



Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN 55337
January 12, 2023
6:30 PM

Strategic Directions:

- Creating space and opportunity for each and every voice to be heard
- Actively leading by developing and sustaining a diverse and equitable education system
- Supporting and leveraging innovation to improve student outcomes and district culture
- Engaging our community to ensure common understanding of our Strategic Roadmap and the district work to support it

5:45 PM Listening Session with Director Abigail Alt and Director Anna Werb

I. Call to Order

- A. Welcome
- B. Pledge of Allegiance
- C. Oath of Office

II. Approval of Agenda

III. Annual Organization of the Board of Education

- A. Election of Chair
- B. Election of Vice Chair
- C. Election of Clerk
- D. Election of Treasurer
- E. Salaries of Board Members
- F. Regular Meetings of the School Board
- G. Authorization of Electronic (telephone) Fund Transfers 8
- H. Authorization for Use of Facsimile Signatures 9
- I. Designation of Official Depositories 10
- J. Appointment to Committees
- K. Authorization to Execute and File Application for State- and Federally-Funded Programs
- L. Designation of Legal Counsel
- M. Designation of Official Newspaper

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.

IV. Information	2
A. Student Representative Report	16
B. Superintendent Report	17
C. Board Member Reports	18
V. Business Meeting	
A. Consent Agenda	
Description: 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	19
2. Approve Personnel Recommendations	26
3. Adopt a Resolution to Accept Donations	27
4. Approve Payroll, Receipts, Expenses and Investments	29
5. Accept the Budget Analysis	78
6. Receive a Report about the Listening Session	83
7. Approve, on a Second Reading Basis, Non-substantive Changes to Policy 209: <i>Code of Ethics</i>	84
8. Approve, on a Second Reading Basis, Changes to Policies 416: Drug and Alcohol Testing, 417: Chemical Use and Abuse, 708: Transportation of Nonpublic School Students, 709: Student Transportation Safety Policy, and 721: Uniform Grant Guidance Policy Regarding Federal Revenue Sources	89
9. Approve, on a Second Reading Basis, Changes to Policy 418: <i>Drug-Free Workplace/Drug-Free School</i>	162
B. New Business	168
1. Approve the 2023-24 Course Catalog	171
Speaker(s): Dr. Chris Bellmont, Assistant Superintendent, Sarah Noble, Associate Principal, and Sahro Abdullahi, Cultural Liaison	
2. Approve, on a First Reading Basis, Changes to Regulation 413: <i>Administrative Regulation for Supporting Transgender and Gender-Expansive Students</i>	189
Speaker(s): Dr. Chris Bellmont, Assistant Superintendent	
VI. Adjourn	

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.



**Agenda III.A-M
January 12, 2023**

To: Board of Education
From: Dr. Theresa Battle, superintendent
Stacey Sovine, executive director of administrative services
Date: January 5, 2023
RE: Annual Organization of the Board of Education

RECOMMENDATION: to approve recommendations and adopt the resolutions shown below to accomplish organization of the Board of Education for 2023.

The items listed below must be addressed by the school board at its organizational meeting on January 12, 2023.

In order of rank, the officers from 2023 are responsible for calling the organizational meeting to order. This individual, or someone elected as temporary chair, should preside until a new chair is elected.

Prior to the election of officers, the board should determine the method to be used in selecting its new officers. A recommended method is that of majority vote on the candidate or candidates nominated for each position. Policy 202 provides further direction with respect to selection of officers and officer’s responsibilities.

The annual organization of the school board occurs in January to conform to the term of office for school board members. Some matters of school board organization are more readily conducted on a fiscal year basis and will be presented in June.

The items that follow pertain to Board of Education organization for 2023.

A. Election of Chair

Annotation: The chair presides at all school board meetings and works with the superintendent on calling board meetings and establishing meeting agendas. At times the chair is called upon to serve in a ceremonial capacity as the ranking elected representative of the school district. The chair countersigns all checks drawn by the treasurer.

Recommendation: Moved by Director _____ that Director _____ be nominated and elected chair of the board for 2023.

(It is recommended that the newly elected chair assume the chair and conduct the balance of the meeting.)

B. Election of Vice-Chair

Annotation: The school board created the vice-chair position in 1989 for the purpose of easing the workload of the chair. The vice-chair serves as chair when the chair is absent, assists with board operations and plans the annual evaluation of the superintendent.

Recommendation: Moved by Director _____ that Director _____ be nominated and elected Vice-chair of the board for 2023.

C. Election of Clerk

Annotation: The clerk presides at board meetings in the absence of the chair and vice-chair, and from a legal standpoint, is responsible for board minutes, signing board approved contracts and calling school board elections. The clerk also countersigns all district checks. The routine duties of the clerk are performed by the superintendent's office and business office.

Recommendation: Moved by Director _____ that Director _____ be nominated and elected clerk of the board for 2023.

D. Election of Treasurer

Annotation: The treasurer is legally responsible for the deposit and withdrawal of all district funds and reporting same to the school board. Checks drawn on school district accounts are signed by the treasurer. The routine duties of the treasurer are performed by the business office.

Recommendation: Moved by Director _____ that Director _____ be nominated and elected treasurer of the board for 2023.

E. Salaries of Board Members

Annotation: Salaries of school board members are set annually. In January 2016, the salaries were set at \$550 per month for each director plus an additional monthly stipend of \$50 for the chair in recognition of increased duties and expenses associated with that position. On March 14, 2019 the salaries were reduced by \$100 per month beginning July 1, 2019.

Recommendation: That salaries of board members be set at \$450 per month and that the chairperson receives an additional \$50 per month in recognition of additional duties and expenses associated with the position.

F. Regular Meetings of the School Board

Annotation: Regular meetings of the school board are typically held on the second and fourth Thursday of each month. However, board meetings may be scheduled during other weeks to accommodate scheduling needs. Regular school board meetings will be held at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville.

Recommendation: That all regular meetings of the Independent School District 191 Board of Education commence at 6:30 p.m. on the dates noted below with meetings conducted at the Diamondhead Education Center and cablecast. Board Listening Sessions will be scheduled from 5:45-6:15 p.m. before regular board meetings.

January 12, 2023	October 12, 2023
January 26, 2023	October 26, 2023
February 9, 2023	November 9, 2023
February 23, 2023	December 14, 2023
March 9, 2023	January 11, 2024
March 23, 2023	January 25, 2024
April 13, 2023	February 8, 2024
April 27, 2023	February 22, 2024
May 11, 2023	March 14, 2024
May 25, 2023	March 28, 2024
June 8, 2023	April 18, 2024*
June 22, 2023	April 25, 2024
August 10, 2023	May 9, 2024
August 24, 2023	May 23, 2024
September 14, 2023	June 13, 2024
September 28, 2023	June 20, 2024*

In the case of inclement weather, the Board meeting will be scheduled Monday at the same time and place unless Monday is a holiday, in which case a special meeting may be called.

*Meetings not scheduled on the second or fourth Thursday of the month.

Items G-N pertain to calendar year 2023. They are of a routine nature and although board action is required, discussion is usually unnecessary. I recommend approval of all resolutions as a single consent agenda. In the event a Board member wishes to discuss any item, it should be removed from the list so that it may receive individual attention.

G. Authorization for Electronic (telephone) Fund Transfers

Annotation: The telephone transfer of funds between approved depositories is important to the efficient management of school district deposits. Board authorization is requested to allow the executive director of administrative services to enter into electronic fund transfer agreements with official depositories as provided in Chapter 334, Minnesota Statutes. (See Attached Resolution.)

Recommendation: to adopt the attached resolution which

authorizes the executive director of administrative services to enter into electronic (telephone) fund transfer agreements with the district's official depositories per Chapter 334 of the laws of Minnesota.

H. **Authorization for Use of Facsimile Signatures**

Annotation: The use of facsimile signatures on school district checks must be authorized by board resolution. Facsimile signatures are also used on individual personnel contracts covered by master agreements. Obviously, this is the only practical method of handling this task. (See Attached Information)

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

I. **Designation of Official Depositories**

Annotation: The Business Office maintains a current list of financial institutions to be used for depositing school district funds. The recommended list of depositories for 2023 is shown in the motion.

Recommendation: That the institutions shown below be designated as official depositories of the district for the 2023 calendar year per M.S. 124.05.

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

J. **Appointment to Committees**

Committee appointments are made by the chair. Board members are asked to review the list of committee appointments and indicate their interests to the chair. Appointments to committees will be made at a future board meeting.

K. **Authorization to Execute and File Application for State- and Federally-Funded Programs**

Annotation: Most state- and federally-funded programs require that the school board, in official session, authorize an agent to execute and file funding applications for the school district and act as its official representatives in those state- and federally-funded programs.

Recommendation: That as of January 1, 2023, Theresa Battle, superintendent, or her designee be designated as the agent in filing applications for and representing the district in state- and federally-funded programs.

L. Designation of Legal Counsel

Annotation: Policy 202 states that the school board will select the school district's legal counsel at the organizational meeting. The attorney shall attend regular and special meetings of the school board when requested and be available for consultation as needed. The attorney shall be paid on a "time" or "retainer" basis as determined. The appointment of the attorney shall not be construed as a prohibition against seeking legal counsel from other sources when the superintendent or designees deems it to be advisable. The individuals authorized to contact legal counsel are the school board chair, the superintendent and his designees.

Recommendation: That the following law firms be appointed as legal counsel for Independent School District 191 for 2023 and that they be paid on an hourly basis for services rendered.

Kennedy & Graven Chartered
 Goetz & Eckland P.A.
 Booth Law Group LLC
 Rupp, Anderson, Squires & Waldspurger, P.A.
 Hitesman & Wold, P.A.
 Arthur Chapman Kettering Smetak & Pikala, P.A

Law Firm	Type of Services Rendered
Kennedy & Graven Chartered	Student Issues; Custody Issues; General legal by Supt; Complex school business matters; election law; Bond attorney; HR and employee related issues.
Goetz & Eckland P.A.	Contracts related to Construction and TIES
Booth Law Group LLC	Student Issues; Special Ed Issues
Rupp, Anderson, Squires & Waldspurger, P.A.	Business contracts, bid law, Review and development of unit language for bargaining agreements or terms and conditions of employment, etc.;
Hitesman & Wold, P.A.	Employee benefit related items; OPEB law
Arthur Chapman Kettering Smetak & Pikala, P.A	Legal counsel for property and casualty insurance issues

M. Designation of Official Newspaper

Annotation: Administration recommends designating Sun Thisweek as the official legal newspapers serving our area. This newspaper is widely distributed across the geographic area of the school district.

Recommendation: That Sun Thisweek be designated as the official newspaper for 2023 per M.S. 123.33; Subdivision 11, and M.S. Chapter 331.

INDEPENDENT SCHOOL DISTRICT 191

WIRE TRANSFER AGREEMENT

AUTHORIZED REPRESENTATIVES

January 1, 2023 through December 31, 2023

1. Stacey Sovine	_____	<u>Executive Director of Administrative Services</u>	<u>707-2010</u>
2. Tyler Dehne	_____	<u>Dir/Accounting Services</u>	<u>707-2055</u>
3. Jarrod Leake	_____	<u>Acct & Compliance Coord.</u>	<u>707-2053</u>

Account Name

Independent School District 191

**CERTIFIED RESOLUTION
USE OF FACSIMILE SIGNATURES
BY PUBLIC OFFICIALS**

I _____ Clerk _____
(name of certifying official) (title or position)

of Independent School District #191
(name of governing body)

do hereby certify that the following resolution was duly adopted by said governing body at a meeting thereof duly convened and held on January 12, 2023, and is in full force and effect:

RESOLVED: That the use of facsimile signatures by the following named

public officers _____

Chair

Treasurer

Clerk

on checks, drafts, warrants, warrant-checks, vouchers or other orders on public funds deposited in U.S. Bank of Minneapolis and Associated Bank, WI and hereby is approved, and that each said named person may authorize said depository bank to honor any such instrument bearing his/her facsimile signature in such form as he/she may designate and to charge the same to the account in said depository bank upon which drawn, as fully as though it bore his/her manually written signature, and that instruments so honored shall be wholly operative and binding in favor of said depository bank although such facsimile signature shall have been affixed without his/her authority.

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of January, 2023.

CLERK _____
(certifying official)

INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests U.S. Bank of Minneapolis to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Stacey Sovine, the Executive Director of Admin Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with U.S. Bank of Minneapolis providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2023, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; Noticed and held, and at which time was present a quorum of said Board on January 12, 2023, and that said resolution is in full force and effect.

I have hereunto subscribed my name this 12th day of January, 2023.

Clerk _____

Chairperson _____



eSign Electronic Signature

Your Windows® Print Driver Solution to Electronic Signatures

IMPORTANT!!! Skyward will only accept forms that have been filled out completely. Be sure to include payment information in section 3 below to avoid processing delays.

Please allow **5 to 7** business days for processing.

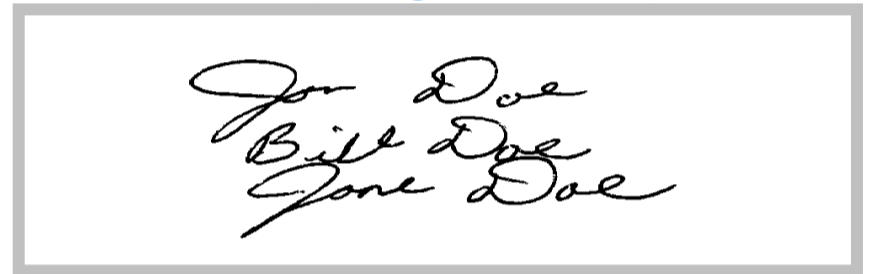
1. Place desired signature(s) inside the yellow box. Sign naturally and use a roller pen. (No markers please.) You may include a title in the signature box (optional). However, all signatures and titles must stay within the yellow box. (Samples below.)

Yellow box for signature with titles: Chair, Clerk, Treasurer

Single Signature Sample



Multiple Signature Sample



2. Please indicate how you would like to use the eSign™ signatures within the Skyward Management System™. Check all that apply.

<input checked="" type="checkbox"/>	Finance Application	<input checked="" type="checkbox"/>	Student Application
<input type="checkbox"/>	Purchase Orders	<input type="checkbox"/>	Transcripts
<input checked="" type="checkbox"/>	Payroll Checks		
<input checked="" type="checkbox"/>	Account Payable Checks		

3. Please select a Payment Option (The cost is \$200 per block regardless of the number of signatures within the block):

PO # or Enclosed Check # 01122023

N/A - eSign included with original core purchase

4. Please complete required district information:

Qmlativ

Burnsville Eagan Savage ISD191
School District

Tyler Dehne
Authorized Signature

Tyler Dehne, Director of Finance
Print Name and Title

1/12/2023
Date

5. Contact Information: ("Authorized Signature" personnel will receive eSign instructions if no contact is provided.)

We are hosted by ISCorp. We are hosted locally. We are hosted other: _____

Please send eSign file instructions to the following contact: tdehne@isd191.org

6. Submit your Request: Return this form to the Skyward Sales Administration Department, ATTN: Sales Processing.

To expedite handling, please email the form directly to SalesProcessing@Skyward.com. Alternatively, the form may be mailed to our Skyward World Headquarters address listed below.



INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests Associated Bank, WI to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Stacey Sovine, the Executive Director of Administrative Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with Associated Bank, WI providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2023, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; Noticed and held, and at which time was present a quorum of said Board on January 12, 2023, and that said resolution is in full force and effect.

I have hereunto subscribed my name this
12th day of January, 2023.

Clerk _____

Chairperson _____

INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests Minnesota School Districts Liquid Asset Fund Plus to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Stacey Sovine, the Executive Director of Administrative Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with Minnesota School Districts Liquid Asset Fund Plus providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2023, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; Noticed and held, and at which time was present a quorum of said Board on January 12, 2023, and that said resolution is in full force and effect.

I have hereunto subscribed my name this 12th day of January, 2023.

Clerk _____

Chairperson _____

INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests MN Trust to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Stacey Sovine, the Executive Director of Administrative Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with MN Trust providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2023, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; Noticed and held, and at which time was present a quorum of said Board on January 12, 2023 and that said resolution is in full force and effect.

I have hereunto subscribed my name this
12th day of January, 2023.

Clerk _____

Chairperson _____

INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests PMA Financial Network to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Stacey Sovine, the Executive Director of Administrative Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with PMA Financial Network providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2023, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; Noticed and held, and at which time was present a quorum of said Board on January 12, 2023, and that said resolution is in full force and effect.

I have hereunto subscribed my name this 12th day of January, 2023.

Clerk _____

Chairperson _____



**Agenda IV.A.
January 12, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Ava Drobnick, student board representative

Date: January 5, 2023

Re: Student Board Representative Monthly Report

Receive a report from Ava Drobnick, student board representative.



**Agenda IV.B.
January 12, 2023**

To: Board of Education
From: Dr. Theresa Battle, superintendent
Date: January 5, 2023
Re: Superintendent Report

Receive a report from Dr. Theresa Battle, superintendent.



**Agenda IV.C.
January 12, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Board Chair

Date: January 5, 2023

Re: Board Member Reports

Receive reports from board members.

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 December 8, 2022

The regular meeting of the Board of Education was called to order by Chair Chester at 6:30 p.m. The meeting was held at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN, 55337.

Call to Order

Directors Alt, Conner, Hume, Miller, Said, Werb, and Chair Chester were present. Superintendent Dr. Battle, Student Representative Ava Drobnick, administrators, staff and members of the public were also present.

Attendance

Chair Chester welcomed the audience and asked Conner to lead the Pledge of Allegiance.

Welcome and Pledge

Chair Chester made a public statement about Regulation 413.

Moved by Werb, seconded by Said, to approve the agenda. The motion carried unanimously (7, 0).

Agenda

The Truth in Taxation Hearing began at 6:35 p.m. Received a report about the Public Hearing for Taxes Payable in 2023 from Stacey Sovine, executive director of administrative services, and Matthew Hammer, Ehlers.

Truth in Taxation

Conner left the meeting at 6:54 p.m.

Martha Heisel spoke at the Truth in Taxation Hearing.

The Public Hearing ended at 7:05 p.m. and the board recessed for five minutes.

The meeting reconvened at 7:10 p.m.

Received a report about FY24 Preliminary Current Reality from Stacey Sovine, executive director of administrative services.

Reports

Received a report from Ava Drobnick, student board representative.

Conner returned at 7:25 p.m.

Received a report from Dr. Theresa Battle, superintendent

The Board recognized Director Sue Said for her service on the school board.

Conner left the meeting at 7:37 p.m.

Moved by Alt, seconded by Hume, to approve the consent agenda.

- Approve minutes of the November 17, 2022, regular board meeting.
- Approve personnel recommendations for Kevin Kleiner, Mary Deen, Natalie Sasseville-Praska, Jessica Northenscold, Sarah Richardson, Lisa Reid, Anders Grahn, Anh Ma, Barbara Gierada, Brian Pickett, Daniel Hartman, Hector Torres, Janet Stanley, Jessica Rau, John Peters, Jordan Wein, Julio Molina, Karen Sampers, Nancy Herbold, Laura Katchmark, Nasteho A, Natalie Domek, Peirre Conwell, Phillip Norris, Quincy Bryant, Samuel Zupke, Tayah Bolnick, Zachary Friedmann, Patrick Gibbons, Anders Grahn, Gina Schroeder, Angela Siddorn, Gabrielle Sasseville, Karen Sampers, Nancy Herbold, Penelope Parsons-Lord, and Penelope Parsons-Lord.

- Adopt a resolution to approve and accept donations as presented.
- Receive a report about the Listening Session on November 17, 2022.
- Approve, on a first reading basis, changes to Policy 209: Code of Ethics.

The motion carried unanimously (6, 0).

Moved by Said, seconded by Hume, to approve an application for preliminary approval of an extended field trip for Burnsville High School French students to travel to France, Monaco, and Italy from June 12-23, 2023. the motion carried unanimously after discussion (6, 0).

Conner returned to the meeting at 7:44 p.m.

Moved by Werb, seconded by Alt, to adopt a resolution approving Associate Membership in the Southwest Metro Intermediate District 288.

RESOLUTION APPROVING ASSOCIATE MEMBERSHIP IN THE SOUTHWEST METRO INTERMEDIATE DISTRICT 288

WHEREAS, the 2015 Minnesota State Legislature in Special Session passed Minn. Stat. § 136D.41: 136D.41 LISTED DISTRICTS MAY FORM INTERMEDIATE DISTRICT.

Notwithstanding any other law to the contrary, two or more of the

Consent Agenda
Minutes
Personnel

Donations
Listening
Session
Policy 209

Field Trip

Southwest Metro

Independent School Districts Nos. 108, 110, 111, and 112 of Carver County, Independent School Districts Nos. 716, 717, 719, 720, and 721 of Scott County, and Independent School District No. 2905 of Le Sueur County, whether or not contiguous, may enter into agreements to accomplish jointly and cooperatively the acquisition, betterment, construction, maintenance, and operation of facilities for, and instruction in, special education, career and technical education, adult basic education, and alternative education. Each school district that becomes a party to such an agreement is a "participating school district" for purposes of sections 136D.41 to 136D.49. The agreement may provide for the exercise of these powers by a joint school board created as set forth in sections 136D.41 to 136D.49.

WHEREAS, a Joint Powers Agreement establishing the SouthWest Metro Intermediate District 288 as a joint powers entity under Minn. Stat. § 471.59 as authorized by Minn. Stat. § 136D.41 was made and entered into in 2016, by and among Independent School District No. 2905 (Tri-City United), Independent School District No. 716 (Belle Plaine), Independent School District No. 717 (Jordan), Independent School District No. 719 (Prior Lake-Savage), Independent School District No. 720 (Shakopee), Independent School District No. 721 (New Prague), Independent School District No. 108 (Central Public Schools), Independent School District No. 112 (Eastern Carver County Schools), Independent School District No. 110 (Waconia), Independent School District No. 111 (Watertown-Mayer), and Independent School District No. 877 (Buffalo-Hanover-Montrose).

WHEREAS, the Intermediate District 288 Joint Powers Agreement in Article IV, Section 1 provides that an independent school district may become of member of Intermediate District 288 with the approval of at least a majority of the Intermediate District 288 Governing Board.

WHEREAS, the Governing Board of Intermediate District 288 voted unanimously at its regular Board Meeting on November 15, 2022, to extend an offer of associate membership to Independent School District No. 191.

WHEREAS, the Intermediate District 288 Joint Powers Agreement specifies that the independent school district seeking associate membership shall, by action of a majority of its board, adopt a resolution authorizing such school district to become an associate

member of Intermediate District 288. A certified copy of such resolution shall be furnished to the Superintendent of Intermediate District 288, whereupon such school district shall be deemed to be an Associate Member District.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 191, as follows:

1. That Independent District No. 191 authorizes its Superintendent or designee to notify the Superintendent of Intermediate District 288 of its decision to accept associate membership in Intermediate District 288:
2. That said associate membership in the Intermediate District shall begin July 1, 2023.
3. As an associate member of Intermediate District 288, Independent School District No. 191 is not a voting member of Intermediate District 288 but does enjoy access to all programs and services of Intermediate District 288 equal to that of voting member districts. The motion carried unanimously (7, 0).

Moved by Hume, seconded by Said, to approve the bid results and proposal from Weber, INC. in the amount of \$986,500 for the kitchen and cafeteria alterations project at Nicollet Middle School. The motion carried unanimously after discussion (7, 0).

Kitchen Project

Moved by Alt, seconded by Miller, that the Board of Education certify the final property tax levy for taxes payable in 2023 of \$49,070,653.49 as presented.

Certify Levy

General - RMV, Voter Approved	\$ 19,027,403.97
General - RMV, Other	6,708,121.65
General - NTC, Voter Approved	3,793,589.64
General - NTC, Other	8,061,590.23
Community Service	1,617,454.29
General Debt Service, Voter Approved	3,192,496.49
General Debt Service, Other	5,270,258.60
OPEB/ Pension, Other	<u>1,399,738.62</u>

Total \$ 49,070,653.49

The motion carried unanimously (7, 0).

Combined
Precinct
Resolution

Moved by Hume, seconded by Werb, to approve adopts a resolution establishing combined polling places for certain multiple precincts and designating hours during which the polling places will remain open for voting for school district elections not held on the day of a

statewide election.

RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR CERTAIN MULTIPLE PRECINCTS AND DESIGNATING
HOURS DURING WHICH THE POLLING PLACES WILL REMAIN
OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS NOT
HELD ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board of Independent School
District No. 191, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school elections not held on the day of a statewide election. The following combined polling places are hereby established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

COMBINED POLLING PLACE: Edward Neill Elementary School
13409 Upton Avenue
Burnsville, MN 55337

This combined polling place serves all territory in Independent School District No. 191 located in the City of Burnsville, P-02, P-07, P-11, and P-16; Dakota County, Minnesota.

COMBINED POLLING PLACE: Gideon Pond Elementary School
613 E. 130th Street
Burnsville, MN 55337

This combined polling place serves all territory in Independent School District No. 191 located in the City of Burnsville, P-06, P-08, P-09 and P-14; Dakota County, Minnesota.

COMBINED POLLING PLACE: Rahn Elementary School
4424 Sandstone Drive
Eagan, MN 55122

This combined polling place serves all territory in Independent School District No. 191 located in the City of Eagan, P-03, P-04, P-

06, P-09, P-11, P-12, and P-17; Dakota County, Minnesota.

COMBINED POLLING PLACE: Mary, Mother of the Church
3333 Cliff Rd E.

Burnsville, MN 55337

This combined polling place serves all territory in Independent School District No. 191 located in the City of Apple Valley, P-16, and the City of Burnsville, P-01, P-05 and P-10; Dakota County, Minnesota.

COMBINED POLLING PLACE: Vista View Elementary School
13109 County Road 5

Burnsville, MN 55337

This combined polling place serves all territory in Independent School District No. 191 located in the City of Burnsville, P-03, P-04 and P-17; Dakota County, Minnesota.

COMBINED POLLING PLACE: Harriet Bishop Elementary School
14400 O'Connell Road

Savage, MN 55378

This combined polling place serves all territory in Independent School District No. 191 located in the City of Savage, P-3, P-4, and P-8; Scott County, Minnesota.

COMBINED POLLING PLACE: Glendale United Methodist Church
13550 Glendale Road

Savage, MN 55378

This combined polling place serves all territory in Independent School District No. 191 located in the City of Savage, P-1, P-2 and P-7, and the City of Shakopee, P-4 and P-12A; Scott County, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located in whole or in part within 30 days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice

of new polling place locations to all registered voters in the school district whose school district polling place locations have been changed. The notice must be a non-forwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate County Auditor, who shall change the registrant’s status to “challenged” in the statewide registration system.

The motion carried unanimously (7, 0).

Moved by Miller, seconded by Hume, to approve, on a first reading basis, changes to Policies 416: Drug and Alcohol Testing, 417: Chemical Use and Abuse, 708: Transportation of Nonpublic School Students, 709: Student Transportation Safety Policy, and 721: Uniform Grant Guidance Policy Regarding Federal Revenue Source. The motion carried unanimously (7, 0).

Conner left the meeting at 7:55 p.m. Chair Chester paused the meeting briefly while Conner left the meeting.

Moved by Miller, seconded by Alt, to approve, on a first reading basis, changes to Policy 418: *Drug-Free Workplace/Drug-Free School*. The motion carried unanimously after discussion (6, 0).

The meeting adjourned at 7:57 p.m. to a workshop to review goals and self-evaluation survey results. The workshop began at 8:03 p.m. and adjourned at 8:30 p.m.

Policies

Adjourn to a workshop

January 12, 2023

clerk

Date approved

**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 Administrative Services

DATE: January 12, 2023

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL LOCATION	POSITION	EFFECTIVE DATE	HOURS / FTE
Certified	Appointment		Connie Bjoin	Sky Oaks Elementary School	Long Term Substitute Teacher	12/09/2022	1.0 FTE
Certified	Leave of Absence		Hannah King	Sky Oaks Elementary School	Teacher	02/03/2023-03/15/2023	1.0 FTE
Certified	Leave of Absence		Jennifer Schmidt	Nicollet Middle School	Teacher	01/25/2023-06/09/2023	1.0 FTE
Certified	Leave of Absence		Kristina Pope	Burnsville High School	Teacher	01/28/2023-04/02/2023	1.0 FTE
Certified	Resignation		Catherine Flynn	* Eagle Ridge Middle School	Teacher	03/24/2023	1.0 FTE
Certified	Resignation		Erin Weaver	Diamondhead Education Center	Parent Educator-Long Term Substitute	01/03/2023	1.0 FTE
Certified	Retirement		Gina O'Reilly	Eagle Ridge Middle School	Teacher	09/01/2022	1.0 FTE
Classified	Appointment		Ann Bakken	Nicollet Middle School	Band, Co-Curricular	Year Round	Stipend
Classified	Appointment	*	Awo Jarik	Diamondhead Education Center	Community Education Program Supervisor	09/08/2022	7 hours/day
Classified	Appointment		Brenten Magee	Burnsville High School	Dean	12/15/2022	1.0 FTE
Classified	Appointment		Debra Hanson	WM. Byrne Elementary School	Student Council	Year Round	Stipend
Classified	Appointment		Denise Engberg	WM. Byrne Elementary School	Computer Club	Year Round	Stipend
Classified	Appointment		Erica Bugenhagen	WM. Byrne Elementary School	Admin Assistant	Year Round	Stipend
Classified	Appointment		Katie Grundstrom	Hidden Valley Elementary	Computer Club	Year Round	Stipend
Classified	Appointment		Kelly Kusniryk	Eagle Ridge Middle School	Educational Assistant	01/03/2023	7.25 hours/day
Classified	Appointment		Kylie Krick	Burnsville High School	Assistant Coach Speech	Winter Season	Stipend
Classified	Appointment		Linda Smith	Harriet Bishop Elementary	Educational Assistant	01/03/2023	5 hours/day
Classified	Appointment		Lori Rathjen	Harriet Bishop Elementary	Educational Assistant	01/03/2023	7.25 hours/day
Classified	Appointment		Margarita Mercado	Burnsville High School	Food Service Associate	01/03/2023	3.75 hours/day
Classified	Appointment	*	Ondine Cella	Burnsville High School	Educational Assistant	01/06/2023	7 hours/day
Classified	Appointment		Renee Higgins	Sky Oaks Elementary School	Food Service Associate	01/03/2023	3.75 hours/day
Classified	Appointment		Sharon Papendick	Gideon Pond Elementary	Educational Assistant	01/03/2023	3.5 hours/day
Classified	Change of Assignment		Briseida Gonzalez	District-wide	Food Service Associate	01/03/2023	7.5 hours/day
Classified	Change of Assignment		KayAnna Lawler	Burnsville High School	Food Service Associate	01/03/2023	5.75 hours/day
Classified	Change of Assignment		Kodi Contreras	District-wide	Assistant Food Service Manager	01/03/2023	7.5 hours/day
Classified	Change of Assignment		Mark Gorzycki	Burnsville High School	Custodial II	01/03/2023	8 hrs/day
Classified	Change of Assignment		Theresa Tanberg	Diamondhead Education Center	Clerical	01/04/2023	8 hours/day
Classified	Leave of Absence		Saloua Thompson	Burnsville High School	Teacher	12/16/2022-06/09/2023	1.0 FTE
Classified	Probationary Release		Jeffrey Barthel	Gideon Pond Elementary	Educational Assistant	12/09/2022	7.25 hours/day
Classified	Resignation		Carl Bourdon	Nicollet Middle School	Educational Assistant	12/22/2022	7.25 hours/day
Classified	Resignation		Hussein Farah	Harriet Bishop Elementary	Educational Assistant	12/06/2022	7.25 hours/day
Classified	Resignation		Keshia Gaddy	Rahn Elementary School	Educational Assistant	01/02/2023	7.25 hours/day
Classified	Resignation		Kristine Schlander	Diamondhead Education Center	Student Services Account Specialist	01/05/2023	8 hours/day
Classified	Resignation		Nasteho Ali	Edward Neill Elementary	Educational Assistant	12/22/2022	7.25 hours/day
Classified	Resignation		Yurub Mohamed	* Sky Oaks Elementary School	Educational Assistant	01/05/2023	7.25 hours/day
Classified	Retirement		Jennifer Hinman	Harriet Bishop Elementary	Admin Assistant	08/04/2023	8 hours/day
Classified	Retirement		Patty Tushie	Gideon Pond Elementary	Teacher	06/09/2023	1.0 FTE



**Agenda V.A.3.
January 12, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Tyler Dehne, director of finance

Date: December 15, 2022

RECOMMENDATION: To adopt a resolution to approve and accept donations as presented.

RESOLUTION TO ACCEPT DONATIONS

WHEREAS,

1. School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and
2. Minnesota Statute 123B.02, Subd. 6 states the School Board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated; and
3. Minnesota Statute 465.03 states the School Board may accept a grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and
4. Businesses and individuals have submitted donations to the district;

THEREFORE, BE IT RESOLVED by the School Board of ISD 191 to approve and accept with appreciation the donations as presented below and to permit their use as designated by the donors.

Moved by: _____

Seconded by: _____

Members in favor of the motion:

Members opposed:

Whereupon said Resolution was declared duly passed and adopted on January 12, 2023.

Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
11/22/2022	Hunter Cantrell former HV student	Food & Nutrition Services	Negative balances at HV Elem	\$2,245.83
12/22/2022	Company - Blue Cross Blue Shield of MN - employee name not provided	District 191	recurring payroll donation	no description \$35.00
12/5/2022	Susan Rue	Community Education	Brainpower in a Backpack	\$45
12/6/2022	Janet Williams	Community Education	Brainpower in a Backpack	\$250
12/9/2022	Burnsville Rotary Foundation	William Byrne Elementary	Brainpower in a Backpack	\$12,000.00
12/9/2022	Minnesota Valley Electric Trust	Community Education	Brainpower in a Backpack	\$500
12/13/2022	3 families of former students	Food & Nutrition Services	Negative meal accounts at BHS	\$49.90
12/13/2022	5 families of former students	Food & Nutrition Services	For students with a negative balance	\$42.90
12/13/2022	Daffodil Garden Club	Gideon Pond Elementary	Gloves and boots for the office to share with students	gloves and boots for students to use for recess
11/9/2022	Blackbaud Giving Fund	Gideon Pond Elementary	General donation to Gideon Pond	\$500

Total monetary donation received: \$13,422.80



Agenda V.A.4
January 12, 2023

To: Dr. Theresa Battle, superintendent and Board of Education
From: Tyler Dehne, director of finance
Date: December 13, 2022
Re: October Payroll, Claims and Receipts

Recommendation: That the Board approves October payroll checks in the net amount of \$4,167,956.22. October claims to date, wire transfers and adjustments totaling \$9,241,077.78. Also, that the Board accepts October receipts of \$11,836,672.16 and investments for the General Fund, 2015A School Building Bonds, and OPEB of \$72,131,906.39 as of October 31, 2022.

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

TD/mw/jb

INDEPENDENT SCHOOL DISTRICT 191
FINANCIAL REPORT
October 2022

Cash Receipts

Receipts	\$11,836,672.16
Miscellaneous Adjustments	

TOTAL OCTOBER CASH RECEIVED\$11,836,672.16**CASH DISBURSEMENTS**

October	
Payroll	\$4,167,956.22

A/P		
October Claims	Checks	486265-486554 \$2,134,796.21
	Virtual Card	6000000814-6000000879 \$258,046.40
	ACH-Emp	9000003547-9000003634 \$110,525.32

October A/P Wires+P-card+Fleet card	\$6,723,988.80
October Bank Fees	\$13,721.05

TOTAL OCTOBER CASH DISBURSED\$13,409,034.00**TOTAL TO BE APPROVED**\$13,409,034.00

	Money Market	(Original Cost) Investments	10/31/2022
GENERAL FUND	\$14,208,106.48	\$46,219,677.44	\$60,427,783.92
OPEB	\$169,315.06	\$6,423,078.24	\$6,592,393.30
OPEB EQUITY INV THROUGH April 30,2022	\$8,670.42	\$5,103,058.75	\$5,111,729.17
2015A SCHOOL BUILDING BONDS	\$0.00	\$0.00	\$0.00
	\$14,386,091.96	\$51,745,814.43	\$72,131,906.39

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

Report as of 10/31/2022

PMA Financial Network
 2135 CityGate Lane
 7th Floor
 Naperville, IL 60563-31
 Phone: 630-657-6400
 Fax: 630-718-8701

Burnsville ISD 191 (31134-101 - General Fund)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Lower of Cost/Par	Rate
IS		10/31/2022			IS Balance	\$14,208,106.48	\$14,208,106.48	\$14,208,106.48	
LTD		10/31/2022			LTD Balance		\$10,027,589.55	\$10,027,589.55	
SDA	SDA-1285862-1	10/31/2022			Savings Deposit Account - MNTRUST – Full Flex (PenFed XLS)	\$4,056,533.19	\$4,056,533.19	\$4,056,533.19	
SDA	SDA-1287414-1	10/31/2022		19581	Savings Deposit Account - BELL BANK	\$15,396,392.99	\$15,396,392.99	\$15,396,392.99	
SDA	SDA-1291160-1	10/31/2022			Savings Deposit Account - MNTRUST – Full Flex (Pref HCC)	\$3,004,969.32	\$3,004,969.32	\$3,004,969.32	
SDA	SDA-1291161-1	10/31/2022			Savings Deposit Account - MNTRUST – Full Flex (Pref PHLV)	\$1,505,377.89	\$1,505,377.89	\$1,505,377.89	
CD	CD-289646-1	05/10/2021	11/07/2022	4147	BANK 7	\$249,400.00	\$249,899.92	\$249,400.00	0.134
TS	TS-292393-1	11/19/2021	11/15/2022		MN TRUST TERM SERIES	\$3,000,000.00	\$3,003,560.55	\$3,000,000.00	0.120
CD	CD-292746-1	12/13/2021	12/13/2022	68430	LATINO COMMUNITY CREDIT UNION	\$249,500.00	\$249,949.10	\$249,500.00	0.180
TS	TS-292821-1	12/17/2021	12/16/2022		MN TRUST TERM SERIES	\$2,000,000.00	\$2,003,390.69	\$2,000,000.00	0.170
SEC	SEC-49920-1	12/29/2021	12/29/2022	33682	STATE BANK INDIA	\$249,422.54	\$249,000.00	\$249,000.00	0.180
CD	CD-289645-1	05/10/2021	05/11/2023	60269	GREENSTATE CREDIT UNION	\$249,200.00	\$249,948.63	\$249,200.00	0.150
SEC	SEC-48342-1	05/14/2021	05/15/2023	35141	BMW BANK NORTH AMERICA	\$249,099.57	\$249,000.00	\$249,000.00	0.130
CD	CD-291023-1	08/16/2021	08/18/2023	58629	ALLEGIANCE BANK TEXAS	\$249,000.00	\$249,501.86	\$249,000.00	0.101
SEC	SEC-48820-1	08/25/2021	08/25/2023	57565	UBS BANK USA	\$249,743.75	\$249,000.00	\$249,000.00	0.150
SEC	SEC-48853-1	08/25/2021	08/25/2023	58177	SALLIE MAE BANK/SALT LKE	\$249,742.33	\$249,000.00	\$249,000.00	0.201
SEC	SEC-48854-1	08/30/2021	08/30/2023	33682	STATE BANK OF INDIA	\$249,742.33	\$249,000.00	\$249,000.00	0.201
SEC	SEC-53305-1	06/08/2022	12/08/2023	33124	GOLDMAN SACHS BANK USA	\$246,649.66	\$246,000.00	\$246,000.00	2.320
CD	CD-295121-1	10/28/2022	04/25/2024	227	PENTAGON FEDERAL CREDIT UNION (183 day and out)	\$1,750,000.00	\$1,865,935.60	\$1,750,000.00	4.449
CD	CD-293933-1	06/01/2022	06/03/2024	33686	BANK HAPOALIM	\$236,700.00	\$249,288.42	\$236,700.00	2.648
SEC	SEC-53308-1	06/09/2022	06/10/2024	57803	ALLY BANK	\$246,429.86	\$246,000.00	\$246,000.00	2.610
SEC	SEC-53310-1	06/08/2022	06/10/2024	27471	AMERICAN EXPR NATL BK	\$246,702.22	\$246,000.00	\$246,000.00	2.603
TS	TS-294471-1	08/18/2022	08/19/2024		MN TRUST TERM SERIES	\$2,000,000.00	\$2,124,339.73	\$2,000,000.00	3.100
Sub Totals →						\$50,142,712.13	\$60,427,783.92	\$60,165,769.42	
Totals →						\$50,142,712.13	\$60,427,783.92	\$60,165,769.42	

Time and Dollar Weighted Average Portfolio Yield: 2.96%

Weighted Average Portfolio Maturity: 116.20 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
SDA	39.69	\$23,963,273.39	SDA Account
CD	5.16	\$3,114,523.53	Certificate of Deposit
TS	11.81	\$7,131,290.97	Term Series
SEC	3.20	\$1,931,674.72	Securities
IS	23.53	\$14,208,106.48	IS Account
LTD	16.61	\$10,027,589.55	LTD Account

Index

Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

CD - Certificates of Deposit, **CP** - Commercial Paper, **ISC** - Investment Shares Class, **MMA** - Money Market Account, **SEC** - Government Securities, **TS** - Term Series



Total Portfolio Report CAR

Report as of 10/31/2022

PMA Financial Network
 2135 CityGate Lane
 7th Floor
 Naperville, IL 60563-33
 Phone: 630-657-6400
 Fax: 630-718-8701

Burnsville ISD 191 (31134-301 - 2009 Opeb Trust)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Lower of Cost/Par	Rate
IS		10/31/2022			IS Balance	\$169,315.06	\$169,315.06	\$169,315.06	
SEC	SEC-47620-1	02/08/2021	12/15/2022		KANE COOK AND DU PAGE C	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	0.100
SEC	SEC-48055-1	02/26/2021	02/15/2023		MANSFIELD ISD-B-REF	\$338,780.40	\$310,000.00	\$310,000.00	0.120
SEC	SEC-48065-1	03/02/2021	03/01/2023		SAINT LOUIS CNTY	\$366,396.20	\$335,000.00	\$335,000.00	0.140
SEC	SEC-47613-1	01/08/2021	08/01/2023		SAN MARCOS ISD-REF	\$1,642,845.00	\$1,500,000.00	\$1,500,000.00	0.120
SEC	SEC-48075-1	03/09/2021	08/15/2023		SAN MARCOS CTFS OBLIG	\$321,741.75	\$295,000.00	\$295,000.00	0.110
SEC	SEC-48062-1	03/23/2021	09/01/2023		ROCK CO-TXBL-REF	\$998,050.00	\$1,000,000.00	\$998,050.00	0.130
SEC	SEC-48054-1	02/26/2021	10/01/2023		HAWAII-EY-REF	\$247,033.60	\$220,000.00	\$220,000.00	0.100
SEC	SEC-48044-1	02/24/2021	12/01/2023		DEWITT ETC CO CCD #54	\$616,968.90	\$590,000.00	\$590,000.00	0.190
SEC	SEC-49708-1	11/22/2021	11/15/2024		US TREASURY N/B	\$923,084.96	\$925,000.00	\$923,084.96	0.673
CD	CD-279751-1	01/21/2020	01/21/2025	14445	FARMERS AND MERCHANTS UNION BANK	\$228,200.00	\$248,078.24	\$228,200.00	1.740
Sub Totals →						\$6,852,415.87	\$6,592,393.30	\$6,568,650.02	
Totals →						\$6,852,415.87	\$6,592,393.30	\$6,568,650.02	

Time and Dollar Weighted Average Portfolio Yield: 0.46%

Weighted Average Portfolio Maturity: 325.55 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
SEC	93.54	\$6,048,669.65	Securities
CD	3.84	\$248,078.24	Certificate of Deposit
IS	2.62	\$169,315.06	IS Account

Index

Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

CD - Certificates of Deposit, **CP** - Commercial Paper, **ISC** - Investment Shares Class, **MMA** - Money Market Account, **SEC** - Government Securities, **TS** - Term Series

October 2022

Wire Transfers

Date	From	To	Amount	For
10/03/2022	MSDLAF	State of Minnesota	1,969.20	09/30/2022 Payroll - Child Support
10/03/2022	MSDLAF	Commerce Bank	137,918.44	Virtual Card
10/04/2022	MSDLAF	Internal Revenue Service	715,606.65	09/30/22 Payroll - Federal Taxes
10/04/2022	MSDLAF	TRA	370,935.06	09/30/22 Payroll - TRA
10/04/2022	MSDLAF	PERA	115,657.97	09/30/22 Payroll - PERA
10/04/2022	MSDLAF	First Bank & Trust	192,264.70	09/30/22 Payroll - TSA Wire
10/04/2022	MSDLAF	Delta Dental	16,747.52	Dental Insurance
10/04/2022	MSDLAF	Further	22,554.05	Flex Claims
10/04/2022	MSDLAF	Further	33,397.29	Medical Claims
10/04/2022	MSDLAF	Preferred One	423,669.80	Health Insurance
10/04/2022	MSDLAF	State of Minnesota	120,128.19	9/30/22 Payroll - State Taxes
10/04/2022	MSDLAF	State of Minnesota	709.64	09/30/22 Garnishments
10/04/2022	MSDLAF	State of Minnesota	532.12	09/30/22 Garnishments
10/04/2022	MSDLAF	State of Minnesota	273.30	09/30/22 Garnishments
10/11/2022	MSDLAF	Delta Dental	13,640.78	Dental Insurance
10/11/2022	MSDLAF	Further	40,970.34	Medical Claims
10/11/2022	MSDLAF	Further	19,408.03	Flex Claims
10/11/2022	MSDLAF	Commerce Bank	29,232.81	Virtual Card
10/11/2022	MSDLAF	Preferred One	48,504.04	Health Insurance
10/12/2022	MSDLAF	Healthy Savings	2,482.44	Healthy Savings Program
10/12/2022	MSDLAF	Fairview	4,542.25	Clearscript/Fairview August Administrative Invoice
10/13/2022	MSDLAF	Preferred One	236,128.95	Health Insurance
10/17/2022	MSDLAF	State of Minnesota	134,836.36	10/15/22 Payroll - State Taxes
10/17/2022	MSDLAF	BMO Harris Bank	1,044.00	10/15/22 Payroll - EA Dues
10/17/2022	MSDLAF	Commerce Bank	59,371.27	Virtual Card

10/17/2022	MSDLAF	MN Department of Revenue	515.00	October Sales Tax
10/17/2022	MSDLAF	Teacher's Federal Credit Union	32,507.04	10/15/22 Payroll - Teacher's Dues
10/17/2022	MSDLAF	Internal Revenue Service	792,623.41	10/15/22 Payroll - Federal Taxes
10/17/2022	MSDLAF	State of Minnesota	2,238.93	10/15/22 Payroll - Child Support
10/17/2022	MSDLAF	TRA	415,535.50	10/15/2022 Payroll - TRA
10/17/2022	MSDLAF	PERA	114,941.08	10/15/2022 Payroll - PERA
10/17/2022	MSDLAF	State of Minnesota	532.12	10/14/22 Garnishments
10/17/2022	MSDLAF	State of Minnesota	810.77	10/14/22 Garnishments
10/17/2022	MSDLAF	State of Minnesota	460.20	10/14/22 Garnishments
10/17/2022	MSDLAF	Delta Dental	13,728.96	Dental Insurance
10/17/2022	MSDLAF	Preferred One	836,567.17	Health Insurance
10/18/2022	MSDLAF	First Bank & Trust	190,232.05	10/15/22 Payroll - TSA Wire
10/18/2022	MSDLAF	Further	19,486.97	Flex Claims
10/18/2022	MSDLAF	Further	44,882.38	Medical Claims
10/20/2022	MSDLAF	Quadient	500.00	Postage
10/21/2022	MSDLAF	Further	6,646.50	Further Administrative Fees
10/24/2022	MSDLAF	Commerce Bank	104,333.12	Virtual Card
10/24/2022	MSDLAF	Delta Dental	13,926.09	Dental Insurance
10/24/2022	MSDLAF	Preferred One	957,737.37	Health Insurance
10/25/2022	MSDLAF	Further	32,811.91	Medical Claims
10/25/2022	MSDLAF	Further	12,101.90	Flex Claims
10/28/2022	MSDLAF	Minnesota Department of Commerce	1,993.18	Unclaimed Property
10/31/2022	MSDLAF	BMO Harris Bank	1,053.00	10/31/22 Payroll - EA Dues
10/31/2022	MSDLAF	Preferred One	201,217.59	Health Insurance
10/31/2022	MSDLAF	Commerce Bank	44,296.89	Virtual Card
10/31/2022	MSDLAF	Teacher's Federal Credit Union	32,745.22	10/31/22 Payroll - Teacher's Dues
10/31/2022	MSDLAF	Delta Dental	10,968.73	Dental Insurance
10/31/2022	MSDLAF	Preferred One	360,343.87	Health Insurance

AP Check Register

AP Run: 20221005 VACH — Post Date: 2022-10-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/05/2022	9000003547	ACH	CDW Government Inc	920289-1	1 AP5800	68,159.25
10/05/2022	9000003548	ACH	Kelleher Helmrich and Associates Inc	908955	1 AP5800	523.50
Total:						\$68,682.75

20221005 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	2	68,682.75
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$68,682.75

AP Check Register

AP Run: 20221013 EACH — Post Date: 2022-10-13 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/13/2022	9000003549	ACH	Albersheim-Carter, Marcina	018646	1 AP5800	79.50
10/13/2022	9000003550	ACH	Blood, Kelsey Jo	017981	1 AP5800	103.44
10/13/2022	9000003551	ACH	Burke, Katie J	014101	1 AP5800	199.92
10/13/2022	9000003552	ACH	Clancy, Carissa	016999	1 AP5800	75.94
10/13/2022	9000003553	ACH	Coleman, Colleen M	013413	1 AP5800	68.41
10/13/2022	9000003554	ACH	Czapar, Kelly N	017322	1 AP5800	43.38
10/13/2022	9000003555	ACH	Erbes, Sarah L	017283	1 AP5800	72.38
10/13/2022	9000003556	ACH	Erickson, Kayla M	020006	1 AP5800	199.50
10/13/2022	9000003557	ACH	Ewert, Casey B	019158	1 AP5800	82.06
10/13/2022	9000003558	ACH	Grundstrom, Katie M	020222	1 AP5800	12.74
10/13/2022	9000003559	ACH	Hewett, Thomas	014594	1 AP5800	20.00
10/13/2022	9000003560	ACH	Johnson, Brian J	018190	1 AP5800	65.63
10/13/2022	9000003561	ACH	Johnson, Ronna E	014613	1 AP5800	663.73
10/13/2022	9000003562	ACH	Jordan, Allison A	016428	1 AP5800	65.75
10/13/2022	9000003563	ACH	Kolstad, Michele M	007847	1 AP5800	17.75
10/13/2022	9000003564	ACH	Lake, David	017436	1 AP5800	182.50
10/13/2022	9000003565	ACH	Lund, Elliott J	017435	1 AP5800	66.37
10/13/2022	9000003566	ACH	Mauser, Benjamin	019585	1 AP5800	468.28
10/13/2022	9000003567	ACH	McDowell, Morgan	018635	1 AP5800	10.31
10/13/2022	9000003568	ACH	Neal, Bryeny B	013693	1 AP5800	43.25

AP Check Register

AP Run: 20221013 EACH — Post Date: 2022-10-13 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/13/2022	9000003569	ACH	Nelson, Katie L	015010	1 AP5800	104.88
10/13/2022	9000003570	ACH	Niemiec, Alicia	013692	1 AP5800	126.88
10/13/2022	9000003571	ACH	Niesen, Elizabeth A	015962	1 AP5800	37.88
10/13/2022	9000003572	ACH	Nimchuk, Sarah T	020034	1 AP5800	5.13
10/13/2022	9000003573	ACH	O'Meara, Cassi M	020644	1 AP5800	34.31
10/13/2022	9000003574	ACH	Pieper, Jill	017753	1 AP5800	20.50
10/13/2022	9000003575	ACH	Reuss, Eric	014892	1 AP5800	254.88
10/13/2022	9000003576	ACH	Robole, Vicki M	009670	1 AP5800	153.75
10/13/2022	9000003577	ACH	Salmela, Kathryn	018090	1 AP5800	11.00
10/13/2022	9000003578	ACH	Seamen, Michelle A	018634	1 AP5800	66.13
10/13/2022	9000003579	ACH	Sellars, Jason A	019217	1 AP5800	26.00
10/13/2022	9000003580	ACH	Tano, Derek	017629	1 AP5800	30.00
10/13/2022	9000003581	ACH	Tarnofsky, John J	020438	1 AP5800	57.13
10/13/2022	9000003582	ACH	Voigt, Pamela M	017183	1 AP5800	514.11
10/13/2022	9000003583	ACH	West, Julie	016951	1 AP5800	31.63
10/13/2022	9000003584	ACH	Wurdeman, Scott	010543	1 AP5800	226.25
Total:						\$4,241.30

AP Check Register

40

AP Run: 20221013 EACH — Post Date: 2022-10-13 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

<u>Check Date</u>	<u>Check Number</u>	<u>Payment Type</u>	<u>Name</u>	<u>Vendor Number</u>	<u>Bank Account Code</u>	<u>Check Amount</u>
-------------------	---------------------	---------------------	-------------	----------------------	--------------------------	---------------------

20221013 EACH Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	0	0.00
ACH Checks:	36	4,241.30
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	36	\$4,241.30

AP Check Register

AP Run: 20221020 EACH — Post Date: 2022-10-20 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/20/2022	9000003585	ACH	Anderson, Cheryl L	014312	1 AP5800	50.00
10/20/2022	9000003586	ACH	Arthur, Paula J	020637	1 AP5800	75.00
10/20/2022	9000003587	ACH	Berge, Kristy K	011193	1 AP5800	75.00
10/20/2022	9000003588	ACH	Bergman, Anna T	017126	1 AP5800	70.00
10/20/2022	9000003589	ACH	Blandin, Melissa	011821	1 AP5800	76.75
10/20/2022	9000003590	ACH	Brandner, Renee	011279	1 AP5800	270.00
10/20/2022	9000003591	ACH	Cantolla, Kaitlin M	019617	1 AP5800	50.00
10/20/2022	9000003592	ACH	De Leon, Angel M	020085	1 AP5800	250.00
10/20/2022	9000003593	ACH	Evans-Vorhies, Maryann C	020240	1 AP5800	75.00
10/20/2022	9000003594	ACH	Fischer McDonald, Christine	020544	1 AP5800	18.50
10/20/2022	9000003595	ACH	Funston, Kathy L	017175	1 AP5800	50.00
10/20/2022	9000003596	ACH	Gauer-Kloos, Megan	019574	1 AP5800	50.00
10/20/2022	9000003597	ACH	Gehrke, Andrew R	016612	1 AP5800	11.19
10/20/2022	9000003598	ACH	Hanson, Lisa	011966	1 AP5800	250.00
10/20/2022	9000003599	ACH	Harrison, Phillip Scott	013371	1 AP5800	75.00
10/20/2022	9000003600	ACH	Kachman, Angela	010826	1 AP5800	262.30
10/20/2022	9000003601	ACH	Kaiser, Tanya J	007572	1 AP5800	50.00
10/20/2022	9000003602	ACH	Kaisershot, Troy M	018153	1 AP5800	20.00
10/20/2022	9000003603	ACH	Klein, Brendan D	020148	1 AP5800	92.22
10/20/2022	9000003604	ACH	Kosloski, Scott	019322	1 AP5800	47.50

AP Check Register

AP Run: 20221020 EACH — Post Date: 2022-10-20 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/20/2022	9000003605	ACH	Kraft, Stephen	009358	1 AP5800	100.00
10/20/2022	9000003606	ACH	Kuhlman, Susan M	016375	1 AP5800	100.00
10/20/2022	9000003607	ACH	Latourelle, Sandra E	010686	1 AP5800	50.00
10/20/2022	9000003608	ACH	Lenton, Tiffany	012899	1 AP5800	50.00
10/20/2022	9000003609	ACH	Lian, Jocelyn M	020194	1 AP5800	135.06
10/20/2022	9000003610	ACH	Meyer, Jessica M	018679	1 AP5800	40.63
10/20/2022	9000003611	ACH	Pohl, Angie J	019145	1 AP5800	117.26
10/20/2022	9000003612	ACH	Robasse, Christine M	016574	1 AP5800	50.00
10/20/2022	9000003613	ACH	Ruiz, Jessica	018675	1 AP5800	50.00
10/20/2022	9000003614	ACH	Schiller, Lori L	016378	1 AP5800	47.82
10/20/2022	9000003615	ACH	Schlichting, Catherine	012335	1 AP5800	75.00
10/20/2022	9000003616	ACH	Sellers, Jason A	019217	1 AP5800	21.18
10/20/2022	9000003617	ACH	Shelden, Jon	010820	1 AP5800	50.00
10/20/2022	9000003618	ACH	Simmons, Sean D	017795	1 AP5800	31.00
10/20/2022	9000003619	ACH	Smith, Tracy J	014671	1 AP5800	195.81
10/20/2022	9000003620	ACH	Tesmer, Russell	013441	1 AP5800	142.84
10/20/2022	9000003621	ACH	Thomas, John S	020221	1 AP5800	115.38
10/20/2022	9000003622	ACH	Wolfram, Michael	018192	1 AP5800	60.00
Total:						\$3,350.44

AP Check Register

AP Run: 20221020 EACH — Post Date: 2022-10-20 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

<u>Check Date</u>	<u>Check Number</u>	<u>Payment Type</u>	<u>Name</u>	<u>Vendor Number</u>	<u>Bank Account Code</u>	<u>Check Amount</u>
-------------------	---------------------	---------------------	-------------	----------------------	--------------------------	---------------------

20221020 EACH Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	0	0.00
ACH Checks:	38	3,350.44
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	38	\$3,350.44

AP Check Register

AP Run: 20221021 VACH — Post Date: 2022-10-21 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/21/2022	9000003623	ACH	CDW Government Inc	920289-1	1 AP5800	32,321.59
Total:						\$32,321.59

20221021 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	1	32,321.59
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$32,321.59

AP Check Register

AP Run: 20221026 EACH — Post Date: 2022-10-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/26/2022	9000003624	ACH	Battle, Theresa F	019927	1 AP5800	500.00
10/26/2022	9000003625	ACH	Bellmont, Chris	014183	1 AP5800	200.00
10/26/2022	9000003626	ACH	Black, Kristine C	017563	1 AP5800	50.00
10/26/2022	9000003627	ACH	Blandin, Melissa	011821	1 AP5800	20.37
10/26/2022	9000003628	ACH	Dehne, Tyler	020322	1 AP5800	200.00
10/26/2022	9000003629	ACH	Funston, Kathy L	017175	1 AP5800	171.60
10/26/2022	9000003630	ACH	Galland, John	008297	1 AP5800	125.52
10/26/2022	9000003631	ACH	Gorton, Rachel	016735	1 AP5800	200.00
10/26/2022	9000003632	ACH	Holewa, Mary A	011153	1 AP5800	61.75
10/26/2022	9000003633	ACH	Sovine, Stacey	017487	1 AP5800	200.00
10/26/2022	9000003634	ACH	Tinklenberg, Aaron D	017462	1 AP5800	200.00
Total:						\$1,929.24

20221026 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	11	1,929.24
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	11	\$1,929.24

AP Check Register

46

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	104,810.57
02 - FOOD SERVICE	291.87
04 - COMMUNITY SERVICE	2,557.13
22 - ISF - HEALTH SELECT 105	1,625.00
50 - STUDENT ACTIVITY FUND	1,240.75
	\$110,525.32

AP Check Register

47

AP Run: 20221007 FS — Post Date: 2022-10-07 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/07/2022	486265	Check	A&J Outdoor Power, LLC	930748	2 AP8845	8,010.00
10/07/2022	486266	Check	Leonard, Patricia	930641	2 AP8845	1,300.00
Total:						\$9,310.00

20221007 FS Summary

Type	Count	Amount
Regular	2	9,310.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$9,310.00

AP Check Register

AP Run: 20221007 AP — Post Date: 2022-10-07 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/07/2022	486267	Check	A.J. Moore Electric Inc	928491	2 AP8845	752.69
10/07/2022	486268	Check	Advanced Imaging Solutions	928551-1	2 AP8845	5,549.00
10/07/2022	486269	Check	Albrecht, Victor	923108	2 AP8845	88.00
10/07/2022	486270	Check	ALLDATA	905151-1	2 AP8845	1,470.00
10/07/2022	486271	Check	Amplified IT LLC	929297	2 AP8845	487.94
10/07/2022	486272	Check	Anderson, Julie	929921	2 AP8845	130.50
10/07/2022	486273	Check	Boyer Trucks	923784-1	2 AP8845	2,314.25
10/07/2022	486274	Check	Burlington English Inc	929905	2 AP8845	1,440.00
10/07/2022	486275	Check	City of Eagan - Utilities	901002	2 AP8845	1,117.30
10/07/2022	486276	Check	City of Savage - Utilities	909588	2 AP8845	7,549.52
10/07/2022	486277	Check	Comcast	923547	2 AP8845	9.95
10/07/2022	486278	Check	Dalco	904186-1	2 AP8845	28,865.45
10/07/2022	486279	Check	Doyle Security Products	900605	2 AP8845	189.78
10/07/2022	486280	Check	Fisler Data LLC	929235	2 AP8845	359.00
10/07/2022	486281	Check	Gopher State Events LLC	920744	2 AP8845	1,434.15
10/07/2022	486282	Check	Hammer Sports LLC	930735	2 AP8845	174.00
10/07/2022	486283	Check	Hastings Bus Company	907139	2 AP8845	4,687.56
10/07/2022	486284	Check	Headway Emotional Health Services	927811	2 AP8845	25,000.00
10/07/2022	486285	Check	Infinite Health Collaborative, PA	930472	2 AP8845	270.00
10/07/2022	486286	Check	J & D Trophy	904113	2 AP8845	444.00

AP Check Register

AP Run: 20221007 AP — Post Date: 2022-10-07 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/07/2022	486287	Check	Kennedy and Graven Chartered	908356	2 AP8845	1,292.50
10/07/2022	486288	Check	Kraus-Anderson Ins Agency Inc	902102	2 AP8845	13,560.50
10/07/2022	486289	Check	Liminex, Inc.	930738	2 AP8845	16,188.00
10/07/2022	486290	Check	Mansfield Oil Company	928793	2 AP8845	15,245.13
10/07/2022	486291	Check	Metro Volleyball Officials Association	901927	2 AP8845	1,191.00
10/07/2022	486292	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	18,953.94
10/07/2022	486293	Check	MN Dept of Labor and Industry	907914-2	2 AP8845	100.00
10/07/2022	486294	Check	MRPA/MASS Rosemount Park & Rec	905320-10	2 AP8845	25.00
10/07/2022	486295	Check	Murray, Margaret E	012880	2 AP8845	19.50
10/07/2022	486296	Check	Music Theatre International	900421	2 AP8845	39.28
10/07/2022	486297	Check	Nelco	929915	2 AP8845	945.36
10/07/2022	486298	Check	Nice Guy Technology LLC	928905	2 AP8845	436.80
10/07/2022	486299	Check	Office Systems And Design Inc	926881	2 AP8845	2,669.00
10/07/2022	486300	Check	Perez, Melissa M	924879	2 AP8845	450.00
10/07/2022	486301	Check	RAK Construction Inc	929749	2 AP8845	10,303.04
10/07/2022	486302	Check	Ramacher, Thuy	921343	2 AP8845	60.00
10/07/2022	486303	Check	Rent N Save Portable Services	925729	2 AP8845	702.50
10/07/2022	486304	Check	Reptile & Amphibian Discovery Zoo	930749	2 AP8845	450.00
10/07/2022	486305	Check	Safeway Driving School	926796	2 AP8845	7,950.00

AP Check Register

AP Run: 20221007 AP --- Post Date: 2022-10-07 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/07/2022	486306	Check	South Metro Sports	903413	2 AP8845	3,726.50
10/07/2022	486307	Check	Stewart, Benjamin	930353	2 AP8845	22.50
10/07/2022	486308	Check	Teachers On Call	929847	2 AP8845	33,339.32
10/07/2022	486309	Check	Tony's Appliance Inc	921785	2 AP8845	909.10
10/07/2022	486310	Check	US Foods Culinary Equipment & Supplies LLC	901197	2 AP8845	6,749.60
10/07/2022	486311	Check	Warsame, Kadra	925560	2 AP8845	60.00
10/07/2022	486312	Check	Wenzel Plumbing-Heating- Cooling	904563	2 AP8845	12,740.00
10/07/2022	486313	Check	Xcel Energy	902776	2 AP8845	16,663.95
Total:						\$247,125.61

20221007 AP Summary

Type	Count	Amount
Regular	47	247,125.61
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	47	\$247,125.61

AP Check Register

AP Run: 20221014 AP — Post Date: 2022-10-14 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/14/2022	486315	Check	Afrah, Amina	929909	2 AP8845	60.00
10/14/2022	486316	Check	Arvig	928649	2 AP8845	2,956.95
10/14/2022	486317	Check	Association Of Clerical Employees	904895	2 AP8845	360.00
10/14/2022	486318	Check	Blick Art Materials	900172-1	2 AP8845	661.42
10/14/2022	486319	Check	California Department of Child Support Services	930653	2 AP8845	132.50
10/14/2022	486320	Check	Cengage Learning	903622-1	2 AP8845	237.60
10/14/2022	486321	Check	Centennial ISD12	901904	2 AP8845	155.68
10/14/2022	486322	Check	Centurylink	902781	2 AP8845	266.02
10/14/2022	486323	Check	City of Burnsville - Utilities	904226	2 AP8845	26,794.31
10/14/2022	486324	Check	Clinicare Corporation	900132	2 AP8845	1,962.95
10/14/2022	486325	Check	Comcast	926565-1	2 AP8845	5,455.19
10/14/2022	486326	Check	Commercial Kitchen Services	927640	2 AP8845	5,200.00
10/14/2022	486327	Check	Consolidated Communications	906231	2 AP8845	3,942.57
10/14/2022	486328	Check	Dalco	904186-1	2 AP8845	8,013.59
10/14/2022	486329	Check	Data Technical Services	930574	2 AP8845	435.00
10/14/2022	486330	Check	Dewald, Rina C	920524	2 AP8845	240.00
10/14/2022	486331	Check	Doyle Security Products	900605	2 AP8845	396.66
10/14/2022	486332	Check	Education Minnesota	928531	2 AP8845	94.00
10/14/2022	486333	Check	Educators Benefit Consultants LLC	926262-1	2 AP8845	740.03
10/14/2022	486334	Check	Electro Watchman Inc	901078	2 AP8845	2,446.45

AP Check Register

AP Run: 20221014 AP — Post Date: 2022-10-14 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/14/2022	486335	Check	EPN Travel Services Inc	926379	2 AP8845	5,000.00
10/14/2022	486336	Check	Fagerness, Joyce	924275	2 AP8845	501.84
10/14/2022	486337	Check	Fastenal	923054-1	2 AP8845	26.09
10/14/2022	486338	Check	Field Environmental Consulting Inc	926109	2 AP8845	8,100.00
10/14/2022	486339	Check	Fisler Data LLC	929235	2 AP8845	359.00
10/14/2022	486340	Check	Foundation 191	928202	2 AP8845	142.66
10/14/2022	486341	Check	Groth Music Company	900575	2 AP8845	139.20
10/14/2022	486342	Check	High Point Networks LLC	929536	2 AP8845	42,702.00
10/14/2022	486343	Check	Hiller Commercial Floors	905805	2 AP8845	12,084.47
10/14/2022	486344	Check	Intelligent Marking USA Inc. dba: Turf Tank	930031	2 AP8845	244.78
10/14/2022	486345	Check	John A Dalsin & Son Inc	905816	2 AP8845	4,542.77
10/14/2022	486346	Check	Kennedy and Graven Chartered	908356	2 AP8845	4,311.26
10/14/2022	486347	Check	Kully Supply Inc	901434	2 AP8845	776.86
10/14/2022	486348	Check	Metro Transit	922385	2 AP8845	97.00
10/14/2022	486349	Check	Mid City Services	930092	2 AP8845	361.10
10/14/2022	486350	Check	Minnesota Debate Teachers Association	930250	2 AP8845	180.00
10/14/2022	486351	Check	Minnesota Energy Resources	903029	2 AP8845	45.00
10/14/2022	486352	Check	MN Assoc of Secondary School Principal (MASSP)	908338	2 AP8845	2,595.00
10/14/2022	486353	Check	MN Dept of Health-Certified Food Protection Manager	908543-7	2 AP8845	35.00

AP Check Register

AP Run: 20221014 AP — Post Date: 2022-10-14 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/14/2022	486354	Check	MN Highway Safety & Research Center	926466	2 AP8845	963.00
10/14/2022	486355	Check	Monkey Wrench Productions LLC	930727	2 AP8845	3,500.00
10/14/2022	486356	Check	Newsela, Inc.	930302	2 AP8845	27,625.00
10/14/2022	486357	Check	Novak, Janice S	902467	2 AP8845	54.00
10/14/2022	486358	Check	Occupational Health of MN, PC	929919	2 AP8845	735.00
10/14/2022	486359	Check	Painters Gear Inc	920591	2 AP8845	64.99
10/14/2022	486360	Check	Paragon Visual, LLC	930399	2 AP8845	36.72
10/14/2022	486361	Check	Perez, Melissa M	924879	2 AP8845	367.50
10/14/2022	486362	Check	Pioneer SecureShred	930098	2 AP8845	400.00
10/14/2022	486363	Check	RAK Construction Inc	929749	2 AP8845	11,098.35
10/14/2022	486364	Check	Richert, Andrea	930496	2 AP8845	3,410.00
10/14/2022	486365	Check	Ryan Mechanical Inc	923241	2 AP8845	17,435.00
10/14/2022	486366	Check	School Services Employees Local 284	907382	2 AP8845	2,988.05
10/14/2022	486367	Check	Science Museum of Minnesota	903609	2 AP8845	360.00
10/14/2022	486368	Check	Second Harvest Heartland	928183	2 AP8845	1,897.82
10/14/2022	486369	Check	SFM	923848	2 AP8845	12,455.64
10/14/2022	486370	Check	Superior Striping Inc	928140	2 AP8845	395.00
10/14/2022	486371	Check	Supreme School Supply	903703	2 AP8845	846.63
10/14/2022	486372	Check	The Hartford	924486	2 AP8845	49,984.85
10/14/2022	486373	Check	T-Mobile	929345	2 AP8845	1,991.13

AP Check Register

AP Run: 20221014 AP --- Post Date: 2022-10-14 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/14/2022	486374	Check	WGI Sport of the Arts	927844	2 AP8845	395.00
Total:						\$279,798.63

20221014 AP Summary

Type	Count	Amount
Regular	60	279,798.63
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	60	\$279,798.63

AP Check Register

AP Run: 20221018 AP --- Post Date: 2022-10-18 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/18/2022	486375	Check	Bix Produce Company	900477	2 AP8845	6,952.32
10/18/2022	486376	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	4,051.08
10/18/2022	486377	Check	Upper Lakes Foods Inc	929826	2 AP8845	31,004.05
Total:						\$42,007.45

20221018 AP Summary

Type	Count	Amount
Regular	3	42,007.45
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	3	\$42,007.45

AP Check Register

AP Run: 20221024 AP — Post Date: 2022-10-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/24/2022	486378	Check	A.J. Moore Electric Inc	928491	2 AP8845	884.15
10/24/2022	486379	Check	Advanced Commercial Kitchens	930100	2 AP8845	6,485.91
10/24/2022	486380	Check	Ahmed, Hesham	930002	2 AP8845	60.00
10/24/2022	486381	Check	Anchor Solar Investments LLC	929704	2 AP8845	1,984.57
10/24/2022	486382	Check	Backpack Yogurt LLC	930580	2 AP8845	4,413.50
10/24/2022	486383	Check	Backupify Inc	928803	2 AP8845	1,500.00
10/24/2022	486384	Check	Bimbo Bakeries USA	902333-1	2 AP8845	5,398.80
10/24/2022	486385	Check	Bix Produce Company	900477	2 AP8845	11,295.06
10/24/2022	486386	Check	Briggs, Taylor	930762	2 AP8845	92.00
10/24/2022	486387	Check	Captivate Media + Consulting	929000	2 AP8845	2,754.00
10/24/2022	486388	Check	Centerpoint Energy	902519	2 AP8845	19,988.14
10/24/2022	486389	Check	CESO Communications LLC	930130	2 AP8845	1,875.00
10/24/2022	486390	Check	CESO HR, LLC	930763	2 AP8845	1,875.00
10/24/2022	486391	Check	CESO Transportation LLC	930220	2 AP8845	15,921.24
10/24/2022	486392	Check	Cottens NAPA Main Office	929846	2 AP8845	41.79
10/24/2022	486393	Check	Crunstedt, Robert	923540	2 AP8845	135.00
10/24/2022	486394	Check	CST MN - BIN# 170065	929862	2 AP8845	52,257.38
10/24/2022	486395	Check	Cub Foods	900645	2 AP8845	22.00
10/24/2022	486396	Check	Dakota Electric Association	900809	2 AP8845	82,520.93
10/24/2022	486397	Check	Dakota Sweeping & Maintenance Co	920039	2 AP8845	772.50

AP Check Register

AP Run: 20221024 AP — Post Date: 2022-10-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/24/2022	486398	Check	Dalco	904186-1	2 AP8845	5,073.73
10/24/2022	486399	Check	Driven Coffee	930751	2 AP8845	2,480.40
10/24/2022	486400	Check	Ehlers	920802-1	2 AP8845	1,650.00
10/24/2022	486401	Check	Ekon-O-Pac LLC	928982	2 AP8845	187.50
10/24/2022	486402	Check	Fezeu, Rostand	930761	2 AP8845	142.00
10/24/2022	486403	Check	Gellerman, Patrick	930760	2 AP8845	142.00
10/24/2022	486404	Check	Goswami, Alpa	929031	2 AP8845	235.50
10/24/2022	486405	Check	GreatAmerica Financial Services	929729	2 AP8845	395.00
10/24/2022	486406	Check	H&B Specialized Products Inc	901641	2 AP8845	594.00
10/24/2022	486407	Check	Hastings High School	902281-1	2 AP8845	75.00
10/24/2022	486408	Check	Hillstead, Charles	930759	2 AP8845	80.00
10/24/2022	486409	Check	Holzwarth, Matthew	930758	2 AP8845	80.00
10/24/2022	486410	Check	Hyvee	929410	2 AP8845	627.53
10/24/2022	486411	Check	Ideal Services Inc	927693	2 AP8845	1,656.65
10/24/2022	486412	Check	Incident IQ, LLC	930719	2 AP8845	15,153.61
10/24/2022	486413	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	8,118.00
10/24/2022	486414	Check	Interstate All Battery Center	928877	2 AP8845	469.20
10/24/2022	486415	Check	Kennedy and Graven Chartered	908356	2 AP8845	417.00
10/24/2022	486416	Check	Kidsdance	930658	2 AP8845	200.00
10/24/2022	486417	Check	Kleist, Douglas	928568	2 AP8845	124.00

AP Check Register

AP Run: 20221024 AP — Post Date: 2022-10-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/24/2022	486418	Check	Korte, Steve	903225	2 AP8845	142.00
10/24/2022	486419	Check	LaBeau, Clinton	926829	2 AP8845	142.00
10/24/2022	486420	Check	Link Interpret	929933	2 AP8845	90.00
10/24/2022	486421	Check	Lubow, Scott	928591	2 AP8845	92.00
10/24/2022	486422	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	1,451.50
10/24/2022	486423	Check	McCann, William F	927521	2 AP8845	77.00
10/24/2022	486424	Check	Midwest Athletic Fields LLC	930411	2 AP8845	39,197.50
10/24/2022	486425	Check	Minnesota Energy Resources	903029	2 AP8845	1,064.10
10/24/2022	486426	Check	MRI Software LLC	929957	2 AP8845	132.00
10/24/2022	486427	Check	Mros, Richard	903216	2 AP8845	1,695.00
10/24/2022	486428	Check	Neiner, Christopher	930753	2 AP8845	58.00
10/24/2022	486429	Check	Norcostco Inc	902765	2 AP8845	125.00
10/24/2022	486430	Check	Northern Tool & Equipment	902861-2	2 AP8845	177.02
10/24/2022	486431	Check	Novak, Janice S	902467	2 AP8845	126.00
10/24/2022	486432	Check	Nuvera	902483	2 AP8845	183.84
10/24/2022	486433	Check	Occupational Health of MN, PC	929919	2 AP8845	172.00
10/24/2022	486434	Check	Olympic Communications Inc	927700	2 AP8845	892.50
10/24/2022	486435	Check	Perez, Melissa M	924879	2 AP8845	540.00
10/24/2022	486436	Check	Playpower LT Farmington Inc	925589	2 AP8845	769.00

AP Check Register

AP Run: 20221024 AP — Post Date: 2022-10-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/24/2022	486437	Check	Red Wing Business Advantage Account	921851-1	2 AP8845	371.79
10/24/2022	486438	Check	Rent N Save Portable Services	925729	2 AP8845	1,202.50
10/24/2022	486439	Check	Rodriguez Lopez, Marco	930757	2 AP8845	280.00
10/24/2022	486440	Check	Schaller, Wesley	924679	2 AP8845	56.00
10/24/2022	486441	Check	Schmidt, Justin	930756	2 AP8845	80.00
10/24/2022	486442	Check	Schmitt & Sons - Contract	909331-2	2 AP8845	795,726.63
10/24/2022	486443	Check	Schmitt & Sons Inc	909331	2 AP8845	31,044.95
10/24/2022	486444	Check	Second Harvest Heartland	928183	2 AP8845	1,140.54
10/24/2022	486445	Check	SNA Depository	926552	2 AP8845	119.00
10/24/2022	486446	Check	SNOM	930101	2 AP8845	480.00
10/24/2022	486447	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	5,931.34
10/24/2022	486448	Check	Stamm, Amanda	930020	2 AP8845	147.00
10/24/2022	486449	Check	Sunbelt Staffing LLC	930586	2 AP8845	22,500.00
10/24/2022	486450	Check	Tarpinian, Jason	930755	2 AP8845	142.00
10/24/2022	486451	Check	Teachers On Call	929847	2 AP8845	37,732.72
10/24/2022	486452	Check	The Food Group	928651	2 AP8845	1,313.61
10/24/2022	486453	Check	The Retrofit Companies Inc	927677	2 AP8845	600.84
10/24/2022	486454	Check	Tschida, Brian	930309	2 AP8845	77.00
10/24/2022	486455	Check	Upper Lakes Foods Inc	929826	2 AP8845	28,694.24
10/24/2022	486456	Check	Weber, Mark	930754	2 AP8845	112.00

AP Check Register

AP Run: 20221024 AP --- Post Date: 2022-10-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/24/2022	486457	Check	Winter, Clarence	905950	2 AP8845	142.00
10/24/2022	486458	Check	Wollan, Tom, SR	922327	2 AP8845	80.00
10/24/2022	486459	Check	YMCA Camp St Croix	901025	2 AP8845	4,140.00
Total:						\$1,227,418.71

20221024 AP Summary

Type	Count	Amount
Regular	82	1,227,418.71
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	82	\$1,227,418.71

AP Check Register

AP Run: 20221028 FS — Post Date: 2022-10-28 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/28/2022	486460	Check	Bankes, Brent	930730	2 AP8845	2,850.00
Total:						\$2,850.00

20221028 FS Summary

Type	Count	Amount
Regular	1	2,850.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$2,850.00

AP Check Register

AP Run: 20221031 AP — Post Date: 2022-10-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/31/2022	486461	Check	A.J. Moore Electric Inc	928491	2 AP8845	1,721.56
10/31/2022	486462	Check	Academic Therapy Publications	900027	2 AP8845	1,937.50
10/31/2022	486463	Check	Acer Service Corporation - Attn: Finance Dept.	929434	2 AP8845	34,491.30
10/31/2022	486464	Check	Aden, Haybis	501006	2 AP8845	97.20
10/31/2022	486465	Check	AIM Electronics Inc	900017	2 AP8845	268.75
10/31/2022	486466	Check	Andersen, Helen	930769	2 AP8845	360.00
10/31/2022	486467	Check	Anderson, Alexis	500989	2 AP8845	10.00
10/31/2022	486468	Check	Anderson, Bruce	9002125	2 AP8845	35.36
10/31/2022	486469	Check	Armstrong Torseth Skold & Rydeen Inc	926500	2 AP8845	11,625.76
10/31/2022	486470	Check	Association Of Clerical Employees	904895	2 AP8845	360.00
10/31/2022	486471	Check	Bennett, Brittany	500999	2 AP8845	46.10
10/31/2022	486472	Check	BHS Swim/Dive Boosters	909039	2 AP8845	300.00
10/31/2022	486473	Check	Bix Produce Company	900477	2 AP8845	12,480.59
10/31/2022	486474	Check	Burns, Gloria	501008	2 AP8845	243.39
10/31/2022	486475	Check	California Department of Child Support Services	930653	2 AP8845	132.50
10/31/2022	486476	Check	Carlberg, Emily	500994	2 AP8845	21.75
10/31/2022	486477	Check	Carlson, Gerri	929243	2 AP8845	791.40
10/31/2022	486478	Check	Casperson, Julie	928973	2 AP8845	959.00
10/31/2022	486479	Check	Cengage Learning	903622-1	2 AP8845	16,201.00
10/31/2022	486480	Check	Centerpoint Energy	902519	2 AP8845	3,291.12

AP Check Register

AP Run: 20221031 AP — Post Date: 2022-10-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/31/2022	486481	Check	Charlton, Karen	500998	2 AP8845	51.57
10/31/2022	486482	Check	Comcast	923547	2 AP8845	9.95
10/31/2022	486483	Check	Dakota Printing Inc	926840	2 AP8845	420.00
10/31/2022	486484	Check	Dalco	904186-1	2 AP8845	6,026.94
10/31/2022	486485	Check	Dialog One LLC	927732	2 AP8845	630.50
10/31/2022	486486	Check	Earl F Andersen	901064-2	2 AP8845	110.80
10/31/2022	486487	Check	Edens, Steven	501003	2 AP8845	44.40
10/31/2022	486488	Check	Education Minnesota	928531	2 AP8845	94.00
10/31/2022	486489	Check	Electro Watchman Inc	901078	2 AP8845	8,196.15
10/31/2022	486490	Check	Fedex	901463	2 AP8845	83.81
10/31/2022	486491	Check	Fitzwater, Amanda	500995	2 AP8845	5.00
10/31/2022	486492	Check	Foundation 191	928202	2 AP8845	144.66
10/31/2022	486493	Check	Frobenius, Gabriel	500996	2 AP8845	91.70
10/31/2022	486494	Check	Gherau, Melanie	500985	2 AP8845	44.40
10/31/2022	486495	Check	Global Communications Wiring & Services LLC	927736	2 AP8845	562.45
10/31/2022	486496	Check	Gray Hobby Farm	930463	2 AP8845	46.00
10/31/2022	486497	Check	Grice, Patricia	500982	2 AP8845	70.00
10/31/2022	486498	Check	Haddad, Helda	501005	2 AP8845	100.00
10/31/2022	486499	Check	Hammer Sports LLC	930735	2 AP8845	961.00
10/31/2022	486500	Check	Hermond, Olivia	501007	2 AP8845	12.50

AP Check Register

AP Run: 20221031 AP — Post Date: 2022-10-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/31/2022	486501	Check	Horizon CPO Seminars	900354	2 AP8845	375.00
10/31/2022	486502	Check	Horizon Equipment LLC	901324	2 AP8845	44.18
10/31/2022	486503	Check	Infinite Health Collaborative, PA	930472	2 AP8845	120.00
10/31/2022	486504	Check	Jacobson, Mitchell	500986	2 AP8845	40.00
10/31/2022	486505	Check	JAH Scheduling LLC	904763-1	2 AP8845	216.00
10/31/2022	486506	Check	James, Katie	500983	2 AP8845	70.00
10/31/2022	486507	Check	Kamiri, Anne	930578	2 AP8845	157.50
10/31/2022	486508	Check	Lakeville South High School	902673-13	2 AP8845	200.00
10/31/2022	486509	Check	Larson, Elda	500992	2 AP8845	11.15
10/31/2022	486510	Check	Larson, Robert	500987	2 AP8845	100.00
10/31/2022	486511	Check	Leafstedt, Margaret	501001	2 AP8845	265.50
10/31/2022	486512	Check	Leikam, Danielle	501000	2 AP8845	7.25
10/31/2022	486513	Check	Mid City Services	930092	2 AP8845	126.25
10/31/2022	486514	Check	Mn State High School Mathematics League	906886	2 AP8845	600.00
10/31/2022	486515	Check	Multilingual Word Inc	922324	2 AP8845	1,740.00
10/31/2022	486516	Check	Naseema Omer LLC	930381	2 AP8845	413.00
10/31/2022	486517	Check	National Speech and Debate Association - NSDA	931013	2 AP8845	348.00
10/31/2022	486518	Check	NCPERS Group Life Ins	908769	2 AP8845	32.00
10/31/2022	486519	Check	Nelson, Joshua	930766	2 AP8845	250.00

AP Check Register

AP Run: 20221031 AP — Post Date: 2022-10-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/31/2022	486520	Check	Next Stage Rental and Market, LLC	930752	2 AP8845	344.50
10/31/2022	486521	Check	Norton, Alexander	501009	2 AP8845	99.55
10/31/2022	486522	Check	Office of MNIT Services	906477	2 AP8845	1,995.00
10/31/2022	486523	Check	Office Systems And Design Inc	926881	2 AP8845	1,027.00
10/31/2022	486524	Check	Orkin Commercial Services	926086	2 AP8845	6,193.00
10/31/2022	486525	Check	Overhead Door Company Of The Northland	903695	2 AP8845	396.80
10/31/2022	486526	Check	Pin, Chantheavy	500997	2 AP8845	2.20
10/31/2022	486527	Check	RAK Construction Inc	929749	2 AP8845	9,229.42
10/31/2022	486528	Check	Randolph, Jennifer	500330	2 AP8845	21.30
10/31/2022	486529	Check	Reed, KeiLonya	500988	2 AP8845	77.45
10/31/2022	486530	Check	Rennich, Jaime	500984	2 AP8845	29.50
10/31/2022	486531	Check	Ryan Mechanical Inc	923241	2 AP8845	24,933.52
10/31/2022	486532	Check	Sachs, Alice	925562	2 AP8845	217.50
10/31/2022	486533	Check	Sachs, Frank	930154	2 AP8845	324.50
10/31/2022	486534	Check	Safeway Driving School	926796	2 AP8845	7,440.00
10/31/2022	486535	Check	Sandino, Jeff	926126	2 AP8845	462.00
10/31/2022	486536	Check	Sands, Sean	500991	2 AP8845	172.90
10/31/2022	486537	Check	Schmidt, Ashley	501002	2 AP8845	27.50
10/31/2022	486538	Check	School Services Employees Local 284	907382	2 AP8845	2,988.05
10/31/2022	486539	Check	Sheehan, James	930765	2 AP8845	225.00

AP Check Register

AP Run: 20221031 AP — Post Date: 2022-10-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/31/2022	486540	Check	Shingles, Lamar	500993	2 AP8845	27.10
10/31/2022	486541	Check	Smart Care Equipment Solutions	929900	2 AP8845	1,566.55
10/31/2022	486542	Check	Smith, Heather	500096	2 AP8845	243.39
10/31/2022	486543	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	4,081.65
10/31/2022	486544	Check	Tasa, Alesia	500226	2 AP8845	243.39
10/31/2022	486545	Check	Teachers On Call	929847	2 AP8845	39,890.81
10/31/2022	486546	Check	Thompson, Sandra	501004	2 AP8845	91.30
10/31/2022	486547	Check	Tri-State Bobcat	924444	2 AP8845	80.18
10/31/2022	486548	Check	Trophy Lawncare	926186	2 AP8845	15,120.00
10/31/2022	486549	Check	University of Minnesota-Tuition Third Party Billing	908595	2 AP8845	23,780.00
10/31/2022	486550	Check	Upper Lakes Foods Inc	929826	2 AP8845	73,725.36
10/31/2022	486551	Check	Versatile Vehicles Inc	927393	2 AP8845	650.00
10/31/2022	486552	Check	Viveros, Ann	930768	2 AP8845	150.00
10/31/2022	486553	Check	Woog, Carriann	500990	2 AP8845	33.45

AP Check Register

67

AP Run: 20221031 AP --- Post Date: 2022-10-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/31/2022	486554	Check	Youth Frontiers Inc	907737	2 AP8845	2,200.00
Total:						\$326,285.81

20221031 AP Summary

Type	Count	Amount
Regular	94	326,285.81
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	94	\$326,285.81

AP Check Register

68

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	1,011,831.13
02 - FOOD SERVICE	211,405.96
03 - TRANSPORTATION	868,592.81
04 - COMMUNITY SERVICE	33,499.19
16 - FACILITIES RENTAL	71.22
50 - STUDENT ACTIVITY FUND	9,635.90
	<u>\$2,135,036.21</u>

AP Check Register

AP Run: 20221006 CB — Post Date: 2022-10-06 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/06/2022	6000000814		Cole Papers Inc	927279-1	2 Virtua	823.32
10/06/2022	6000000815		Conney Safety Products	900552-1	2 Virtua	379.65
10/06/2022	6000000816		Cummins Sales & Service	929228-1	2 Virtua	3,286.01
10/06/2022	6000000817		Grainger	904387-1	2 Virtua	3,499.55
10/06/2022	6000000818		Horizon Commercial Pool Supply	904818	2 Virtua	821.30
10/06/2022	6000000819		Johnson Controls Fire Protection LP	903587	2 Virtua	11,786.87
10/06/2022	6000000820		Northern Air Corporation (NAC)	920320	2 Virtua	3,041.34
10/06/2022	6000000821		Professional Wireless Communications	924681	2 Virtua	337.00
10/06/2022	6000000822		Riverside Insights	931018	2 Virtua	12,814.37
10/06/2022	6000000823		Schmitt Music	903532	2 Virtua	963.00
10/06/2022	6000000824		Shiffler Equipment Sales Inc	903472	2 Virtua	52.38
10/06/2022	6000000825		TriMark Marlinn LLC	925854	2 Virtua	171.68
10/06/2022	6000000826		Trio Supply	903802	2 Virtua	5,026.57
10/06/2022	6000000827		Universal Athletic LLC	928417	2 Virtua	8,147.71
10/06/2022	6000000828		Wenger Corporation	904337	2 Virtua	1,188.26
Total:						\$52,339.01

AP Check Register

70

AP Run: 20221006 CB — Post Date: 2022-10-06 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

<u>Check Date</u>	<u>Check Number</u>	<u>Payment Type</u>	<u>Name</u>	<u>Vendor Number</u>	<u>Bank Account Code</u>	<u>Check Amount</u>
-------------------	---------------------	---------------------	-------------	----------------------	--------------------------	---------------------

20221006 CB Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	15	52,339.01
Total:	15	\$52,339.01

AP Check Register

AP Run: 20221013 CB — Post Date: 2022-10-13 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/13/2022	6000000829		Advanced Imaging Solutions	928551	2 Virtua	4,927.02
10/13/2022	6000000830		Center For The Collaborative Classroom	924466-1	2 Virtua	378.00
10/13/2022	6000000831		Cole Papers Inc	927279-1	2 Virtua	1,310.92
10/13/2022	6000000832		Cornerstone Copy Center	900502	2 Virtua	578.59
10/13/2022	6000000833		Dicks Sanitation Service Inc	900641	2 Virtua	9,758.09
10/13/2022	6000000834		ECM Publishers Inc	909272	2 Virtua	198.00
10/13/2022	6000000835		Grainger	904387-1	2 Virtua	1,068.96
10/13/2022	6000000836		Houghton Mifflin Harcourt Publishing Co	928887	2 Virtua	40,994.92
10/13/2022	6000000837		Innovative Office Solutions LLC	924274	2 Virtua	3,875.52
10/13/2022	6000000838		Ipevo Inc	929176	2 Virtua	1,964.56
10/13/2022	6000000839		Johnson Controls Fire Protection LP	903587	2 Virtua	5,434.67
10/13/2022	6000000840		Lightspeed Technologies Inc	926151	2 Virtua	7,305.00
10/13/2022	6000000841		MakeMusic Inc	924898	2 Virtua	6,455.46
10/13/2022	6000000842		Newsela, Inc.	930302	2 Virtua	27,625.00
10/13/2022	6000000843		Northern Air Corporation (NAC)	920320	2 Virtua	1,918.50
10/13/2022	6000000844		PPG Architectural Finishes	901709	2 Virtua	164.89
10/13/2022	6000000845		Really Good Stuff LLC	907235	2 Virtua	878.58
10/13/2022	6000000846		School Datebooks - SDI Innovations	904442	2 Virtua	709.36
10/13/2022	6000000847		SiteOne Landscape Supply LLC	930424	2 Virtua	134.64

AP Check Register

72

AP Run: 20221013 CB — Post Date: 2022-10-13 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/13/2022	6000000848		State Supply Co Inc	903689	2 Virtua	498.79
10/13/2022	6000000849		Trane US Inc	904045	2 Virtua	15,961.27
10/13/2022	6000000850		Trio Supply	903802	2 Virtua	6,867.18
Total:						\$139,007.92

20221013 CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	22	139,007.92
Total:	22	\$139,007.92

AP Check Register

73

AP Run: 20221014 Void — Post Date: 2022-10-14 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/14/2022	6000000842		Newsela, Inc.	930302	2 Virtua	-27,625.00
Total:						-\$27,625.00

20221014 Void Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	1	-27,625.00
Total:	1	-\$27,625.00

AP Check Register

74

AP Run: 20221020 CB — Post Date: 2022-10-20 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/20/2022	6000000851		Aqua Engineering Inc	900106	2 Virtua	257.25
10/20/2022	6000000852		Aramark Refreshment Services	900428	2 Virtua	46.87
10/20/2022	6000000853		Conney Safety Products	900552-1	2 Virtua	419.68
10/20/2022	6000000854		Cummins Sales & Service	929228-1	2 Virtua	6,099.62
10/20/2022	6000000855		Grainger	904387-1	2 Virtua	1,235.01
10/20/2022	6000000856		Horizon Commercial Pool Supply	904818	2 Virtua	1,278.32
10/20/2022	6000000857		MEI Total Elevator Solutions	908999-1	2 Virtua	2,826.52
10/20/2022	6000000858		QBS LLC	930033	2 Virtua	300.00
10/20/2022	6000000859		Trio Supply	903802	2 Virtua	5,705.47
Total:						\$18,168.74

20221020 CB Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	9	18,168.74
Total:	9	\$18,168.74

AP Check Register

75

AP Run: 20221027 CB — Post Date: 2022-10-27 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/27/2022	600000860		Barnes & Noble Inc	900386	2 Virtua	413.11
10/27/2022	600000861		BSN Sports Inc	903299-1	2 Virtua	2,402.33
10/27/2022	600000862		Business Education Publishing	925438	2 Virtua	2,397.00
10/27/2022	600000863		Center For The Collaborative Classroom	924466-1	2 Virtua	627.00
10/27/2022	600000864		Cole Papers Inc	927279-1	2 Virtua	1,509.42
10/27/2022	600000865		Conney Safety Products	900552-1	2 Virtua	205.74
10/27/2022	600000866		Cornerstone Copy Center	900502	2 Virtua	7,057.65
10/27/2022	600000867		Distributed Website Corporation	922061-1	2 Virtua	80.00
10/27/2022	600000868		Grainger	904387-1	2 Virtua	1,144.36
10/27/2022	600000869		Houghton Mifflin Harcourt Publishing Co	928887	2 Virtua	800.00
10/27/2022	600000870		IXL Learning Inc	923420	2 Virtua	5,600.00
10/27/2022	600000871		Johnson Controls Fire Protection LP	903587	2 Virtua	8,031.70
10/27/2022	600000872		Lightspeed Technologies Inc	926151	2 Virtua	300.00
10/27/2022	600000873		McDowall Comfort Management	930006	2 Virtua	3,854.54
10/27/2022	600000874		Savvas Learning Company, LLC	930447	2 Virtua	540.00
10/27/2022	600000875		Schmitt Music	903532	2 Virtua	2,128.91
10/27/2022	600000876		Scholastic Inc	903196-6	2 Virtua	76.78
10/27/2022	600000877		School Specialty LLC	925097	2 Virtua	3,942.43
10/27/2022	600000878		Trio Supply	903802	2 Virtua	5,501.45

AP Check Register

76

AP Run: 20221027 CB — Post Date: 2022-10-27 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
10/27/2022	6000000879		Universal Athletic LLC	928417	2 Virtua	1,918.31
Total:						\$48,530.73

20221027 CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	20	48,530.73
Total:	20	\$48,530.73

AP Check Register

<u>Fund</u>	<u>Total</u>
01 - GENERAL	200,707.32
02 - FOOD SERVICE	21,395.42
04 - COMMUNITY SERVICE	8,318.66
	\$230,421.40



Agenda V.A.5.
January 12, 2023

To: Dr. Theresa Battle, superintendent and Board of Education

From: Tyler Dehne, director of finance

Date: December 13, 2022

Re: Budget Analysis for the Month Ending October 31, 2022

Recommendation: That the Board accepts the Budget Analysis for the month ending October 31, 2022.

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

	<u>Year-to-Date Revenue</u>	<u>% of Adopted Budget</u>	<u>Year-to-Date Expenditures</u>	<u>% of Adopted Budget</u>
All Funds	\$41,952,488	23.01%	\$46,123,350	25.15%
General Fund	\$32,598,530	24.09%	\$33,076,958	24.12%

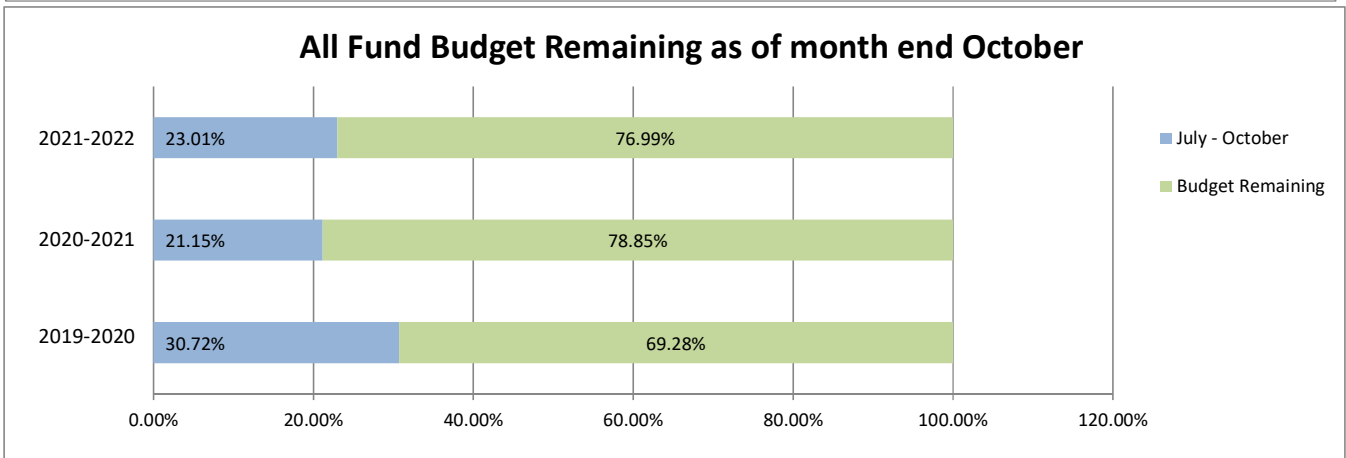
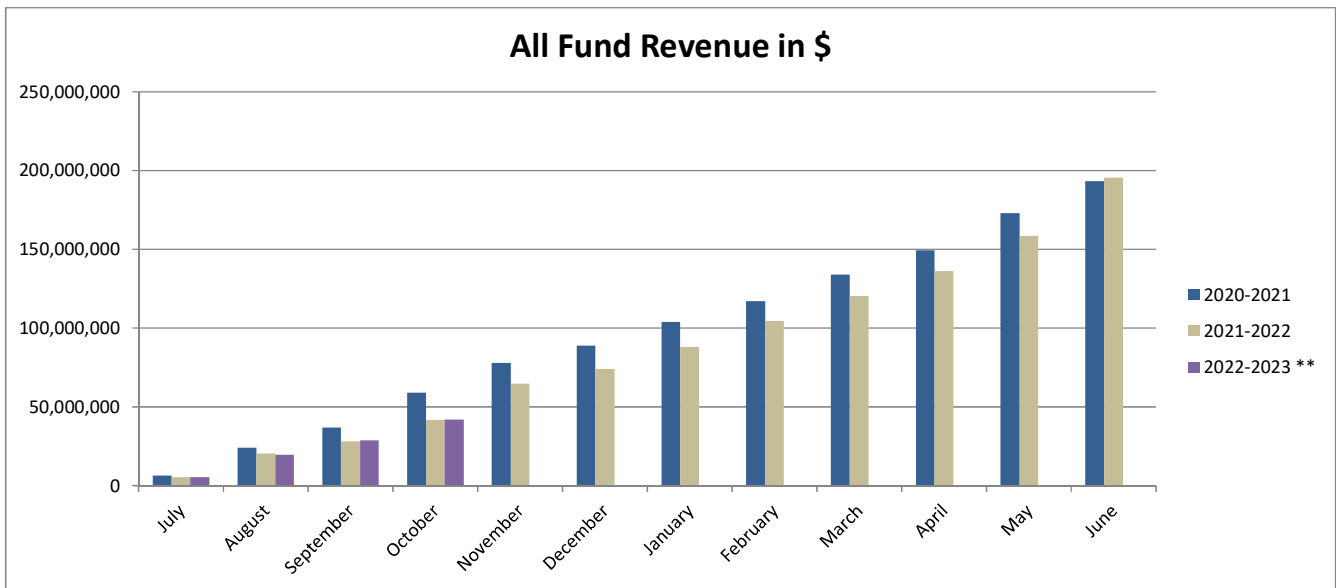
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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

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

**REVENUE COMPARISON
ALL FUNDS**

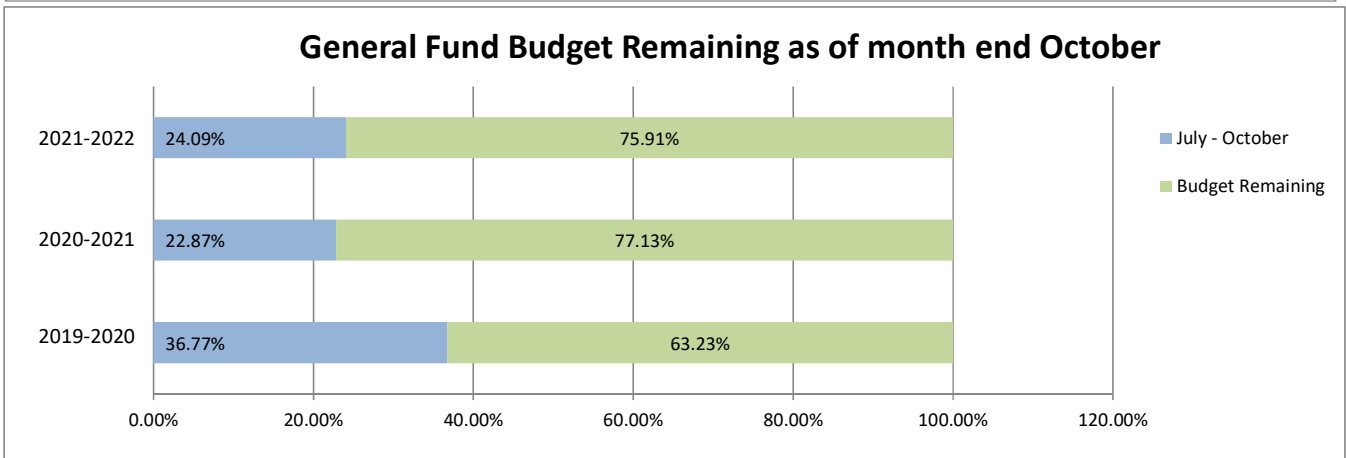
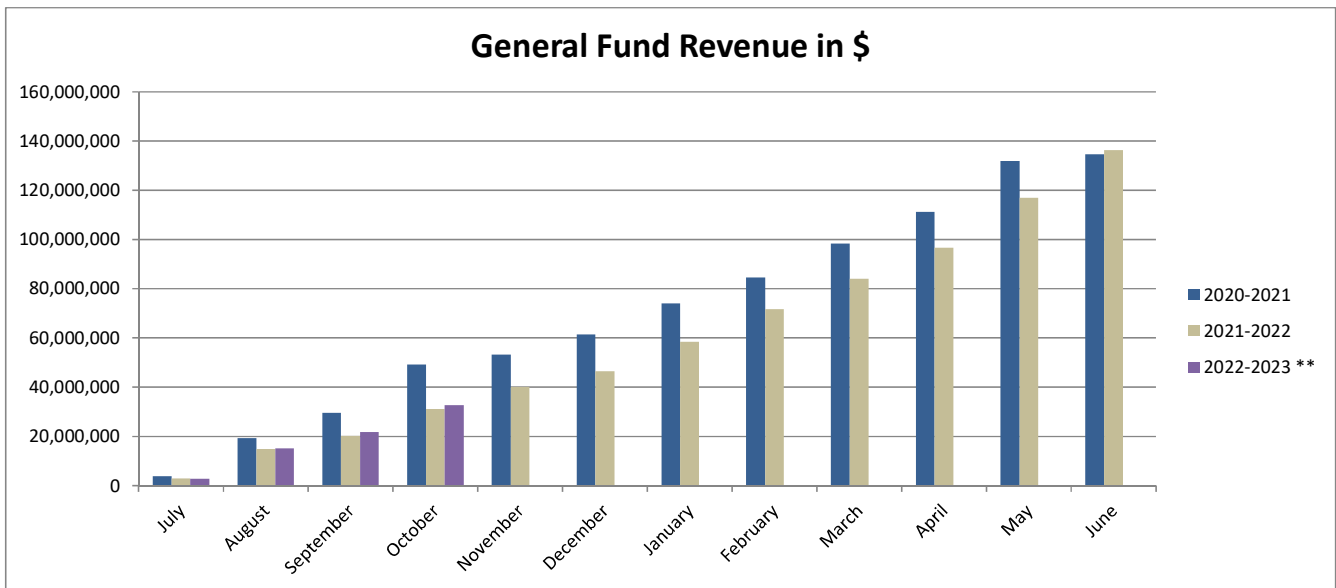
	2020-2021		2021-2022		2022-2023 **	
	\$	%	\$	%	\$	%
July	6,287,193	3.27%	5,298,428	2.69%	5,211,222	2.86%
August	24,061,844	12.52%	20,358,554	10.34%	19,546,851	10.72%
September	36,829,976	19.17%	28,136,656	14.30%	28,812,784	15.80%
October	59,014,681	30.72%	41,631,893	21.15%	41,952,488	23.01%
November	77,976,654	40.59%	64,659,908	32.86%	0	0.00%
December	88,949,514	46.30%	73,979,823	37.59%	0	0.00%
January	103,921,863	54.09%	88,036,615	44.73%	0	0.00%
February	117,144,444	60.98%	104,470,173	53.08%	0	0.00%
March	133,864,754	69.68%	120,312,724	61.13%	0	0.00%
April	149,466,884	77.80%	136,207,121	69.21%	0	0.00%
May	173,006,598	90.05%	158,547,029	80.56%	0	0.00%
June	193,223,197	100.58%	195,607,991	99.39%	0	0.00%
BUDGET	192,115,074	100.00%	196,799,175	100.00%	182,328,209	100.00%



** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**REVENUE COMPARISON
GENERAL FUND**

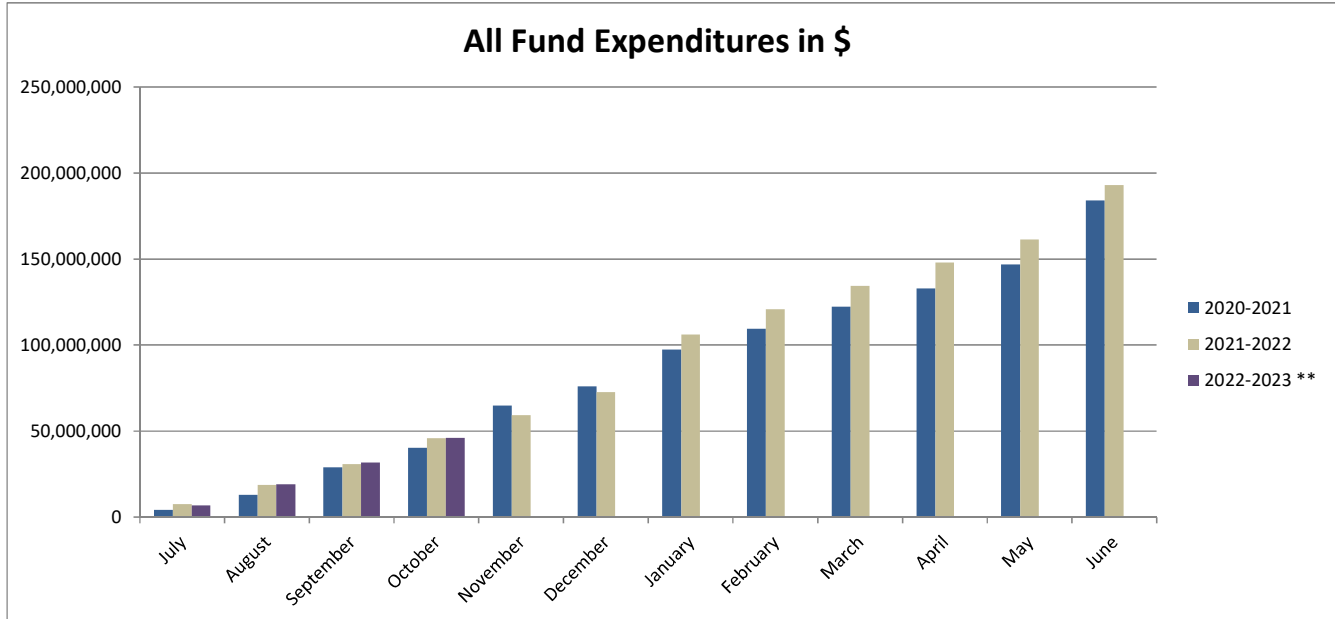
	2020-2021		2021-2022		2022-2023 **	
	\$	%	\$	%	\$	%
July	3,817,036	2.85%	2,907,172	2.14%	2,782,571	2.06%
August	19,274,187	14.41%	14,923,642	10.98%	15,069,992	11.14%
September	29,519,205	22.07%	20,264,600	14.91%	21,696,447	16.03%
October	49,179,583	36.77%	31,072,851	22.87%	32,598,530	24.09%
November	53,171,053	39.76%	40,153,389	29.55%	0	0.00%
December	61,389,953	45.90%	46,491,149	34.21%	0	0.00%
January	73,970,734	55.31%	58,485,580	43.04%	0	0.00%
February	84,622,165	63.27%	71,619,316	52.71%	0	0.00%
March	98,343,919	73.53%	84,028,770	61.84%	0	0.00%
April	111,273,854	83.20%	96,590,415	71.08%	0	0.00%
May	131,860,398	98.59%	116,854,949	86.00%	0	0.00%
June	134,646,387	100.67%	136,320,648	100.32%	0	0.00%
BUDGET	133,743,862	100.00%	135,885,717	100.00%	135,328,560	100.00%



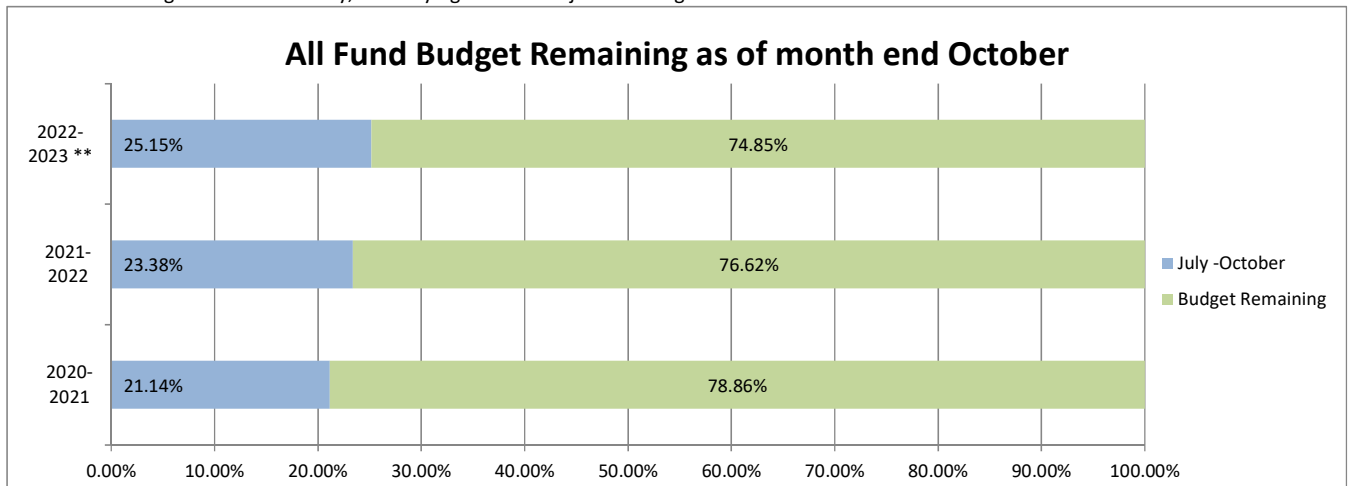
** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON
ALL FUNDS**

	2020-2021		2021-2022		2022-2023 **	
	\$	%	\$	%	\$	%
July	4,136,021	2.17%	7,576,301	3.87%	6,846,145	3.73%
August	12,806,761	6.73%	18,666,589	9.53%	18,979,577	10.35%
September	28,871,496	15.17%	30,852,672	15.75%	31,648,860	17.26%
October	40,214,431	21.14%	45,790,996	23.38%	46,123,350	25.15%
November	64,868,844	34.09%	59,277,157	30.27%	0	0.00%
December	76,102,321	40.00%	72,545,028	37.04%	0	0.00%
January	97,403,339	51.19%	106,184,839	54.22%	0	0.00%
February	109,396,118	57.50%	120,813,912	61.69%	0	0.00%
March	122,331,287	64.29%	134,387,435	68.62%	0	0.00%
April	133,047,037	69.93%	147,917,512	75.53%	0	0.00%
May	146,818,004	77.16%	161,442,665	82.43%	0	0.00%
June	184,048,150	96.73%	192,966,400	98.53%	0	0.00%
BUDGET	190,265,767	100.00%	195,843,777	100.00%	183,385,992	100.00%

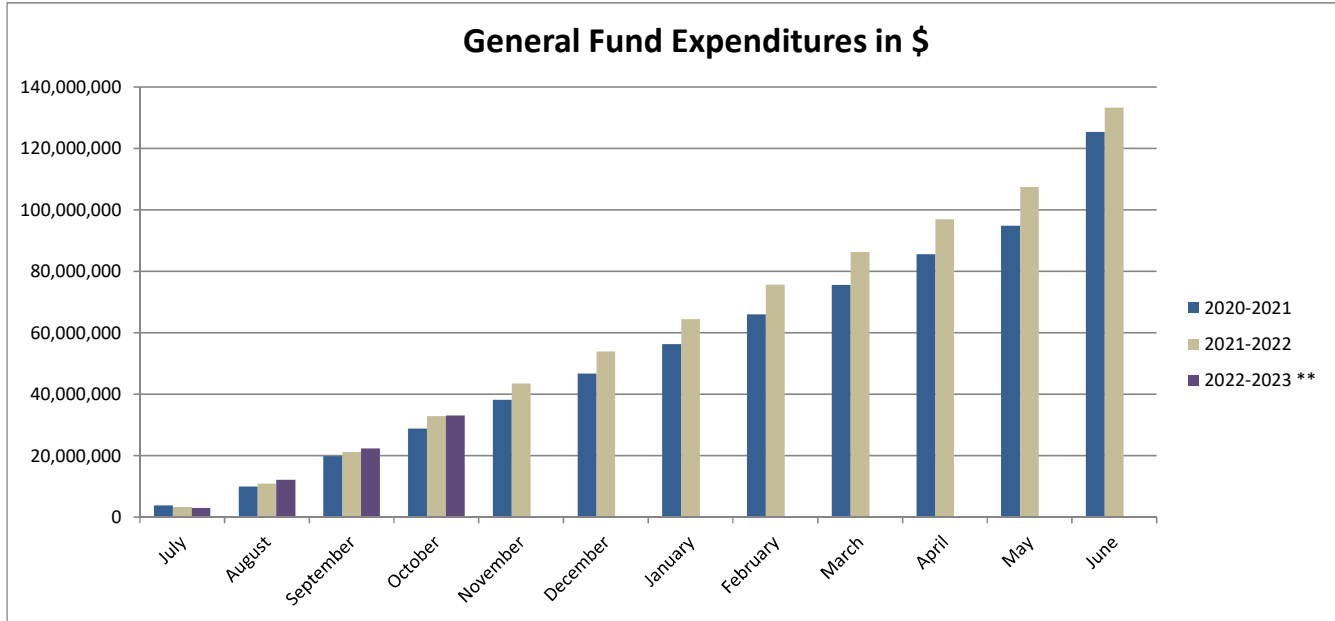


**based on timing of financial activity, monthly figures are subject to change

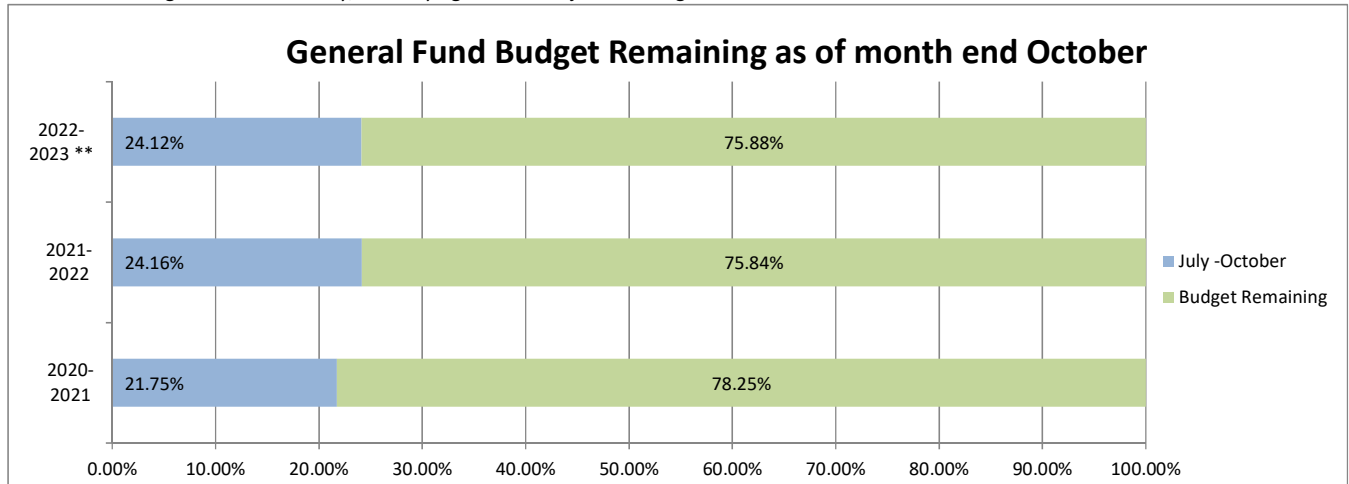


**EXPENDITURE COMPARISON
GENERAL FUND**

	2020-2021		2021-2022		2022-2023 **	
	\$	%	\$	%	\$	%
July	3,805,343	2.87%	3,258,178	2.40%	2,991,235	2.18%
August	9,950,010	7.50%	10,886,189	8.00%	12,150,968	8.86%
September	19,860,387	14.98%	21,189,447	15.58%	22,316,375	16.27%
October	28,831,518	21.75%	32,864,644	24.16%	33,076,958	24.12%
November	38,110,749	28.74%	43,449,234	31.94%	0	0.00%
December	46,736,045	35.25%	53,909,332	39.63%	0	0.00%
January	56,357,446	42.51%	64,483,325	47.40%	0	0.00%
February	65,964,586	49.75%	75,609,009	55.58%	0	0.00%
March	75,602,778	57.02%	86,292,890	63.43%	0	0.00%
April	85,552,003	64.53%	97,013,445	71.31%	0	0.00%
May	94,865,356	71.55%	107,457,075	78.99%	0	0.00%
June	125,450,536	94.62%	133,320,629	98.00%	0	0.00%
BUDGET	132,586,567	100.00%	136,035,698	100.00%	137,139,540	100.00%



**based on timing of financial activity, monthly figures are subject to change





**Agenda V.A.6.
January 12, 2023**

To: Board of Education
From: Dr. Theresa Battle, superintendent
Date: December 13, 2022
Re: Report about the Listening Session

Recommendation: Receive a report about the Listening Session on December 8, 2022.

Five people spoke at the Listening Session on December 8, 2022:

- Rose Nelson spoke about supporting the Transgender Policy.
- Yasmin Abdi spoke about revising 413R.
- Mohamed Jama spoke about revisions for 413R and notification to parents.
- Najam Hussien spoke about the transgender policy and notification to parents.
- Omar Jamal spoke trying to understand and to amend some of the rules of 413R.



**Agenda V.A.7.
January 22, 2023**

To: Board of Education
From: Dr. Theresa Battle, superintendent
Date: December 15, 2022
Re: Policy 209: *Code of Ethics*

Recommendation: Approve, on a second reading basis, changes to Policy 209: *Code of Ethics*.

Policy 209 was reviewed by the Policy Review Committee meeting on November 22, 2022. The first reading was approved by the Board on December 8, 2022.

MSBA: Updated references.

Adopted: 10/1999
Reviewed: 12/8/2022
Revised: 12/22/2022
Rescinds: BBF

Burnsville-Eagan-Savage School District Policy 209

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.

2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.

4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts))
Minn. Stat. § 123B.09 (Boards of Independent School Districts))
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: None



**Agenda V.A.8.
January 12, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Stacey Sovine, executive director of administrative services

Date: December 15, 2022

Re: Policies 416: *Drug and Alcohol Testing*, 417: *Chemical Use and Abuse*, 708: *Transportation of Nonpublic School Students*, 709: *Student Transportation Safety Policy*, and 721: *Uniform Grant Guidance Policy Regarding Federal Revenue Source*

Recommendation: Approve, on a second reading basis, changes to Policies 416: *Drug and Alcohol Testing*, 417: *Chemical Use and Abuse*, 708: *Transportation of Nonpublic School Students*, 709: *Student Transportation Safety Policy*, and 721: *Uniform Grant Guidance Policy Regarding Federal Revenue Source*.

The policies were reviewed by the Policy Review Committee on November 22, 2022. The first reading was approved by the Board on December 8, 2022.

Summary of changes:

- 416 – MSBA added Clearinghouse and cannabinoids
- 417 – MSBA updated statutory language and text
- 708 – MSBA updated provisions
- 709 – MSBA updated references; updates "serious traffic violation"
- 721 – MSBA updated micro-purchase limit

Adopted: 9/2006
Reviewed: 12/8/2022
Revised: 12/22/2022
Rescinds: BAB

Burnsville-Eagan-Savage School District Policy 416

416 DRUG AND ALCOHOL TESTING

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes, sections 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- B. If the school district contracts for transportation services, it will require the transportation contractor to comply with the provisions of this policy applicable to school bus drivers.
- C. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- D. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are

not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.

- E. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- F. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.

4. “Commercial Motor Vehicle” (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. “Designated Employer Representative” (DER) means an employee authorized by the school district to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER receive test results and other communications for the school district.
6. “Department of Transportation” (DOT) means United States Department of Transportation.
7. “Direct Observation” means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
8. “Driver” is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
9. “Evidential Breath Testing Device” (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. “Licensed Medical Practitioner” means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
12. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists;

(f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because they have left before it commences is not deemed to have refused to submit to testing.

13. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
14. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. "Stand Down" means the practice of temporarily removing an employee from performing safety-sensitive functions based only upon a laboratory reports to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated, or a substituted test result but before the MRO completes the verification process.
16. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring

driving of a CMV.

2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver's or a coworker's); and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that the driver received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.

5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until they undergo a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.
8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a

prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.
- d. The applicant also must be asked whether they have tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of

federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query. The school district shall retain the consent for three (3) years from the date of the query.

2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. . Each driver selected for testing shall be tested during the selection period.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty or within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8)

hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.

- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.
6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
7. Refusal to Submit and Attendant Consequences
 - a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
 - b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code section 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
 - c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
 - d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to

and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed

positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor’s failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a “negative” test.

- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

2. The required records shall be retained for the following minimum periods:

Basic records	5 years
---------------	---------

“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
----------------------------------------------	---------

Alcohol and controlled substance collection procedures	
--------------------------------------------------------	--

Negative and cancelled controlled substance tests	1 year
---------------------------------------------------	--------

Alcohol tests with less than 0.02 concentration	1 year
-------------------------------------------------	--------

Education and training records	indefinite
--------------------------------	------------

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse (“Clearinghouse) as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;

- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows
 - i. Any on-duty alcohol use;
 - ii. Any pre-duty alcohol use;
 - iii. Any alcohol use following an accident; and
 - iv. Any controlled substance use.
- f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;
- g. Any negative return-to-duty test; and
- h. Any employer's report of completion of follow-up testing.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.
2. Referral, Evaluation, and Treatment
 - a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.
 - b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education,

treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minnesota Statutes sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

R. Annual Clearinghouse Query

1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a

limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations 382.701.

2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.

3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.

4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or

Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes section 181.953, Subdivision 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles,

machinery, or equipment;

- c. has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

- 1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
- 2. "Drug and alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.

3. “Other Employees” means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver’s license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver’s license are primarily governed by the provisions of the school district’s drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver’s license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of “other employees.”
4. “Job applicant” means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver’s license, and includes a person who has received a job offer made contingent on the person’s passing drug or alcohol testing. Job applicants for positions requiring a commercial driver’s license are governed by the provisions of the school district’s drug and alcohol testing policy relating to school bus drivers (Section III.).
5. “Positive test result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes section 181.953, subdivision 1.
6. “Random Selection Basis” means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. “Reasonable Suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. “Safety-Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV.D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school

district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.
- d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.
- e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to

transfer the sample to another laboratory licensed under Minnesota Statutes, section 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its

completion or by a positive test result on a confirmatory test after completion of the program.

4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in the individual personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes Chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes Chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing

program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. **POSTING**

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)

49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

Cross-References: Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)
Burnsville-Eagan-Savage School District Policy 417 (Chemical Use and Abuse)
Burnsville-Eagan-Savage School District Policy 418 (Drug-Free

Workplace/Drug-Free School)

Adopted: 6/89
Reviewed: 12/8/2022
Revised: 12/22/2022
Rescinds: GBCB-R, JFCH

Burnsville-Eagan-Savage School District Policy 417

417 CHEMICAL USE AND ABUSE

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the Independent School District 191 has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention and to maintain a safe and healthful environment for students by prohibiting the use.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement..
- C. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The school district shall establish a drug-free awareness program for its employees.

III. DEFINITIONS

- A. "Chemical abuse," as it applies to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor's or staff member's normal function in academic, school, or social activities is chronically impaired.

- B. “Controlled substances,” as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9. but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, “controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- D. “Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

B. Programs and Activities

1. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.
2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to

believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.

[Note: School districts are not required to participate in a chemical abuse program or establish a chemical abuse preassessment team pursuant to state law. Schools are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that schools establish these programs and activities. For those schools that do not establish a chemical abuse preassessment team, those obligations could be assigned to a specified staff member such a school counselor or administrator.]

2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56, and proposed for expulsion.
3. Searches by school district officials in connection with the use, possession, or transfer of alcohol or a controlled substance will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

D. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team designated by the superintendent or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

E. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
 - c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

V. EMPLOYEES

- A. The school district shall establish a drug-free awareness program to inform employees, about:
 1. The dangers of drug abuse in the workplace.
 2. The school district's policy of maintaining a drug-free workplace.
 3. Available drug counseling, and employee assistance programs.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The school district shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice

from the employee or otherwise receiving actual notice of any criminal drug statute a conviction of an employee for a criminal drug statute violation occurring in the workplace.

- Legal References:**
- Minn. Stat. § 13.32 (Educational Data)
 - Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
 - Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
 - Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
 - Minn. Stat. § 126C.44 (Safe Schools Levy)

 - Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)
 - Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
 - Minn. Stat. § 152.01 (Definitions)
 - Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
 - Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
 - Minn. Stat. § 152.23 (Limitations; Medical Cannabis))
 - Minn. Stat. § 299A.33 (DARE Program)
 - Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
 - Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
 - 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 - 20 U.S.C. §§ 7101-7165 (Student Support and Academic Enrichment Grants)
 - 20 U.S.C. § 5812 (National Education Goals)
 - 20 U.S.C. § 7175 (Local Activities)
 - 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
 - 34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

 - Cross References:**
 - Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 - Burnsville-Eagan-Savage School District Policy 416 (Drug and Alcohol Testing)
 - Burnsville-Eagan-Savage School District Policy 418 (Drug-Free Workplace/Drug Free School)
 - Burnsville-Eagan-Savage School District Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
 - Burnsville-Eagan-Savage School District Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
 - Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)

Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)

Burnsville-Eagan-Savage School District Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Adopted: 4/14/2016
Reviewed: 12/8/2022
Revised: 12/22/2022
Rescinds

Burnsville-Eagan-Savage School District Policy 708

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes sections 123B.88 and 123B.92 when applicable.
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries.
- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for

nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school.

- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. A nonpublic or charter school student transported by the school district shall comply with school district student bus conduct and student bus discipline policies.
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

IV. SPECIAL EDUCATION/ STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Each driver and aide assigned to a vehicle transporting students with a disability must
 - (1) be instructed in basic first aid and procedures for the students under their care:

- (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities;
 - (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and
 - (4) ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system:
- (1) the student's name and address;
 - (2) the nature of the student's disabilities;
 - (3) emergency health care information; and
 - (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.
- E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Burnsville-Eagan-Savage School District Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References: Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 Minn. Stat. § 123B.84 (Policy)
 Minn. Stat. § 123B.86 (Equal Treatment)
 Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
 Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements)
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 Minn. Stat. Ch. 125A (Special Education and Special Programs)
 Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
 Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
Americans United, Inc. as Protestants and Other Am. United for

Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)

Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988)

Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)

Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)

Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)

Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)

Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)

Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)

Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References: Burnsville-Eagan-Savage School District Policy 707 (Transportation of Public School Students)
 Burnsville-Eagan-Savage School District Policy 709 (Student Transportation Safety Policy)

Adopted: 12/03
 Reviewed: 12/8/2022
 Revised: 12/22/2022
 Rescinds: EEAC

Burnsville-Eagan-Savage School District Policy 709

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus

training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school

bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.

- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

[Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.]

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on

the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C

accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.
2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly

indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;

- (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, subdivision. 8, or Minnesota Statutes section 123B.03 for school district employees; Minnesota Statutes section 144.057 or Minnesota Statutes Chapter 245C for day care employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
 - e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minnesota Statutes section

181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of violating Minnesota Statutes sections 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes sections 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statutes Chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes section 123B.90, subdivision 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.
 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school

district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word “School” on the front and rear of the bus must be covered by a

sign that reads “Activities” when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student’s name and address;
 - 2. the nature of the student’s disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.

- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minnesota Statutes section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
 Minn. Stat. § 123B.03 (Background Check)
 Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
 Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
 Minn. Stat. § 123B.90 (School Bus Safety Training)
 Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
 Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
 Minn. Stat. Ch. 169 (Traffic Regulations)
 Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
 Minn. Stat. § 169.02 (Scope)
 Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
 Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
 Minn. Stat. § 169.454 (Type III Vehicle Standards)
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
 Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)

Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
 Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
 Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
 Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
 Minn. Stat. Ch. 245C (Human Services Background Studies)
 Minn. Stat. § 609.02 (Definitions)
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
 49 C.F.R. § 383.5 (Transportation Definitions)
 49 C.F.R. § 383.51 (Disqualification of Drivers)

Cross References: Burnsville-Eagan-Savage School District Policy 416 (Drug and Alcohol Testing)
 Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
 Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)
 Burnsville-Eagan-Savage School District Policy 707 (Transportation of Public Students)
 Burnsville-Eagan-Savage School District Policy 708 (Transportation of Nonpublic Students)
 Burnsville-Eagan-Savage School District Policy 710 (Extracurricular Transportation)

Adopted: 10/13/2016
 Reviewed: 12/8/2022
 Revised: 12/22/2022
 Rescinds:

Burnsville-Eagan-Savage School District Policy 721

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 Code of Federal Regulations Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, the United States Office of Management and Budget increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchase (\$10,000).]

I. PURPOSE

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

II. DEFINITIONS

A. Grants

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

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

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 1. a. The federal financial assistance that a non-federal entity receives

directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability); or

- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability).
 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

E. Procurement Methods

1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations Subpart 2.1 or as periodically adjusted for inflation).

[Note: Minnesota school districts may choose to increase their federal micro-purchase threshold to \$25,000, which would align with the Minnesota limit. School districts choosing to adopt this increase must annually certify the higher threshold and the justification for using the higher threshold. Acceptable reasons for justification must meet *one* of the following criteria: (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal Regulations section 200.520; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]

2. “Procurement by small purchase procedures” are those relatively simple

- and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations section 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations section 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.

- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district’s procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors

possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 - 3. Procurement by sealed bids (formal advertising).
 - 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting

technical evaluations of the proposals received and for selecting recipients;

- d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
- d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
 - K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed the threshold defined within (FCPM).
 - L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations section 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

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

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations sections 200.311, 200.314, and 200.315.

- B. Equipment

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

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

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

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

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

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

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

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

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

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

C. Allowable Costs. The following items are costs that may be allowable under the 2 Code of Federal Regulations Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

- D. Costs Forbidden by Federal Law. 2 Code of Federal Regulations Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations Part 200s; thus, the following list is not exhaustive:
1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
 2. Alcoholic beverages;
 3. Bad debts;
 4. Contingency provisions (with limited exceptions);
 5. Fundraising and investment management costs (with limited exceptions);
 6. Donations;
 7. Contributions;
 8. Entertainment (amusement, diversion, and social activities and any associated costs);
 9. Fines and penalties;
 10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
 11. Goods or services for personal use;
 12. Interest, except interest specifically stated in 2 Code of Federal Regulations section 200.441 as allowable;
 13. Religious use;
 14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
 15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
 16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a

program.

E. Program Allowability

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

F. Federal Cost Principles

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

other oversight entities of how the funds were spent over the lifecycle of the grant.

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

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal

awards, including any special conditions imposed on the school district's grants.

I. Training

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

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

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

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

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

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

B. Compensation – Fringe Benefits

1. During leave.

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

- a. They are provided under established written leave policies;

- b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
- 2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
- 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
- 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
- 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
- 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
 - 1. Critical and necessary for the conduct of the project;

2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

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

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

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

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

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

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing

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

- Legal References:**
- 2 C.F.R. § 200.12 (Capital Assets)
 - 2 C.F.R. § 200.112 (Conflict of Interest)
 - 2 C.F.R. § 200.113 (Mandatory Disclosures)
 - 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
 - 2 C.F.R. § 200.214 (Suspension and Debarment)
 - 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
 - 2 C.F.R. § 200.302 (Financial Management)
 - 2 C.F.R. § 200.303 (Internal Controls)
 - 2 C.F.R. § 200.305(b)(1) (Payment)
 - 2 C.F.R. § 200.310 (Insurance Coverage)
 - 2 C.F.R. § 200.311 (Real Property)
 - 2 C.F.R. § 200.313(d) (Equipment)
 - 2 C.F.R. § 200.314 (Supplies)
 - 2 C.F.R. § 200.315 (Intangible Property)
 - 2 C.F.R. § 200.318 (General Procurement Standards)
 - 2 C.F.R. § 200.319(c) (Competition)
 - 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
 - 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms)
 - 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
 - 2 C.F.R. § 200.338 (Remedies for Noncompliance)
 - 2 C.F.R. § 200.339 ()
 - 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
 - 2 C.F.R. § 200.430 (Compensation – Personal Services)
 - 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
 - 2 C.F.R. § 200.447 (Insurance and Indemnification)
 - 2 C.F.R. § 200.463 (Recruiting Costs)
 - 2 C.F.R. § 200.464 (Relocation Costs of Employees)
 - 2 C.F.R. § 200.474 (Transportation Costs)
 - 2 C.F.R. § 200.475 (Travel Costs)

- Cross References:**
- MASA Model Policy 208 (Development, Adoption, and MSBA Implementation of Policies)

MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)

MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)

MSBA/MASA Model Policy 412 (Expense Reimbursement)

MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

MSBA/MASA Model Policy 701.1 (Modification of School District Budget)

MSBA/MASA Model Policy 702 (Accounting)

MSBA/MASA Model Policy 703 (Annual Audit)



**Agenda V.A.9.
January 12, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Dr. Chris Bellmont, assistant superintendent

Date: December 15, 2022

Re: Policy 418: *Drug-Free Workplace/Drug-Free School*

Recommendation: Approve, on a first reading basis, changes to Policy 418: *Drug-Free Workplace/Drug-Free School*.

Policy 418 were reviewed by the Policy Review Committee on November 22, 2022. The first reading was approved by the Board on December 8, 2022.

418 – MSBA updates statutory language and text

Adopted: 6/89

Burnsville-Eagan-Savage School District Policy 418

Reviewed: 12/8/2022

Revised: 12/22/2022

Rescinds: GBCBA, JFCH

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.

- D. “Nonintoxicating cannabinoid” means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by any route of administration.
- E. “Medical cannabis” means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method, approved by the commissioner.
- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. “Toxic substances” includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of health.
- I. “Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories;

pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent or designee.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

- A. Students
 - 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana,

smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids (including edible cannabinoid products),

2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

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

C. The Public

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

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
 Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
 Minn. Stat. § 152.22, subd. 6 (Definitions; Medical Cannabis)
 Minn. Stat. § 152.23 (Limitations ; Medical Cannabis)
 Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
 Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
 Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
 Minn. Stat. § 609.684 (Abuse of Toxic Substances)
 Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
 20 U.S.C. § 7101-7165 (Student Support and Academic Enrichment Grants)
 21 U.S.C. § 812 (Schedules of Controlled Substances)
 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
 21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
 34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Burnsville-Eagan-Savage School District Policy 416 (Drug and Alcohol Testing)
 Burnsville-Eagan-Savage School District Policy 417 (Chemical Use and Abuse)
 Burnsville-Eagan-Savage School District Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
 Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
 Burnsville-Eagan-Savage School District Policy 516 (Student Medication)

January 12, 2023 Board Meeting

Board Members' Questions and Staff Responses regarding BoardBook materials

(Organization of the Board)

Board Member Question	Staff Response
1. How do our salaries compare with other districts? 2. Do other One91 board officer positions receive stipends?	Link to board Salaries from area school districts No
3. Did we agree last January to give board members a raise?	No, Below is the link to the 2022 Organizational meeting for your reference. The salaries were not increased from \$450 to \$550 which is what the monthly salary was in 2019. Director Hume mentioned revisiting the salary discussion based on the equity lens and what he learned from MSBA. https://drive.google.com/file/d/1YP7UFJiE-MJOAJXOlUWZEWa-bPtDIE43/view?usp=sharing

(Course Catalog)

Board Member Question	Staff Response
1. I see typos and believe this copy needs proofreading prior to Thursday. 2. French III (plus French IV and V) was cut via board action in FY20, saving the district \$32,000 at the time. a. Why is French III included here, as there has been no board action to bring it back?	We inserted hyphens, removed extra spaces and added a few phrases to sentences to the document in terms of spelling, grammar, and coherence. a. French III is not featured in the catalog as an addition as it was a previous course with an existing code. The decision was previously made, as you stated, to not fund the course. The decision to fund courses is made on an annual basis. Considerations include: student

<p>b. Please list any other classes, previously cut by the board, which appear in this draft course catalog.</p> <p>3. 24-25 Course Changes:</p> <p>a. Please add course descriptions for courses that do not currently have one.</p> <p>b. Deletions: Please add the school year in which these deletions will be implemented.</p> <p>c. I don't believe this board has yet been asked to take action on course additions two years in advance, as part of the course catalog conversation. For budget, yes - for the course catalog, I don't believe so - so this seems new. Please help me understand Leadership's rationale for doing so this year.</p>	<p>interest, budgetary considerations, and staffing allocations.</p> <p>b. On an annual basis courses are offered based on student demand. We have added CIS courses since the budget reductions of FY20. Staff will need some time to do a cross-check of those recommendations made to structurally balance the budget for FY20 to subsequent budget years.</p> <p>3a. We added a description for the new baking course as we were waiting to receive it from the instructor.</p> <p>b. Completed.</p> <p>c. You are correct. This is a new feature to this annual report to the board. Through Xello Course Planner, we are asking students to look long term as they partner with their advisors, families, and other trusted adults. Therefore, we are seeking to model the same approach with this report.</p>
<p>What was the reasoning for deleting the Advanced Auto/ Vehicle Services and does this deletion have an impact on our Pathways program that involved auto repair? I noticed two new "Automotive Technology" courses are being added, so perhaps the Advanced Auto Services course is being replaced by the two new Automotive Tech courses? * What was the rationale for the removal of some of our IT and computer science</p>	<p>The automotive courses were realigned as part of our work with the Department of Labor Grant we have had for the past two years. It supported a staff member to become ASE (Automotive Service Excellence) trained and will support our automotive program in also being ASE certified. The courses align and will take students through the necessary skills to leave here with industry standards in the automotive service industry.</p>

related courses, such as AP Computer Science, Advanced Programming, App Development, and IT Exploration? What impact might these changes have on our Pathways opportunities for students interested in this career field?

If the industry standards change, we make an adjustment. In this instance, the course names better align to our certifications and grants.

Student course requests, pathways coherence, and staff capacity are factors for course catalog offering. We are working, 6-12, to help create more student interest and engagement in STEM courses.

In addition, many of the changes were made as part of the curriculum review process over the last two school years. The CTE team added classes to the current pathway to strengthen it. Programming 1 and Programming 2 (was Advanced, now renamed) will incorporate IT exploration and App development within this pathway. We are hoping that more students will then take the AP class with the necessary skill sets. There is also an internship opportunity as well.



**Agenda V.B.1.
January 12, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Dr. Chris Bellmont, assistant superintendent, Sarah Noble, associate principal, and Sahro Abdullahi, cultural liaison

Date: January 5, 2023

Re: 2023-24 Course Catalog

Recommendation: That the Board of Education approves the additions, deletions, and changes to the 2023-24 Course Catalog.

Course Catalog Changes for 2023-2024

Course Catalog

Additions 2023-2024

ALLERGEN-FRIENDLY COOKING

Course Number: 8045

Grade Level: 9, 10, 11,12

Prerequisite: None

Allergen-Friendly Cooking is a class for anyone wanting to increase their knowledge of allergens or pursue a career in the hospitality industry. Students will learn about the 9 most common allergens, how to read food labels for allergens and how to prepare popular foods with safe and flavorful substitutes. Additional topics include basic meal preparation, plating, garnishing, measuring, cooking methods, career exploration, safety & sanitation, basic kitchen math and the science of ingredients. Food preparation labs may include cupcakes, cookies, biscuits and gravy, soups, pasta, fried chicken, and ice cream. Students will have the opportunity to earn the ServSafe Allergens Certificate.

While allergens will not be used during this course, allergens may be present in the cooking lab during other classes. Procedures are in place to prevent cross contamination, but tools and surfaces may come in contact with allergens periodically.

AUTOMOTIVE TECHNOLOGY MLR 1

Course Number: 7710

Grade Level: 11, 12

Prerequisite: None

The MLR I course focuses on safety, brakes and Heating & Air Conditioning. This course offers Articulated College Credits (ACC) for students earning a final grade of "B" or higher. The course meets the standards set by the ASE (Automotive Service Excellence) Education Foundation for the certification in Maintenance and Light Repair (MLR). Upon completion of courses MLR 1 through MLR 4 students will be eligible to take the ASE MLR test. The Burnsville Automotive MLR courses are designed to help students prepare for Automotive Service Excellence (ASE) certification examinations G1 A4, A5, and A6. The MLR certification provides students the knowledge and skills necessary to enter the automotive repair industry quickly.

AUTOMOTIVE TECHNOLOGY MLR 2

Course Number: 7720

Grade Level: 11, 12

Prerequisite: None

The MLR 2 course focuses on Safety, Engine Repair and Engine Performance. This course offers Articulated College Credits (ACC) for students earning a final grade of "B" or higher.

The course meets the standards set by the ASE (Automotive Service Excellence) Education Foundation for the certification in Maintenance and Light Repair (MLR). Upon completion of courses MLR 1 through MLR 4, students will be eligible to take the ASE MLR test. The Burnsville Automotive MLR courses are designed to help students prepare for Automotive Service Excellence (ASE) certification examinations G1 A4, A5, and A6. The MLR certification provides students the knowledge and skills necessary to enter the automotive repair industry quickly.

CIS INTRO COLLEGE PHYSICS: A & B

Course Number: 3749/3759

Grade Level: 11, 12

Prerequisite: B or better in Algebra II/Trig course

Introductory College Physics is the first semester of a two semester introduction to physics. Introductory College Physics is offered through College in the Schools in partnership with the University of Minnesota Physics department. The main emphasis of this BHS two semester sequence will be on the branch of physics known as *mechanics*. This is the study of motion and the causes of motion through the applications of fundamental principles of physics. The requirements for successful completion of the course are governed by the U of MN. Enrolled students are U of MN students; you must follow all university policies and guidelines. The U of MN course runs from September - June so be sure to have enrolled in this concurrent course at BHS for *both* semesters to receive U of MN credit. Physics 1101W is a concurrent enrollment course, meaning that you are simultaneously earning University of Minnesota *and* high school credit. Notice that the U of MN course number ends with a 'W'. This indicates that this course is a writing-intensive course. This is one course that meets the university's writing requirement. As a writing-intensive course, students will submit four written assignments (lab reports) that will demonstrate their ability to communicate ideas clearly and thoroughly.

EMERGENCY MEDICAL RESPONDER

Course Numbers: 8190

Grade Level: 10, 11, 12

Prerequisite: None, First Aid/CPR strongly recommended

College class with certification: must meet the minimum GPA requirements for IHCC of 2.5 for participation in 11th and 12th, 10th grade by instructor approval.

Are you interested in helping people? This 3 credit college course is a combination of hands-on labs and classroom learning.

Emergency Medical Responders provide immediate lifesaving care to critical patients who access the emergency medical services system. EMRs have the knowledge and skills necessary to provide immediate lifesaving interventions while awaiting additional EMS resources to arrive. EMRs are the entry level of the EMS system. This course is one that is suggested for anyone interested in exploring healthcare, law enforcement or fire response fields. Certification is dependent on passing a written and practical examination.

ENTREPRENEURSHIP (previously known as Starting Your Own Business 7180)

Course Number: 7185

Grade Level: 10, 11, 12

Prerequisite: Intro to Marketing and Business

Recommend: Multimedia

Are you thinking you'd like to be your own boss someday? Entrepreneurship provides students an opportunity to develop knowledge for starting, operating and succeeding in small business. Students will investigate the entire business development process and will develop their decision making skills. The final project will allow students ideas, skills, and creativity to come to life.

INVER HILLS COLLEGE ALGEBRA I

Course Number: IH1118

Grade Level: 11, 12

Prerequisite: Successful completion of Functions & Trigonometry or Honors Functions & Trigonometry

This course prepares students for Calculus I (MATH 1133) when taken in sequence with MATH 1119 or for Survey of Calculus (MATH 1120). Topics include the study of algebraic, exponential, and logarithmic functions; graphing functions using transformations; inverse functions; polynomial, exponential, logarithmic equations; systems of linear and nonlinear equations; applied problems; building models from data. Use of technology will be embedded throughout the course.

Recommendation based on assessments and/or a grade of C or higher in MATH 0940 within the last 2 years. Earn 4 college credits.

INVER HILLS ENVIRONMENTAL SCIENCE

Course Number: IH1116

Grade Level: 11, 12

Prerequisite: Successful completion of Biology or Honors Biology

Introduces students to fundamental concepts in Ecology, focusing on human impact and exploitation of the environment stressing the limits of the biosphere with respect to resources, energy, and pollution. Activities may include discussion, group activities, guest speakers and films. This course can earn 3 college credits.

INVER HILLS MINDFULNESS, MEDITATION, AND MOVEMENT

Course Number: IH1154

Grade Level: 11, 12

Prerequisite: None

This course utilizes a mindfulness approach, examining the dimensions of wellness; including physical, intellectual, social, emotional, spiritual, environmental, financial, and others. Students will complete self-assessments, breathing exercises, meditation, and physical activity. Goal setting and behavior change will also be discussed. This course may be used to fulfill both the health and physical education requirements for the A.A. degree.

PATHWAY INTERNSHIP - AUTOMOTIVE

Course Number: 8350A

Grade Level: 11, 12

Prerequisite: Instructor Approval, Minimum two classes in pathway

We are encouraging and supporting students to complete internships in their junior and/or senior years as a way to gain real-world experience, explore potential career paths and learn basic workplace skills.

PATHWAY INTERNSHIP - BUSINESS

Course Number: 8350B

Grade Level: 11, 12

Prerequisite: Instructor Approval, Minimum two classes in pathway

We are encouraging and supporting students to complete internships in their junior and/or senior years as a way to gain real-world experience, explore potential career paths and learn basic workplace skills.

PATHWAY INTERNSHIP - COMPUTER SCIENCE

Course Number: 8350C

Grade Level: 11, 12

Prerequisite: Instructor Approval, Minimum two classes in pathway

We are encouraging and supporting students to complete internships in their junior and/or senior years as a way to gain real-world experience, explore potential career paths and learn basic workplace skills.

PATHWAY INTERNSHIP - CONSTRUCTION

Course Number: 8350D

Grade Level: 11, 12

Prerequisite: Instructor Approval, Minimum two classes in pathway

We are encouraging and supporting students to complete internships in their junior and/or senior years as a way to gain real-world experience, explore potential career paths and learn basic workplace skills.

PATHWAY INTERNSHIP - ENGINEERING

Course Number: 8350E

Grade Level: 11, 12

Prerequisite: Instructor Approval, Minimum two classes in pathway

We are encouraging and supporting students to complete internships in their junior and/or senior years as a way to gain real-world experience, explore potential career paths and learn basic workplace skills.

PATHWAY INTERNSHIP - FASHION

Course Number: 8350F

Grade Level: 11, 12

Prerequisite: Instructor Approval, Minimum two classes in pathway

We are encouraging and supporting students to complete internships in their junior and/or senior years as a way to gain real-world experience, explore potential career paths and learn basic workplace skills.

PATHWAY INTERNSHIP - CHILD DEVELOPMENT

Course Number: 8350G

Grade Level: 11, 12

Prerequisite: Instructor Approval, Minimum two classes in pathway

We are encouraging and supporting students to complete internships in their junior and/or senior years as a way to gain real-world experience, explore potential career paths and learn basic workplace skills.

PATHWAY INTERNSHIP - HOSPITALITY

Course Number: 8350H

Grade Level: 11, 12

Prerequisite: Instructor Approval, Minimum two classes in pathway

We are encouraging and supporting students to complete internships in their junior and/or senior years as a way to gain real-world experience, explore potential career paths and learn basic workplace skills.

PROGRAMMING 1

Course Number: 2515

Grade Level: 9, 10, 11, 12

Prerequisite: Intro to Programming or Instructor Approval

Through the Python scripting language, students will learn programming concepts like variables, loops, conditionals, functions, events, and algorithms, enabling them to write powerful programs quickly that solve many interesting problems.

PROGRAMMING 2

Course Number: 2525

Grade Level: 10, 11, 12

Prerequisite: Programming 1

This is a continuation of Programming 1, where students will continue learning and using Python and more advanced programming concepts, and as well as applying those to more applications. Additional topics may include networking, computer security, robotics, exploring other programming languages

SOMALI FOR HERITAGE LEARNERS I: A & B

Course Number: 6610/6620

Grade Level: 9, 10, 11, 12

Prerequisite: Student must be a native or heritage speaker of Somali or instructor approval.

This course is designed for students for whom Somali is their native or heritage language. It provides students with the opportunity to expand their existing proficiency and develop and strengthen the four communication domains of reading, writing, listening, and speaking. Spelling and vocabulary development are stressed. The emphasis in grammar will be placed on usage appropriate to academic and professional settings. This course integrates culture and language by using stories, music, traditions, geography, and the real-life experiences of students, their families, and well-known people of Somali heritage.

SOMALI FOR HERITAGE LEARNERS II: A & B

Course Number: 6630/6640

Grade Level: 9, 10, 11, 12

Prerequisite: Student must be a native or heritage speaker of Somali or instructor approval.

This course continues to develop and strengthen the four communication skills of reading, writing, listening, and speaking in the Somali language. It is designed to apply the lexical and grammatical command acquired in heritage speakers' daily lives. Authentic literature and cultural materials are used to develop an appreciation for the arts, history, culture, and literature of Somali-speaking peoples and create an awareness of cultural, social, and linguistic differences and similarities. The culmination of this course is participation in the assessment for the Minnesota Seal of Multiliteracy.

TRANSITION SKILLS: A & B (Added course numbers for STEP program, already have for NB program)

Course Number: 8573S/8574S- Grades 9-12

Prerequisite: Instructor Approval

This is a comprehensive course for students who need individualized instruction. You may work on goals in the areas of independent living, recreation and leisure, and community participation. The course is generally aimed at integrating classroom instruction with real life while developing skills you will need for your future.

WOODWORKING, ADVANCED

Course Number: 7565

Grade Level: 10, 11, 12

Prerequisite: Successful completion of Woodworking, Introduction

This course builds on the knowledge and skills learned in Woodworking, Introduction and introduces advanced woodworking techniques. The course emphasizes safety, advanced CAD principals, precision measurement, project design and quality. You will use advanced tools and equipment and learn to identify and describe materials. Understand and apply basic and advanced techniques, applied mathematics specific to woodworking. You will demonstrate your knowledge and skills through research, development and production of products throughout the course.

WORK BASED LEARNING (Added course numbers for STEP , FEST, and NB program, already have for resource program.)

SEMINAR: WORK BASED LEARNING: A & B

Course Number: 8723R/8724R - Grades 10, 11, 12

Course Number: 8723S/8724S - Grades 10, 11, 12

Course Number: 8723N/8724N - Grades 10, 11, 12

Course Number: 8723F/8724F - Grades 10, 11, 12

Prerequisite: Instructor Approval

This is a comprehensive course that is focused on the development of skills for employment for students who require individualized instruction. Goals in the area of job seeking and job retention may be addressed in this course. Students will focus on job applications, interviewing, resume writing, communication with co-workers and authority figures, teamwork, and soft skills such as punctuality. Students will participate in career awareness activities where they will learn about their individual career interests, preferences and aptitudes.

Additions 2024-2025

AP BUSINESS (New course starting 2024-2025)

Course Number: 7145

Grade Level: 11,12

Prerequisite: Two business classes

The year-long AP Business course is designed to introduce you to the many areas of Business. You will be exposed to business principles, marketing, promotion, pricing, merchandising, management, entrepreneurship and supply chain . The ultimate goal of this course is to provide you with an understanding of the main concepts of business.

BAKING AND PASTRY (New course starting 2024-2025)

Course Number: 8035

Grade Level: 9, 10, 11,12

Prerequisite: None

In introduction to Baking and Pastry, students will learn the fundamentals of bakery production. Students will move from following standardized recipes to developing their own prototypes. Topics will include yeast breads, cookies, cakes, pies, plated desserts, sauces, and custards. Attention to detail and a willingness to practice and reattempt tasks is required. As part of this class, students will be required to work at two on-campus events in the commercial kitchen.

AUTOMOTIVE TECHNOLOGY MLR 3 (New course starting 2024-2025)

Course Number: 7730

Grade Level: 11, 12

Prerequisite: None

The MLR III course focuses on Safety, Steering & Suspension and Manual Drive Train & Axles. This course offers Articulated College Credits (ACC) for students earning a final grade of “B” or higher.

The course meets the standards set by the ASE (Automotive Service Excellence) Education Foundation for the certification in Maintenance and Light Repair (MLR). Upon completion of courses MLR 1 through MLR 4 students will be eligible to take the ASE MLR test. The Burnsville Automotive MLR courses are designed to help students prepare for Automotive Service Excellence (ASE) certification examinations G1 A4, A5, and A6. The MLR certification provides students the knowledge and skills necessary to enter the automotive repair industry quickly.

AUTOMOTIVE TECHNOLOGY MLR 4 (New course starting 2024-2025)

Course Number: 7740

Grade Level: 11, 12

Prerequisite: None

The MLR IV course focuses on Safety, Electrical/Electronic Systems, and Automatic Transmission. This course offers Articulated College Credits (ACC) for students earning a final grade of “B” or higher.

The course meets the standards set by the ASE (Automotive Service Excellence) Education Foundation for the certification in Maintenance and Light Repair (MLR). Upon completion of courses MLR 1 through MLR 4 students will be eligible to take the ASE MLR test. The Burnsville Automotive

MLR courses are designed to help students prepare for Automotive Service Excellence (ASE) certification examinations G1 A4, A5, and A6. The MLR certification provides students the knowledge and skills necessary to enter the automotive repair industry quickly

FASHION DESIGN 2 (New course starting 2024-2025)

Course Number: 8025

Grade Level: 10, 11, 12

Prerequisite: Fashion Design

This course is designed as an advanced course to help students further develop their personal and career interests in the area of fashion design. They will use the building blocks of design theory discussed in Fashion Design as a foundation for projects. Projects may include: advanced fashion sketching, upcycled projects, and machine sewing projects.

HOUSING AND INTERIOR DESIGN 2 (New course starting 2024-2025)

Course Number: 8075

Grade Level: 10, 11, 12

Prerequisite: Housing and Interior Design

This course is designed as an advanced course to help students further develop their personal and career interests in the area of housing and interior design. Students will have the opportunity to create individualized projects based on their interests by following the design process. They will use the building blocks of design theory discussed in Housing and Interior Design as a foundation for projects. Projects may include: upcycled projects, diy projects, decorating and furnishing a model home, floor plans, and landscape designs.

INVER HILLS COLLEGE SUCCESS STRATEGIES (New course starting 2024-2025)

Course Number: IH1101

Grade Level: 12

Prerequisite: Must be Associate of Arts student

Assists students in successfully making their transition to college. Provides a supportive environment for the critical transition for students. Topics include: higher education culture, campus and community resources, financial and digital literacy, campus technology, academic and career goal setting, communication skills, time management and academic skills.

INVER HILLS 12A: THE RESEARCH PAPER (New course starting 2024-2025)

Course Number: IH1114

Grade Level: 11, 12

Prerequisites: Completion of IH English 11A

Emphasizes critical analysis of fiction or nonfiction texts, at least one book-length, resulting in a research paper that reflects analysis and synthesis of multiple sources. Earn 4 college credits.

INVER HILLS 12B: AMERICAN LITERATURE (New course starting 2024-2025)

Course Number: IH2215

Grade Level: 11, 12

Prerequisites: Completion of IH English 12B

Surveys American literature from 1860 to the present. Typical authors include Whitman, Chopin, Twain, Hemingway and Cather. Poets include Frost, Stevens and Rich. Fiction writers include O'Connor, Capote, Oates, Faulkner, Salinger and Barth. Earn 4 college credits.

Deletions 2023-24

ADVANCED AUTO/VEHICLE SERVICES

Course Number: 7758

Grade Level: 11, 12

Prerequisite: Successful completion of Intro to Consumer Auto

The Advanced Auto/Vehicle Services course provides you with a more in-depth study of automobile maintenance and repair. While in the Introduction to Consumer Auto course, you focused on how the car works, in this course the focus is on how to work on the car. You will learn vehicle inspection, maintenance, and repairs and perform everything from basic services to advanced diagnosis and repair. This course meets two periods daily for one semester and students earn two credits. This course qualifies for two credits as concurrent enrollment at Hennepin Technical College, and students will have the opportunity to take part in paid internships with automotive partners.

ADVANCED PLACEMENT COMPUTER SCIENCE

PRINCIPLES A & B

Course Number: 2580/2590

Grade Level: 10, 11, 12

Prerequisite: None

AP Computer Science Principles is a computer science course designed to give students foundational computing skills and an understanding of the real world impact of computer programming and innovations. It uses personalized learning to reach all students, in that students are encouraged to apply creative processes when developing their thoughts and ideas and to explore questions that interest them. This course will focus on the fundamentals of computing, including problem solving, large scale data, the internet, and cybersecurity. Students will be assessed through a digital portfolio as well as through written assessments. They will also become creators of content as they design, build, and create apps.

ADVANCED PROGRAMMING (Replaced by Programming 2 course #2525)

Course Number: 2510

Grade Level: 9, 10, 11, 12

Prerequisite: Introduction to Programming

This course builds on the knowledge and skills learned in Introduction to Programming to provide you with the opportunity to study the concepts of programming more in-depth. You will continue your study of the Visual Studio design environment. Specifically, you will learn to use many basic program structures, including variables and arrays, decision and loop structures, user defined subroutines and functions, file and registry operations, and OLE (Object Linking and Embedding). Python will be introduced.

APP DEVELOPMENT

Course Number: 2570

Grade Level: 9, 10, 11, 12

Prerequisite: None

Teaches computer science by building socially useful mobile apps. In addition to programming and computer science principles, the course is project-based and emphasizes writing, communication, collaboration, and creativity.

CABINET MAKING

Course Number: 7563

Grade Level: 9, 10, 11, 12

Prerequisite: Successful completion of Woodworking

This course builds on the knowledge and skills learned in Woodworking to provide you with the opportunity to study the cabinetry and finish carpentry trades more in-depth. The course emphasizes precision manufacturing, safety, design, blueprint reading, and quality. You will identify basic tools and equipment used in the cabinetry trade, identify and describe materials used in cabinet making, understand and apply basic techniques, design and build a sample cabinet, and develop an understanding of the applied mathematics involved in cabinetry and finish carpentry. This course qualifies for one credit as concurrent enrollment at Hennepin Technical College.

ENGINE TECHNOLOGY

Course Number: 7700

Grade Level: 9, 10, 11, 12

Prerequisite: None

In this course, you will learn the operating theory of basic 2-and 4-cycle engines, including carburetion, ignition, and compression systems. This course includes both classroom and lab experiences. In the lab, you will disassemble, inspect, and reassemble a 4-stroke engine. You will also gain an understanding of precision measuring, proper hand tool operation, compression ratios, octane ratings, stoichiometric air to fuel ratios, cylinder leakage testing and replacement part manufacturing, using 3D scanners and printers. This course qualifies for one credit as concurrent enrollment at Hennepin Technical College.

INTRODUCTION TO MEDIA PRODUCTION

Course Number: 0630

Grade Level: 9, 10, 11, 12

Prerequisite: None

Introduction to Media Production is designed to provide you with the basic understanding and operation of media production and journalism (broadcast and print). This course is strongly recommended if you are interested in video production, journalism, broadcast journalism, or film production as a career choice. Students will be using industry standard production software and equipment, as well as learning journalistic writing skills for print and television. Students will also learn the basics of television, film and webcast production, including the history and future of media. Additionally, you will learn how to use studio equipment and equipment to produce live remote productions. Students will produce segments for Burnsville cable educational channel 18 (BCTV).

IT EXPLORATION

Course Number: 2540

Grade Level: 9, 10, 11, 12

Prerequisite: None

This course will provide you with opportunities to learn more about technology education and career opportunities. You will be inspired, guided, and supported to become the next, best Minnesota-grown technologists! You will experience several units of study in this course, including reverse engineering, learning more about hardware, building mobile apps, and being part of the BHS tech team and running the Help Desk.

STARTING YOUR OWN BUSINESS

Course Number: 7180

Grade Level: 10, 11, 12

Prerequisite: None

This course will allow you to think like an entrepreneur and be involved in the fastest growing segment of the job market today, running your own business. You will be introduced to important elements and steps involved in starting a small business and have the opportunity to form your own company and run your own small business. Throughout the course, you will be learning through speakers, individual and group projects, multimedia, simulation software and conducting your own research.

Changes 2023-24

20TH CENTURY AMERICA IN FILM AND MEDIA (Add 11th grade, change prerequisite, update name and description.)

Course Number: 1681

Grade Level: 11, 12

Prerequisite: None

What do movies, music, literature, and television programs tell us about the culture of the time period in which they were produced? This is a fun, discussion-based class that will have you experience films such as Malcolm X and West Side Story, as well as a variety of other film segments, TV shows, and music from diverse cultural perspectives. Through these texts, you will examine and critically analyze the culture of each decade of the 20th century.

ADVANCED PLACEMENT COMPUTER SCIENCE A & B (Update prerequisite and description)

Course Number: 2551/2562

Grade Level: 10, 11, 12

Prerequisite: Programming 1 or Instructor approval

This is a year-long course in Java designed to prepare students to take the AP Computer Science A Exam in May. This course will provide you with experiences suitable for continued study of computer science at the university level or study in other disciplines that require significant involvement with computing. You will learn to write logically, structured computer programs based on an object oriented design.

CONCURRENT HEALTHCARE CORE CURRICULUM (Update prerequisite)

Course Number: 8141

Grade Level: 11, 12

Prerequisite: must meet the minimum GPA requirements for IHCC of 2.5 for participation in 10th, 11th and 12th grade by instructor approval.

This college level Healthcare Core Curriculum (HCCC) course is just for you if you are interested in the healthcare field or pursuing a healthcare career. The core course provides you with an overall introduction to healthcare and is the foundation for all other healthcare related courses. Specific topics you will study include behaviors of success in healthcare settings, communication in healthcare settings, awareness and sensitivity to client needs, respecting client and staff diversity, healthcare safety and standard precautions, and legal Issues in healthcare and healthcare ethics. Each topic is considered a minicourse and competency in each is required for credit. This course is taught concurrently with Normandale Community College and will earn 4 college credits, applications and entrance exams are to be completed in spring the year you register.

CONSTRUCTION TRADES, INTRODUCTION (Update name & description. Was Construction Trades I)

Course Number: 7810

Grade Level: 10, 11, 12

Prerequisite: Successfully completed Woodworking, Introduction. Strongly recommend successfully completing Civil Engineering and Architecture.

This course is hands-on, project-based learning where students will have both classroom and lab experiences to learn residential construction building techniques and safety. As part of this course, you will learn about basic residential building construction including; framing, sheeting and fastening by building a scaled project. Students will also develop an understanding of applied mathematics specific to construction.

CONSTRUCTION TRADES, ADVANCED (Update name & description. Was Construction Trades II)

Course Number: 7820

Grade Level: 11, 12

Prerequisite: Prerequisite: Successfully completed Woodworking, Introduction and Construction, Introduction. Strongly recommend successfully completing Civil Engineering and Architecture.

This course meets two periods daily for one semester and students earn two credits. This is primarily a hands-on, project-based experience. You will build upon the knowledge and skills learned in Construction, Introduction and learn advanced residential construction techniques and safety practices. As part of this course, you will learn more in depth about residential building construction, such as framing, sheeting, drywall, interior finishing, window and door installation and basic mechanicals. You will work together as a team with your classmates to build a full scale project. For this course, students will be required to successfully complete the OSHA 10 safety training and will receive a certificate of completion.

DESIGN STUDIO (Update description)

Course Number: 8011

Grade Level: 10, 11, 12

Prerequisite: Fashion Design or Housing and Interior Design

This course is designed as an advanced course to help students further develop their personal and career interests in the area of fashion design or housing and interior design. Students will have the opportunity to create individualized projects based on their interests by following the design process. They will use the building blocks of design theory discussed in Fashion Design or Housing and Interior Design as a foundation for their projects. Projects may include: fashion sketching, upcycled projects, sewing projects, decorating and furnishing a model home, floor plans, and landscape designs.

EL ENTERING READING, WRITING LEVEL 1: A & B (This is not a new course but a combination of two level one classes into one two period class.)

Course Number: 0205/0305

Prerequisite: Instructor Approval

The emphasis of this course is basic vocabulary development necessary for following directions and reading combined with written communication. You will be introduced to beginning phonics. Activities and assignments emphasize your active participation and will include introductory reading activities. Development of vocabulary is emphasized through use of context and theme-based units. You will also be introduced to basic grammar and taught the present and past verb tenses along with vocabulary development and study. Handwriting practice in manuscript is included in this course.

FASHION DESIGN 1 (Updated description)

Course Number: 8021

Grade Level: 9, 10, 11, 12

Prerequisite: None

Are you interested in the world of fashion? The Fashion Design course focuses on the creative side of the fashion industry. In this course, you will explore the history of fashion, fashion around the world, apply the elements and principles of design, and use your knowledge and skills to express a personal artistic statement that reflects creative choices. You will be involved in fashion sketching and design, and learn basic machine and hand sewing applications with the creation of a tote bag and cross-stitching project.

FIRST AID, CPR/AED (Update description)

Course Number: 4710

Grade Level: 11, 12 (10 with a waiver from the instructor)

Prerequisite: None

Become a critical step in the Emergency Care of others! This is an OEC course that will provide you with practical training in aspects of first aid and CPR, leading to American Heart Association certification. You have the ability to receive certification in First Aid, CPR, and AED for adults, children and infants.

A small (\$6-\$10) fee is required for full certification. Certification is not required.

INTRODUCTION TO BUSINESS AND MARKETING (Update description)

Course Number: 7151

Grade Level: 9, 10, 11, 12

Prerequisite: None

In this introductory course, you will examine the foundations and functions of business. Topics covered include finance, economics, marketing and management. This course provides a broad overview of topics that you may take in high school and beyond. You are encouraged to participate in DECA, an internationally recognized organization, as a way to enrich course content and personal development.

INTRODUCTION TO CRIMINAL JUSTICE (Update description)

Course Number: IH1645

Grade Level: 11, 12

Prerequisite: None

Describes the American system of criminal justice, covering theories of justice, criminal law, policing, courts and associated pre- and post-trial legal processes, punishment and corrections, and juvenile justice. conformity, deviance and crime, gender, race, ethnicity and discrimination, and social change. This is an asynchronous course offered online through a partnership with Inver Hills Community College.

INTRODUCTION TO PROGRAMMING (Update description)

Course Number: 2500

Grade Level: 9, 10, 11, 12

Prerequisite: None

This is an introductory Computer Science class where students will be making many interactive animations, games, and art as you learn basic programming concepts like events, loops, conditionals, operators, and variables using Scratch (a drag-and-drop, block-based programming language). The class will also give a brief sampling of other courses/topics, which may include computer hardware, HTML and web design, other programming languages like Python and Java, mobile app development, and robotics.

INTRODUCTION TO URBAN EDUCATION REFLECTIVE TEACHING (Update name and description)

Course Number: N8311

Grade Level: 11, 12

Prerequisite: None

Education 200 (Metro State University) Introduction to Urban Education and Reflective Teaching (3 credits)

This course provides an introduction to urban learners, urban teaching, and urban school systems using case studies and first-person accounts of teaching and learning in an urban environment. Current issues facing urban P-12 students, teachers, schools, districts, and communities will be discussed. Society's responsibility to urban schools will be examined along with the roles that teachers and schools play in increasing student achievement and leading school improvement. Key concepts of the Urban Teacher Program will be introduced including the importance of high expectations, student and teacher resiliency, educational equity, using the community as a resource, and reflection. Various perspectives and dimensions of the achievement gap will be examined, including causes due to discrimination and perspectives on what constitutes high

educational achievement for culturally and linguistically diverse youth. Students in this course are expected to explore and express their own experiences, assumptions, beliefs, motivations, and commitments related to teaching and learning in the urban environment. Various types of teacher reflection will be introduced as important means for continual professional growth to meet the needs of urban learners. Clinical field experience hours are part of the course requirements.

MARKETING I (Update description)

Course Number: 7171

Grade Level: 10, 11, 12

Prerequisite: Introduction to Business & Marketing

Recommend: Multimedia

This course builds on the Introduction to Business and Marketing course to provide you with the opportunity to develop skills and competencies needed for careers in marketing, sales, advertising, merchandising, and management. You will apply the knowledge gained by completing projects and presentations both individually and in teams. You are encouraged to participate in DECA, an internationally recognized organization, as a way to enrich course content and personal development. .

MARKETING II (Update description)

Course Number: 7161

Grade Level: 11, 12

Prerequisite: Marketing I or Sports and Entertainment Marketing

Recommend: Multimedia

Marketing II is an intermediate course that further details marketing functions including promotion, pricing, channel management, product planning and management, and sports & entertainment marketing management principles. Students will create, conduct, and present a market research study to demonstrate their knowledge. Students are encouraged to participate in DECA, an internationally recognized organization, to enhance course content and personal development.

MULTICULTURAL EDUCATION (Update name and description)

Course Number: N8312

Grade Level: 11, 12

Prerequisite: Introduction to Urban Education & Reflective Teaching

Edu 203 (Metro State University): Multicultural Education (3 credits)

This course introduces prospective urban teacher candidates to core concepts and approaches of multicultural education including issues related to student, family and community diversity based on race, culture, language, class, gender, sexual orientation and disability. Issues of oppression, privilege and equity in relation to schools and society are also addressed as students use their life experiences as a multicultural reference point to begin to understand the life experiences of the diverse students who attend urban public schools. Emphasis is placed on demonstrating the multicultural competence required of all successful teachers working with diverse urban youth. Clinical field experience hours are part of the course requirements.

MULTIMEDIA (Update description)

Course Number: 7070

Grade Level: 9, 10, 11, 12

Prerequisite: None

Multimedia is around us: television, billboards, video games, game covers, social media, apps, and websites. This course is an introduction to the study and creation of multimedia using various software programs within the Business world. You will learn and apply both the aesthetic and technical aspects of multimedia design and production and graphic design. The world's economy is moving more to online, graphic and web design skills will be valuable in all career pathways.

PERSONAL MONEY MANAGEMENT (Update grade level)

Course Number: 7130

Grade Level: 11, 12

Prerequisite: None

The management of your personal finances is an important skill as you become independent. This course is designed to provide you with knowledge and skills in the areas of budgeting, banking, buying/renting property, preparing personal income-tax forms, investing, and more. The skills learned in this course, including the use of computer software, will have lifelong benefits for you personally, and may interest you to explore a career in finance.

RACKET SPORTS I (Tennis, Pickleball, Badminton, Table Tennis, Speedminton) (Update description)

Course Number: 4050

Grade Level: 10, 11, 12

Prerequisite: Successful completion of ITF

This course covers the fundamental skills, rules, and strategies of Tennis, Pickleball, Table Tennis, Speedminton, and Badminton. You will participate in singles, doubles, and team tournament play.

RECREATIONAL SPORTS (Ultimate Games Volleyball, Kittenball, Badminton, Spikeball, Frisbee Golf, & Corn Toss) (Update description)

Course Number: 4070

Grade Level: 10, 11, 12

Prerequisite: Successful completion of ITF

This course will cover the fundamental skills, rules, playing techniques and basic strategies for Ultimate Games Volleyball, Kittenball, Badminton, Spikeball, Frisbee Golf, and Corn Toss. You will participate in singles, doubles and team tournaments as part of class play.

SPORTS AND ENTERTAINMENT MARKETING (Update prerequisite & description)

Course Number: 7160

Grade Level: 10, 11, 12

Prerequisite: Intro to Business & Marketing

Recommend: Multimedia

This course is designed to introduce you to the marketing principles through the lens of sports and entertainment industries. You will learn through application by completing projects, both individually and with teams, running simulations, and by creating your own "Dream Team". You are encouraged

to participate in DECA, an internationally recognized organization, as a way to enrich course content and personal development.

WOODWORKING, INTRODUCTION (Change name from Woodworking to Woodworking, Introduction)

Course Number: 7560

Grade Level: 9, 10, 11, 12

Prerequisite: None

This course is an overview of basic introductory woodworking skills and safety techniques. Woodworking, Introduction is the prerequisite class for all other courses in the Construction Pathway. You will learn safety skills, gain woodworking knowledge, techniques and practice technical reading and writing. You will use hand tools, power tools and woodworking machines. You will learn basic CAD principals, precision measurement, multiple cutting and joinery processes and finishing techniques. You will demonstrate your knowledge and skills through research, development and production of products throughout the course.



**Agenda V.B.2.
January 12, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Dr. Chris Bellmont, assistant superintendent

Date: December 15, 2022

Re: Regulation 413: *Administrative Regulation for Supporting Transgender and Gender-Expansive Students*

Recommendation: Approve, on a first reading basis, changes to Regulation 413: *Administrative Regulation for Supporting Transgender and Gender-Expansive Students*.

BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT 191 ADMINISTRATIVE GUIDELINES-REGULATION FOR SUPPORTING TRANSGENDER AND GENDER-EXPANSIVE STUDENTS

~~This~~ Administrative ~~Guidelines—Regulation~~ (“~~Regulation~~~~Guidelines~~”) sets forth Burnsville-Eagan-Savage School District 191 (“District”) procedures for schools to address the needs and concerns of transgender and gender-expansive students to ensure safe, supportive, and healthy school environments where every child can learn. ~~This Regulation~~~~ese—Guidelines~~ ~~is~~are intended to: 1) ensure that all students are welcomed, valued, included, and respected; 2) to help schools ensure safe learning environments free of discrimination, harassment, and bullying; and 3) to promote the educational and social integration of transgender and gender-expansive students. ~~—These—Guidelines~~~~This Regulation~~ ~~does~~ not and cannot anticipate every situation that may occur, as every student is unique. The support for each student must be assessed and addressed individually based upon the student’s specific requests and needs.

~~These—Guidelines~~~~This Regulation~~ ~~is~~are supported by District Policy 102 (Equal Education Opportunity), 413 (Harassment and Violence), 514 (Bullying Prohibition Policy), 515 (Protection and Privacy of Pupil Records), 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process), and 525 (Violence Prevention).

1. Definitions

The definitions contained in the policy are not intended to label students, but rather to assist in understanding this policy and the legal obligations of district staff. It is recognized that students might or might not use these terms to describe themselves.

“*Gender Identity*” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the sex or gender they were assigned at birth. A person’s gender identity can be the same or different than the sex or gender assigned at birth.

“*Gender Expression*” refers to the manner in which a person represents or expresses that person’s gender identity to others, often through behavior, clothing, hairstyles, activities, or mannerisms.

“*Transgender/Trans*” describes people whose gender identity or expression is different from that traditionally associated with an assigned sex at birth.

“*Gender Non-Conforming*” describes people whose gender expression differs from social expectations, such as “feminine” boys, “masculine” girls, and those who are perceived as androgynous. This phrase also includes people who identify outside traditional gender categories.

“*Gender-expansive*” describes someone with a more flexible gender identity than might be associated with a typical gender binary.

2. **Privacy/Confidentiality**

~~All students have a right to privacy, including the right to keep private one’s transgender or gender expansive status at school. Transgender and gender expansive students have the right to discuss and express their gender identity and expression openly and to decide when, how, and with whom to share private information, as well as to determine what information will be shared.~~

~~To ensure the safety and well-being of the student, District employees shall not disclose a student’s gender identity, sex assigned at birth, transgender identity, or information that may reveal a student’s gender identity (e.g., birth name) to anyone, including, but not limited to, other staff members, students, or parents of other students, unless such disclosure has been authorized by the student or their parent(s)/guardian(s). If such a disclosure is necessary, it will be documented in writing and should be discussed with the student in advance.~~

~~Information about a student’s transgender or gender expansive status, legal name, or gender assigned at birth may constitute private data under state and federal law. School district personnel shall not disclose information that may reveal a student’s transgender or gender expansive status to others, including parents and other school personnel, unless legally required to do so or unless the student has authorized such disclosure.~~

~~In some cases, transgender or gender expansive students may feel more supported and safer if other students are aware that they are transgender or gender expansive. In such cases, District staff should work closely with the student, family, and other staff members on a plan to inform and educate the student’s peers and shall document the plan. In some circumstances, it may also be appropriate to engage external resources to assist with educational efforts.~~

Information related to a student’s transgender and gender-expansive status is private data under the Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act (FERPA); therefore, there are limitations on when such data may be shared. To ensure the privacy rights of students, District personnel shall not disclose information that reveals a student’s transgender or gender-expansive status to others, unless: (1) by written consent of a parent/legal guardian or student.; (2) the information is needed by other school personnel within the District who have a legitimate educational interest in the information in order to perform their duties or provide services to the student; (3) the person is a parent or legal guardian of the student; or (4) a federal or state law compels disclosure (i.e. health emergency, court order or subpoena). Parents/guardians have full access to information regarding their children, except in very limited circumstances where a determination has been made that access is not in the best interest

of the child (i.e. to protect from physical or emotional harm.) Parents/guardians may not be denied access to any existing educational record unless the student is enrolled full-time in a postsecondary institution or has attained the age of 18.

In some cases, with the consent of the student and parents/guardians, District staff will develop a plan to inform and educate the student's peers and/or engage external resources to assist in the support of students dealing with transgender or gender-expansive issues.

3. Official School Records

The school district is required to maintain a mandatory and permanent student record ("official record") that includes a student's legal name and gender. The school district is not required to use a student's legal name and gender on other school records or documents.

The school district will change a student's official record to reflect a change in legal name or gender upon receipt of documentation that such change has been made pursuant to a court order or other official government action.

~~In situations where school district staff or administrators are required by law to use or report a transgender or gender-expansive student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of confidential or private information relating to a student's gender identity or gender expression.~~

In situations where school district staff or administrators are required by law to use or report a transgender or gender-expansive student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices intended to minimize the likelihood of inadvertent disclosure of confidential or private information relating to a student's gender identity or gender expression to parties lacking a legitimate educational interest in that information.

4. Student Names, Pronouns, and Gender Markers

A student ~~may has the right to~~ request that the student be referred to by a name and pronouns that correspond to the student's gender identity by all school staff and fellow students. Parent(s)/Guardian(s) have a right to request that the District change the student's name and/or gender marker in the school's student information system. A court-ordered name change or official gender change is not required, and the student is likewise not required to change the school's official records in order to be addressed by the name and pronouns that correspond to the student's gender identity.

5. Gender-Segregated Activities

To the extent possible, schools should reduce or eliminate the practice of segregating students by gender.

6. Gender-Segregated Facilities

Transgender and gender-expansive students shall have access to gendered facilities and school-sponsored programs that are consistent with the student's gender identity. This includes, but is not limited to, multi-stalled gendered restrooms, locker rooms, and school programs, trips, and athletic programs.

a. Restroom Accessibility

Pursuant to state law, students shall have access to the restroom that corresponds to their gender identity asserted at school:

- i. Any student who has a need or desire for increased privacy, regardless of the student's gender identity or expression, and regardless of the underlying reason for the student's need or desire for increased privacy, should be provided access to a single user restroom.
- ii. No student shall be required to use a single user restroom because they are transgender or gender-expansive.
- iii. The District shall work with each gender-expansive student to determine which restrooms are most comfortable for the student.
- iv. In no case shall a transgender or gender-expansive student be required to use a restroom that conflicts with the student's gender identity.

b. Locker Room Accessibility

The use of locker rooms by transgender and gender-expansive students shall be assessed on an individualized basis with the goals of maximizing the student's social integration and equal opportunity to participate in physical education classes and sports and other school activities, ensuring the student's safety and comfort, and minimizing stigmatization of the student.

- i. Unless the student requests otherwise, transgender and gender-expansive students should have access to the locker room that corresponds to the student's gender identity asserted at school, like all other students.
- ii. Any student who has the need or desire for increased privacy, regardless of the student's gender identity or expression, and regardless of the underlying reason for the student's need or desire for increased privacy, should be provided with a reasonable alternative changing area such as the use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, a physical

- education instructor's office in or near the locker room, or a nearby health office restroom), or with a separate changing schedule (e.g., using the locker room that corresponding to gender identity before or after other students).
- iii. Any alternative arrangement should be provided in a manner that protects the student's ability to keep the student's transgender or gender-expansive status confidential.
 - iv. The District shall work with each gender-expansive student to determine which restrooms and locker room facilities are most comfortable for the student.
 - v. In no case shall a transgender or gender-expansive student be required to use a locker room that conflicts with the student's gender identity.

7. Physical Education and Health Education Classes and Intermural Sports

Transgender and gender-expansive students shall be permitted to participate in physical education classes, health education classes, and intramural sports and activities in a manner consistent with their gender identity or in a manner that allows the student to feel the safest, included, and most comfortable.

Students in physical education classes may be grouped by ability, so long as a student's ability is based on objective standards of individual performance. A student's gender identity shall not be considered when assessing ability.

Physical education and health education teachers and staff will make their best efforts not to divide students based on sex assigned at birth or gender identity during any activities or classes.

8. School Trips

All students shall be permitted to participate in all school trips in a manner that corresponds with their gender identity or in a manner that allows the student to feel the safest, included, and most comfortable. In planning school trips, staff is expected to assess the student's need in collaboration with the student and/or the student's parent(s)/guardian(s). ~~and make reasonable efforts to provide an accommodation that is acceptable to the student. Accommodations will be discussed in advance of the trip on a case-by-case basis and will be documented in writing.~~

9. Dress Codes

Transgender and gender-expansive students have the right to dress in a manner consistent with their gender identity or gender expression, including at school-sponsored functions

such as dances, after school activities, and graduation. The District's rules regarding clothing will be enforced consistently, regardless of a student's gender identity or expression.

~~A student whose gender expression is different from expectations based on the student's sex assigned at birth will not be considered disruptive of the educational process or as an interference with the maintenance of a positive teaching/learning climate.~~

10. Interscholastic Competitive Sports Teams/Activities

Transgender and gender-expansive students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity and in compliance with the applicable regulations of the Minnesota State High School League (MSHSL).

11. Staff Training and Compliance

All ~~administrative-District~~ staff shall be informed of the existence of ~~these Guidelines~~this Regulation. The District will, ~~at intervals to be determined by the District,~~ provide staff training on ~~these Guidelines~~this Regulation and how to support transgender or gender-expansive students, ~~at reasonable intervals, to be determined by the District.~~

~~District employees who refuse to abide by these Guidelines may be subject to disciplinary actions, up to and including termination, as set forth in the relevant employee discipline policy. This includes a staff member's persistent refusal to respect a student's gender identity, for example by consistently referring to the student by a name or pronoun that does not correspond with the student's gender identity.~~

12. Discrimination/Harassment/Bullying

It is the policy of the District to maintain a safe and supporting learning and educational environment that is free from harassment, intimidation, violence, and/or bullying and free from discrimination on account of gender, gender identity, and gender expression.

~~Complaints alleging discrimination or harassment based on a student's actual or perceived transgender status or gender non-conformity generally are to be handled in the same manner as sex discrimination, harassment or bullying complaints. Complaints alleging misconduct based on a student's actual or perceived transgender status or gender non-conformity shall be investigated and addressed pursuant to the applicable School District policy.~~ For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413). For information about the types of conduct that constitute violation of the

school district's policy on bullying and the school district's procedures for addressing such complaints, refer to the school district's policy on bullying (Policy 514).

~~These materials are for informational use only and are not to be construed as legal advice. If legal advice is needed, the school district's legal counsel should be contacted. While current at the time it was created, this document may be later superseded by legislative or other action.~~

~~© 2021 Minnesota School Boards Association. All rights reserved.~~