Executive Director of Human Resources

Date: June 20, 2019

RE: Resolution relating to the Termination and Nonrenewal of the Teaching Contracts of Probationary Certified Personnel at the close of the 2018 - 2019 school year.

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

BE IT RESOLVED, by the Board of Education of Independent School District 191, pursuant to Minnesota Statute § 122A.40 that the teaching contracts of the following licensed probationary teachers in Independent School District 191 be terminated at the end of the 2018 – 2019 school year.

Name	Location	FTE Amount
Islam, Tasia	NMS	.15

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