



Future Ready. Community Strong.

Regular Meeting Agenda

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

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

- I. Call to Order
 - A. Welcome
 - B. Pledge of Allegiance
- II. Approval of Agenda
- III. Information
 - A. Summer School Elementary and Middle School Report 3
Presenter: Jason Sellars. Coordinator of ALC and ABE, and Jessica Anderson
 - B. Levy Referendum Information Campaign Update 29
Presenter: Aaron Tinklenberg, Director of Communications
 - C. Committee Reports 44
 - D. Facilities Realignment Update 46
Presenter: Brian Gersich, Assistant Superintendent, and Lisa Rider, Executive Director of Business Services
- IV. Business Meeting
 - A. Consent Agenda
Although Board action is required, it is generally unnecessary to hold discussion on these items. In the event a Board member wishes to discuss an item, that item will be moved for separate consideration.
 - 1. Approve Minutes 79
 - 2. Approve Personnel Recommendations 82
 - 3. Adopt a Resolution to Accept Donations 83
 - 4. Approve August Payroll, Claims, Receipts and Investments 85

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.

5. Receive a Report on the October 10, 2019 Listening Session	134
6. Approve No Changes to Policies 201: <i>Legal Status of the School Board</i> ; 203: <i>Operations of the School Board-Governing Rules</i> ; 203.1: <i>School Board Procedures</i> ; <i>Rules of Order</i> ; 203.5: <i>School Board Meeting Agenda</i> ; 203.6: <i>Consent Agenda</i> ; and 204: <i>School Board Meeting Minutes</i>	135
7. Approval of MSHSL Foundation Form A Grant Application	151
8. Approve Scheduling a Special Board Workshop on October 30, 2019	153
B. New Business	
1. Approve the Cooperative Sponsorship in Nordic Ski between Burnsville High School and Shakopee High School Presenter: Guillaume Paek, Athletic Director	154
2. Approve the Cooperative Sponsorship in Alpine Ski between Burnsville High School and Shakopee High School Presenter: Guillaume Paek, Athletic Director	156
3. Approves the Non-Exclusive Cooperative Sponsorship in Wrestling between Burnsville High School and Blue Sky Online Charter School Presenter: Guillaume Paek, Athletic Director	158
4. Approve the Proposed Revisions and Re-Adopt the Unchanged Language in the 2019-2021 Master Agreement with the Burnsville Principals Association Presenter: Stacey Sovine, Executive Director of Human Resources	160
5. Approve, on a First Reading Basis, Changes to Policies 202: <i>School Board Officers</i> ; and 203.2 <i>Order of the Regular School Board Meeting</i> Presenter: Dr. Theresa Battle, Superintendent	185
V. Adjourn to a Closed Session, as Permitted by Minnesota Statute 13D.03, to Discuss ISD 191's Labor Negotiation Strategy	



**Agenda III.A.
October 24, 2019**

To: Board of Education
Superintendent Dr. Theresa Battle

From: Jason Sellars. coordinator of ALC and ABE, and Jessica Anderson

Date: October 17, 2019

Re: Summer School Elementary and Middle School Report

Receive a report on Summer School Elementary and Middle Schools from Jason Sellars. coordinator of ALC and ABE, and Jessica Anderson.



ONE91
Burnsville · Eagan · Savage



Burnsville-Eagan-Savage District ONE91

K-7 Summer Programming 2019

EACH STUDENT. FUTURE READY. COMMUNITY STRONG.

K-7 Summer Program

By the end of this presentation, ISD ONE91 Board Members and the community will:

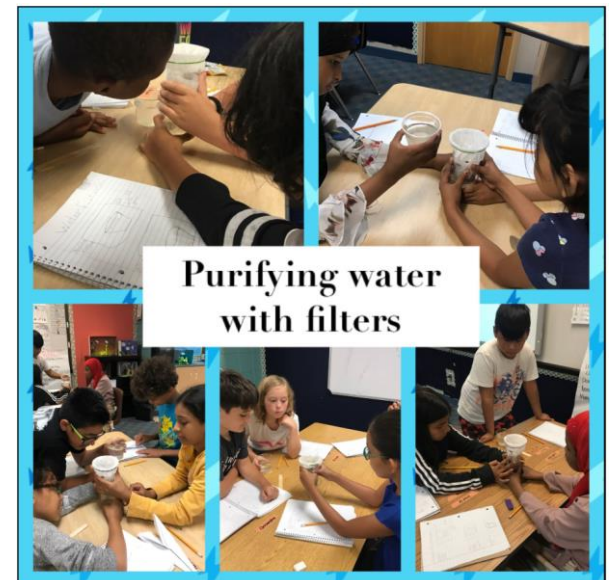
- Understand K-7 Summer Program information and student data
- Analyze how K-7 Summer Program students are realizing the ISD ONE91 mission through achieving their academic goals.
- Evaluate how K-7 Summer Programming achieves goals aligned to Vision ONE91

How are our students **FUTURE READY?**

Targeted Services Standards for Student Achievement

***Alternative Learning Center (ALC) Summer Targeted Services requirements:

- Purpose is to accelerate students to grade level
 - Curriculum must be aligned to Content Standards per Minnesota Department of Education (MDE)
- Student must meet Graduation Incentives
- Continual Learning Plan (CLP)
- Academic and Social / Emotional goals
- Report student progress to parents

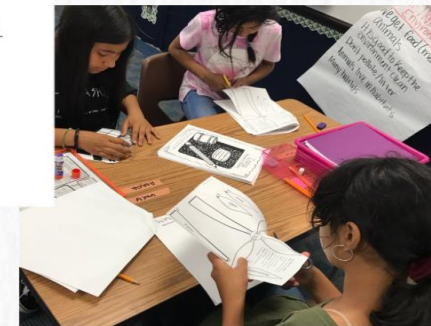


K-7 Summer Program Schedule

How are we **COMMUNITY STRONG**?

- June 17th – August 1st
- 7:30 am – 3:00 pm
- Mondays through Thursdays
- 6 Total Weeks

Learning
about
renewable
energy with
interactive
notebooks



*** K-7 programming aligns with MDE summer programming design

(Based upon National Summer Learning Association program Quality Standards)

K-4 Enrollment

How are we **COMMUNITY STRONG**?

- 134 Kindergarten Students
- 136 1st Grade Students
- ∞• 154 2nd Grade Students
- 112 3rd Grade Students
- 139 4th Grade Students

675 Students Enrolled

530 Average Daily Attendance



K-4 Demographics



How are we **COMMUNITY STRONG**?

- 237 35.1% Hispanic
- 204 30.2% Black, not Hispanic
- 151 22.3% White
- 43 6.3% Two or more
- 37 5.4% Asian/Pacific Islander
- 1 0.14% Native Hawaiian/Pacific Islander
- 2 0.2% American Indian/Alaskan
- 43 6.3% Special Education



K-4 Partnerships

How are we **COMMUNITY STRONG**?

- Burnsville YMCA (Camp Streefland)
- University of Minnesota
- Minnesota Valley National Wildlife Refuge
- McColl Pond Environmental Learning Center
- The Jeffers Foundation and The Outdoor Classroom



How are our students **FUTURE READY?**

A Focus on Experiential Learning – 60 minutes

- Engineering and Design – Project Based Learning
- The Outdoor Classroom
- ⇒ • Computer Programming - Bloxels

Reading and Math Development

- 120 minute Literacy Blocks
- 90 minute Math Block

*** *Literacy and Math aligned to Science themes*



How are our students **FUTURE READY?**

Learning Themes

Kindergarten:

Cycles in Nature featuring animal and plant life cycles

1st Grade:

Force and Motion in Nature featuring wind, water, and gravity

2nd Grade:

Minnesota Ecosystems featuring wetland, prairie, lakes, and rivers

3rd Grade:

Pollination Power featuring Experiments in Nature and Growing Plants

4th Grade: Natural Resources featuring Conservation, Preservation, and Environmental Pollution



How are our students **FUTURE READY?**

Enrichment Opportunities

Field Trips:

- Burnsville YMCA & Camp Streefland
- National Wildlife Refuge
- Como Zoo
- McColl Environmental Learning Center
- Science Museum
- Sea Life

Specialists:

- Recreation Sports
- Movement and Motion
- Cooking Class
- Two Art classes



Growth in Math

Kindergarten:

pre-assessment average 25.36 post-assessment 29.99 **18.26% increase**

First Grade:

pre-assessment average 4.74 post-assessment 4.86 **2.53% increase**

Second Grade:

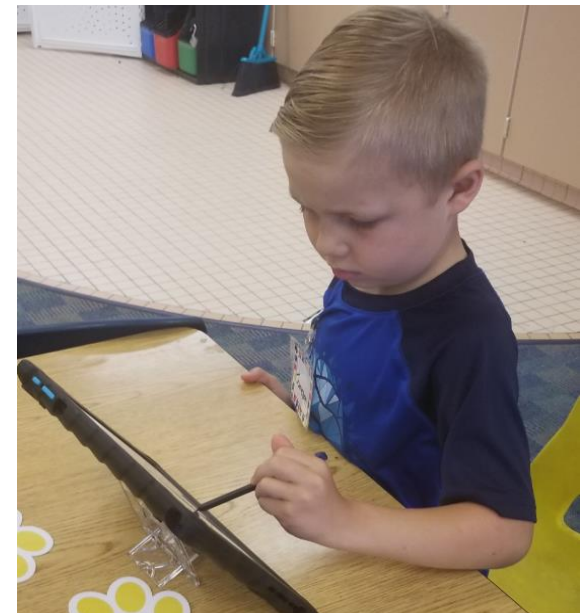
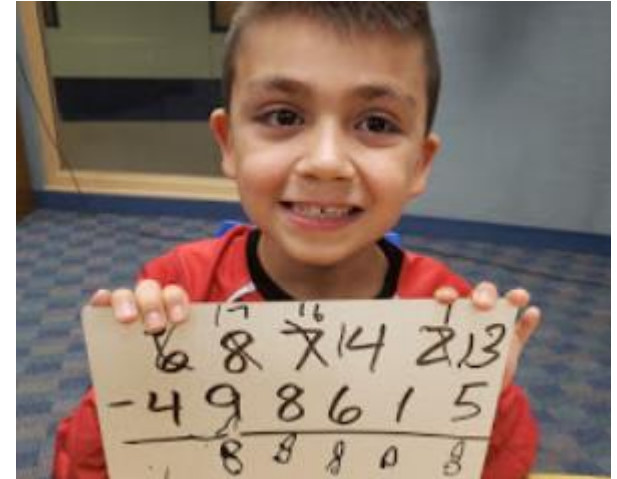
pre-assessment average 13.07 post-assessment 18.53 **41.78% increase**

Third Grade:

pre-assessment average 10.65 post-assessment 13.64 **28.08% increase**

Fourth Grade:

pre-assessment average 7.74 post assessment 12.63 **63.18% increase**



Growth in Reading/Writing

Kindergarten:

pre-assessment average 11.74 post-assessment 13.46 **14.65% increase**

First Grade:

pre-assessment average 5.98 post-assessment 7.47 **24.92% increase**

Second Grade:

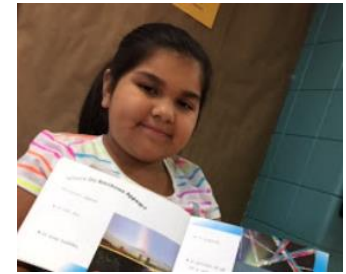
15 pre-assessment average 5.25 post-assessment 8.39 **59.81% increase**

Third Grade:

pre-assessment average 85.92 post-assessment 97.77 **13.79% increase**

Fourth Grade:

pre-assessment average 5.46 post assessment 6.85 **25.46% increase**





Growth in Social/Emotional

Kindergarten:

pre-assessment average 6.69 post-assessment 7.26 **8.52% increase**

First Grade:

pre-assessment average 3.29 post-assessment 4.42 **34.35% increase**

Second Grade:

pre-assessment average 5.38 post-assessment 6.73 **25.09% increase**

Third Grade:

pre-assessment average 36.53 post-assessment 37.83 **3.56% increase**

Fourth Grade:

pre-assessment average 11.56 post assessment 12.48 **7.96% increase**



K- 4 Staffing Summary

K - 4 Hidden Valley Positions	Staff
Licensed Homeroom Teachers	38
Licensed EL Teachers	7
Licensed SPED Teachers	3
Non Licensed Instructional Assistants	23
17 Clerical	2
Nurse	1
Cultural Liaisons	2
Site Lead	1
Principal Interns	2
Principal / Administrative	1
Total K - 4 Staff	80



K-4 Fun!



5-7 - Enrollment

How are we **COMMUNITY STRONG**?

- 198 6th Grade Students
- 152 7th Grade Students
- ¹⁹• 91 8th Grade Students

441 Students Enrolled

220 Average Daily Attendance



5-7 Demographics

How are we **COMMUNITY STRONG**?

- 147 33.3% Hispanic
- 138 31.2% Black, not Hispanic
- 20 • 97 21.9% White
- 28 6.3% Two or more
- 29 6.5% Asian/Pacific Islander
- 1 0.2% American Indian/Alaskan
- 1 0.2% Native Hawaiian/Pacific Islander
- 71 16.09% Special Education



5-7 Partnerships

How are we **COMMUNITY STRONG**?

- City of Burnsville
- Burnsville YMCA
- University of Minnesota
- Community Development Block Grant
- The Garage
- Wilderness Inquiry



How are our students **FUTURE READY?**

Next Generation Science Standards and Math

- Computer Programming - Sphero Ball 1 and Sphero Ball 2
- Engineering and Design - Lego Robotics
- STEM 101 – U of MN (Design Engineering)
- STEM 102 – U of MN (Aerospace Engineering)
- Virtual Reality 101
- Film Animation 1
- Build Your own Skateboard

Writing and Reading Development

- The Leader in Me
- Music Production
- Music Performance
- Create Your Own Superhero



How are our students **FUTURE READY?**

Enrichment Opportunities

- Garage Music Performance
- Garage Music Production
- Computer Programming
- Camping Trip to Afton State Park
- Field Trip to Cleary Lake
- Skateville
- Log Rolling
- Team Sports
- Individual Sports
- YMCA Partnership
- Camp Streefland



How are our students **FUTURE READY?**

5-7 BYC Summer Program Alignment to Vision ONE91

- Alignment with STEA³M
- Alignment with Burnsville High School Pathways Programming
- Community Partnerships
- Transitions Programming

24



5-7 Staffing Summary

5 - 7 Eagle Ridge Positions	Staff
Licensed Homeroom Teachers	11
Licensed SPED Teachers	2
Non Licensed Instructional Assistants	9
Clerical	1
Nurse	1
Cultural Liaisons	2
Site Lead	1
Principal Interns	2
Principal / Administrative	1
Total 5 - 7 Staff	30



25

Program Sustainability

Each Student. Future Ready. Community Strong.

Total K – 7 program revenue generated from ADM more than covered
ALL program costs.

26

Program costs included:

- Transportation
- Materials and Supplies
- Staffing
- Field Trips
- Curriculum Development
- Program Planning and Development



English Learner Pilot Program

Each Student. Future Ready. Community Strong.

Enrollment

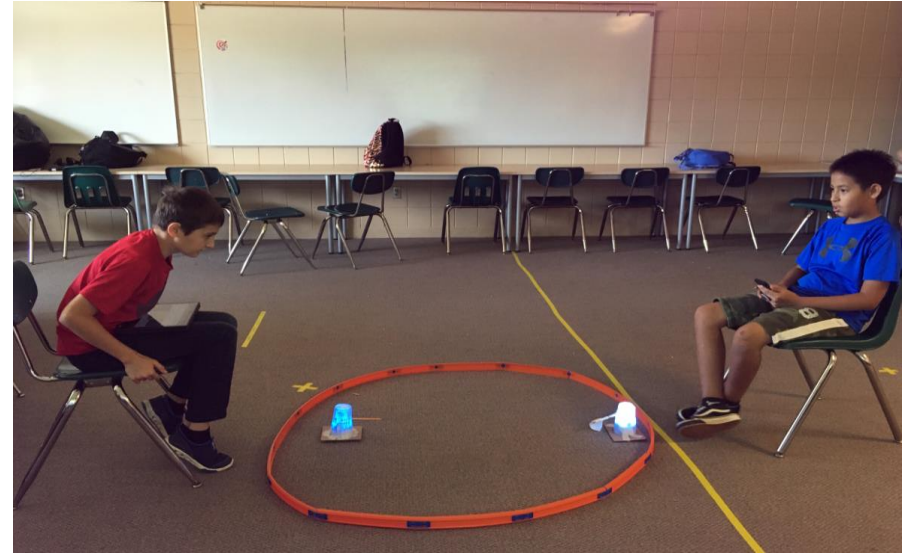
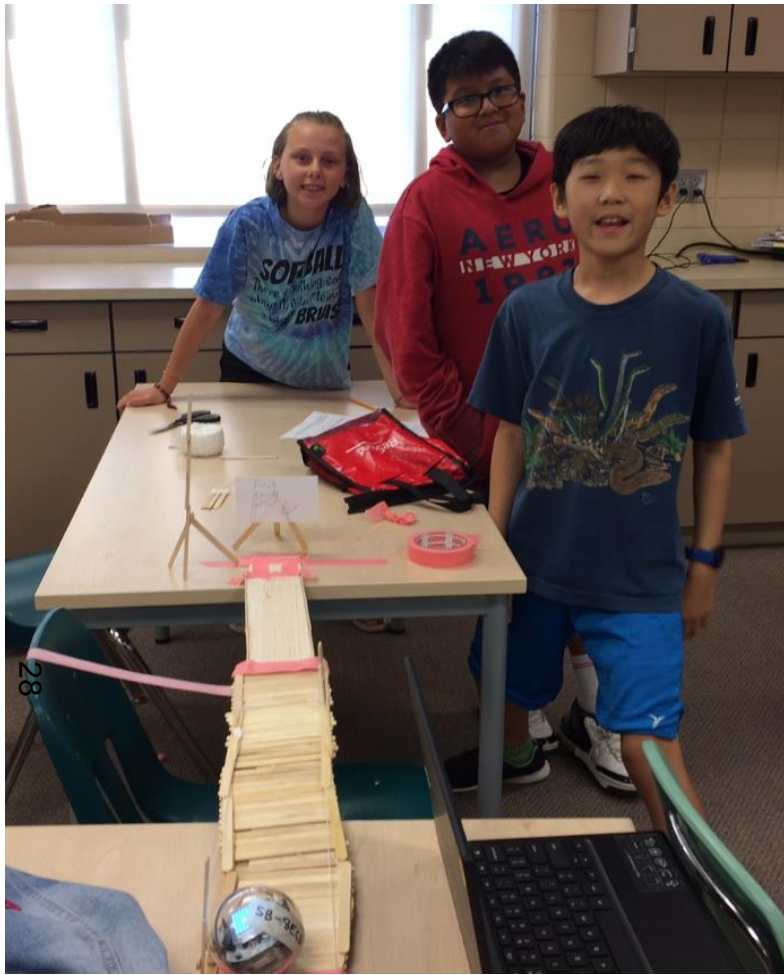
- 31 Kindergarten Students
- 47 1st Grade Students
- 12 2nd Grade Students
- 13 3rd Grade Students
- 11 4th Grade Students

114 Students Enrolled

61 Average Daily Attendance

Demographics

- 32 (28.07%) Black, not Hispanic
- 67 (58.77%) Hispanic
- 6 (5.26%) White
- 0 Two or more
- 9 (7.89%) Asian/Pacific Islander
- 0 Native Hawaiian/Pacific Islander
- 0 American Indian/Alaskan
- 14 (12.28%) Special Education



Thank You!



Questions?



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

To: Board of Education
Superintendent Dr. Theresa Battle

From: Aaron Tinklenberg, director of communications

Date: October 17, 2019

Re: Levy Referendum Information Campaign Update

Receive an update on the Levy Referendum Information Campaign from Aaron Tinklenberg, director of communications.



one91
Burnsville · Eagan · Savage



one91
REFERENDUM
2019

Future Ready. Community Strong.

Levy Referendum



- Key Facts Summary
- Communication Goals
- Strategies
- Activities & Materials
- Voting

31

one91 REFERENDUM 2019

Levy Referendum



Key Facts

- On Nov. 5, voters will be asked whether to approve an increase in funding for District 191 schools
- Approval would provide \$1.7 million in new funding
- Help sustain support services and educational programming that meet students' strengths and needs
- Would minimize, but not eliminate budget cuts; District will still have to "right size" and respond to lagging state aid, special education funding

32

Levy Referendum



Key Facts

- Would revoke existing levies and replace with one that won't need to be renewed for 10 years
- Up to \$1,900 per pupil or state maximum, whichever is less
- Tax impact is less than \$7 per month for a \$250,000 home
- Early voting available now; Election Day is Nov. 5

33

Levy Referendum



Learn more

- www.isd191.org/referendum
- referendum@isd191.org
- 952-707-2019
- Request a presentation

34

Levy Referendum



Communication Goals

- Provide clear, accurate and timely information about the referendum to all residents.
- Support clear and consistent message delivery through various communications channels.
- Ensure all employees and key stakeholders understand the referendum & can answer common questions.
- Comply with all legal requirements for holding and communicating about a referendum.

35

one91
REFERENDUM
2019

Levy Referendum



Strategies

- Consistent, accurate materials that can be duplicated & used by many audiences
- Localized communication - Small group meetings, site teams
- Engage key communicators

36

one91
REFERENDUM
2019

Levy Referendum



Activities so far

- Site team training in early September
- News releases
- Small group meetings: PTOs, staff, community groups
- Public presentations Oct. 7 & 8
- Social media
- E-newsletters
- Legal notice mailing
- [Full Communications Plan](#)

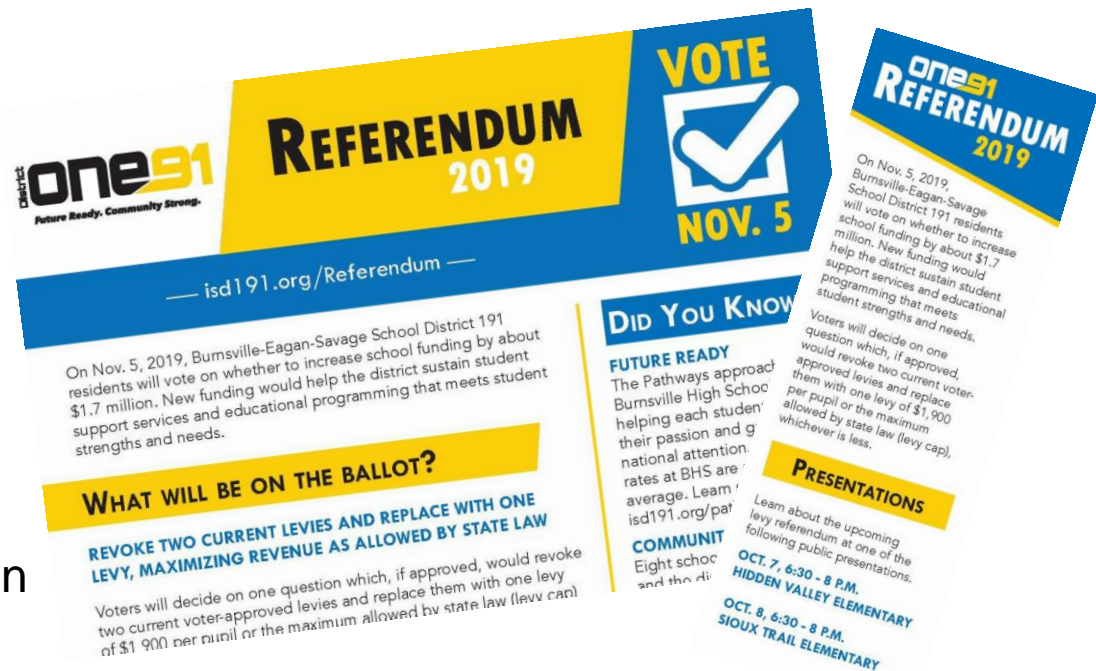
37

Levy Referendum



Materials

- Fact-sheet
- Sample ballot
- Bookmarks
- Stickers
- Website
- Standard presentation
- Graphics



Levy Referendum



SAMPLE BALLOT

39

SCHOOL DISTRICT BALLOT QUESTION 1

APPROVE INCREASED REFERENDUM LEVY AUTHORIZATION

The school board of Independent School District No. 191 has proposed to revoke all of its referendum revenue authorization in the total amount of \$1,516.03 per pupil, of which \$291.56 per pupil expires at the end of taxes-payable year 2022 and the remaining \$1,224.47 per pupil expires at the end of taxes-payable year 2027, and to replace this authorization with a single authorization in the amount of the lesser of \$1,900.00 per pupil or the maximum authorization allowed by statute, representing an increase of up to \$383.97 per pupil. The authorization proposed in this ballot question would be first effective for taxes payable in 2020, and would increase annually by the rate of inflation as determined by statute, provided that actual referendum revenue authorization for any year would not exceed the statutory maximum for that year. This authorization would be applicable for ten years unless earlier revoked or reduced as provided by law.

Shall the revocation and replacement of the referendum levy authorization proposed by the school board of Independent School District No. 191 be approved?

YES NO

If approved, this would provide about \$1.7 million in new funding for District 191 schools.

The estimated increase for 2020-21 is about \$263 per pupil. The district would only receive more if the state increases the maximum amount allowed.

This one levy would replace two existing levies, meaning fewer elections would be needed in the future to renew funding.

If approved, the funding won't need to be renewed for 10 years.

one91
REFERENDUM
2019

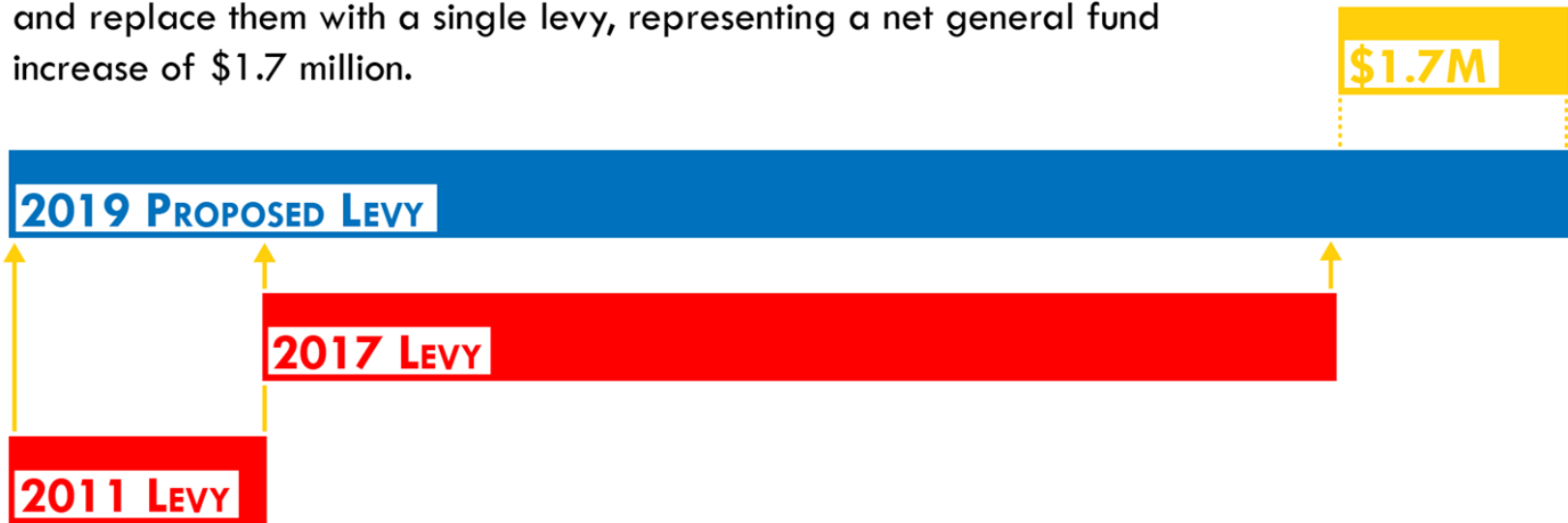
Levy Referendum



Revoke & Replace

The proposed referendum would eliminate the 2011 and 2017 levies, and replace them with a single levy, representing a net general fund increase of \$1.7 million.

40



one91
REFERENDUM
2019

Levy Referendum



What's Next

- Site teams continue work
- Final social media posts
- Reminders to vote
- Support sites that are polling places

41

Levy Referendum



Voting

- Polls open Nov. 5, 7am-8pm
- In-person early voting at District 191 offices
Monday-Friday
8 a.m.-4:30 p.m.
(until 5 p.m. on Nov. 4)
- Early voting by mail
- www.isd191.org/voting

42

Thank You

VOTE



NOV. 5

one91
REFERENDUM
2019



Future Ready. Community Strong.

**Agenda III.C.
October 24, 2019**

To: Board of Education
Superintendent Theresa Battle

From: Chair Abigail Alt

Date: October 17, 2019

Re: Committee, Board Appointment and School Assignment Reports

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

Committees:

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

Board Appointments:

- AMSD (Association of Metropolitan School Districts) – DeeDee Currier
- 917 – DeeDee Currier
- Burnsville High School Hall of Fame – DeeDee Currier
- Burnsville Chamber of Commerce Policy Committee – 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



Future Ready. Community Strong.

**Agenda III.D.
October 24, 2019**

To: Board of Education
Superintendent Dr. Theresa Battle

From: Brian Gersich, assistant superintendent, and Lisa Rider, executive director of
business services

Date: October 17, 2019

Re: Facilities Realignment Update

Receive an update on the Facilities Realignment from Brian Gersich, assistant superintendent, and Lisa Rider, executive director of business services.



ONE91
Burnsville · Eagan · Savage



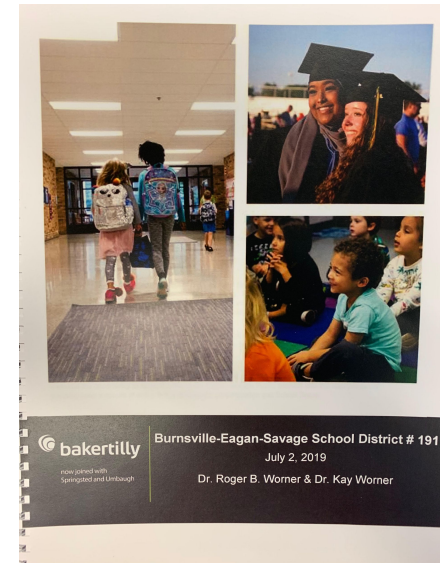
47

Facilities Realignment Process Update October 24, 2019

Future Ready. Community Strong.

Overview of Presentation

1. Focus group summary
 - Participation
 - Themes from table discussions
 - Process review to date
2. Timeline review
 - Review decision making timeline
 - Initial draft(s) of implementation timelines
3. Boundaries process
4. Reconfiguration of grades update / process



Facilities Realignment Process Update

Group: Students attending schools

Feelings:

- Concerns about being too crowded if schools are closed
- Amount of student teachers could be reduced to save schools
- Surprised
- Hard for students
- Effects the middle school students more
- Students feel nervous or anxious
- Keep schools more central

Fears:

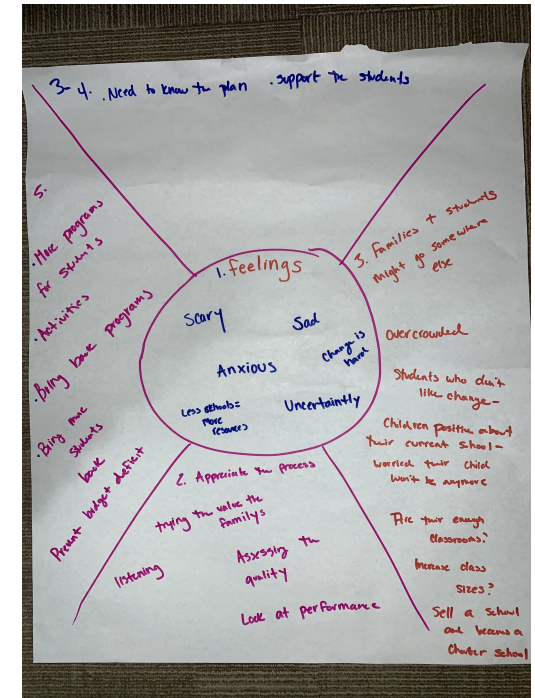
- Students don't want to switch schools
- These The students may need to split up friend groups.
- Impact grades
- Impact well-being
- Parents feel more fear

Supports:

- Activities for students to help bond together
- Supports/staff to encourage communities
- More support/liaisons to be at each building and not split between buildings

Benefits/Opportunities:

- More support to stay in one building instead of moving around to other schools.
- Stronger communities within the schools



Stakeholder Participation

Date	Group	Attendance	Feedback Forms
September 23	Design Team	50	35
October 3	Eagle Ridge Focus Group	100	75
October 7	Metcalf Focus Group	80	55
October 8	Community Stakeholder	6	6
October 9	Nicollet Focus Group	100	80
October 14	Focus Group in Spanish	45	39
October 15	Focus Group in Somali	120	90
October 1 to 8	Multiple Building Meetings	Various	232
October 8 to 18	MS/HS Student Focus Groups	Various	75 (BHS)
Multiple	Admin Team	15-25	15
Sept. 25 to Oct. 20	Online Community Feedback	Various	275+

Focus Group Themes

- Data still being compiled
 - Most recent focus groups
 - Over 250 community feedback forms and comments submitted online
- Meeting with Dr. Roger Worner to review data



Focus Group Themes

Question 1: What feelings or thoughts do you have about the information you learned today?

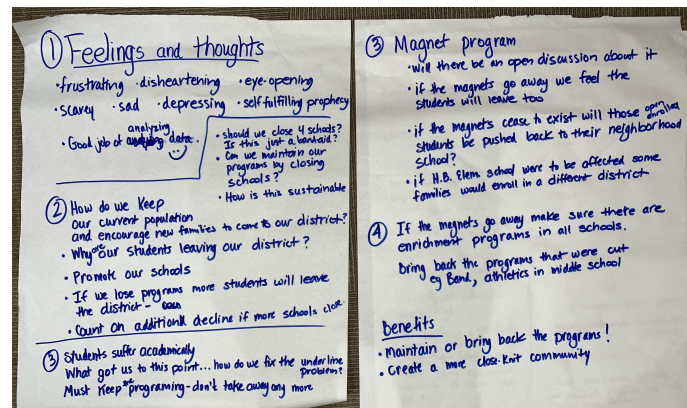
- Class sizes/overcrowding
- Feelings of unrest
 - Scared, anxiousness, uncertainty, worried
- General concerns about perception of ISD 191 and potential for more people to leave
- Desire for transparency and desire to be heard in the process
- Programming questions
- Several understand the need to close schools

Focus Group Themes

Question 2: What additional thoughts or perspectives do you have about the decision or process?

- Timeline is short, is there enough time to do this?
- What can be done to increase enrollment and why are we losing students?
- Will programs be cut, maintained, increased as a result?

53



Focus Group Themes

Question 3: If the District does choose to close schools, what concerns and fears do you have about that process?

- Might we lose more students and families to open enrollment?
- Concerned about possible loss of neighborhood schools
- What about transportation distances and ride times?
- How will this impact class sizes?
- Worried about possible loss of friends / relationships

Focus Group Themes

Question 4: What support would you or your child(ren) need?

- Need transparency and regular access to information throughout the process
- Find ways to highlight the positive opportunities this presents and share with students, staff, and families
- Celebrations and many open houses during the transition

Focus Group Themes

Question 5: What do you believe are the greatest benefits and opportunities that could come from right sizing our District as it relates to facilities?

- More programs and services for students
 - Some encouragement to revisit restoring programs that were previously cut
- Could attract more students
- Redraw boundaries for equity, more culturally diverse schools
- More efficient and effective use of District funds (taxpayer resources)

Middle School Student Responses

1. What fears or concerns might students have about the closing of school?
 - Transportation times
 - Sports
 - Where would I go to school and where would my teachers go?
 - Will I be separated from my friends / be someplace I don't know anyone?

2. What would make the transition easier for students?
 - Tours of Schools
 - Classes or lunch with old friends
 - Transportation
 - Have my teachers move with me
 - Consistent classes and rules



Middle School Student Responses

3. What potential benefits can you see from closing school(s)?
 - Schools have more money, can do more for kids
 - Advocate for middle school sports
 - Get to know more people (especially before high school)
 - More Kids = More Fun

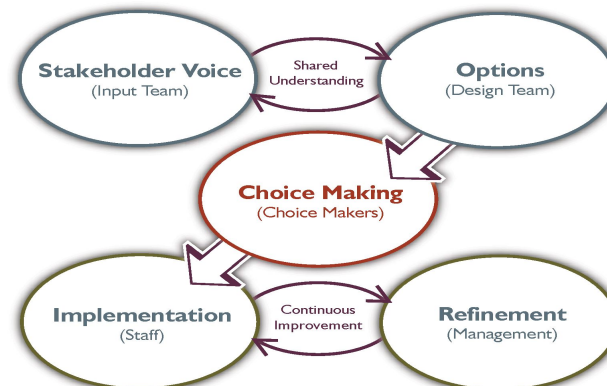
58

High School Student Responses

- Mixed understanding of need to do this, though, still weigh in with general support
- Want to be sure their school district has a good reputation and concerned the impact this will have on it
- Desire to have more programs (don't cut more CIS example)

Focus Group Themes Notes

- Once finalized, next steps to be used with principal leadership (implementation and refinement stage)
- Currently working with our principal leadership to craft a communications and support plan that could parallel the decision and ultimately implementation and boundaries timelines



Process Review to Date

- Minor Logistics Changes
 - Maps
 - Projectors
 - Space / attendance
 - Child Care

69



School Closing Decision Timeline - November and December

- Week of November 4 - Preparation of Board Recommendations
- November 14 - Present Identified Recommendations to School Board (Related specifically to consultant recommendation to close 2 elementary schools and 1 middle school)
- December 4 - Public Hearing for Comments Related to Recommendation of Closing Identified Schools
- December 12 - Board Action on Proposal to Close Identified Schools

Leadership Communication and Support (DRAFT in Progress)

- November 6 - Principals meet with respective staff
 - Review timeline
 - Outline the important role we all play to support students, parents and staff

- November 15 - Day after identified recommendations presented to Board
 - Principal of sites being closed meet with respective staff
 - All District message sent to families and staff

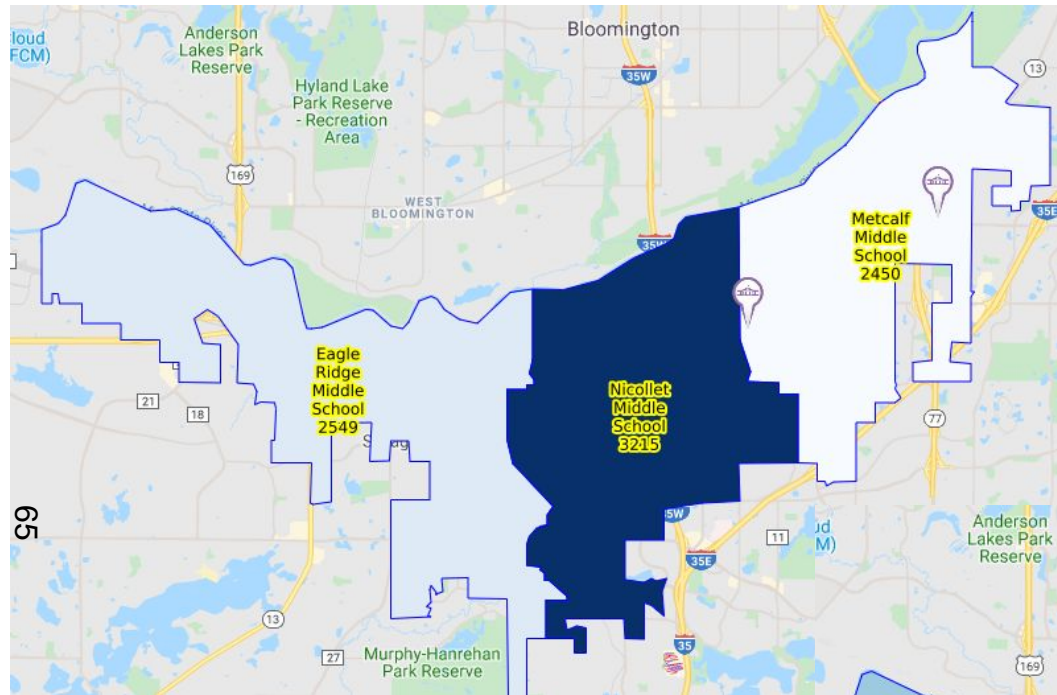
- Week of November 18 - Principals meet with families at sites identified for closure

Leadership Communication and Support (DRAFT in Progress)

- January
 - Bring PTO Boards together to educate them and review fun events to do together
- February
 - Principals go to students with introductions and welcome information
 - Meet the Principal nights at school sites
- April
 - Principal lead transition planning with families, staff, and students
 - Principal / teams host play dates and/or Open Houses at new sites

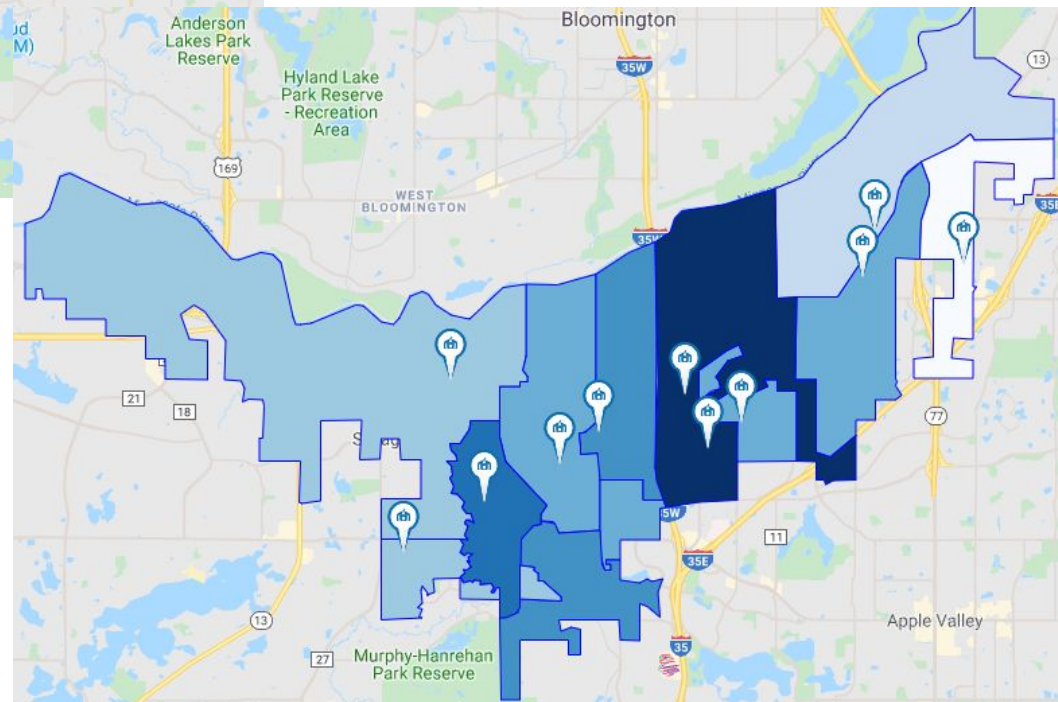
Implementation and Refinement

- January
 - Include changes in budget adjustment planning
 - January 23 Board Discussion on boundary changes (**Tentative**)
- February
 - February 6 Board Decision on boundary changes (**Tentative**)
 - Week of February 10 - Begin staffing adjustments related to boundary adjustments (**Tentative**)
 - Process to outline transportation changes
 - Site staffing process commences
 - Budget adjustment planning and recommendations
- March
 - Finalize budget
 - Finalize staffing determinations
- April - May
 - Principal leads transition planning with staff, students, and families
 - What to do with closed buildings
- June-August
 - Physically moving materials/sites

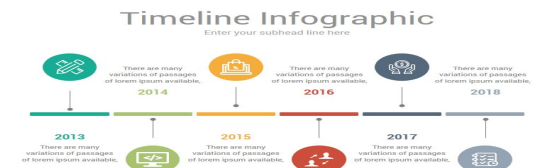
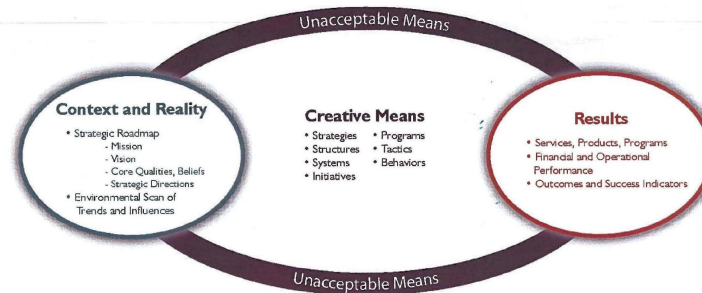
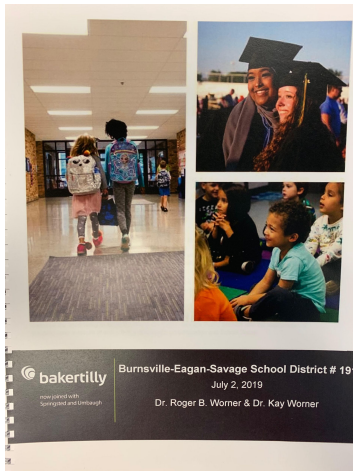


Middle School Attendance Boundaries

Elementary School Attendance Boundaries



- Review of Recommendations and Decision on School Closures
- [Guiding Change Document](#)
- Timeline and Process



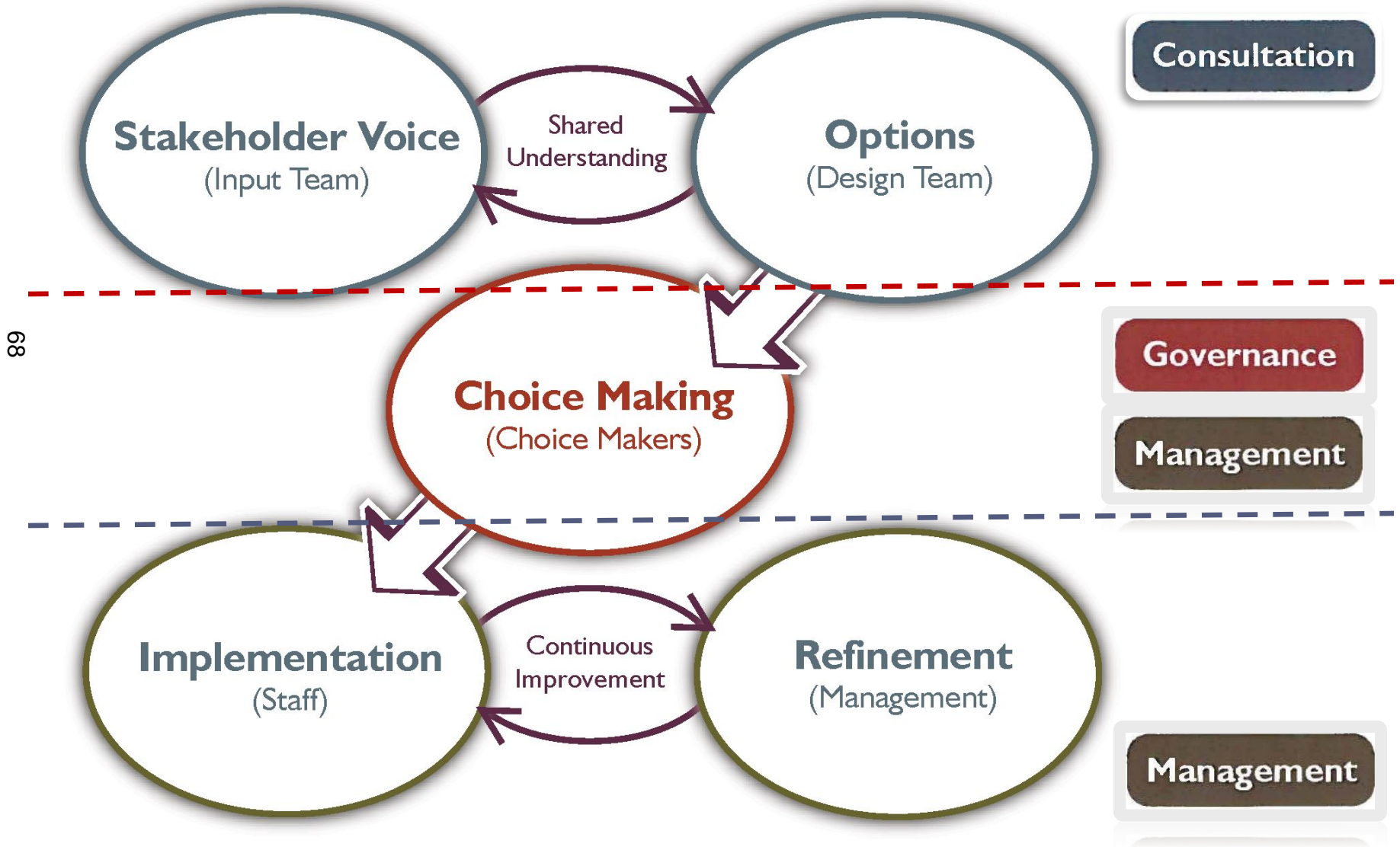
Three phases of timeline:

- Boundary Design Team & Stakeholder Voice
 - December - January
- Choice Making - Board discussion and decision
 - January-February
- Implementation and Refinement
 - February - August

Decision Making Framework

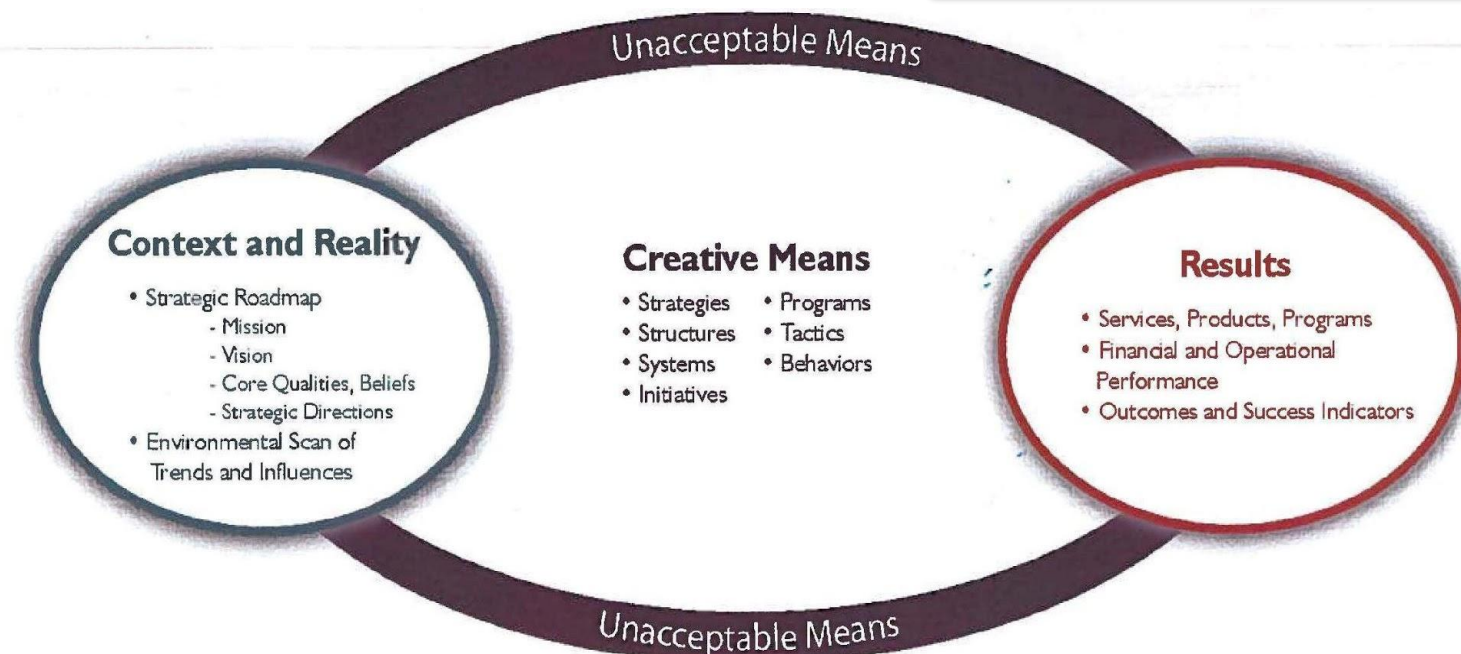
Used For:

- Choice Making
- Managing Participant's Time and Roles
- Clarification of Authority



Guiding Change Framework

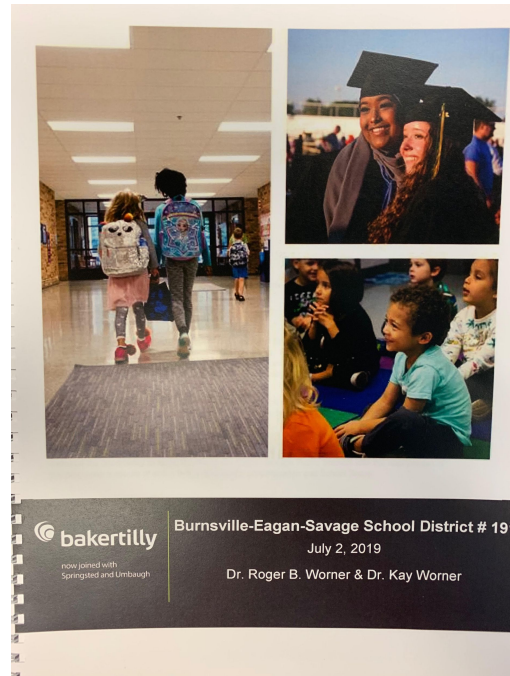
- Used For:
- Governance and Operational Leadership
 - Establishing Boundaries for Creative Work
 - Clarity of Roles, Responsibilities, Boundaries



69

Review of consultant recommendation to reconfigure grade levels from PK-5 to PK-2 & 3-5 buildings

70



Grade Reconfiguration Recommendation

- SISA Team supported review of consultant recommendation to reconfigure grade spans from PK-5 to PK-2 and 3-5
- Acknowledgement of some potential financial efficiencies, need to consider potential educational impact
- Research findings shared and discussed with Admin team to reach consensus on recommendation support for consultant recommendation

Grade Span Findings

- The grade span with the highest positive long-term impact on academic achievement for all students is wider grade spans such as: PK-8
- PK-2 grade span results in many benefits primarily in social-emotional learning

School-to-School Transition

- Greater magnitude of change results in overall negative impacts
- Academic performance often dips in the first year following transition
- Research shows decline in motivation and self-esteem
- More than one transition increases significant negative impact
- Non-academic stressors may neutralize academic gains

Wide Grade Spans

More grades included

- Reduces school-to-school transitions
- Shows lasting positive impacts in academic and non-academic progress
- Requires intentional separation in structure related to scope of developmental differences

Small Grade Spans

Fewer grades included

- More school-to-school transitions negatively impact academic progress
- Non-academic stressors can diminish the academic growth
- Allows a focus on the specific developmental needs
- Less costly due to centralization of resources

Process

- Literature review focused on elementary
- Literature review and summary of findings shared with principals
- Questioning session and discussion regarding the accumulated research findings

Review of Other Districts

- Data from MDE shows relatively few sites with such a configuration
- Many with such configuration have size and structure differences from ISD 191

Recommendation of Administrative Team:

- Considering the magnitude of the change related to the facilities reorganization, the current configuration of PK-5 would best serve the students in the district

Public Hearing Scheduled for December 4



Resources and information available at
www.isd191.org

Future Ready. Community Strong.

one91

Burnsville · Eagan · Savage

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 October 10, 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, Currier, Hume, Chester, Holweger, Miller, and Chair Alt. Others in attendance were Superintendent Battle, Student Board Representative Christensen, administrators, staff, and members of the public.

Attendance

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

Pledge of Allegiance

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

Agenda

Received a Facilities Update from Dr. Theresa Battle, superintendent, Brian Gersich, assistant superintendent, and Lisa Rider, executive director of business services.

Reports

Receive a verbal report from Student Representative Savannah Christensen.

Received a verbal report from Superintendent Dr. Theresa Battle.

Consent Agenda Minutes

Moved by Miller, seconded by Chester, to approve the consent agenda:
 -Approve minutes of the regular board meeting and closed session on September 26, 2019.

Personnel Recommendation

-Approve personnel recommendations for Beverly Hanson, C. Floback, H. Beerling, D. Caldwell, A. Yager, C. Clancy, J. McGaster, L. Meuwissen, R. Mestas, S. Sarhan, K. Kalina, Q. Voris, and T. Simmons.

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

Listening Se Bus Stops

-Receive the September 26, 2019 Listening Session report.

-Approve, as authorized by Minnesota State Statute 169.443 subd 3, the following school bus stops at which school bus drivers shall not activate the eight-way flashing red signals and authorize the Director of Transportation to modify the list as necessary as school bus routes are modified.

Policy

-Approve, on a second reading basis, changes to Policy 208: *Development, Adoption, and Implementation of Policies*.

Motion carried unanimously (7, 0).

Adopted a resolution appointing election judges for the November 5, 2019 school district special election. A roll call vote was taken and the motion carried unanimously (7, 0 with Alt, Miller, Chester, Schatz, Hume,

Appoint Election Judges

Holweger and Currier voting in favor and none against).

Moved by Hume, seconded by Miller, to adjourn at 7:44 p.m. to a closed session, as permitted by Minnesota Statute §13D.03, to discuss ISD 191's Labor Negotiation Strategy. Motion carried unanimously (7, 0).

Adjourn to a closed session

Darcy Schatz, clerk

October 24, 2019

Date approved

DRAFT

School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
October 10, 2019

The closed session of the Board of Education was called to order by Chair Alt at 7:52 p.m. at the Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN.

Call to Order

Directors Chester, Currier, Holweger, Hume, Schatz, Miller, and Chair Alt were present. Superintendent Battle, Rider, Tinklenberg, and Sovine were also present.

Attendance

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

Purpose

The meeting adjourned at 8:35 p.m.

Adjourn

October 24, 2019

Darcy Schatz, clerk

Date approved

October 24th, 2019

**Burnsville-Eagan-Savage Public Schools
Independent School District 191
Human Resources**

TO: Members, Board of Education
Dr. Theresa Battle, Superintendent

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: October 24th, 2019 FINAL

RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE
Certified	Appointment		Christina Chantara	*	Gideon Pond Elementary	Long Term Substitute Teacher	9/16/2019
Certified	Appointment		Donna Daniell	*	Eagle Ridge Middle School	Long Term Substitute Teacher	10/8/2019
Certified	Appointment		Edith Stellick	*	Eagle Ridge Middle School	Long Term Substitute Teacher	8/26/2019
Certified	Appointment		Kristin Hollingsworth	*	ECSE Center	Long Term Substitute Teacher	9/30/2019
Certified	Appointment		Shelly Chermack	*	Eagle Ridge Middle School	Long Term Substitute Teacher	9/23/2019
Certified	Leave of Absence		Alison Drutowski	*	Eagle Ridge Middle School	Teacher	11/26/2019-01/01/2020
Certified	Leave of Absence		Lindi Shannon Warner	*	Eagle Ridge Middle School	Teacher	11/08/2019-12/20/2019
Certified	Leave of Absence		Rachel Navarro	*	District-wide	Occupational Therapist	12/04/2019-01/31/2020
Classified	Appointment		Linda Hill	*	WM. Byrne Elementary School	Food Service Associate	10/21/2019
Classified	Appointment		Lindsey Duran	*	WM. Byrne Elementary School	Educational Assistant	10/14/2019
Classified	Appointment		William Ullrich	*	District-wide	Community Education Coordinator	9/23/2019
Classified	Appointment		William Ullrich	*	District-wide	Community Education Supervisor	9/23/2019
Classified	Appointment	Replacement	Daria Caldwell	*	Burnsville High School	Webmaster Stipend	10/16/2019
Classified	Change of Assignment		Jamie Holmes	*	Gideon Pond Elementary	Food Service Associate	10/16/2019
Classified	Change of Assignment		Patricia Maternowski	*	Diamondhead Education Center	Clerical Level IV	10/7/2019
Classified	Resignation		Britnee Gare	*	District-wide	Community Education Coordinator	11/1/2019
Classified	Resignation		Daniel Hartman	*	Burnsville High School	Custodian	10/9/2019
Classified	Resignation		Karianne Kalina	*	Burnsville High School	Food Service Associate	10/9/2019
Co-Curricular/Coach	Resignation		Troy Iverson	*	Burnsville High School	Assistant Coach	3/13/2019



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

To: Members, Board of Education
Superintendent Dr. Theresa Battle

From: Lisa K. Rider, executive director of business services

Date: October 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 October 24, 2019.

Darcy Schatz, Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
9/18/2019	Bosch Corporation - TCRSF	Burnsville High School	Regional Science Fair	\$5,000.00
10/3/0019	Berean Baptist Church	Sioux Trail Elementary	Student use	boxes of notebooks and markers
10/3/2019	The Burnsville Lions Club	Sioux Trail Elementary	Student use	Several boxes of new school supplies
10/3/2019	Kopp Family Foundation	Burnsville High School	Donation	\$1,000.00
10/3/2019	Safe Fleet Corporation - United to End Bullying	Sioux Trail Elementary	Help end bullying	\$250.00
10/1/2019	Orange Theory Fitness	Joseph Nicollet Middle School	School Supplies	School supplies - binders, writing utensils, markers etc.
10/4/2019	Daffodil Garden Club	Joseph Nicollet Middle School	School Supplies	School supplies, pants, underwear, sanitary pads. Target gift cards - \$86
10/7/2019	Peace Church	Rahn Elementary	warmth	mittens, hats, socks
10/4/2019	Phil Handy	Rahn Elementary	to buy more books	buy books for the Media Center
10/10/2019	BHS Theatre Guild Booster Club	2019-20 BHS Showcase Performance	Funding towards 2019-20 BHS Showcase Performance	\$2,000.00
10/11/2019	The Sanneh Foundation	District 191 and Community Ed	Donated soccer balls - for our morning youth soccer program through I GOT SKILLS	120 soccer balls
10/15/2019	St. John the Baptist Catholic School Kindergarten Classes	BrainPower in a Backpack	Food Donation	Food drive
10/15/2019	Nicollet Middle School	BrainPower in a Backpack	Food donation	Food donation
10/15/2019	ALDI Smart Kids Foundation	BrainPower in a Backpack	Food donation	Food donation

Total monetary donation received: \$8,250.00



**Agenda IV.A.4
Oct 10, 2019**

TO: Dr Theresa Battle, Superintendent and Board of Education
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: Oct 24, 2019
RE: August Payroll, Claims and Receipts

RECOMMENDATION: That the Board approves August payroll checks in the net amount of \$4,153,909.75. August claims to date and wire transfers and adjustments totaling \$7,289,698.53. Also, that the Board accepts August receipts of \$15,493,165.82 and investments for the General Fund & 2015A School Building Bonds and OPEB of \$77,978,112.15 as of August 31, 2019.

August 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
August 2019**

Cash Receipts

Receipts	\$15,493,165.82	
Miscellaneous Adjustments		

TOTAL AUG CASH RECEIVED

15,493,165.82

CASH DISBURSEMENTS

Aug
Payroll

\$4,153,909.75

A/P

Aug Claims:

Checks	473659-474050		\$1,937,431.10
Capital One	6000000056-6000000073		\$95,037.30
ACH	9000000809-9000000852		\$5,551.18
Fund 26 Bond	104017-104021		\$59,407.70

Aug A/P Wires- Wires+P-card+Fleet
Miscellaneous Adjustments

\$5,051,350.00
\$10,376.20

TOTAL AUG CASH DISBURSED

11,313,063.23

June check runs in Aug

	473729-473749	75,463.81
	473824-473833	46,884.16
	6000000056-6000000057	4,674.11
	6000000068-6000000069	2,100.06
	9000000809-9000000814	1,154.37
	9000000827	268.54

130,545.05

TOTAL TO BE APPROVED

11,443,608.28

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 8/31/2019</u>
GENERAL FUND	\$9,712,752.29	\$26,057,750.00	\$35,770,502.29
OPEB	\$1,219,858.17	\$6,925,762.00	\$8,145,620.17
OPEB EQUITY INV THROUGH JULY 31, 2019	\$31,956.71	\$31,766,855.55	\$31,798,812.26
2015A SCHOOL BUILDING BONDS	\$702.14	\$2,262,475.29	\$2,263,177.43
	<u>\$10,965,269.31</u>	<u>\$67,012,842.84</u>	<u>\$77,978,112.15</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: 08/31/19

PMA Financial Network

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

BURNSVILLE ISD 191 / GENERAL FUND

2960

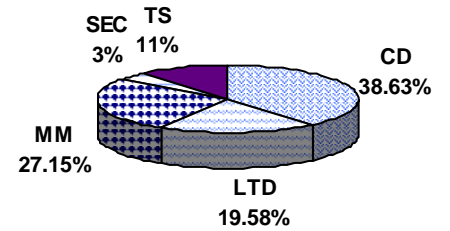
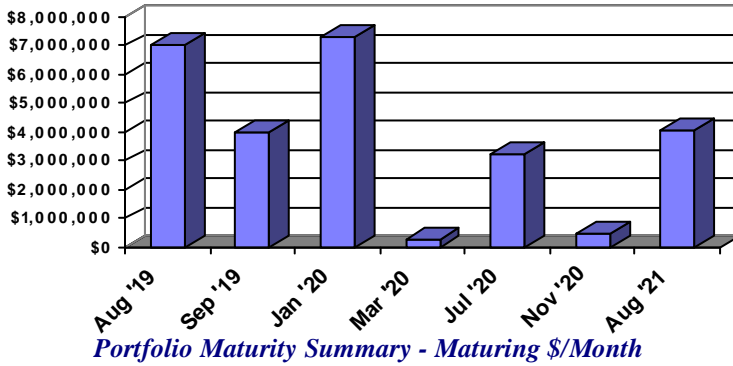
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
LTD	0	1	08/31/19	08/31/19	PMA SECURITIES SYNDICATE (PMAS)	\$7,004,850.00	\$7,004,850.00	
MM					Investment Shares Portfolio	\$9,712,752.29	\$9,712,752.29	
TS	276249	1	08/23/19	09/25/19	MN TRUST TERM SERIES	\$4,007,413.70	\$4,000,000.00	2.050
CD	269895	1	05/21/19	01/13/20	TEXAS CAPITAL BANK	\$249,903.43	\$246,200.00	2.323
CD	269896	1	05/21/19	01/13/20	HIGH PLAINS BANK	\$249,947.37	\$246,300.00	2.281
CD	269897	1	05/21/19	01/13/20	ROCKFORD B&TC	\$249,966.31	\$246,300.00	2.293
CD	269898	1	05/21/19	01/13/20	FIELDPOINT PRIVATE BANK & TRUST	\$249,903.53	\$246,200.00	2.323
CD	269899	1	05/21/19	01/13/20	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$249,959.11	\$246,300.00	2.288
CD	269900	1	05/21/19	01/13/20	EAST BOSTON SAVINGS BANK	\$249,945.74	\$246,300.00	2.280
CD	269901	1	05/21/19	01/13/20	LANDMARK COMMUNITY BANK	\$249,933.74	\$246,300.00	2.272
CD	269902	1	05/21/19	01/13/20	BANK OF WASHINGTON	\$249,933.74	\$246,300.00	2.272
CD	269903	1	05/21/19	01/13/20	BANK 7	\$249,957.51	\$246,300.00	2.287
CD	269904	1	05/21/19	01/13/20	TBK BANK, SSB / THE NATIONAL BANK	\$249,945.73	\$246,300.00	2.280
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
CD	272589	1	06/18/19	07/24/20	CFG COMMUNITY BANK	\$249,821.43	\$243,800.00	2.243
CD	272590	1	06/18/19	07/24/20	NEWBANK, NA	\$249,811.67	\$243,800.00	2.239
CD	272591	1	06/18/19	07/24/20	VILLAGE BANK & TRUST - WINTRUST	\$249,832.17	\$243,800.00	2.247
CD	272592	1	06/18/19	07/24/20	CRYSTAL LAKE B&TC, NA - WINTRUST	\$249,832.17	\$243,800.00	2.247
CD	272593	1	06/18/19	07/24/20	NORTHBROOK B&TC - WINTRUST	\$249,832.17	\$243,800.00	2.247
CD	272594	1	06/18/19	07/24/20	SCHAUMBURG B&TC / ADVANTAGE NATIONAL BANK - WINTRUST	\$249,832.17	\$243,800.00	2.247
CD	272595	1	06/18/19	07/24/20	BEVERLY BANK & TRUST CO, NA - WINTRUST	\$249,832.17	\$243,800.00	2.247
CD	272596	1	06/18/19	07/24/20	ST. CHARLES B&TC - WINTRUST	\$249,832.17	\$243,800.00	2.247
CD	272597	1	06/18/19	07/24/20	LAKE FOREST B&TC CO. N.A. - WINTRUST	\$249,832.17	\$243,800.00	2.247
CD	272598	1	06/18/19	07/24/20	CORPORATE ONE FEDERAL CREDIT UNION	\$249,832.17	\$243,800.00	2.247
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
CD	276086	1	08/21/19	08/20/21	LATINO COMMUNITY CREDIT UNION	\$249,886.41	\$239,600.00	2.147
CD	276087	1	08/21/19	08/20/21	MIDLAND STATES BANK	\$249,961.78	\$242,000.00	1.643
CD	276406	1	08/27/19	08/30/21	NAVY FEDERAL CREDIT UNION	\$2,839,047.43	\$2,750,000.00	1.610
SEC	44591	1	08/28/19	08/30/21	CAPITAL ONE BANK USA NA	\$247,000.00	\$247,000.00	1.653
SEC	44601	1	08/28/19	08/30/21	CAPITAL ONE NA	\$247,000.00	\$247,000.00	1.653
SEC	44604	1	08/28/19	08/30/21	GOLDMAN SACHS BANK USA	\$247,000.00	\$247,000.00	1.702

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 -->	\$36,126,973.86	\$35,770,502.29

Time and Dollar Weighted Portfolio Yield: 2.013 %

Weighted Average Portfolio Maturity: 148.89 Days

MM: 27.15%
CD's: 38.63%
CP: 0.00%
SEC: 3.45%



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 08/31/19

PMA Financial Network

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

BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$1,219,858.17	\$1,219,858.17	
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
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
CD	275289	1	08/05/19	08/04/20	CITADEL FCU	\$247,878.62	\$243,400.00	1.840
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
CD	275288	1	08/05/19	02/01/21	BARRINGTON B&TC - WINTRUST	\$245,448.71	\$239,200.00	1.746
SEC	38170	1	09/02/16	03/01/21	City of Rochester NH	\$365,000.00	\$365,000.00	1.340
CD	275285	1	08/05/19	08/04/21	VERITEX COMMUNITY BANK	\$249,649.57	\$240,900.00	1.814
CD	275286	1	08/05/19	08/04/21	UINTA BANK	\$249,958.46	\$241,400.00	1.770
CD	275287	1	08/05/19	08/04/21	FIRST NATIONAL BANK	\$249,645.61	\$241,200.00	1.751

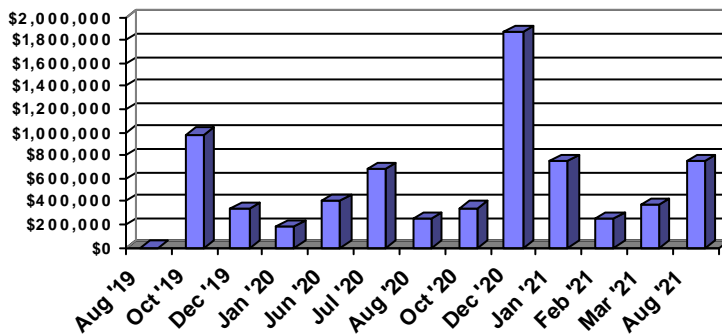
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> **\$8,363,057.04** **\$8,145,620.17**

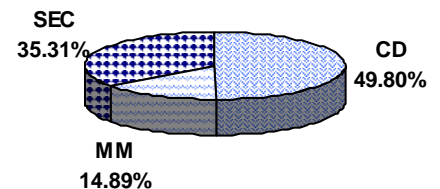
Time and Dollar Weighted Portfolio Yield: **1.887 %**

Weighted Average Portfolio Maturity: **330.47 Days**

MM: 14.98%
CD's: 50.11%
CP: 0.00%
SEC: 34.92%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 08/31/19

PMA Financial Network

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

BURNSVILLE ISD 191 / 2015A BONDS

5762

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$702.14	\$702.14	
SDA					Savings Deposit Account - ASSOCIATED BANK, NA	\$242,910.31	\$242,910.31	
SDA					Savings Deposit Account - PREFERRED BANK	\$2,019,564.98	\$2,019,564.98	
Total Amount -->						\$2,263,177.43	\$2,263,177.43	

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

Time and Dollar Weighted Portfolio Yield: **2.050 %**

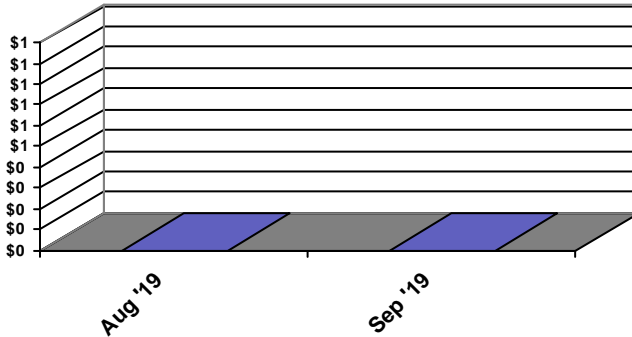
Weighted Average Portfolio Maturity: **3.00 Days**

MM: 100.00%

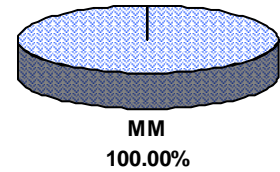
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

August 2019

Wire Transfers

Date	From	To	Amount	For
08/01/19	MSDLAF	Internal Revenue Service	747,104.05	7/31/19 Payroll - Federal Taxes
08/01/19	MSDLAF	State of Minnesota	131,418.89	7/31/19 Payroll - State Taxes
08/02/19	MSDLAF	State of Minnesota	1,923.77	7/31/19 Payroll - Child Support
08/02/19	MSDLAF	State of Minnesota	345.64	7/31/19 Garnishments
08/02/19	MSDLAF	TRA	344,461.62	7/31/19 Payroll - TRA
08/05/19	MSDLAF	Postalia	5,000.00	Postage
08/05/19	MSDLAF	PlanSource	1,564.05	Flex Claims
08/05/19	MSDLAF	Delta Dental	19,304.31	Dental Insurance
08/05/19	MSDLAF	PlanSource	5,014.45	Medical Claims
08/05/19	MSDLAF	Preferred One	312,584.49	Health Insurance
08/05/19	MSDLAF	First Bank & Trust	174,647.70	7/31/19 Payroll - TSA Wire
08/05/19	MSDLAF	PERA	118,240.08	7/31/19 Payroll - PERA
08/06/19	MSDLAF	PlanSource	794.75	Medical Claims
08/07/19	MSDLAF	Further	23,936.15	Flex Claims
08/09/19	MSDLAF	PlanSource	2,070.08	Flex Claims
08/09/19	MSDLAF	Capital One Card	4,671.11	Capital One Virtual Card
08/09/19	MSDLAF	PlanSource	6,611.67	Medical Claims
08/09/19	MSDLAF	Capital One Card	82,963.35	Capital One Virtual Card
08/12/19	MSDLAF	Preferred One	414,333.45	Health Insurance

08/12/19	MSDLAF	PlanSource	545.37	Medical Claims
08/14/19	MSDLAF	Further	26,462.13	Medical Claims
08/14/19	MSDLAF	Further	16,638.01	Medical Claims
08/15/19	MSDLAF	Delta Dental	42,087.31	Dental Insurance
08/16/19	MSDLAF	Preferred One	146,608.33	Health Insurance
08/16/19	MSDLAF	Healthy Savings	2,852.34	Healthy Savings Program
08/16/19	MSDLAF	Internal Revenue Service	712,591.98	8/15/19 Payroll - Federal Taxes
08/16/19	MSDLAF	State of Minnesota	122,865.45	8/15/19 Payroll - State Taxes
08/16/19	MSDLAF	PlanSource	9,347.14	Flex Claims
08/16/19	MSDLAF	PlanSource	5,267.06	Medical Claims
08/19/19	MSDLAF	US Bank	70,000.00	US Bank P-Card prefunding wire
08/19/19	MSDLAF	Preferred One	293,953.94	Health Insurance
08/19/19	MSDLAF	State of Minnesota	477.33	8/15/19 Garnishments
08/19/19	MSDLAF	State of Minnesota	1,742.27	8/15/19 Payroll - Child Support
08/19/19	MSDLAF	PERA	122,911.67	8/15/19 Payroll - PERA
08/19/19	MSDLAF	Capital One Card	2,100.06	Capital One Virtual Card
08/20/19	MSDLAF	First Bank & Trust	176,045.70	8/15/19 Payroll - TSA Wire
8/20/19	MSDLAF	State of Minnesota	23,239.85	8/15/19 HCSP - Retirees and Retiree Rollover
08/21/19	MSDLAF	TRA	355,499.71	8/15/19 Payroll - TRA
08/21/19	MSDLAF	Delta Dental	25,662.37	Dental Insurance
08/21/19	MSDLAF	Further	24,797.67	Medical Claims

08/21/19	MSDLAF	Further	24,125.10	Medical Claims
08/23/19	MSDLAF	PlanSource	40.98	Flex Claims
08/23/19	MSDLAF	PlanSource	6,623.52	Medical Claims
08/26/19	MSDLAF	Preferred One	386,662.13	Health Insurance
08/27/19	MSDLAF	US Bank	80,000.00	US Bank P-Card prefund wire
08/28/19	MSDLAF	Delta Dental	25,300.45	Dental Insurance
08/28/19	MSDLAF	State of Minnesota	11,606.56	8/27/19 Payroll - Unemployment
08/28/19	MSDLAF	Further	33,853.44	Medical Claims
08/28/19	MSDLAF	Further	20,836.50	Medical Claims
08/30/19	MSDLAF	Postalia	5,000.00	Postage
08/30/19	MSDLAF	PlanSource	1,169.35	Flex Claims
08/30/19	MSDLAF	PlanSource	2,902.46	Medical Claims

AP Check Register

AP Run: 20190802 AP — Post Date: 2019-08-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/02/2019	473659	Check	A.J. Moore Electric Inc	928491	2 AP8845	1,051.25
08/02/2019	473660	Check	AirMaxx Trampoline Park	931005	2 AP8845	721.50
08/02/2019	473661	Check	Aqua Engineering Inc	900106	2 AP8845	1,173.50
08/02/2019	473662	Check	Armstrong Torseth Skold & Rydeen Inc	926500	2 AP8845	3,283.95
08/02/2019	473663	Check	Association Of Clerical Employees	904895	2 AP8845	41.00
08/02/2019	473664	Check	Bituminous Roadways Inc	900459	2 AP8845	5,980.87
08/02/2019	473665	Check	Bix Produce Company	900477	2 AP8845	788.22
08/02/2019	473666	Check	Burnsville Association of Educational Assistants	909991	2 AP8845	1,470.00
08/02/2019	473667	Check	Burnsville Fire Muster	926711-1	2 AP8845	30.00
08/02/2019	473668	Check	Burpee, Mike	921809	2 AP8845	350.00
08/02/2019	473669	Check	Cardozo, Ana	500196	2 AP8845	119.00
08/02/2019	473670	Check	Cassidy-Tricker Industrial Sales Inc	900483	2 AP8845	55.00
08/02/2019	473671	Check	Central Fire Protection Inc	926628	2 AP8845	2,091.60
08/02/2019	473672	Check	Conquer Ninja Athletics	929462-2	2 AP8845	840.00
08/02/2019	473673	Check	Cummins Npower LLC	929228-1	2 AP8845	1,902.61
08/02/2019	473674	Check	Dalco	904186-1	2 AP8845	6,742.60
08/02/2019	473675	Check	Earl F Andersen	901064-2	2 AP8845	248.00
08/02/2019	473676	Check	Electro Watchman Inc	901078	2 AP8845	640.00
08/02/2019	473677	Check	Finishing Touch Plus	924349-1	2 AP8845	8,390.00
08/02/2019	473678	Check	Glassman Law Firm	930089	2 AP8845	505.50

94

AP Check Register

AP Run: 20190802 AP — Post Date: 2019-08-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/02/2019	473679	Check	Grainger	904387-1	2 AP8845	3,131.78
08/02/2019	473680	Check	Great Lakes Higher Education Corporation	927604	2 AP8845	130.52
08/02/2019	473681	Check	Horizon Commercial Pool Supply	904818	2 AP8845	1,496.98
08/02/2019	473682	Check	I Got Skills	924432	2 AP8845	480.00
08/02/2019	473683	Check	Imagine Design & Creative Consulting Inc	928876	2 AP8845	3,500.00
08/02/2019	473684	Check	International Gymnastics of MN LLC	926911	2 AP8845	1,815.20
08/02/2019	473685	Check	Interstate All Battery Center	928877-1	2 AP8845	68.00
08/02/2019	473686	Check	Jim Coopers Tire & Auto Stores	901134	2 AP8845	27.96
08/02/2019	473687	Check	John's Sewer And Drain Cleaning Inc	928929	2 AP8845	195.00
08/02/2019	473688	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	41,313.81
08/02/2019	473689	Check	Lins, Elizabeth	500197	2 AP8845	69.00
08/02/2019	473690	Check	Mansfield Oil Company	928793-1	2 AP8845	3,606.49
08/02/2019	473691	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	105.35
08/02/2019	473692	Check	McDowall Company	930006	2 AP8845	4,833.50
08/02/2019	473693	Check	Messerli & Kramer PA	923866	2 AP8845	541.10
08/02/2019	473694	Check	Mid City Services	930092	2 AP8845	187.00
08/02/2019	473695	Check	MN Highway Safety & Research Center	926466	2 AP8845	302.00
08/02/2019	473696	Check	MTI Distributing Co	902544-1	2 AP8845	46.16
08/02/2019	473697	Check	NCPERS Group Life Ins	908769	2 AP8845	80.00

95

AP Check Register

AP Run: 20190802 AP — Post Date: 2019-08-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/02/2019	473698	Check	Osceola High School	931010	2 AP8845	75.00
08/02/2019	473699	Check	Prodocon Inc	928785-1	2 AP8845	880.00
08/02/2019	473700	Check	Proshred Minnesota	931007	2 AP8845	800.00
08/02/2019	473701	Check	QiVitality LLC	929413-1	2 AP8845	473.90
08/02/2019	473702	Check	Reading & Math Inc	928293	2 AP8845	5,000.00
08/02/2019	473703	Check	Region 1	929855	2 AP8845	101,540.84
08/02/2019	473704	Check	Reliastar Life Insurance Company	920099-2	2 AP8845	3,055.90
08/02/2019	473705	Check	Reliastar Life Insurance Company	920099-3	2 AP8845	3,252.30
08/02/2019	473706	Check	Reliastar Life Insurance Company	920099-4	2 AP8845	1,816.61
08/02/2019	473707	Check	Roark, Richard Jeffrey	928168	2 AP8845	179.20
08/02/2019	473708	Check	Rock Hard Landscape Supply	928528	2 AP8845	300.00
08/02/2019	473709	Check	Rockin' Jump Eagan	929683	2 AP8845	5,000.00
08/02/2019	473710	Check	Runholt, Susan	931009	2 AP8845	1,955.00
08/02/2019	473711	Check	Saddleback Educational Inc	904605	2 AP8845	5,159.62
08/02/2019	473712	Check	Safeway Driving School	926796	2 AP8845	10,155.00
08/02/2019	473713	Check	School Services Employees Local 284	907382	2 AP8845	4,847.27
08/02/2019	473714	Check	Shakopee Trading Post	931008	2 AP8845	288.00
08/02/2019	473715	Check	Shiffler Equipment Sales Inc	903472-2	2 AP8845	1,351.84
08/02/2019	473716	Check	Siemens Industry Inc	902217-1	2 AP8845	2,611.00

99

AP Check Register

AP Run: 20190802 AP — Post Date: 2019-08-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/02/2019	473717	Check	Teachers On Call	929847	2 AP8845	1,824.28
08/02/2019	473718	Check	Tessman Company	902899	2 AP8845	196.40
08/02/2019	473719	Check	The Hartford	924486	2 AP8845	38,716.31
08/02/2019	473720	Check	Three Rivers Park District	901637	2 AP8845	341.25
08/02/2019	473721	Check	Tree Protection Services	929807	2 AP8845	4,850.00
08/02/2019	473722	Check	Upper Lakes Food Inc	929826	2 AP8845	2,454.26
08/02/2019	473723	Check	US Department of Education AWG	902813-6	2 AP8845	343.99
08/02/2019	473724	Check	US Postmaster USPS	904153-1	2 AP8845	777.30
08/02/2019	473725	Check	US Postmaster USPS	904153-1	2 AP8845	4,587.97
08/02/2019	473726	Check	Xcel Energy	902776	2 AP8845	17.02
08/02/2019	473727	Check	Zaner-bloser	904484-1	2 AP8845	1,300.37
08/02/2019	473728	Check	Zombie Boardshop	931006	2 AP8845	2,325.00
Total:						\$304,830.08

97

20190802 AP Summary

Type	Count	Amount
Regular	70	304,830.08
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	70	\$304,830.08

AP Check Register

AP Run: 20190808 AP — Post Date: 2019-06-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/08/2019	473729	Check	Agropur Inc Division Natrel USA	928147-1	2 AP8845	50.34
08/08/2019	473730	Check	Best Buy Business Advantage Account	903544-2	2 AP8845	637.68
08/08/2019	473731	Check	Centerpoint Energy	902519	2 AP8845	904.12
08/08/2019	473732	Check	City of Burnsville - Utilities	904226	2 AP8845	16,006.60
08/08/2019	473733	Check	Dialog One LLC	927732	2 AP8845	125.00
08/08/2019	473734	Check	Fecke, Kay L	005682	2 AP8845	4,320.00
08/08/2019	473735	Check	Intermediate District 287	901390-1	2 AP8845	6,532.34
08/08/2019	473736	Check	Kennedy and Graven Chartered	908356	2 AP8845	2,507.50
08/08/2019	473737	Check	McGrogan, Kate	931016	2 AP8845	800.00
08/08/2019	473738	Check	Midwest Language Banc Inc	924523	2 AP8845	120.00
08/08/2019	473739	Check	National Speech and Debate Association - NSDA	931013	2 AP8845	169.00
08/08/2019	473740	Check	Office Depot Company	902489-1	2 AP8845	1,169.39
08/08/2019	473741	Check	Reflection Sciences Inc	929412	2 AP8845	4,500.00
08/08/2019	473742	Check	Schmitt Music	903532-2	2 AP8845	28.30
08/08/2019	473743	Check	Science Museum of Minnesota	903609	2 AP8845	525.00
08/08/2019	473744	Check	SFM	923848	2 AP8845	6,068.40
08/08/2019	473745	Check	Southwest Metro Intermediate 288	928611	2 AP8845	10,291.35
08/08/2019	473746	Check	Staples-Motley School District ISD #2170	929533	2 AP8845	1,517.40
08/08/2019	473747	Check	The Art of Education, LLC	930047	2 AP8845	13,000.00

88

AP Check Register

AP Run: 20190808 AP --- Post Date: 2019-06-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/08/2019	473748	Check	Umhoefer, Tom C	007415	2 AP8845	41.18
08/08/2019	473749	Check	Upper Lakes Food Inc	929826	2 AP8845	6,150.21
Total:						\$75,463.81

20190808 AP Summary

Type	Count	Amount
Regular	21	75,463.81
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	21	\$75,463.81

69

AP Check Register

AP Run: 20190808 AP FY20 --- Post Date: 2019-08-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/08/2019	473750	Check	A.J. Moore Electric Inc	928491	2 AP8845	1,936.84
08/08/2019	473751	Check	Agropur Inc Division Natrel USA	928147-1	2 AP8845	1,833.82
08/08/2019	473752	Check	Apple Computer Inc	900249-1	2 AP8845	598.00
08/08/2019	473753	Check	Automated Logic Contracting Services	925449-2	2 AP8845	430.00
08/08/2019	473754	Check	Bix Produce Company	900477	2 AP8845	452.95
08/08/2019	473755	Check	Browns Ice Cream Co	904655	2 AP8845	227.66
08/08/2019	473756	Check	Cade, Stephanie	924487	2 AP8845	552.00
08/08/2019	473757	Check	Carlson, Gerri	929243	2 AP8845	525.60
08/08/2019	473758	Check	CDW Government Inc	920289-1	2 AP8845	15,350.00
08/08/2019	473759	Check	Centurylink	902781-5	2 AP8845	266.02
08/08/2019	473760	Check	City of Savage - Utilities	909588	2 AP8845	9,445.84
08/08/2019	473761	Check	Cornerstone Copy Center	900502	2 AP8845	382.50
08/08/2019	473762	Check	Dalco	904186-1	2 AP8845	3,806.11
08/08/2019	473763	Check	Dick's/Lakeville Sanitation Inc	900641	2 AP8845	4,698.08
08/08/2019	473764	Check	Earl F Andersen	901064-2	2 AP8845	58.75
08/08/2019	473765	Check	Ekon-O-Pac LLC	928982	2 AP8845	127.40
08/08/2019	473766	Check	Electro Watchman Inc	901078	2 AP8845	1,885.13
08/08/2019	473767	Check	Fastenal	923054-1	2 AP8845	24.82
08/08/2019	473768	Check	Fisler Data LLC	929235	2 AP8845	349.00
08/08/2019	473769	Check	Freiheit, Dustin	929260	2 AP8845	252.00

100

AP Check Register

AP Run: 20190808 AP FY20 --- Post Date: 2019-08-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/08/2019	473770	Check	Game Time Inc	924032-1	2 AP8845	1,436.37
08/08/2019	473771	Check	Grainger	904387-1	2 AP8845	833.69
08/08/2019	473772	Check	Hafertepe, Michael	500200	2 AP8845	48.15
08/08/2019	473773	Check	Haldeman-Homme Inc	901774-1	2 AP8845	4,487.00
08/08/2019	473774	Check	Hiller Commercial Floors	905805	2 AP8845	16,074.24
08/08/2019	473775	Check	Jama, Safiyo N	924542	2 AP8845	360.00
08/08/2019	473776	Check	Jim Coopers Tire & Auto Stores	901134	2 AP8845	37.80
08/08/2019	473777	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	1,623.00
08/08/2019	473778	Check	Kelleher Helmrich and Associates	908955-1	2 AP8845	523.75
08/08/2019	473779	Check	Mayer Arts Inc	925512	2 AP8845	3,680.00
08/08/2019	473780	Check	McDowall Company	930006	2 AP8845	317.00
08/08/2019	473781	Check	McGrogan, Kate	931016	2 AP8845	2,330.00
08/08/2019	473782	Check	Medco Sports Medicine	904333-1	2 AP8845	1,987.91
08/08/2019	473783	Check	MEI Total Elevator Solutions	908999-1	2 AP8845	2,395.44
08/08/2019	473784	Check	Minnesota Literacy Council	903288	2 AP8845	9,050.80
08/08/2019	473785	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	15,112.61
08/08/2019	473786	Check	Minuteman Press - Burnsville	929825	2 AP8845	55.00
08/08/2019	473787	Check	Naviance Inc	927783-1	2 AP8845	3,135.00
08/08/2019	473788	Check	OPG-3 Inc	924471	2 AP8845	4,580.18

101

AP Check Register

AP Run: 20190808 AP FY20 — Post Date: 2019-08-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/08/2019	473789	Check	PBBS Equipment Corporation	930000	2 AP8845	1,817.70
08/08/2019	473790	Check	Performance Apparel LLC	926290	2 AP8845	12,050.52
08/08/2019	473791	Check	Prodocon Inc	928785-1	2 AP8845	3,606.72
08/08/2019	473792	Check	Rock Hard Landscape Supply	928528	2 AP8845	112.50
08/08/2019	473793	Check	Roepke, Connie	500199	2 AP8845	11.45
08/08/2019	473794	Check	Rydin Decal	908917-1	2 AP8845	392.00
08/08/2019	473795	Check	Schmitt & Sons - Charter	909331-1	2 AP8845	65,437.81
08/08/2019	473796	Check	Schmitt & Sons - Contract	909331-2	2 AP8845	266,750.10
08/08/2019	473797	Check	School Datebooks - SDI Innovations	904442-1	2 AP8845	459.95
08/08/2019	473798	Check	Schoology Incorporated	929250-1	2 AP8845	1,500.00
08/08/2019	473799	Check	SFM	923848	2 AP8845	11,647.50
08/08/2019	473800	Check	Shiffler Equipment Sales Inc	903472-2	2 AP8845	821.16
08/08/2019	473801	Check	Shred-it USA	924465-2	2 AP8845	464.89
08/08/2019	473802	Check	Sideline Power, LLC	931012	2 AP8845	8,125.00
08/08/2019	473803	Check	Skateville	903660	2 AP8845	600.00
08/08/2019	473804	Check	Sped Forms Inc	928095	2 AP8845	25,360.85
08/08/2019	473805	Check	Summit Print Copy And Mail Service	904664	2 AP8845	945.00
08/08/2019	473806	Check	Teachers On Call	929847	2 AP8845	3,831.24
08/08/2019	473807	Check	Teambuildr	929542	2 AP8845	1,000.00
08/08/2019	473808	Check	Tech4Learning	929677	2 AP8845	7,500.00

102

AP Check Register

AP Run: 20190808 AP FY20 --- Post Date: 2019-08-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/08/2019	473809	Check	T-Mobile	929345-1	2 AP8845	2,282.61
08/08/2019	473810	Check	Trophy Lawn care	926186	2 AP8845	16,200.00
08/08/2019	473811	Check	Viking Electric Supply Inc	904243-1	2 AP8845	39.31
08/08/2019	473812	Check	Voyager Sopris	931002	2 AP8845	161.70
Total:						\$542,388.47

20190808 AP FY20 Summary

Type	Count	Amount
Regular	63	542,388.47
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	63	\$542,388.47

103

AP Check Register

AP Run: 20190815 Vehicle — Post Date: 2019-08-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/15/2019	473813	Check	Driver And Vehicle Services Division	900930-5	2 AP8845	1,814.39
Total:						\$1,814.39

20190815 Vehicle Summary

Type	Count	Amount
Regular	1	1,814.39
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$1,814.39

104

AP Check Register

AP Run: 20190816 AP Jun — Post Date: 2019-06-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/16/2019	473824	Check	Blue Bell Enterprises Inc	926720	2 AP8845	2,750.10
08/16/2019	473825	Check	Burnsville Swim Club Inc	905944	2 AP8845	266.95
08/16/2019	473826	Check	Cub Foods	900645	2 AP8845	96.62
08/16/2019	473827	Check	Headway Emotional Health Services	927811	2 AP8845	40,840.66
08/16/2019	473828	Check	Houghton Mifflin Company	901685-1	2 AP8845	1,422.03
08/16/2019	473829	Check	NCS Pearson Inc	929203-1	2 AP8845	12.72
08/16/2019	473830	Check	NCS Pearson Inc	925372-4	2 AP8845	722.59
08/16/2019	473831	Check	Really Good Stuff LLC	907235	2 AP8845	559.99
08/16/2019	473832	Check	Savage, Dawn	920491	2 AP8845	120.00
08/16/2019	473833	Check	Three Rivers Park District	901637	2 AP8845	92.50
Total:						\$46,884.16

105

20190816 AP Jun Summary

Type	Count	Amount
Regular	10	46,884.16
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	10	\$46,884.16

AP Check Register

AP Run: 20190816 AP — Post Date: 2019-08-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/16/2019	473848	Check	Acer Service Corporation	929434	2 AP8845	13,367.10
08/16/2019	473849	Check	Agropur Inc Division Natrel USA	928147-1	2 AP8845	81.80
08/16/2019	473850	Check	Ahern, Patrick	928566	2 AP8845	7,200.00
08/16/2019	473851	Check	AmeriPride Services, Inc	901365-1	2 AP8845	610.74
08/16/2019	473852	Check	Aramark	900428-1	2 AP8845	255.26
08/16/2019	473853	Check	Bix Produce Company	900477	2 AP8845	473.53
08/16/2019	473854	Check	Blue Bell Enterprises Inc	926720	2 AP8845	2,387.13
08/16/2019	473855	Check	Burnsville Swim Club Inc	905944	2 AP8845	742.35
08/16/2019	473856	Check	Cassidy-Tricker Industrial Sales Inc	900483	2 AP8845	79.80
08/16/2019	473857	Check	CDW Government Inc	920289-1	2 AP8845	95,400.00
08/16/2019	473858	Check	CliftonLarsonAllen LLP	927322	2 AP8845	9,000.00
08/16/2019	473859	Check	COR Robotics, LLC	931017	2 AP8845	720.00
08/16/2019	473860	Check	Cornerstone Copy Center	900502	2 AP8845	1,455.75
08/16/2019	473861	Check	Dalco	904186-1	2 AP8845	9,791.44
08/16/2019	473862	Check	Eagan Rotary Club	925222	2 AP8845	456.00
08/16/2019	473863	Check	Earthgrains Baking Co Inc	902333-1	2 AP8845	572.44
08/16/2019	473864	Check	Edgenuity Inc	928525-1	2 AP8845	30,000.00
08/16/2019	473865	Check	Fastenal	923054-1	2 AP8845	249.20
08/16/2019	473866	Check	Fisler Data LLC	929235	2 AP8845	349.00
08/16/2019	473867	Check	Forest Lake High School	907087	2 AP8845	150.00

106

AP Check Register

AP Run: 20190816 AP — Post Date: 2019-08-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/16/2019	473868	Check	FP Mailing Solutions	929857	2 AP8845	225.00
08/16/2019	473869	Check	Frontier Ag & Turf	900691-1	2 AP8845	502.53
08/16/2019	473870	Check	Global Communications Wiring & Services	927736	2 AP8845	253.55
08/16/2019	473871	Check	Grainger	904387-1	2 AP8845	492.45
08/16/2019	473872	Check	Hassan, Siham	500201	2 AP8845	1,000.00
08/16/2019	473873	Check	Health Consultants For Child Care	901038	2 AP8845	660.00
08/16/2019	473874	Check	Hi Tech Refrigeration Inc	909046	2 AP8845	3,548.16
08/16/2019	473875	Check	House of Print	920347-1	2 AP8845	22,064.16
08/16/2019	473876	Check	Ingina LLC	929246-1	2 AP8845	3,473.00
08/16/2019	473877	Check	Inver Hills Community College	901029-2	2 AP8845	1,500.00
08/16/2019	473878	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	829.00
08/16/2019	473879	Check	K12 Transportation Management Services Inc	928688	2 AP8845	15,453.00
08/16/2019	473880	Check	Keystone Contracting Inc	928494	2 AP8845	1,290.00
08/16/2019	473881	Check	Kirb Apparel LLC	928098	2 AP8845	1,348.00
08/16/2019	473882	Check	McDowall Company	930006	2 AP8845	634.50
08/16/2019	473883	Check	MEI Total Elevator Solutions	908999-1	2 AP8845	692.50
08/16/2019	473884	Check	Mid City Services	930092	2 AP8845	80.00
08/16/2019	473885	Check	Minnesota Energy Resources	903029-1	2 AP8845	138.00
08/16/2019	473886	Check	Minnesota Sword Play	924659	2 AP8845	1,344.00

107

AP Check Register

AP Run: 20190816 AP — Post Date: 2019-08-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/16/2019	473887	Check	MN Assoc of School Business Officials - MASBO	902634	2 AP8845	110.00
08/16/2019	473888	Check	MN Dept of Labor and Industry	907914-2	2 AP8845	200.00
08/16/2019	473889	Check	Nelson Auto Center	924390	2 AP8845	27,144.44
08/16/2019	473890	Check	Office Depot Company	902489-1	2 AP8845	153.26
08/16/2019	473891	Check	Phung, Dung	500202	2 AP8845	69.65
08/16/2019	473892	Check	Red Wing Shoe Company Inc	905511-1	2 AP8845	321.87
08/16/2019	473893	Check	Red Wing Shoe Company Inc	921851-1	2 AP8845	583.16
08/16/2019	473894	Check	Rotary Club of Burnsville	903691	2 AP8845	350.00
08/16/2019	473895	Check	Ryan Mechanical Inc	923241	2 AP8845	700.00
08/16/2019	473896	Check	Scholastic Inc	903196-6	2 AP8845	189.75
08/16/2019	473897	Check	School Specialty Inc	925097-1	2 AP8845	106.41
08/16/2019	473898	Check	Science Explorers Inc	929087	2 AP8845	2,349.00
08/16/2019	473899	Check	Screenflex Portable Partitions	930084	2 AP8845	3,150.00
08/16/2019	473900	Check	Second Harvest Heartland	928183	2 AP8845	168.70
08/16/2019	473901	Check	Superior Striping Inc	928140	2 AP8845	11,250.00
08/16/2019	473902	Check	Teachers On Call	929847	2 AP8845	6,013.64
08/16/2019	473903	Check	Tree Protection Services	929807	2 AP8845	14,055.00
08/16/2019	473904	Check	Twin City Outdoor Services Inc	929177	2 AP8845	9,460.00
08/16/2019	473905	Check	Umhoefer, Tom C	007415	2 AP8845	174.65

108

AP Check Register

AP Run: 20190816 AP --- Post Date: 2019-08-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/16/2019	473906	Check	Upper Lakes Food Inc	929826	2 AP8845	6,729.66
08/16/2019	473907	Check	Vernon Company	920019	2 AP8845	741.09
08/16/2019	473908	Check	Xcel Energy	902776	2 AP8845	16,085.16
Total:						\$328,974.83

20190816 AP Summary

Type	Count	Amount
Regular	61	328,974.83
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	61	\$328,974.83

109

AP Check Register

AP Run: 20190820 AP — Post Date: 2019-08-20 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/20/2019	473909	Check	Advanced Imaging Solutions	928551-1	2 AP8845	8,763.00
08/20/2019	473910	Check	American Mailing Machines	929771	2 AP8845	511.42
08/20/2019	473911	Check	Anchor Solar Investments LLC	929704	2 AP8845	1,918.12
08/20/2019	473912	Check	Aramark	900428-1	2 AP8845	180.12
08/20/2019	473913	Check	Ayaquica, Sheri	922108	2 AP8845	295.00
08/20/2019	473914	Check	Blaubach, Amy	927072	2 AP8845	900.00
08/20/2019	473915	Check	City of Burnsville	900673	2 AP8845	2,250.00
08/20/2019	473916	Check	Conquer Ninja Athletics	929462-2	2 AP8845	120.00
08/20/2019	473917	Check	Consolidated Communications	906231	2 AP8845	3,783.63
08/20/2019	473918	Check	Cordova, Leticia	925919	2 AP8845	360.00
08/20/2019	473919	Check	Cornerstone Copy Center	900502	2 AP8845	318.36
08/20/2019	473920	Check	Dakota County Tech College	900906	2 AP8845	1,000.00
08/20/2019	473921	Check	Dakota Electric Association	900809	2 AP8845	78,675.09
08/20/2019	473922	Check	Dewald, Rina C	920524	2 AP8845	360.00
08/20/2019	473923	Check	Faber, Robert	500203	2 AP8845	72.80
08/20/2019	473924	Check	Frontline Technologies Group LLC	928988-1	2 AP8845	25,824.44
08/20/2019	473925	Check	Glassman Law Firm	930089	2 AP8845	376.23
08/20/2019	473926	Check	Great Lakes Higher Education Corporation	927604	2 AP8845	130.52
08/20/2019	473927	Check	Heritage Embroidery And Design	926328	2 AP8845	168.75

110

AP Check Register

AP Run: 20190820 AP — Post Date: 2019-08-20 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/20/2019	473928	Check	Imagine Design & Creative Consulting Inc	928876	2 AP8845	10,050.00
08/20/2019	473929	Check	Improv Parenting	931019	2 AP8845	900.00
08/20/2019	473930	Check	Jim Coopers Tire & Auto Stores	901134	2 AP8845	78.56
08/20/2019	473931	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	743.00
08/20/2019	473932	Check	Lindmeier, Thomas	930013	2 AP8845	36.00
08/20/2019	473933	Check	Lindsey, Delores	928953	2 AP8845	6,000.00
08/20/2019	473934	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	160.46
08/20/2019	473935	Check	Mayer Arts Inc	925512	2 AP8845	1,122.00
08/20/2019	473936	Check	McDowall Company	930006	2 AP8845	1,767.65
08/20/2019	473937	Check	Meca Sportswear	924921	2 AP8845	3,034.34
08/20/2019	473938	Check	MEI Total Elevator Solutions	908999-1	2 AP8845	28,124.40
08/20/2019	473939	Check	Minnesota Safety Council	909177	2 AP8845	580.00
08/20/2019	473940	Check	Multilingual Word Inc	922324	2 AP8845	350.00
08/20/2019	473941	Check	National Treasure Kung Fu Inc	904476	2 AP8845	4,095.30
08/20/2019	473942	Check	Orkin Commercial Services	926086	2 AP8845	1,301.00
08/20/2019	473943	Check	Rainbow Tree Company	929715	2 AP8845	225.00
08/20/2019	473944	Check	RAK Construction Inc	929749	2 AP8845	69,875.33
08/20/2019	473945	Check	Reading & Math Inc	928293	2 AP8845	5,000.00
08/20/2019	473946	Check	Rock Hard Landscape Supply	928528	2 AP8845	168.00

111

AP Check Register

AP Run: 20190820 AP — Post Date: 2019-08-20 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/20/2019	473947	Check	Rubenstein & Ziff Inc	900927	2 AP8845	389.18
08/20/2019	473948	Check	Safeway Driving School	926796	2 AP8845	7,305.00
08/20/2019	473949	Check	Schmitt Music	903532-2	2 AP8845	2,441.14
08/20/2019	473950	Check	School Nutrition Association (SNA)	926552-3	2 AP8845	44.00
08/20/2019	473951	Check	Sourcewell Technology	908203-1	2 AP8845	3,220.50
08/20/2019	473952	Check	Stamm, Amanda	930020	2 AP8845	225.00
08/20/2019	473953	Check	T-Mobile	929345-1	2 AP8845	8.00
08/20/2019	473954	Check	US Department of Education AWG	902813-6	2 AP8845	343.99
08/20/2019	473955	Check	Utility Energy Systems Llc	928965	2 AP8845	1,330.00
Total:						\$274,925.33

20190820 AP Summary

Type	Count	Amount
Regular	47	274,925.33
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	47	\$274,925.33

112

AP Check Register

AP Run: 20190823 AP — Post Date: 2019-08-23 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/23/2019	473956	Check	Acco Brands USA LLC	902623-1	2 AP8845	122.40
08/23/2019	473957	Check	Burnsville Fire Muster	926711-1	2 AP8845	75.00
08/23/2019	473958	Check	Centerpoint Energy	902519	2 AP8845	5,939.70
08/23/2019	473959	Check	CST MN - BIN# 170065	929862	2 AP8845	18,933.23
08/23/2019	473960	Check	ECM Publishers Inc	909272-2	2 AP8845	183.15
08/23/2019	473961	Check	Intermediate School Dist 917	909327	2 AP8845	71,010.11
08/23/2019	473962	Check	IXL Learning Inc	923420	2 AP8845	2,600.00
08/23/2019	473963	Check	Mackin Educational Resources	902196	2 AP8845	22,340.86
08/23/2019	473964	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	1,074.69
08/23/2019	473965	Check	Metro ECSU	908865	2 AP8845	3,050.00
08/23/2019	473966	Check	Mid City Services	930092	2 AP8845	59.25
08/23/2019	473967	Check	Minnesota Energy Resources	903029-1	2 AP8845	389.60
08/23/2019	473968	Check	Minnesota School Boards Association - MSBA	902540	2 AP8845	2,100.00
08/23/2019	473969	Check	MN Elementary School Principals Assoc (MESPA)	902538	2 AP8845	934.00
08/23/2019	473970	Check	Natus Medical Inc	929836	2 AP8845	561.00
08/23/2019	473971	Check	Office Depot Company	902489-1	2 AP8845	1,432.10
08/23/2019	473972	Check	Overhead Door Company Of The Northland	903695	2 AP8845	2,450.00
08/23/2019	473973	Check	Reliastar Life Insurance Company	920099-2	2 AP8845	3,055.90
08/23/2019	473974	Check	Reliastar Life Insurance Company	920099-3	2 AP8845	3,345.25

113

AP Check Register

AP Run: 20190823 AP — Post Date: 2019-08-23 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/23/2019	473975	Check	Reliastar Life Insurance Company	920099-4	2 AP8845	1,816.61
08/23/2019	473976	Check	Rock Hard Landscape Supply	928528	2 AP8845	100.00
08/23/2019	473977	Check	Scholastic Inc	903196-6	2 AP8845	313.17
08/23/2019	473978	Check	Sucansky, Sarah	921149	2 AP8845	260.00
08/23/2019	473979	Check	Success By Design	902434	2 AP8845	540.59
08/23/2019	473980	Check	Tri-State Bobcat	924444	2 AP8845	235.39
08/23/2019	473981	Check	Twin City Outdoor Services Inc	929177	2 AP8845	20,275.00
08/23/2019	473982	Check	Upper Lakes Food Inc	929826	2 AP8845	150.44
08/23/2019	473983	Check	Wilcox Paper LLC	903296	2 AP8845	28,912.00
Total:						\$192,259.44

114

20190823 AP Summary

Type	Count	Amount
Regular	28	192,259.44
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	28	\$192,259.44

AP Check Register

AP Run: 20190830 AP — Post Date: 2019-08-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/30/2019	473984	Check	Agropur Inc Division Natrel USA	928147-1	2 AP8845	454.13
08/30/2019	473985	Check	Ahern, Patrick	928566	2 AP8845	7,380.00
08/30/2019	473986	Check	Amazon Capital Services Inc	922956	2 AP8845	106.17
08/30/2019	473987	Check	Aqua Engineering Inc	900106	2 AP8845	3,482.65
08/30/2019	473988	Check	Arvig	928649	2 AP8845	4,950.00
08/30/2019	473989	Check	Attainment Company Inc	903197-1	2 AP8845	3,144.75
08/30/2019	473990	Check	Best Buy Business Advantage Account	903544-2	2 AP8845	704.40
08/30/2019	473991	Check	Bituminous Roadways Inc	900459	2 AP8845	131,385.00
08/30/2019	473992	Check	Bix Produce Company	900477	2 AP8845	173.56
08/30/2019	473993	Check	Braun Intertec Corp	906473-1	2 AP8845	631.00
08/30/2019	473994	Check	Business Education Publishing	925438	2 AP8845	3,196.00
08/30/2019	473995	Check	Carrier Corporation	900707-1	2 AP8845	2,368.75
08/30/2019	473996	Check	Cengage Learning	903622-1	2 AP8845	13,798.00
08/30/2019	473997	Check	Centerpoint Energy	902519	2 AP8845	793.04
08/30/2019	473998	Check	City of Burnsville	900673	2 AP8845	150.00
08/30/2019	473999	Check	Conney Safety Products	900552-1	2 AP8845	489.59
08/30/2019	474000	Check	Cornerstone Copy Center	900502	2 AP8845	1,673.42
08/30/2019	474001	Check	Cottens Inc	929846	2 AP8845	67.35
08/30/2019	474002	Check	Cummins Npower LLC	929228-1	2 AP8845	9,372.51
08/30/2019	474003	Check	Dalco	904186-1	2 AP8845	5,494.77

115

AP Check Register

AP Run: 20190830 AP — Post Date: 2019-08-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/30/2019	474004	Check	Demco Inc	900837-1	2 AP8845	30.65
08/30/2019	474005	Check	Durand Manufacturing Inc	924933	2 AP8845	950.00
08/30/2019	474006	Check	Educators Benefit Consultants LLC	926262-1	2 AP8845	5,537.81
08/30/2019	474007	Check	Electro Watchman Inc	901078	2 AP8845	275.00
08/30/2019	474008	Check	Fairfield Glass & Window Inc	926949	2 AP8845	159.00
08/30/2019	474009	Check	Fastenal	923054-1	2 AP8845	6.39
08/30/2019	474010	Check	Field Environmental Consulting Inc	926109	2 AP8845	252.00
08/30/2019	474011	Check	Finishing Touch Plus	924349-1	2 AP8845	590.00
08/30/2019	474012	Check	Follett School Solutions Inc	904527-1	2 AP8845	26,497.01
08/30/2019	474013	Check	General Parts LLC	901541-1	2 AP8845	977.85
08/30/2019	474014	Check	Grainger	904387-1	2 AP8845	354.63
08/30/2019	474015	Check	GreatAmerica Financial Services	929729	2 AP8845	395.00
08/30/2019	474016	Check	Hi Tech Refrigeration Inc	909046	2 AP8845	426.40
08/30/2019	474017	Check	Horizon Commercial Pool Supply	904818	2 AP8845	374.98
08/30/2019	474018	Check	Interstate All Battery Center	928877-1	2 AP8845	535.40
08/30/2019	474019	Check	John A Dalsin & Son Inc	905816	2 AP8845	1,757.25
08/30/2019	474020	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	1,675.44
08/30/2019	474021	Check	Kraus-Anderson Ins Agency Inc	902102	2 AP8845	10,746.67
08/30/2019	474022	Check	Luther College	928387-1	2 AP8845	200.00

116

AP Check Register

AP Run: 20190830 AP — Post Date: 2019-08-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/30/2019	474023	Check	MASPA/State Negotiators	928931	2 AP8845	1,100.00
08/30/2019	474024	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	1,289.52
08/30/2019	474025	Check	Meca Sportswear	924921	2 AP8845	1,979.44
08/30/2019	474026	Check	Metro Transit	922385	2 AP8845	200.00
08/30/2019	474027	Check	Mid City Services	930092	2 AP8845	12.75
08/30/2019	474028	Check	MN Dept of Education	901596-27	2 AP8845	146.00
08/30/2019	474029	Check	MN Elementary School Principals Assoc (MESPA)	902538	2 AP8845	1,858.00
08/30/2019	474030	Check	MN State High School League (MSHSL)	902445	2 AP8845	4,510.00
08/30/2019	474031	Check	Molly Hawkins House Inc	906838	2 AP8845	764.76
08/30/2019	474032	Check	Office Depot Company	902489-1	2 AP8845	79.37
08/30/2019	474033	Check	Office of MNIT Services	906477	2 AP8845	480.94
08/30/2019	474034	Check	Olympic Communications Inc	927700	2 AP8845	1,143.50
08/30/2019	474035	Check	Overhead Door Company Of The Northland	903695	2 AP8845	525.00
08/30/2019	474036	Check	Poeschl, Emily	500204	2 AP8845	85.09
08/30/2019	474037	Check	RAK Construction Inc	929749	2 AP8845	6,527.03
08/30/2019	474038	Check	Rock Hard Landscape Supply	928528	2 AP8845	360.00
08/30/2019	474039	Check	Rosemount High School	909266	2 AP8845	125.00
08/30/2019	474040	Check	Rupp Anderson Squires & Waldspurger Pa	928434	2 AP8845	2,352.00
08/30/2019	474041	Check	Ryan Mechanical Inc	923241	2 AP8845	7,052.00

117

AP Check Register

AP Run: 20190830 AP — Post Date: 2019-08-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/30/2019	474042	Check	Securly Inc	931011	2 AP8845	14,130.00
08/30/2019	474043	Check	Subscription Services Of America Inc	903658	2 AP8845	584.22
08/30/2019	474044	Check	Tierney Brothers Inc	900826-1	2 AP8845	224.28
08/30/2019	474045	Check	TransAlarm Inc	927394-1	2 AP8845	168.30
08/30/2019	474046	Check	Upper Lakes Food Inc	929826	2 AP8845	836.52
08/30/2019	474047	Check	Vettrus, Kimberly	500205	2 AP8845	85.09
08/30/2019	474048	Check	Wilcox Paper LLC	903296	2 AP8845	4,021.00
08/30/2019	474049	Check	Xcel Energy	902776	2 AP8845	16.88
08/30/2019	474050	Check	Yahnke, Virginia	500206	2 AP8845	25.30
Total:						\$292,238.56

20190830 AP Summary

Type	Count	Amount
Regular	67	292,238.56
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	67	\$292,238.56

118

AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	1,536,229.78
02 - FOOD SERVICE	26,047.56
03 - TRANSPORTATION	303,502.45
04 - COMMUNITY SERVICE	186,110.34
09 - SCHOLARSHIP FUND	3,500.00
16 - FACILITIES RENTAL	68.94
21 - ISF - POST RETIREMENT BENEFITS	4,320.00
	\$2,059,779.07

AP Check Register

AP Run: 20190808 ACH June 19 — Post Date: 2019-06-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/08/2019	900000809	ACH	Kellen, Jason M	019063	1 AP5800	200.00
08/08/2019	900000810	ACH	Knutsen, Heidi	007388	1 AP5800	50.46
08/08/2019	900000811	ACH	Kronabetter, Julie R	016789	1 AP5800	20.18
08/08/2019	900000812	ACH	Sellers, Jason A	019217	1 AP5800	690.18
08/08/2019	900000813	ACH	Smith, Tracy J	014671	1 AP5800	19.49
08/08/2019	900000814	ACH	Weiler, Bob M	005573	1 AP5800	174.06
Total:						\$1,154.37

20190808 ACH June 19 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	6	1,154.37
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	6	\$1,154.37

120

AP Check Register

AP Run: 20190808 ACH — Post Date: 2019-08-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/08/2019	900000815	ACH	Barth, Tami Rae	007269	1 AP5800	75.11
08/08/2019	900000816	ACH	Cloutier, Dana M	016633	1 AP5800	55.39
08/08/2019	900000817	ACH	Erbes, Sarah L	017283	1 AP5800	83.52
08/08/2019	900000818	ACH	Hendrix, Eugenia M	008309	1 AP5800	249.40
08/08/2019	900000819	ACH	Holloway, Andrea	019446	1 AP5800	115.30
08/08/2019	900000820	ACH	Kibler, Jeanne	014479	1 AP5800	109.39
08/08/2019	900000821	ACH	Kim, Hyun Ae	019690	1 AP5800	14.96
08/08/2019	900000822	ACH	Kronabetter, Julie R	016789	1 AP5800	261.68
08/08/2019	900000823	ACH	Niemiec, Alicia	013692	1 AP5800	94.54
08/08/2019	900000824	ACH	Pariseau, Marcia L	011739	1 AP5800	24.71
08/08/2019	900000825	ACH	Robole, Vicki M	009670	1 AP5800	179.22
08/08/2019	900000826	ACH	Spry, Karie	014961	1 AP5800	30.86
Total:						\$1,294.08

121

20190808 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	12	1,294.08
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	12	\$1,294.08

AP Check Register

AP Run: 20190816 ACH June — Post Date: 2019-06-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/16/2019	9000000827	ACH	Ness, Karen M	016501	1 AP5800	268.54
Total:						\$268.54

20190816 ACH June Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	1	268.54
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$268.54

122

AP Check Register

AP Run: 20190816 ACH — Post Date: 2019-08-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/16/2019	900000828	ACH	Gage, Lucas B	019646	1 AP5800	30.04
08/16/2019	900000829	ACH	Gorton, Rachel	016735	1 AP5800	78.94
08/16/2019	900000830	ACH	Hooper, Nicholas E	019533	1 AP5800	496.00
08/16/2019	900000831	ACH	Knutsen, Heidi	007388	1 AP5800	23.20
08/16/2019	900000832	ACH	Ness, Karen M	016501	1 AP5800	11.02
08/16/2019	900000833	ACH	Simon, Glenn D.	004356	1 AP5800	149.41
08/16/2019	900000834	ACH	Winslow, Michael J	019944	1 AP5800	33.36
Total:						\$821.97

20190816 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	7	821.97
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	7	\$821.97

123

AP Check Register

AP Run: 20190821 ACH — Post Date: 2019-08-21 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/21/2019	900000835	ACH	Beckmann, Emily C	020001	1 AP5800	1,006.37
08/21/2019	900000836	ACH	Funston, Kathy L	017175	1 AP5800	88.16
08/21/2019	900000837	ACH	Henderson, Michelle A	018025	1 AP5800	34.10
08/21/2019	900000838	ACH	Kreie Arago, Maria	019632	1 AP5800	43.76
08/21/2019	900000839	ACH	Oftedahl, Imina P	020003	1 AP5800	115.00
08/21/2019	900000840	ACH	Ray, Stephen	014658	1 AP5800	181.50
08/21/2019	900000841	ACH	Van Osdel, Bethany A	018296	1 AP5800	35.02
08/21/2019	900000842	ACH	Wurdeman, Scott	010543	1 AP5800	45.99
Total:						\$1,549.90

20190821 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	8	1,549.90
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	8	\$1,549.90

124

AP Check Register

AP Run: 20190828 ACH — Post Date: 2019-08-28 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/28/2019	900000843	ACH	Battle, Theresa F	019927	1 AP5800	500.00
08/28/2019	900000844	ACH	Drey, Wesley J	019539	1 AP5800	284.00
08/28/2019	900000845	ACH	Elfering, Jean	011911	1 AP5800	81.44
08/28/2019	900000846	ACH	Gersich, Brian M	019849	1 AP5800	200.00
08/28/2019	900000847	ACH	Hughes, Rachel J	018943	1 AP5800	127.02
08/28/2019	900000848	ACH	Loesch, Jake	012303	1 AP5800	48.98
08/28/2019	900000849	ACH	Pavek, Brooke C	016645	1 AP5800	43.79
08/28/2019	900000850	ACH	Pikal, Robin	019154	1 AP5800	200.00
08/28/2019	900000851	ACH	Rider, Lisa K	016166	1 AP5800	200.00
08/28/2019	900000852	ACH	Sovine, Stacey	017487	1 AP5800	200.00
Total:						\$1,885.23

125

20190828 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	10	1,885.23
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	10	\$1,885.23

AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	6,217.58
02 - FOOD SERVICE	301.35
04 - COMMUNITY SERVICE	455.16
	\$6,974.09

126

AP Check Register

AP Run: 20190808 Virtual June 19 — Post Date: 2019-06-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/08/2019	6000000056		Houghton Mifflin Harcourt Publishing Co	928887-1	2 Virtua	3,376.19
08/08/2019	6000000057		Universal Athletic Service Inc	928417	2 Virtua	1,297.92
Total:						\$4,674.11

20190808 Virtual June 19 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	2	4,674.11
Total:	2	\$4,674.11

127

AP Check Register

AP Run: 20190808 Virtual — Post Date: 2019-08-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/08/2019	6000000058		Cole Papers Inc	927279-1	2 Virtua	2,466.78
08/08/2019	6000000059		Houghton Mifflin Harcourt Publishing Co	903362-4	2 Virtua	40,650.00
08/08/2019	6000000060		Houghton Mifflin Harcourt Publishing Co	928887-1	2 Virtua	5,500.55
08/08/2019	6000000061		Innovative Office Solutions Llc	924274-1	2 Virtua	1,716.24
08/08/2019	6000000062		The SpyGlass Group, LLC	930026	2 Virtua	955.50
08/08/2019	6000000063		Trane US Inc	904045-1	2 Virtua	3,252.00
08/08/2019	6000000064		Tri-Dim Filter Corp	929519	2 Virtua	10,114.13
08/08/2019	6000000065		Trio Supply	903802	2 Virtua	1,063.04
08/08/2019	6000000066		Universal Athletic Service Inc	928417	2 Virtua	500.50
08/08/2019	6000000067		West Interactive Services Corporation	924462	2 Virtua	16,744.61
Total:						\$82,963.35

128

20190808 Virtual Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	10	82,963.35
Total:	10	\$82,963.35

AP Check Register

AP Run: 20190816 Virtual June — Post Date: 2019-06-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/16/2019	6000000068		Advanced Imaging Solutions	928551	2 Virtua	1,042.74
08/16/2019	6000000069		Center For The Collaborative Classroom	924466-1	2 Virtua	1,057.32
Total:						\$2,100.06

20190816 Virtual June Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	2	2,100.06
Total:	2	\$2,100.06

129

AP Check Register

AP Run: 20190816 Virtual — Post Date: 2019-08-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/16/2019	6000000070		Advanced Imaging Solutions	928551	2 Virtua	47.34
08/16/2019	6000000071		Houghton Mifflin Harcourt Publishing Co	903362-4	2 Virtua	9,975.74
08/16/2019	6000000072		Tri-Dim Filter Corp	929519	2 Virtua	176.12
08/16/2019	6000000073		Universal Athletic Service Inc	928417	2 Virtua	1,874.75
Total:						\$12,073.95

20190816 Virtual Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	4	12,073.95
Total:	4	\$12,073.95

130

AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	95,163.21
02 - FOOD SERVICE	730.12
04 - COMMUNITY SERVICE	5,918.14
	\$101,811.47

131

AP Check Register

AP Run: 20190830 Fund 26 — Post Date: 2019-08-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/30/2019	104017	Check	American Office Products	927586	6 BOND P	9,554.39
08/30/2019	104018	Check	Electro Watchman Inc	901078	6 BOND P	5,977.07
08/30/2019	104019	Check	Global Communications Wiring & Services	927736	6 BOND P	16,156.39
08/30/2019	104020	Check	Hiller Commercial Floors	905805	6 BOND P	14,864.19
08/30/2019	104021	Check	RAK Construction Inc	929749	6 BOND P	12,855.66
Total:						\$59,407.70

20190830 Fund 26 Summary

Type	Count	Amount
Regular	5	59,407.70
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	5	\$59,407.70

132

AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
26 - BOND REFERENDUM	59,407.70
	\$59,407.70

133



**Agenda IV.A.5.
October 24, 2019**

To: Board of Education
From: Superintendent Dr. Theresa Battle
Date: October 3, 2019
Re: Report on Listening Session on October 10, 2019

School Board Listening Session
10-10-19

Board Members: Directors Scott Hume and DeeDee Currier
Superintendent Dr. Theresa Battle

No one spoke at the listening session.

!



**Agenda IV.A.6.
October 24, 2019**

To: Board of Education

From: Superintendent Dr. Theresa Battle

Date: October 17, 2019

Re: Policies 201: *Legal Status of the School Board*; 203: *Operations of the School Board-Governing Rules*; 203.1: *School Board Procedures; Rules of Order*, 203.5: *School Board Meeting Agenda*; 203.6: *Consent Agenda*; and 204: *School Board Meeting Minutes*

Recommendation: Approve no changes to Policies 201: *Legal Status of the School Board*; 203: *Operations of the School Board-Governing Rules*; 203.1: *School Board Procedures; Rules of Order*; 203.5: *School Board Meeting Agenda*; 203.6: *Consent Agenda*; and 204: *School Board Meeting Minutes*.

These policies were reviewed by the Policy Review Committee on October 8, 2019. The school board reviews all policies at least once every five years and these policies were scheduled to be reviewed as part of the review rotation.

Adopted: 4/23/2015

Burnsville-Eagan-Savage School District Policy 201

Reviewed: ~~4/13/2017~~10/24/2019

Revised:

Rescinds:

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of seven elected directors. The term of office is four years.
- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
2. furnish school lunches for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers)
Minn. Stat. § 123B.02 (General Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14 (School District Officers)
Minn. Stat. § 123B.23 (Liability Insurance)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 123B.85 (Definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References: Burnsville-Eagan-Savage School District Policy 101 (Legal Status of the School District)
Burnsville-Eagan-Savage School District Policy 202 (School Board Officers)
Burnsville-Eagan-Savage School District Policy 203 (Operation of the School Board -Governing Rules)
Burnsville-Eagan-Savage School District Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Adopted: 7/1985

Burnsville-Eagan-Savage School District Policy 203

Reviewed: ~~4/13/2017~~10/24/2019

Revised: 2/2012

Rescinds: BDDE

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order, Revised* (eleventh edition) where not inconsistent with A. and B., above.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)

Cross References:

Adopted: 07/1985

Burnsville-Eagan-Savage School District Policy 203.1

Reviewed: ~~4/13/2017~~10/24/2019

Revised: 04/23/2015

Rescinds: BDDE

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. Some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess, or to take measures to obtain a quorum.

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)

Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)

Minn. Stat. § 471.88 (Exceptions)

Cross References: Burnsville-Eagan-Savage School District Policy 203 (Operation of the School Board – Governing Rules)
Burnsville-Eagan-Savage School District Policy 204 (School Board Meeting Minutes)
Burnsville-Eagan-Savage School District Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
Burnsville-Eagan-Savage School District Policy 207 (Public Hearings)

Adopted: 04/23/2015

Burnsville-Eagan-Savage School District Policy 203.5

Reviewed: ~~4/13/2017~~10/24/2019

Revised:

Rescinds:

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent at least three days prior to the meeting. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members six (6) days prior to the scheduled regular school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers

their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Cross References: Burnsville-Eagan-Savage School District Policy 203 (Operation of the School Board – Governing Rules)
Burnsville-Eagan-Savage School District Policy 203.2 (Order of the Regular School Board Meeting)
Burnsville-Eagan-Savage School District Policy 203.6 (Consent Agendas)
Burnsville-Eagan-Savage School District Policy 204 (School Board Meeting Minutes)
Burnsville-Eagan-Savage School District Policy 207 (Public Hearings)

Adopted: 04/23/2015
Reviewed: ~~4/13/2017~~10/24/2019
Revised: 4/27/2017
Rescinds:

Burnsville-Eagan-Savage School District Policy 203.6

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those items that (1) usually do not require discussion or explanation prior to school board action, (2) are noncontroversial and/or similar in content, or (3) have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: Burnsville-Eagan-Savage School District Policy 203.2 (Order of the Regular School Board Meeting)
Burnsville-Eagan-Savage School District Policy 203.5 (School Board Meeting Agenda)
Burnsville-Eagan-Savage School District Policy 204 (School Board Meeting Minutes)

Adopted: 7/1985

Burnsville-Eagan-Savage School District Policy 204

Reviewed: ~~4/13/2017~~10/24/2019

Revised: 5/28/2015

Rescinds: BDDG

204 SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.

- b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
- a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and

- c. The classification of the data.
- 6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20 (Dec. 17, 1970)
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: Burnsville-Eagan-Savage School District Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties



**Agenda IV.A.7.
October 24, 2019**

To: Board of Education, Members
Superintendent Dr. Theresa Battle

From: Guillaume Paek, Athletic Director

Date: October 10, 2019

Re: Approval of MSHSL Foundation Form A Grant Application

RECOMMENDATION: That the Board of Education approves the Form A Grant application to the MSHSL Foundation to assist in offsetting operating costs for our free and reduced lunch students.

Discussion

This is a Minnesota State High School League Foundation grant that gives money back to schools based on the number of unduplicated free and reduced lunch students participating in our athletics programs. There are no obligations associated with accepting these dollars.

FORM A

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

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

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

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

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

Date

Board Chair

Date

Board Clerk - Treasurer



Future Ready. Community Strong.

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

To: Board of Education
Superintendent Dr. Theresa Battle

From: Chair Abigail Alt

Date: October 24, 2019

Re: Special Board Workshop

Recommendation: that the Board of Education approves scheduling a special board workshop on Wednesday, October 30 at 6:00 p.m. at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, for a report on Special Education.



Future Ready. Community Strong.

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

To: Board of Education, Members
Superintendent Dr. Theresa Battle

From: Guillaume Paek, Athletic Director

Date: October 10, 2019

Re: Cooperative Sponsorship Nordic Ski 2019-2020

RECOMMENDATION: That the Board of Education approves the Cooperative Sponsorship in Nordic Ski between Burnsville High School and Shakopee High School.

Discussion

Historically, Burnsville and Shakopee have had a Cooperative Sponsorship in place for Nordic Ski. Our cooperative sponsorship was dissolved (as were all MSHSL cooperative sponsorships) when schools were allowed to participate in sections as a cooperative sponsorship. Prior to this rule change, the cooperative sponsorships were for the regular season only, and schools had to participate separately in Section play. Cooperative Sponsorships are now full season and section agreements and allow schools to participate together as one team through the end of season (State Tournament).

Our numbers are very low in Nordic Ski (10 boys and 6 girls returning in grades 7-12) and this cooperative sponsorship is necessary in order to keep our Nordic Ski program.

Application for Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of **Boys and Girls Nordic Ski** beginning with the **2019 - 2020** school year. (activity/ies) (if applicable, indicate boys/girls)

List **ALL** schools included in the cooperative sponsorship. *Attach another sheet if necessary.*

	School	Enrollment (10-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Burnsville High School	2079	Burnsville, MN	3AA	1A
High School #2:	Shakopee High School	2281	Shakopee, MN	2AA	2A
High School #3:					
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes -- This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes -- An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity (see model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	Boys--0 Girls--0	Boys--1 Girls--4	Boys--1 Girls--0	Boys--3 Girls--1	Boys--5 Girls--1	Boys--2 Girls--4
High School #2	Boys--0 Girls--0	Boys--0 Girls--0	Boys--2 Girls--1	Boys--0 Girls--3	Boys--0 Girls--3	Boys--0 Girls--0
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): Burnsville/Shakopee

6. Host School (school that will receive revenue share check): Burnsville High School

Board of Education (or designee)	School	Date
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

_____ Approved _____ Not Approved

Signature: _____ Date: _____

MSHSL Executive Director



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

To: Board of Education, Members
Superintendent Dr. Theresa Battle

From: Guillaume Paek, Athletic Director

Date: October 10, 2019

Re: Cooperative Sponsorship Alpine Ski 2019-2020

RECOMMENDATION: That the Board of Education approves the Cooperative Sponsorship in Alpine Ski between Burnsville High School and Shakopee High School.

Discussion

Historically, Burnsville and Shakopee have had a Cooperative Sponsorship in place for Alpine Ski. Our cooperative sponsorship was dissolved (as were all MSHSL cooperative sponsorships) when schools were allowed to participate in sections as a cooperative sponsorship. Prior to this rule change, the cooperative sponsorships were for the regular season only, and schools had to participate separately in Section play. Cooperative Sponsorships are now full season and section agreements and allow schools to participate together as one team through the end of season (State Tournament).

Our numbers are very low in Alpine Ski (3 boys and 6 girls returning in grades 7-12) and this cooperative sponsorship is necessary in order to keep our Alpine Ski program.

Application for Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of **Boys and Girls Alpine Ski** beginning with the **2019 - 2020** school year. (activity/ies) (if applicable, indicate boys/girls)

List **ALL** schools included in the cooperative sponsorship. *Attach another sheet if necessary.*

	School	Enrollment (10-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Burnsville High School	2079	Burnsville, MN	3AA	6A
High School #2:	Shakopee High School	2281	Shakopee, MN	2AA	6A
High School #3:					
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year. **Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes -- This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes -- An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity (see model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards))

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	Boys--0 Girls--0	Boys--0 Girls--0	Boys--1 Girls--1	Boys--2 Girls--2	Boys--0 Girls--3	Boys--4 Girls--2
High School #2	Boys--0 Girls--0	Boys--0 Girls--0	Boys--1 Girls--1	Boys--0 Girls--1	Boys--1 Girls--0	Boys--0 Girls--0
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): Burnsville/Shakopee

6. Host School (school that will receive revenue share check): Burnsville High School

Board of Education (or designee)	School	Date
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors
 _____ Approved _____ Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director



Future Ready. Community Strong.

**Agenda IV.B.3.
October 24, 2019**

To: Board of Education, Members
Superintendent Dr. Theresa Battle

From: Guillaume Paek, Athletic Director

Date: October 16, 2019

Re: Cooperative Sponsorship Wrestling 2019-2020

RECOMMENDATION: That the Board of Education approves the Non-Exclusive Cooperative Sponsorship in Wrestling between Burnsville High School and Blue Sky Online Charter School.

Discussion

Non-Exclusive Cooperative Sponsorships are provide for online charter school students who reside across the state. MSHSL Bylaw 403 explains as follows:

Cooperative Sponsorship with Charter Schools (Non-Exclusive Cooperative Sponsorship)

Charter schools who are members of the Minnesota State High School League and who are organized as prescribed by M.S. 124E.03 may have multiple non-exclusive cooperative sponsorships in the same League-sponsored activity with public schools provided that:

A. The Charter School does not have its own team in that activity;

B. The Charter School student(s) return(s) to the public school in the attendance area of the public school where the student(s) officially resides with his/her parent(s) or guardian(s);

C. The Charter Schools, on behalf of the student(s) officially enrolled in the Charter School, comply with all of the eligibility and financial requirements prescribed by the public school in the attendance area where the student(s) officially resides with his/her parent(s) or guardian(s).

D. The boards of education of the public school(s) and the Charter School agree to cooperatively sponsor the activity and complete the required League cooperative sponsorship form(s).

The student who is at Blue Sky is a former ISD 191 student who still resides in ISD 191's attendance zone.

As a side note, provisions are naturally made for students in this exact situation who transfer and enroll in a **public online school** (not an online charter, like in this situation). Students who transfer to an online public school are allowed to participate at their home attendance school, provided that is the school that he/she came from directly.

Because this student enrolled in an online charter, the cooperative sponsorship needs to be done.

Application for Cooperative Sponsorship
Deadline: Not later than the first day of practice for that sport season.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Wrestling (boys') beginning with the **2019** - **2020** school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Burnsville High School	2079	Burnsville, MN	3AA	2AAA
High School #2:	BlueSky Charter School	460	West St. Paul, MN		
High School #3:					
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20-%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	0	0	2	10	10	0
High School #2	0	0	0	1	0	0
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): Burnsville High School

6. Team Colors: Black and Yellow (Gold) Team Mascot: Blaze

7. Host School (school that will receive revenue share check): _____

Board of Education (or designee)	School	Date
Signed _____	_____	_____
Signed <u><i>Amy Hansen</i></u> _____	<u>BlueSky Charter School</u>	<u>8/7/19</u>
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

- Approved
 Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director 159

BURNSVILLE EAGAN SAVAGE
Independent School District 191
Human Resources

AGENDA ITEM: IV.B.4.

To: Members of the Board of Education
Superintendent Dr. Theresa Battle

From: Stacey Sovine
Executive Director of Human Resources

Date: October 24, 2019

RE: **Collective Bargaining Agreement with the Burnsville Principal Association**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE
THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED
LANGUAGE IN THE 2019-2021 MASTER AGREEMENT WITH THE
BURNSVILLE PRINCIPAL ASSOCIATION**

The District reached a tentative agreement on a new two-year contract with the Burnsville Principals Association on September 25, 2019. There are 23 principals within the unit. Work on a new two year agreement started on August 23, 2019 and extended over four bargaining sessions. During the collective bargaining process, 7 language items were on the table for discussion.

The major language items agreed upon in the tentative agreement include:

- Removed dated language
- Adjust Long Term Disability Language
- Modify language on Unrequested Leaves of Absences

Economic terms agreed to include:

- \$2,000 increase 1st year and \$1,500 increase 2nd year on career increment steps.
- 2 year increased cost \$ 157,000.
- MSBA 2 year package increase is 2.98% compared to a 4.67% increase last contract.

MASTER AGREEMENT

JULY 1, ~~2017~~ 2019 - JUNE 30, ~~2019~~ 2021

**BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 191
BURNSVILLE, MINNESOTA**

AND

BURNSVILLE PRINCIPALS ASSOCIATION

Burnsville - Eagan - Savage Public Schools

TABLE OF CONTENTS

B	P
Bereavement12	Parental Leave..... 13-15
C	Personal Business Absence11
Compensation..... 3	Personal Illness.....12
Continuation of Benefits 7-8	Personnel Files.....14
D	Professional Activity Leave10
Definition 1	R
Dental Insurance 8	Rights..... 2-3
F	S
Family Illness Absence.....12	Salary Schedule Placement 3
Flexible Benefit Plan 9	Seniority..... 9
G	Special Service Compensation 5
Grievance Procedure15	StepAdvancement.....4
H	Substitutes for Principals..... 9
Health and Accident Insurance 6	T
Holidays 5	Tax Sheltered Annuity/Deferred Compensation Plans 9
J	Tuition 4
Jury Duty11	V
L	Vacation..... 5
Leaves and Absences 10-15	W
Life Insurance..... 6	Work Year 4
Long Term Disability..... 6	Worker's Compensation12
M	
Matching Contribution 9	
Maternity Absence.....13	
Mileage8	

MASTER AGREEMENT
JULY 1, 2017 2019 - JUNE 30, 2019 2021

BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 191
BURNSVILLE, MINNESOTA

and

BURNSVILLE PRINCIPALS ASSOCIATION

Preamble

THIS AGREEMENT, entered into between the School Board of Independent School District 191, Burnsville, Minnesota, and the Burnsville Principals Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as revised, is to provide the terms and conditions of employment for principals for the duration of the Agreement.

ARTICLE I
RECOGNITION

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all principals who work more than fourteen (14) hours per week and more than sixty-seven (67) days per year. A principal, associate principal, and principal or associate principal on special assignment or any other professional employee required to hold a principal's license from the state department shall be referred to as a "principal" within this master agreement.

ARTICLE II
COPIES OF RECORD

There shall be two (2) signed copies of the final contract for the purpose of record, one retained by the Board, one by the Association.

ARTICLE III
STATUTORY RESPONSIBILITIES AND OBLIGATIONS OF THE SCHOOL BOARD

Section 1. All principals covered by this Agreement shall perform the professional services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by properly designated officials of the School District. The School Board and its properly designated representatives have the obligation and duty to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

Section 2. All principals covered by this Agreement, the School Board, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, Rules and Regulations of the State Board of Education, and valid rules, regulations, and orders of State and Federal governmental agencies. Any provisions of this Agreement herein found to be in violation of any such laws, rules, regulations or orders shall be null and void and without force and effect.

Section 3. The School Board agrees not to meet and negotiate with any organization other than the Burnsville Principals Association as long as that organization is the exclusive representative of the principals of Independent School District 191.

Section 4. It is further understood that the foregoing enumeration of the School Board's responsibilities and obligations is not exclusive and the School Board expressly reserves all its statutory authority not expressly delegated in the Agreement.

ARTICLE IV PRINCIPALS RIGHTS

Section 1. Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any principal or his/her representative to the expression or communication of view, grievance, complaint or opinion on any matter related to the conditions of compensation of public employment or circumvent the rights of the Association, nor shall it be construed to require any principal to perform labor or services against his/her will.

Section 2. Principals shall have the right to form and join employee organizations, and shall have the right not to form and join such organizations. Principals in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment with the School Board.

Section 3. Recognizing that principals have the right to meet and confer with the Board regarding any and all policies and practices of the District, the Board or its designee agrees to meet and confer with the principals on matters not covered in this Agreement at least every four (4) months. It shall be the responsibility of the Principals' Association to request such meetings and provide a proposed agenda.

Section 4. Any principal who is a member of the Association, or who has applied for membership, may sign and deliver to the Human Resources Office an assignment authorizing deduction of membership dues in the Association. Pursuant to such authorization, the Board shall deduct dues from each regular salary check of the principal ending in June.

~~Section 5. In accordance with M.S. §179.65, Subd. 2, as amended, any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any employee shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed eighty-five percent (85%) of the regular membership dues. The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Director of Mediation Services and to each employee to be assessed the fair share fee.~~

~~A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the Director of Mediation Services, the School District, and the exclusive representative within thirty (30) days after the receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative.~~

The School District shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the School District pending a decision by the Director, B.M.S., or Court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify, and save the School District harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

Section 5.6. With respect to all sums deducted by the Board, the Board agrees to remit to the Association said amount, accompanied by an alphabetical list for whom such deductions have been made.

Section 6.7. Duly authorized representatives of the Association shall be permitted to transact official association business on school property, provided that this shall not interfere with or interrupt normal school operations.

Section 7.8. The Association shall have the right to use school facilities and equipment, including computers, duplicating equipment, calculating machines, and all types of audio visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incidental to such use. The user shall request equipment from the responsible individual and have time and use determined when checked out.

Section 8.9. The Association shall have the right to use the District mail service, mailboxes, e-mail and voicemail for communications; such communication to be unimpaired and uncensored.

Section 9.10. The Board agrees to furnish to the Association information concerning the financial resources of the District, annual financial reports and audits, after official adoption at a regular School Board meeting, register of certified personnel, agendas and minutes of all Board meetings, census and membership data, (names and addresses of all principals salaries paid thereto and substantiating data).

ARTICLE V COMPENSATION

Section 1. Basic Rates of Pay:

Subd. 1. Status of Salary Schedules:

The salary schedules contained in this article are adopted by the School Board for the term of this Agreement. The Schedules shall remain in effect until a successor agreement is negotiated. Step advancement is contingent upon and subject to the terms of the successor agreement.

Subd. 2. Salary Schedule - Placement

Initial placement is the responsibility of the Executive Director of Human Resources or designate.

Subd. 3.

For the salary schedule for the ~~2017-2018~~ 2019-2020 and ~~2018-2019~~ 2020-2021 contract year, see Appendix A and Appendix B attached hereto.

Section 2. Step Advancement: Step advancement for principals whose initial placement is step (1) one of the salary schedule is granted after a principal successfully completes one (1) year as a principal in ISD #191. For purposes of Section 2 and Section 3 of this article, a principal must start by January 1st. Longevity (Steps 15 and 20) is granted for years of professional service in the district.

Section 3. Principal Career Steps: A principal is eligible for a career step after completing the appropriate years of service as a principal. Career step amounts will be pro-rated for principals that work less than full-time.

Effective July 1, 2015, the following career steps apply:

- A. \$2,000 in the 5th year of employment as a principal
- B. \$3,500 in the 10th year of employment as a principal

Section 4. Tuition:

Sub 1. For individuals hired prior to January 1, 2013, the employer will reimburse employees for credits taken beyond the MA +60 or Specialist lane subject to the prior approval of the Executive Director of Human Resources. Reimbursement will not be paid to employees on leave. Reimbursement shall be at the rate of graduate school tuition for the University of Minnesota, adjusted annually for the year in which the course was taken.

Subd 2. Employees hired after January 1, 2013 are eligible for up to two thousand five hundred dollars (\$2,500) 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.

Subd 3. Effective July 1, 2013, employees who have earned a doctorate from an accredited college or university will receive an additional five thousand dollars (\$5,000) per year above the MA60 salary schedule, if the Board determines that the doctorate relates to the employee's position with the District.

Section 5. Certificate, Retirement Fund Certificate, and Transcript of College Credits: Each principal must submit a copy of a valid Minnesota Certificate, a retirement fund certificate, and a transcript of all college credits. This material will be kept on file in the District office during the entire time that the principal is employed in the school system. Before a principal can be granted a step or lane advancement, all requirements above must have been fulfilled.

Section 6. Work Year: The work year for principals shall be twelve (12) months. In the event a principal works for less than twelve months, the employee's compensation, sick leave, and vacation shall be calculated on a prorated basis. Health, life, and dental insurance shall be the same as for a full time employee, provided an administrator works at least thirty (30) hours per week.

Section 7. Vacation

Subd. 1. Annual Vacation:

Each full-time principal shall have twenty-eight (28) vacation days. Principals hired after July 1, 1998, shall have vacation days:

1st	Year Principal	23
2nd	Year Principal	25
3rd	And Following Years	28

Subd. 2. Effective upon ratification of the contract, a member of the Unit who terminates employment during a fiscal year is entitled to vacation benefits earned during that previous fiscal year. The member may elect to vacation out until the end of the current month. A member will be paid for any remaining, earned, but unused vacation days at the time of termination for any reason other than cause. A member who uses unearned vacation must reimburse the District at the time of termination.

Subd. 3. Accumulation and Termination: ~~All vacation time must be taken within twenty four (24) months of the start of the fiscal year in which it is received or be forfeited. Upon request, the Executive Director of Human Resources will permit principals to carry over vacation for a maximum of 26 months. Principals who sever employment for any reason other than cause, will be paid for accrued but unused vacation days at the rate at which they were earned.~~

Effective July 1, 2016, all vacation time must be taken within twenty four (24) months of the start of the fiscal year in which it is received or be forfeited. Principals who sever employment for any reason other than cause, will be paid for accrued but unused vacation days at the rate at which they were earned.

Section 8. Holidays: Each full-time member of this Unit shall have ten (10) holidays each year. They are: Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, and Memorial Day. Each principal subject to the approval of his/her immediate supervisor shall schedule the additional holiday.

Section 9. Snow Days: In the event the superintendent declares a snow day and classes are cancelled, principals may take a vacation day or a personal day.

Section 10. Compensation for Special Services:

Subd. 1. When principals choose to teach courses through Community Education, they will be compensated at the rate normally used to compensate other professional instructors.

Subd. 2. When principals render special services that either the Association or the District deem well beyond the scope of their normal job description, Association leaders and District administration shall meet and confer on terms and conditions for the revised job description.

ARTICLE VI GROUP INSURANCE

Section 1. Health and Accident Insurance

Subd 1. For all principals who have a full-time assignment, who are employed by the District, who qualify and are enrolled in the District plan, the District contribution for individual or dependent coverage shall be as follows:

a. For all principals who have a full-time assignment, who are employed by the School District, who qualify for and are enrolled in the plan, the School District will contribute the equivalent value of 95% of the single, (composite) premium. 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 shall be borne by the employee. Full-time assignment, for insurance purposes as outlined in this Section, shall mean thirty (30) hours per week.

b. For all principals who have a full-time assignment, who are employed by the School District, who qualify for and are enrolled in the plan, the School District will contribute the equivalent value of 83% of the dependent, (composite) premium. 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 shall be borne by the employee. Full-time assignment, for insurance purposes as outlined in this Section, shall mean thirty (30) hours per week.

Section 2. Life Insurance

Subd. 1. Each full-time member of this unit will be provided with \$250,000 term insurance with the District covering the cost of \$100,000 and employees covering the cost of \$150,000.

Subd. 2. Any member of the Unit, upon retirement, may elect to continue group term insurance under the provisions of Minnesota Statute § 61A.092 or may convert the term life insurance to an individual life insurance contract. Any extension or conversion is subject to the terms and conditions established by the insurance carrier. The premium costs for the employee shall be the responsibility of the employee by monthly prepayment to the District.

Section 3. Long Term Disability: The School District will contribute forty percent (40%) of the premium for a long term disability policy ~~that provides benefits after an absence of thirty (30) consecutive working days.~~ Disability pay ~~and eligibility~~ will be governed by the policy in effect. ~~Insurance company coverage is sixty-six and two-thirds percent (66 2/3%) of base salary with a limit of seventy-five percent (75%) when coordinated with other income sources according to the conditions of the policy.~~ If the principal requests it, the District will pay to those participants who have accumulated over thirty (30) days of sick leave the remaining fraction of regular income ~~with one-third (1/3) or~~ one-fourth (1/4) days subtracted from the total number of remaining sick leave days until a maximum of seventy-five (75) days of unused sick leave has been used or the principal requests such payment to be discontinued.

Section 4. Liability Insurance: The School District will continue to provide liability insurance coverage for principals. Subject to the limitations on liability set forth in the Minnesota Statutes, the District shall defend and indemnify members of the Unit for damages, including punitive damages, claimed or levied against the member, provided that the member: 1) was acting in the performance of the duties of the position, and 2) was not guilty of malfeasance in office, willful neglect of duty or bad faith. Indemnification of members of the unit provided under this section shall be modified in accordance with any amendments to M.S. §466.07.

Section 5. Claims Against the School District: The parties agree that any description of insurance benefits contained in this Article is intended to describe coverage generally and benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Continuation of Benefits

Subd. 1. Retirement. Upon retiring from the District with at least ten (10) years of full-time service in the District, an employee who is at least fifty-five (55) years of age may continue to participate in the group health insurance plan and group dental insurance plan that the District makes available to active employees of the District during that period of time. For any employee hired after January 1, 2011, the District will not contribute toward the employee's health insurance premium after the employee retires. For employees hired before January 1, 2011, the amount and duration of the District's contribution toward the employee's health insurance premium after retirement will be as follows:

- A. If the employee's years of service in the District plus the employee's years of service as a principal in the District are greater than sixty (60), then for a period of nine (9) years, or until the employee is eligible for Medicare, whichever occurs first, the District will contribute the same dollar amount toward the monthly premium for dependent or single coverage that the District contributed on behalf of the employee for the month immediately before the employee retired.
- B. If the employee's years of service in the District plus the employee's years of service as a principal in the District are greater than forty (40), then for a period of eight (8) years, or until the employee is eligible for Medicare, whichever occurs first, the District will contribute the same dollar amount toward the monthly premium for dependent or single coverage that it contributed on behalf of the employee for the month immediately before the employee retired.
- C. If the employee's years of service in the District plus the employee's years of service as a principal in the District are greater than thirty (30), then for a period of seven (7) years, or until the employee is eligible for Medicare, whichever occurs first, the District will contribute toward the monthly premium for dependent or single coverage in a dollar amount that is equal to fifty percent of the dollar amount it contributed on behalf of the employee for the month immediately before the employee retired.

- D. If the employee's years of service in the District plus the employee's years of service as a principal in the District are thirty (30) or less, then the District will not contribute any amount toward the monthly premium for single or dependent coverage.
- E. In the event of the death of a retired principal with dependent coverage, the percentage of contribution for health and dental coverage will continue for eligible dependents until the date coverage would have ended for the retired principal.

For example an administrator who works as a principal in the District for ten years would have 10 years of district service and 10 years as a principal for a total of 20 years. A principal who works 5 years as a teacher and then 25 years as a principal would have 30 years of District service plus 25 years as a principal for a total of 55.

Subd. 2. Leaves of Absence: An employee on a School District approved unpaid leave of absence shall be permitted to participate in group insurance programs, to the extent permitted by the carrier, but shall pay all premiums during the term of the leave.

Subd. 3. Disabled Employee: An employee who becomes eligible for long term disability shall retain such benefits as are provided by the carrier and the School District shall make normal contractual contributions for H & A insurance, as provided by law, for the duration of the disability.

Section 7. Dental Insurance

Subd. 1. Single Coverage: The District shall provide dental insurance currently in effect in the School District, for individual coverage for each regular employee who qualifies for and is enrolled in the base group plan. The employee must indicate the desire to participate by written notification to the Office of the Executive Director of Human Resources.

Subd. 2. Family Coverage. The District shall provide dental insurance currently in effect in the School District for family coverage for each regular employee who qualifies for and is enrolled in the group plan. The employee must indicate the desire to participate by written notification to the Office of the Executive Director of Human Resources.

ARTICLE VII MISCELLANEOUS

Section 1. Mileage and Miscellaneous Expense Reimbursement. The District will reimburse principals for eligible mileage and business expenses incurred as the result of performing job-related responsibilities. Reimbursement shall be consistent with District policy.

Section 2. Tax Sheltered Annuity and Deferred Compensation Plans: Tax sheltered annuities and deferred compensation plans, either variable or fixed, shall be made available to principals. Regulations and procedures are available in the Human Resources Office and are contained in Board of Education policy DLBA. The Board policy and regulations are updated annually for compliance with State and Federal Laws.

Section 3. Flexible Benefit Plan: The School District will maintain a Flexible Benefit Plan under IRS Code 125. Regulations and procedures will be available in the Human Resources Office. Board policy and accompanying regulations are updated annually to comply with IRS Regulations.

Section 4. Substitutes for Principals: At the discretion of the Executive Director of Human Resources and dependent upon the availability of substitutes, the District will provide substitutes for principals where members of the Unit are absent from work for periods exceeding ten (10) consecutive working days.

Section 5. Extension of Employment: At the discretion of the Executive Director of Human Resources, an employee whose position has been discontinued may be asked to continue in his/her present assignment in order to permit the completion of responsibilities. The duration of this extension shall be determined by the Executive Director of Human Resources. The decision to extend time is to be made prior to June 1.

Section 6. Seniority Procedure: ~~M.S. §122A.40, Subd. 11 (b), shall govern unrequested Leaves of Absences in District 191.~~ The first date of continuous employment in any certified capacity shall be the date of service in this District for purposes of placement on the seniority list. In the event of a staff reduction affecting members of this unit whose first date of employment commenced on the same date, and thus have equal seniority, the principals with the lower license file number as required by the State Department of Education shall be deemed senior.

Subd. 1: Probation: Individuals, who have achieved continuing contract status as a licensed teacher in ISD #191 and are then selected for a principal position, must execute a waiver of continuing contract status and agree to serve an additional probationary period of one year in the promotional position. In the event the individual is not confirmed in the promotional position the individual shall return to the previous continuing contract position. Continuing contract status for others will be as per MN Statute 122A.40

Subd. 2. Seniority for members employed after July 1, 1995: For purposes of placement of individuals on unrequested leave of absence, seniority as a member of this bargaining unit shall be based on continuous service (including authorized leaves) as a member of this bargaining unit only.

Subd. 3. Seniority non-waiver: Nothing in this agreement shall be interpreted as a waiver by an individual principal of any claim to a position in the teacher bargaining unit.

Section 7. Unrequested Leave Of Absence Procedure: The School Board may place on unrequested leave of absence, without pay or fringe benefits, as many principals as may be necessary because of discontinuance of position, lack of students, financial limitations, or merger of classes by consolidation. The unrequested leave shall be effective at the close of the school year.

Subd. 1. Definitions:

A. For the purpose of this Article, a "principal" shall mean a continuing contract principal associate or assistant principal.

B. For purposes of this Article, "seniority" shall mean employment under a continuing contract as principal with a seniority date as determined by Section 3 hereof involving

continuous service with the School District. For purposes of seniority standing, it is understood that a principal on leave of absence pursuant to this Agreement shall continue to accrue seniority during such leave of absence.

- C. Notwithstanding any other provision of this Article, a continuing contract principal who has held seniority as a principal shall continue to retain the original seniority date and hold seniority if such principal becomes employed in a part-time position involving continuous service.

Subd. 2. Placement on Unrequested Leave of Absence. Principals shall be placed on unrequested leave in reverse order of their hiring on the seniority list. **Add: Principals may not assert a seniority right into a promotional position. Principals may assert a seniority right into a position that is not promotional.**

Subd. 3. Reinstatement:

- A. Principals shall be recalled from an unrequested leave of absence to available positions in the School District in fields for which they are certified and for which they are qualified pursuant to the provisions of this Article. The principal with the highest amount of seniority so certified and qualified shall be reinstated first.
- B. The School Board shall maintain a recall list in accordance with this Article. This list shall be updated every April 15 and October 1, and a copy shall be forwarded to the Association of principals.
- C. No appointment of a new principal shall be made while there is available, on unrequested leave, a principal who is properly certified and qualified as provided in this Article to fill such vacancy.
- D. Notification shall be by certified mail to the last known address of the principal as recorded in the Human Resources office. In the event a principal declines a principal position or fails to notify the School Board in writing of the principal's intentions within ten (10) days of the date of notification, the principal shall be removed from the recall list.
- E. A principal placed on unrequested leave of absence may engage in teaching or any other occupation during the period of this leave. Nothing in this Article shall be construed to impair the rights of principals placed on unrequested leave of absence to receive unemployment compensation, if otherwise eligible.
- F. The unrequested leave of absence shall not impair the continuing contract rights of a principal or result in the loss of any benefits accrued under the Master contract while the principal was employed by the School Board.
- G. The unrequested leave of absence of a principal who is not reinstated shall continue for a period of three (3) years from the date the principal's unrequested leave of absence began or until the principal fails to respond within ten (10) days of the date of notification or until the principal submits in writing a request to be removed from the recall list, whichever occurs first.

Subd. 4 Termination of Recall Rights.

A principal's recall rights will terminate if any of the following occur:

1. Voluntary removal by a principal of his/her name from the recall list which must be a written request.
2. Resignation of position.
3. Retirement.
4. Discharge or termination of the principal.
5. The expiration of three (3) years from the commencement of the ULA without having been recalled.
6. The expiration or revocation of a valid license.

Subd. 5 Insurance Participation.

Any principal placed on unrequested leave of absence shall remain eligible for all principal insurance benefit plans if he/she is not employed in another job in which insurance benefits are available. The principal must pay the entire premium during the period of such leave. If a principal is on an ULA and a spouse is employed by the district, the District will only contribute the portion identified under family coverage. Dual employment language will not apply.

Subd. 6 Hearing Rights.

Any challenge by a principal who is proposed for placement on ULA or recall therefrom shall be subject to the hearing and review procedures as provided in Minn. Stat. 122A.40 and, therefore, shall not be subjected to the grievance procedure.

**ARTICLE VIII
RETIREMENT**

Section 1. Matching Contribution Eligibility (Effective November 3, 1994). A District match to an approved Minnesota deferred compensation program is available to principals hired on or after July 1, 1988. Principals are eligible for the match in their first year of employment, provided they have started by December 1st at a .5 FTE contract or more. Contributions as permitted by M.S. §356.24 will be made as follows:

Subd. 1. ~~The District will match up to \$2,500 per year to an approved program for each principal hired after July 1, 1988. In the event a principal works less than a full year or less than full-time, the match will be pro-rated based on fiscal FTE.~~

Effective July 1, 2016, the District will match up to \$3,250 per year to an approved program for each principal hired after July 1, 1988. In the event a principal works less than a full year or less than full-time, the match will be pro-rated based on fiscal FTE.

Subd. 2. Employees who work less than full-time will receive a pro-rated match to a Minnesota deferred compensation program based on their F.T.E. equivalency as of July 1st. The contribution will remain in effect for the duration of the fiscal year.

**ARTICLE IX
PROFESSIONAL ACTIVITY LEAVE**

Section 1. A professional activity leave may be granted for a period of up to one (1) year at the sole discretion of the School Board.

Section 2. Applications shall include a description of the benefit to the District educational program if the leave is granted. Applications must be submitted to the Office of the Executive Director of Human Resources by May 1 to be eligible for the subsequent year.

Section 3. A committee composed of one (1) Board member, the Executive Director of Human Resources, and one (1) unit member appointed by the unit membership shall hear all applicants within thirty (30) days of the deadline date and make recommendations to the Board of Education within thirty (30) days of the conclusion of the interview.

Section 4. Applications for a professional activity leave shall be compensated at seventy (70%) of current salary computed on the number of working days involved.

Section 5. To be eligible for a professional activity leave, a principal must have been employed in the District as a principal for at least five (5) years.

Section 6. Principals granted a professional activity leave shall pledge themselves to two (2) years, or prorated for leaves of less than one (1) year service in the District following termination of the leave, or pay back a prorated portion of monies paid while on leave if early release is requested.

ARTICLE X LEAVES AND ABSENCES

Section 1. General Leave: Leaves may be granted for a period of up to two (2) years without pay or fringe benefits upon recommendation of the Executive Director of Human Resources and approval of the Board of Education. Insurance may be continued, subject to the rules of the carrier and at cost to the employee. This article is not subject to the grievance procedure.

At the time a leave is granted, a date will be established for tentative return to the School District and the position will be determined insofar as possible. Upon return, the individual will have all benefits reinstated.

Section 2. Leave for Military Duty:

Subd. 1. Leave for Military Duty: Principals called to required military duty by appropriate orders shall be granted leave of absence without pay for said duty and shall be returned to an appropriate and comparable assignment upon return. Credit will be allowed on the salary schedule for each year of required military service. Principals in the employ of the District, who enlists in a branch of the military at a time when his/her being drafted is imminent, shall receive similar benefits as if he/she had been drafted. Principals on extended enlistment, or those who reenlist after completing their military obligation, do not qualify for any benefits referred to in this policy.

Subd. 2. Leave for Military Duty - Reserve Training: Any officer or employee of the School District, who shall be a member of a branch of the military service, shall be entitled to leave of absence from his/ her employment without loss of pay, seniority status, efficiency rating, vacation and sick leave, or other benefits for the time that he/she is engaged with such military

leave, or other benefits for the time that he is engaged with such military organization in training, or active service ordered or authorized by proper authority pursuant to law, but not to exceed a total of fifteen (15) days in any calendar year. Copies of said orders must be submitted to the Executive Director of Human Resources in advance. For those persons whose contract year is not a complete calendar year, this leave is applicable only for the time of the specified days of the contract year.

Section 3. Extended Leave of Absence: Members of this unit may apply for such leave according to Minnesota Statute covering such leave. Conditions contained in that Statute shall be applicable if such leave is granted by the District.

Section 4. Jury Duty: Principals will receive any regular pay from the School District during the time of service on jury duty. Any sum given the principal for service on jury duty as a travel expense is to be retained by the principal. Any pay will be docked in the same amount as the sum retained for jury service.

Section 5. Personal Business Absence

Subd. 1. General: The general purpose of approved personal business absence leave is to provide added protection for the principal, that he/she not suffer loss for personal business affairs, the time and occurrence of which are not reasonable within his/her control and requires the personal attention of the principal and necessitates absence from work. This absence shall not be used for vacation, recreation or leisure time activities. Confirmation of the use of this absence may be required when used sequentially with school holidays or vacations.

Subd. 2. Procedure:

- a) Principals planning to use personal business absence shall notify the Executive Director of Human Resources, at least eighteen (18) hours in advance, except in a case of emergency approved as such retroactively by the Executive Director of Human Resources.
- b) A request made at least eighteen (18) hours in advance will automatically be granted.
- c) A retroactive request shall be ruled upon by the Executive Director of Human Resources. Such request should state the reason for absence. The decision of the Executive Director of Human Resources in such cases is final.

Subd. 3. Limitations: At the beginning of each school year, each principal shall be credited with two (2) days, cumulative to three (3) days. Leave will be pro-rated when principals work less than a full year.

Section 6. Personal Illness

Subd. 1. Each principal in this District will be granted twelve (12) days annual sick absence at the beginning of each contract year. Unused sick absence days may accumulate to three hundred (300) days. In the event the illness or injury necessitates absence beyond thirty (30) consecutive days, income protection insurance will ensue in accordance with the existing policy. When a principal works less than a full year, personal illness absence will be pro-rated from the point in time a principal is eligible for LTD benefits. Excess days, if any, will be available upon return.

Section 7. Worker's Compensation: Any employee who is absent because of injury, who deserves compensation under Minnesota Worker's Compensation Act, shall receive from the Board the difference between the allowance under the Act and his/her regular salary for a period of time that funds from his/her accumulated sick absences will provide on a prorated basis, or until he/she is eligible for long term disability.

Section 8. Bereavement Absence: A maximum of (5) days per school year (not cumulative) shall be allowed for each death in any five (5) of the twelve (12) categories of bereavement family. A maximum of three (3) days per school year (not cumulative) shall be allowed for the other categories noted in the bereavement family.

The term "bereavement family" is interpreted to mean: parent/step-parent or guardian of employee, of spouse, or of those who dwell under the same roof and comprise a family or domestic establishment, spouse of employee, those who dwell under the same roof and comprise a family or domestic establishment, brother, step-brother, sister, step-sister, child, spouse of child, grandchildren, grandparents of employee or spouse or of those who dwell under the same roof and comprise a family or domestic establishment, spouse's sibling, aunt, uncle, or dependent living in the immediate household and relatives of the same degree of those who dwell under the same roof and comprise a family or domestic establishment.

Section 9. Family Illness Absences:

Subd. 1. A maximum of five (5) days per school year (cumulative to six (6)) for illnesses in the family for each full-time principal. The term family is interpreted to mean anyone of personal significance to a principal. Family illness leave will be pro-rated when principals work less than a full year.

Subd. 2. Principals who have exhausted their family illness absences may use personal illness absence provided by the employer for absences due to an illness of the employee's family member for such reasonable periods as the employee's attendance with the family member may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. This section applies only to sick leave benefits payable to the employee from the employer's general assets.

Section 10. Professional Absence: Principals may be allowed to attend professional meetings and other activities of a professional nature with full pay.

Wherein principals attend meetings on behalf of the school and upon the instruction of central administration, expenses shall be paid by the school. Such authorization should be obtained ahead of time.

Wherein principals attend meetings, or visitations, etc., of a professional nature at the expense of the School District, a written report suitable for publication, or distribution among the professional staff, is expected so that all may benefit by the professional experience.

Section 11. Maternity Absence

Subd. 1. The start of a physical disability absence for childbirth shall be determined by the principal's physician. The end of a physical disability absence for childbirth shall be determined by the principal's physician, estimated at the time of the child's birth.

Subd. 2. To access paid personal illness days and, if necessary, long-term disability insurance, the principal must provide the above information to Human Resources no later than the start of the certified disability (usually the birth of the child). Estimated start-end times are always open to modification by the physician.

Subd. 3. The principal is responsible for ensuring adequate preparation for substitute coverage in her absence (barring an emergency); i.e. enough time to find a long-term substitute, discuss transition, and provide communication to parents.

Subd. 4. A principal on maternity absence shall continue to receive all benefits while absent and shall receive sick pay to the limit accumulated by the principal, but not to exceed thirty (30) days. In the event a principal is medically disabled due to pregnancy, delivery or recovery for more than 30 days and is eligible to receive long term disability benefits, she may supplement LTD pay with accrued sick leave as per Article VI, Section 3, Long-Term Disability.

Section 12. Parental Leave

Subd. 1. Parental leave of absence shall be available to principals for the purpose of caring for a child for which the applicant has the legal responsibility for the care and/or support of said child. Such leave to be subsequent to birth of the principal's child, or in the case of adoption, when the child is physically turned over to the principal/parent. Only one (1) parent is eligible for parental leave for each pregnancy.

Subd. 2.

- a) At least two (2) calendar months prior to the estimated delivery date of the child, the employee shall be required to notify the employer in writing whether or not the employee intends to take parental leave. This election may be changed at any time before the end of maternity absence.
- b) Upon filing an application for adoption of a child, the employee shall be required to notify the employer, in writing, of the principal's intention to take a parental leave. Such notice is to include the estimated date when such leave shall become effective.

Subd. 3. In connection with election to take parental leave, the principal shall submit a request for such leave in writing. Such request shall include an estimated commencement date and a return date. The estimated commencement date shall be the day following the physician's estimated date of cessation of disability, or, in the case of an adoption, the estimated date when the child will be turned over to the parent. The return date must coincide with a quarter or semester break.

Subd. 4. The actual commencement date of parental leave shall be the return date from maternity absence, or in the case of an adoption, the date when the child is physically turned over to the principal/parent.

Subd. 5. If a principal complies with all the provisions of this Section, parental leave shall be granted by the employer. The employer shall notify the principal in writing of its action.

Subd. 6. By mutual agreement, the length of the parental leave may be altered.

Subd. 7. A principal returning from parental leave shall be reemployed in the principal's former position if available. If that position is not available, then to a position for which the principal is qualified.

Subd. 8. The principal must return on the return date stated in Subd. 3 unless the principal requests another return date within ninety (90) days of the commencement of the parental leave.

Subd. 9. A principal returning from parental leave will be placed on the next higher step on the salary schedule when the parental leave commences provided the principal has served three-fourths (3/4) year in that school year. A principal serving less than three-fourths (3/4) year will return at the same step that the principal was on when the leave commenced. A principal returning to employment after a parental leave will be credited with the amount of sick absence accumulated at the commencement of the leave.

Subd. 10. A principal on parental leave is eligible to participate in group insurance programs if permitted under the insurance policy provision, but shall pay the entire premium for such programs as the principal wishes to retain at the beginning of the parental leave. The right to continue participation in such group insurance programs, however, will terminate if the principal does not return to the District pursuant to this Section, except as provided by law.

Subd. 11. A parental leave of absence granted under this Section shall be a leave without pay.

Subd. 12. At the principal's request, a parental leave may commence at a date preceding childbirth. In such cases, principals shall not be eligible for sick absence benefits as established by the Section on Maternity Absence.

Subd. 13. Once parental leave commences, maternity absence is forfeited for that particular pregnancy.

ARTICLE XI PERSONNEL FILES

Section 1.

Subd. 1. All evaluations and files relating to an individual shall be available during regular business hours to that employee.

Subd. 2. Employees shall be given an opportunity to read and sign all evaluations generated within the District before they are entered in the permanent file.

Subd. 3. Contents of files may be examined subject to the availability of a supervisor.

Subd. 4. An employee may attach a signed explanation, rebuttal or amplification to any materials and such documents shall become a part of the individual file.

Subd. 5. Any in-district generated material may be reproduced at the request of the individual. Cost of reproduction shall be borne by the individual.

Subd. 6. The administrator charged with the responsibility for evaluating members of the Principals' Unit is the only individual permitted to carry out such evaluation and to place documentation from such evaluation in the file of the Unit member. All other documents may not be placed in personnel files without the knowledge of the Unit member. With the exception of annual evaluations, all documents must be placed in the personnel file by June 30th of the year in which they were generated.

ARTICLE XII GRIEVANCE PROCEDURE

Section 1. A claim by an employee or the exclusive representative that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided. Days within this article are defined as working days.

Section 2. Level I: In the event that an employee or the Association believes there is a basis for a grievance, the employee shall complete the District grievance form and submit a copy to the Executive Director of Human Resources within twenty (20) days of the alleged grievance. The grievor shall meet with the grievant within ten (10) days of the receipt of the completed proper form and render a written decision within five (5) days of the meeting. A copy of the decision will be placed in the file.

Section 3. Level II: In the event the grievant or the Association is not satisfied with the decision rendered at Level I, the grievant may appeal, in writing to the Executive Director of Human Resources within five (5) days after the decision in Level I has been rendered and disseminated. Within ten (10) days upon receipt of the appeal, the Executive Director of Human Resources shall meet with the grievant. The Executive Director of Human Resources shall respond, in writing, within fifteen (15) days after the meeting.

Section 4. Level III: If the employee or the Association is not satisfied with the disposition of the grievance by the Executive Director of Human Resources, the alleged grievance may be submitted to arbitrator. Notification of dissatisfaction shall be made, in writing to the Executive Director of Human Resources within ten (10) days after his/her decision has been rendered. The dispute will be submitted to an arbitrator selected and agreed upon by both parties. If the parties cannot agree upon an arbitrator within five (5) days from the notification date that arbitration will be pursued, the P.E.R.B. Board, in accord with its rules, shall govern the arbitration proceeding. The arbitrator shall have no power to alter, add to or subtract from the express terms of this contract. Both parties agree to be bound by the award of the arbitrator. The fees and expenses of the arbitrator shall be shared equally by the parties.

Section 5. The employee may have an Association representative either join or represent him/her at any level at the employee's discretion.

Section 6. If a grievance is not responded to at Levels I and/or II within the time limits and the limits have not been mutually waived, the alleged grievance automatically moves to the next level.

Section 7. If a grievance is not presented or transmitted within the time limits set forth above, it shall be considered "waived." The time limit in each step may be extended by mutual written agreement.

Section 8. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

Section 9. No reprisals of any kind will be taken by the Board of the School Administration against any employee because of his participation in this grievance procedure.

Section 10. When mutually agreed, grievances may be heard during the school day. The Board agrees to pay the regular salary for up to three (3) employees per grievance who participate in a grievance during the school day. Additional employees up to seven (7) per grievance may be available for grievances held during the school day at no pay from the District.

Section 11. The Executive Director of Human Resources may appoint a designee to act at Level II.

ARTICLE XIII PUBLICATION OF CONTRACT

Copies of this Agreement shall be printed at the Board's expense and distributed to every Unit member now or hereafter employed during the life of the Agreement.

ARTICLE XIV DURATION

Section 1. This contract shall be effective as of July 1, 2017 2019, and shall continue in effect through June 30, 2019 2021, or thereafter until replaced by a subsequent agreement. Negotiations for a successor agreement may commence when the parties mutually agree, but in no event later than ninety (90) days prior to expiration of this Agreement.

Section 2. This Agreement constitutes the full and complete agreement between the School Board and the Burnsville Principals' Association. The provisions herein relating to terms and conditions of employment supersede and take precedence over any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions thereof under different circumstances.

Section 4. This contract shall constitute the full, complete commitments between both parties and may be altered, changed, added to, deleted from, the signed agreement to this contract.

IN WITNESS WHEREOF, the parties have signed this Agreement:

For: Burnsville Principals Association

For: ISD #191

President, BPA

Board Chair

Chief Negotiator, BPA

Board Clerk

Date

Executive Director of Human Resources

APPENDIX A		
Salary Schedule		
2019-2020		
	Licensed	MA+60
Associate		
Step 1	\$ 121,200	\$ 125,300
Step 2	\$ 123,200	\$ 129,400
Elementary		
Step 1	\$ 126,300	\$ 130,400
Step 2	\$ 128,000	\$ 134,700
Junior High		
Step 1	\$ 131,300	\$ 135,700
Step 2	\$ 133,300	\$ 140,200
Senior High		
Step 1	\$ 140,300	\$ 144,800
Step 2	\$ 142,000	\$ 151,000
All Principals		
Longevity 15th	\$ 750	\$ 750
Longevity 20th	\$ 1,500	\$ 1,500

APPENDIX B		
Salary Schedule		
2020-2021		
	Licensed	MA+60
Associate		
Step 1	\$ 122,700	\$ 126,800
Step 2	\$ 124,700	\$ 130,900
Step 3	\$ -	\$ -
Elementary		
Step 1	\$ 127,800	\$ 131,900
Step 2	\$ 129,500	\$ 136,200
Step 3	\$ -	\$ -
Junior High		
Step 1	\$ 132,800	\$ 137,200
Step 2	\$ 134,800	\$ 141,700
Step 3	\$ -	\$ -
Senior High		
Step 1	\$ 141,800	\$ 146,300
Step 2	\$ 143,500	\$ 152,500
Step 3	\$ -	#REF!
All Principals		
Longevity 15th	\$ 750	\$ 750
Longevity 20th	\$ 1,500	\$ 1,500

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and The Burnsville Principal Association (hereinafter referred to as the Union), representing the Principals of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2017, 2019 through June 30, 2019 2021.

2. This MOU applies to the following employees as indicated:

Kelly Ronn
Renee Brandner
Don Leake

3. Notwithstanding the collective bargaining agreement Appendix A and Appendix B, identified employees shall be eligible for the following language:

- a. The identified employees will be eligible and placed on the schedule for the tier, lane, and step obtained in FY 2018 as long as they are employed in District 191. If future negotiated agreements change the structure of the salary schedule while these individuals are employed, it is understood that these employees shall be considered and placed on the schedule as holding the positions held in FY 2018.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2019 2021.

Burnsville Principal Association
Burnsville, MN 55337

Independent School Dist. 191
200 W. Burnsville Parkway
Burnsville, MN 55337

Union Representative

Employer Representative

Dated: _____ 2019

Dated: _____ 2019

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and The Burnsville Principal Association (hereinafter referred to as the Union), representing the Principals of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2019 through June 30, 2021.
2. The Union and the School District agree the service provided by "Amplify" is an independent option for certain healthcare services separate from the District's medical insurance plan. This service provides no aggregate value to the medical insurance coverage provided to district employees. The "Amplify" service was added to provide employee choice for care as an independent option to the medical insurance coverage and is completely dependent on "Amplify" being able to provide their services to district employees. This service is unrelated to the District's medical insurance plan.
3. The School District may end its relationship with "Amplify" at any time and it is understood that the termination of that relationship does not impact the aggregate value of the District's medical plan or negotiated employee benefits.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2021.

Burnsville Principal Association
Burnsville, MN 55337

Independent School Dist. 191
200 W. Burnsville Parkway
Burnsville, MN 55337

Union Representative

Employer Representative

Dated: _____ 2019

Dated: _____ 2019



**Agenda IV.B.5.
October 24, 2019**

To: Board of Education
From: Superintendent Dr. Theresa Battle
Date: October 17, 2019
Re: Policies 202: *School Board Officers*; and 203.2 *Order of the Regular School Board Meeting*

Recommendation: Approve, on a first reading basis, changes to Policies 202: *School Board Officers*; and 203.2 *Order of the Regular School Board Meeting*.

These policies were reviewed by the Policy Review Committee on October 8, 2019. The school board reviews all policies at least once every five years and these policies were scheduled to be reviewed as part of the review rotation.

- Policy 202 was updated to bring clarification to the role of the clerk.
- Policy 203.2 was updated to reflect our current board agenda format.

Adopted: 08/2008
Reviewed: ~~11/15/2018~~10/24/2019
Revised: 12/13/2018
Rescinds: BCB

Burnsville-Eagan-Savage School District Policy 202

202 SCHOOL BOARD OFFICERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ORGANIZATION

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

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

IV. OFFICER'S RESPONSIBILITIES

- A. Chair

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

B. Vice-Chair

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

C. Treasurer

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

D. Clerk

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

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

E. Superintendent

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

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

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

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

Adopted: 04/23/2015

Burnsville-Eagan-Savage School District Policy 203.2

Reviewed: ~~10/26/2017~~10/24/2019

Revised: 11/16/2017

Rescinds:

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Welcome.
3. Pledge of Allegiance.
4. Approval of agenda.
5. Information.
6. Consent agenda.
- ~~7. Approval of prior meeting minutes.~~
- ~~8. Personnel recommendations.~~
- ~~9. Donations.~~
- ~~10. Payroll, expenditures, receipts and investments.~~
- ~~11. Budget Analysis.~~
- ~~12.~~7. Other old or unfinished business.
- ~~13.~~8. New business.
- ~~14.~~9. Adjournment.

B. Some items in this order may be considered as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: Burnsville-Eagan-Savage School District Policy 203 (Operation of the

School Board – Governing Rules)
Burnsville-Eagan-Savage School District Policy 203.5 (School Board Meeting Agenda)
Burnsville-Eagan-Savage School District Policy 203.6 (Consent Agendas)