



Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN 55337
September 25, 2025
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 Chair Werb and Director Chester

In the case of inclement weather, the Board of Education's regularly scheduled meetings will be rescheduled to the following Monday at the same time and place, unless that Monday is a holiday, in which case a special meeting may be called.

I. Call to Order

A. Welcome

B. Pledge of Allegiance

II. Approval of Agenda

III. Information

A. Strategic Roadmap Dashboard Overview Report

Speaker(s): Dr. Latanya Daniels, Superintendent and Imina Oftedahl, Director of Curriculum, Instruction and Assessment

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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.
September 25, 2025**

To: Board of Education

From: Dr. Latanya Daniels, superintendent and Imina Oftedahl, director of curriculum, instruction and assessment

Date: September 25, 2025

Re: Strategic Roadmap Dashboard Overview Report

Strategic Dashboard Reporting

September 25, 2025

Dr. Latanya Daniels, superintendent

Imina Oftedahl, director of curriculum, instruction and assessment

Strategic Dashboard

- Dashboard Reporting
- Northstar Accountability
- Profile of Learner Implementation

Dashboard Reporting

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 district work to support it
Student Survey - June 25	Comprehensive Achievement and Civic Readiness (CACR) Outcome Gap* - Oct. 23	CACR Career & College Ready * - rigorous coursework - April 23	Parent/Community Survey and Equimetrics - June 25
Parent/Community Survey - June 25	Diverse Staff-hiring and retention - Nov. 6	CACR /A&I: Graduation* - Oct. 23	
Employee Indicators/Orgametrics - TBD	CACR/A&I: kindergarten literacy* - Oct. 23 A&I: rigorous coursework* - April 23 Discipline Disproportionality - March 26	Annual report on school/department innovative programs/actions -May 14	
	Enrollment - Nov. 6		*These are the data indicators found in the World's Best Work Force (WBWF), now Comprehensive Achievement and Civic Readiness (CACR)

North Star Support Identification

2025 is identification for the three-year cycle for support

- **Edward Neill**

- previously identified for academic performance for students in special education
- did not meet the exit criteria
- shift to comprehensive support in this next cycle

- **Sky Oaks**

- previously identified for academic performance for students in special education
- did not meet the exit criteria
- shift to comprehensive support in this next cycle

Purpose

- identify schools for support
- publicly report data
- recognize schools for success

North Star Support Identification

2025 is identification for the three-year cycle for support

- **Burnsville Alternative High School**
 - previously identified for 4-year graduation rates below 67%
 - did not meet the exit criteria target
 - shift to comprehensive support for that area in the next cycle
 - targeted support for
 - academic performance for students eligible for and Latino students
 - consistent attendance
- **Burnsville High School** identified as the “linked high school” as the BAHS feeder school

Purpose

- identify schools for support
- publicly report data
- recognize schools for success

North Star Support Identification

2025 is identification for the three-year cycle for support

- **Vista View-targeted support**
 - multiple student groups not meeting targets for academic performance averaged over the past three years
 - consistent attendance for students in special education
- **Virtual Academy Elementary-comprehensive support**
 - Title I school performing among the lowest 5% in the state across the last 3 years in the areas of academic performance and consistent attendance
- **Virtual Academy Secondary-targeted support**
 - academic performance
 - progress for English learners
 - consistent attendance

Purpose

- identify schools for support
- publicly report data
- recognize schools for success

MN Department of Education Support

- COMPASS Continuous Improvement Coaches
- Application of the MN Multi-tiered System of Support (MTSS) Framework
- Year 1 Focus: Comprehensive Needs Assessment

Targeted

- assigned COMPASS coach
- guidance on improvement process and strategies
- access to state resources
- coordinated with district programs and supports

Assistance to address consistent underperformance in specific students groups.

Comprehensive

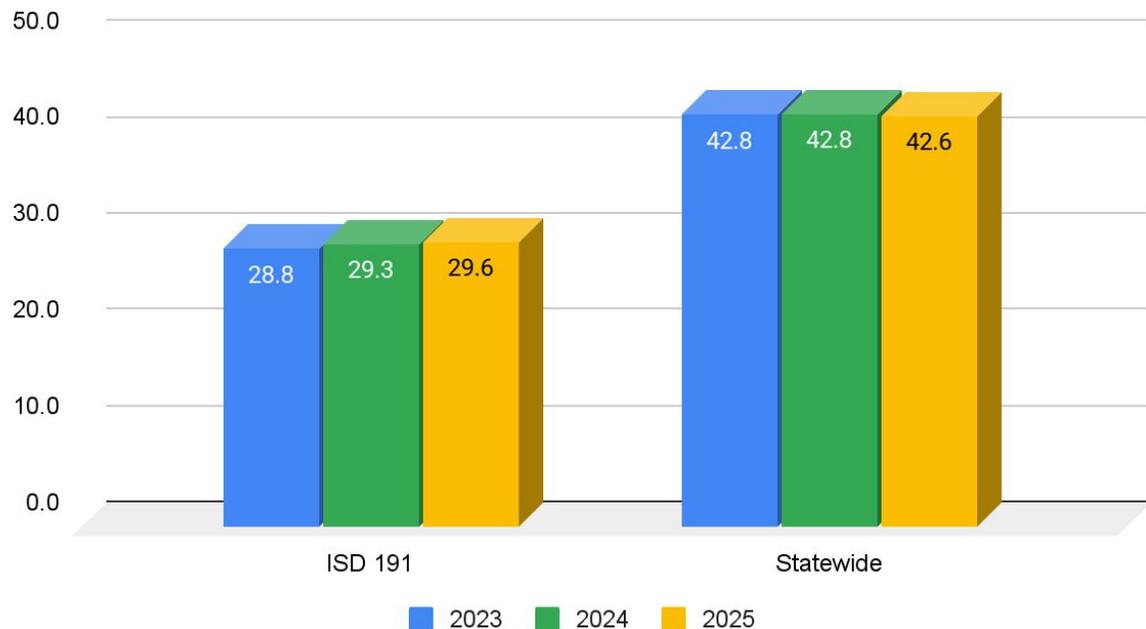
- customized onsite coaching
- technical assistance
- professional development
- coordinated with district programs and supports

Support is intensive, ongoing, tailored to support student outcomes

Northstar Accountability

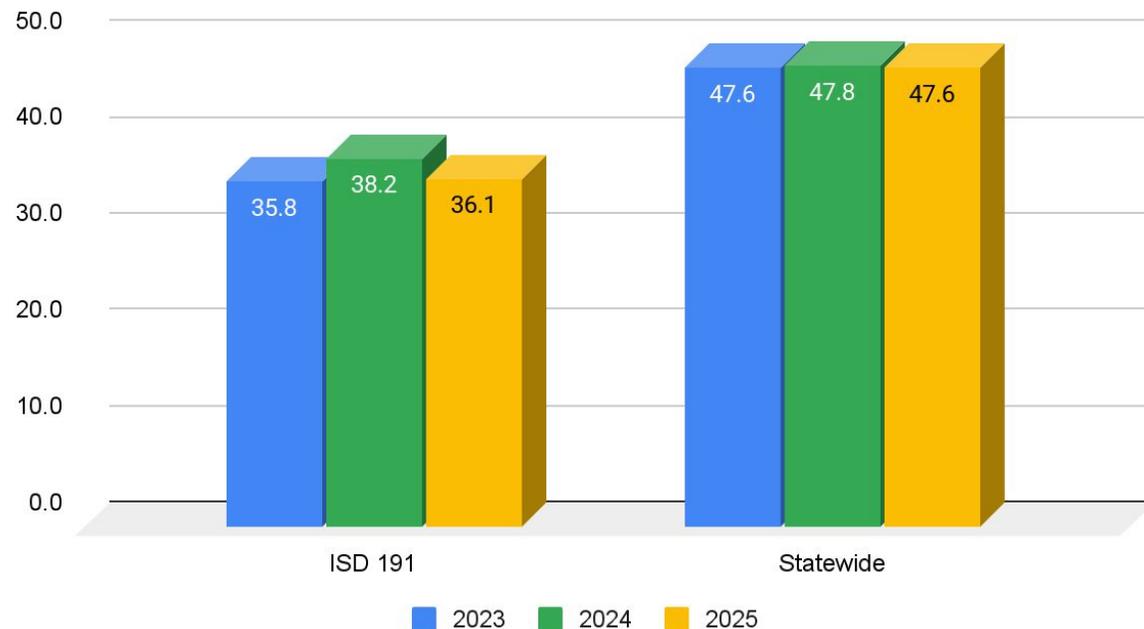
Math Achievement Trend - MCA

Percentage of students meeting or exceeding benchmark



Reading Achievement Trend - MCA

Percentage of students meeting or exceeding benchmark

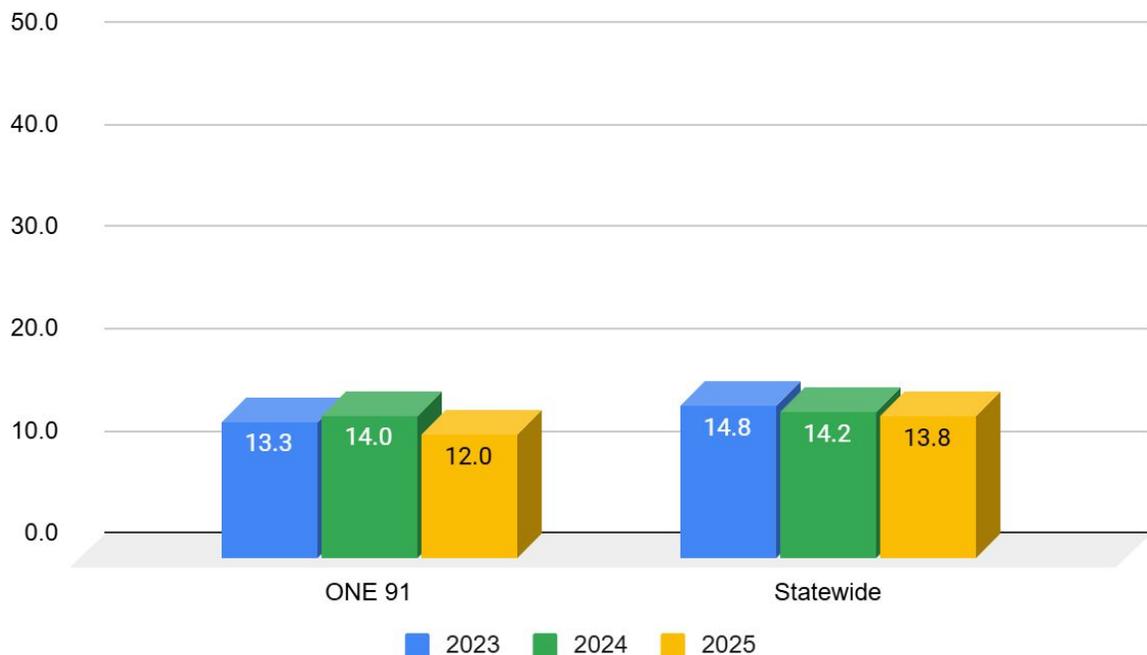


All students who meet enrollment criteria are included, whether or not they have a valid score.

Northstar Accountability

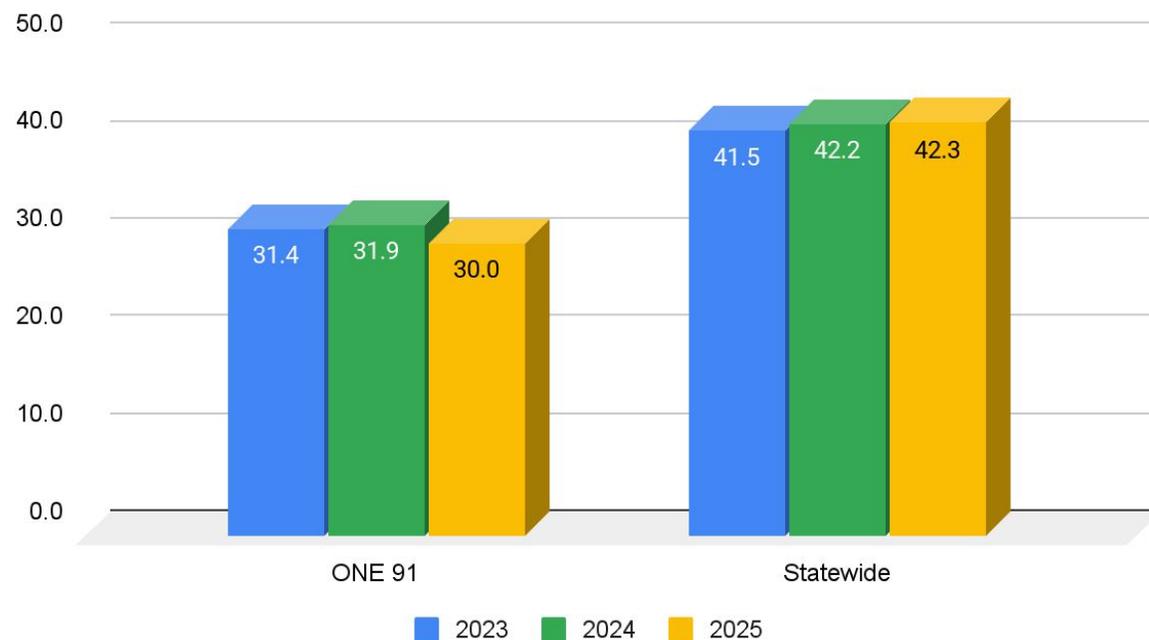
Math - Improved Achievement Level

Percentage of student improving from previous year



Math - Maintained Achievement Level

Percentage of students maintaining meet/exceed from previous year

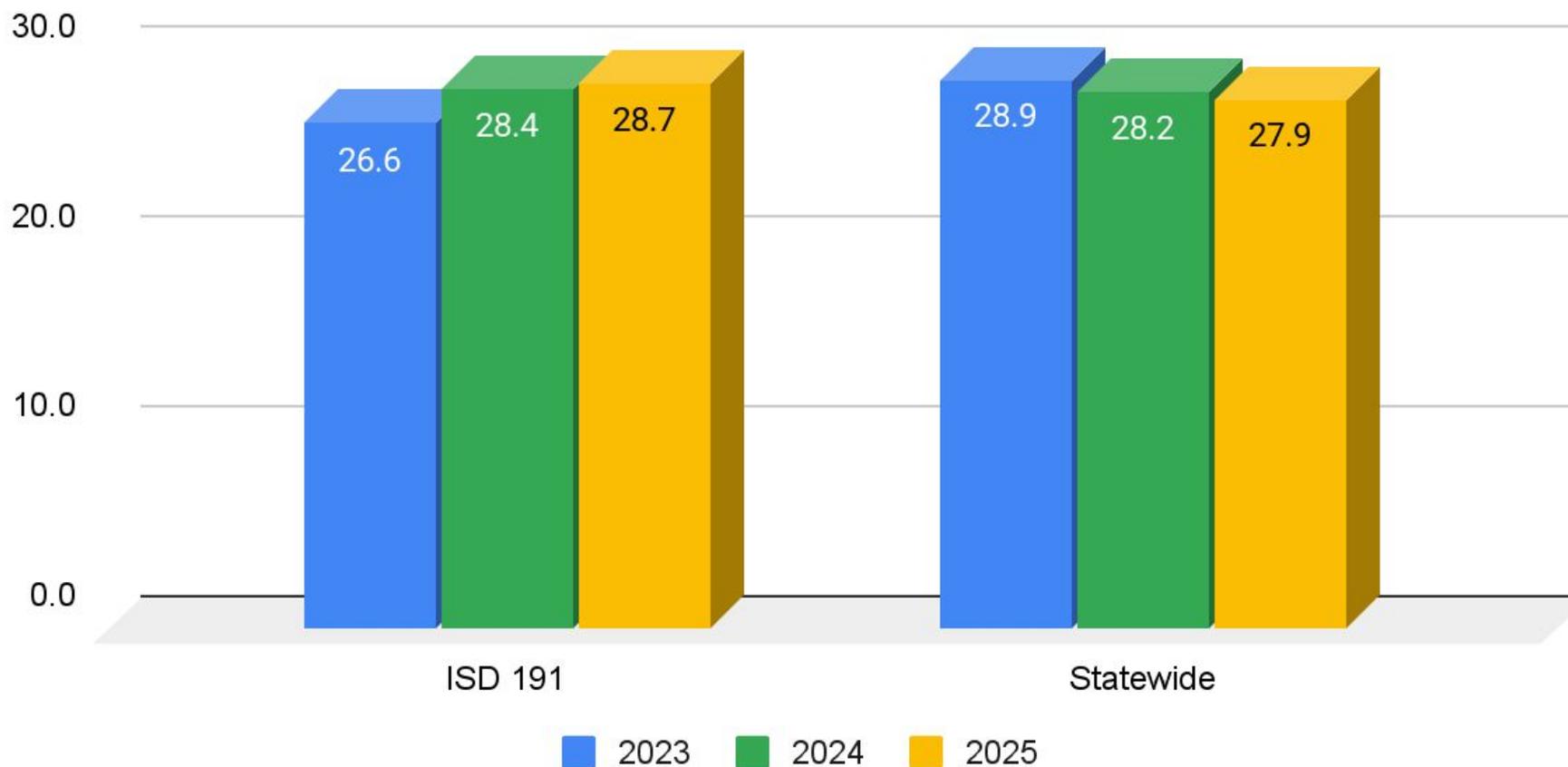


All students who meet enrollment criteria are included, whether or not they have a valid score.

Northstar Accountability

Progress Toward English Language Proficiency-ACCESS

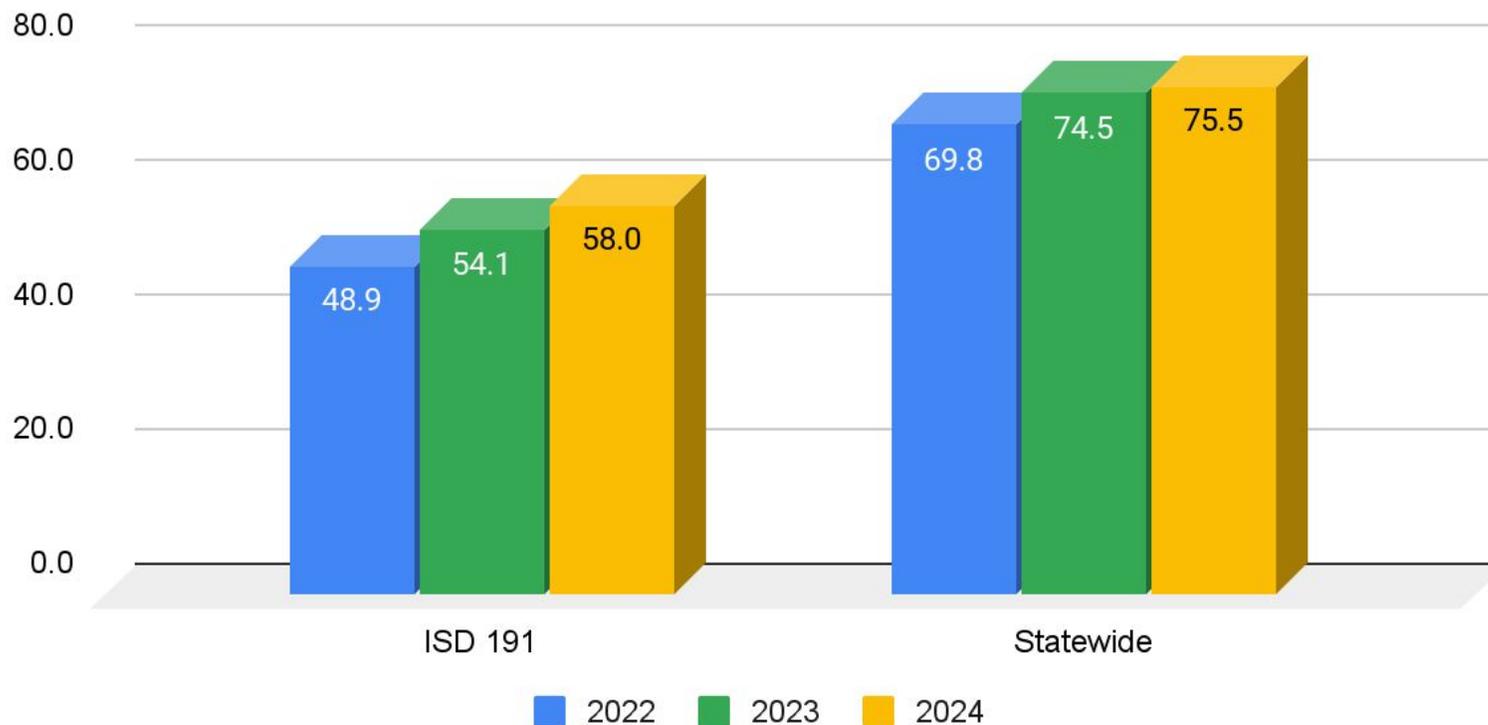
Percentage of English learners who reached or exceeded individual targets



Northstar Accountability

Consistent Attendance

Percentage of students attending more than 90%



Consistent attendance is a measure of students who attend more than 90% of the time they are enrolled.

Only students enrolled at the school for at least half the school year are included in the calculation.

NOTE: 2022 identification calculation combines data from 2018 and 2019, assigning equal weight to both years.

Our Actions

- Reading and Literacy
 - PK-5 foundational literacy implementation 2023-2026
 - Middle school FLEX/WIN for intervention 2025-2026
 - READ Act training and implementation 2023-2027
 - Intervention pilots for intermediate multilingual students 2025-2026
- Math
 - 9-12 math curriculum review with new standards 2025-2026
 - Middle school FLEX/WIN for intervention 2025-2026
 - 6-8 math intervention platform 2024-2026
- Language Proficiency
 - Additional staff and coaching to support programming 2024-2026
 - Integration of high school ELA / multilingual programming 2025-2026
- Consistent Attendance
 - Attendance Handbook 2025-2026
 - Attendance strategy implementation: awareness, family engagement, student incentives, data tracking for early warning 2024-2026

Profile of a Learner

- Statement that **summarizes the aspirations** of members of a community for their high school graduates.
- Expresses the knowledge, skills, abilities, and mindsets that make the individual **ready for the next step in life** beyond high school and graduation.
- Informs and **focuses the work of educators** along the preK-12 continuum.



Profile of a Learner

Profile of a Learner

ACADEMICALLY READY

- Thinks critically
- Collaborates and communicates with others
- Solves problems
- Applies knowledge and skills

FINANCIALLY READY

- Budgets and manages money responsibly
- Sets short- and long-term financial goals
- Understands consumer finance practices
- Differentiates between needs and wants

CIVIC-MINDED

- Aware of community & current events
- Participates in civic engagement
- Willing to serve
- Understands personal accountability

FUTURE READY

- Identifies aptitudes, interests, and passions
- Engages in networking and self-advocacy
- Pursues attainable goals
- Is adaptive and open-minded

CULTURALLY PROFICIENT

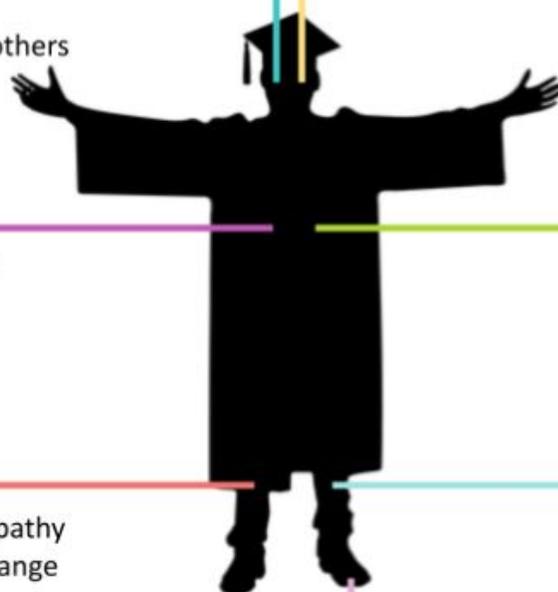
- Sees various perspectives & shows empathy
- Demonstrates advocacy for positive change
- Seeks diverse experiences
- Understands impacts of worldview and biases

LIFE READY

- Treats others respectfully
- Exhibits a growth mindset
- Demonstrates strong interpersonal relationship skills
- Regulates emotions & cares for self

WORKPLACE READY

- Values work and effort
- Demonstrates perseverance
- Manages and organizes time
- Exhibits professionalism



Profile of a Learner

- **Attributes of the Profile of a Learner in coursework**
- **Student demonstrations of the Profile attributes**
- **Student portfolio of achievements**



Profile of a Learner



- Align Profile with Curriculum and Instruction
 - course review to identify alignment 2024-25
 - student artifacts and assessments 2025-2026
 - mapping multiple student options and opportunities 2025-2027

- Student Demonstration of the Profile of a Learner
 - individual student portfolios collecting artifacts 2025-2026
 - integrate with career and college planning tools: Xello 2024-2027
 - interest surveys, course planning, transcripts, post-secondary applications, resume
 - artifacts save electronically
 - yearly reflection

thank
you

B. Report about District Facilities Summer Construction Projects**Speaker(s):** Dave Lake, Director of Operations



**Agenda III.B.
September 25, 2025**

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Dave Lake, director of operations

Date: September 25, 2025

Re: Report about District Facilities Summer Construction Projects

District 191 Facilities Summer Construction Projects

September 25, 2025

Dave Lake, director of operations and transportation

Summer Projects

Burnsville High School - Activities

- Main gym bleacher replacements
- Activity center and main gym floors refinishing
- Sound system replacement
- Interior painting and infill wall additions
- Main entries recarpeting
- Pool filtration system replacement
- Pool deck updates



Summer Projects

Burnsville High School - Site

- District freezer replacement
- Emergency generator mechanical updates
- Building exterior painting and repairs
- Interior wall and floor tile replacement
- Classroom and office repainting
- Media center window screen replacements
- Water heater, air handler and mechanical updates throughout the building



Summer Projects

Diamondhead Education Center

- Created a new Voluntary Pre-K classroom
- Classroom and office updates
- Building exterior repairs
- Additional security cameras
- Rooftop compressor replacements



Summer Projects

Eagle Ridge and Nicollet Middle Schools

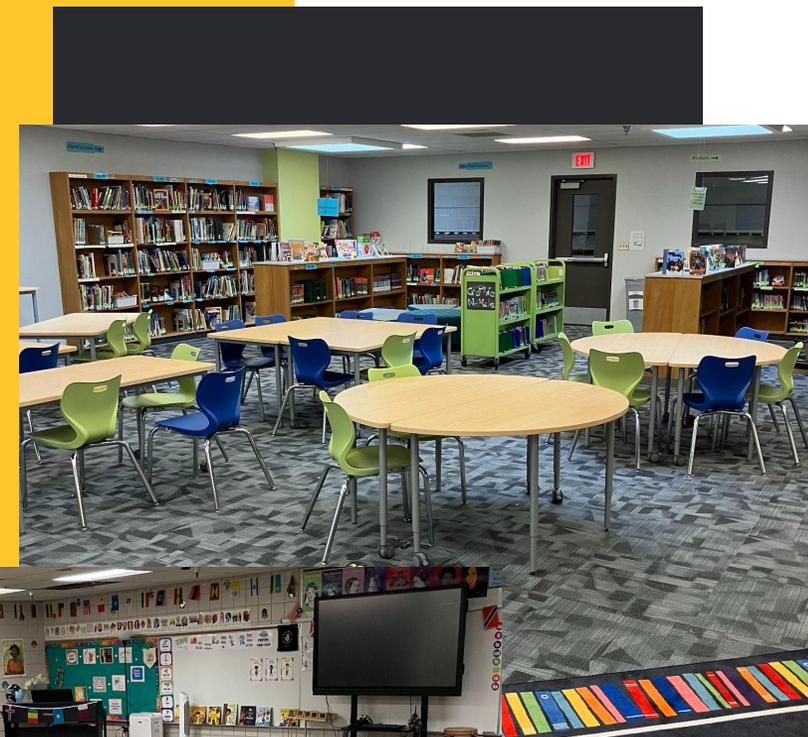
- Eagle Ridge Middle
 - Pool filtration system replacement
 - New ADA pool lift installed
 - Tennis courts resurfacing and painting
- Nicollet Middle
 - Public address system upgrade
 - Recarpeted media center and several rooms
 - Music department upgrades
 - New carpeting, flooring, casework and instrument storage



Summer Projects

Gideon Pond Elementary School

- New classroom carpeting and flooring
- Media center and music room flooring upgrades
- Main office and staff area updates
- Mechanical and air handler upgrades and repairs



Summer Projects

Districtwide

- Playground equipment installations
- New cafeteria tables at five sites
- ADA automatic door openers added
- Classroom and interior painting
- Sweeping and striping all district parking lots
- Sidewalk repairs and maintenance
- Mechanical, plumbing, HVAC, boiler and chiller upgrades



[THANK YOU!]

C. Language Access Plan

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Speaker(s): Isis Buchanan, Director of Educational Equity and Aaron Tinklenberg,
Director of Communications



**Agenda III.C.
September 25, 2025**

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Isis Buchanan, director of educational equity and Aaron Tinklenberg, director of communications

Date: September 25, 2025

Re: Language Access Plan

Notes:

- This is a new requirement from the state Legislature
- Per statute, the Plan must:
 - Be approved by the Board by spring 2026
 - Be available to the public & included in handbook
 - Include how the district provides language assistance, specifically interpreters for communication related to student academics
 - Include how the district will notify families about their rights
 - Be reviewed every two years & updated as appropriate
- The proposed District 191 Language Access Plan includes more than required; goal is to create a central location for families and staff on what resources are available and how to access them.

District 191 Language Access Plan

Overview & Purpose

The Burnsville-Eagan-Savage School District 191 Language Access Plan ensures that the district has a process in place to provide timely and effective communication with families and students in languages other than English. The plan contains guidelines, procedures and standards to ensure clear communication related to academic outcomes, progress, determinations, and placement of students in specialized programs and services.

District 191 views multilingualism as a strength and is committed to ensuring language is not a barrier to all students and families accessing services, engagement opportunities and information about their schools.

Definitions

Bilingual staff are fluent in multiple languages but are not trained interpreters. They can assist with simple tasks (helping with forms/relaying basic messages) but should not interpret or be pulled from primary duties.

English Learner (EL) is a student whose primary language is not English and requires language support.

Interpretation is the act of listening to a communication in one language (source language) and orally or via sign converting it to another language (target language). An interpreter must retain the same meaning as the original message without omitting information, summarizing or otherwise altering the message and without adding the interpreter's own thoughts or opinions.

Language Access Plan is a written document that describes how our district will provide services, processes and procedures to render effective language assistance to students and families who prefer to communicate in a language other than English.

Language Services refer to various services and resources facilitating communication between speakers who communicate in a language other than English, in a timely and meaningful way.

Multilingual Learner is a broad category that includes students who were never identified for English Learner (EL) status, students currently receiving English language instruction, and those who used to have EL status.

Preferred language is the language in which parents or guardians request services, resources, and communications from schools and the district.

Qualified interpreters are trained professionals who follow the National Code of Ethics and Standards to facilitate communication between individuals who do not share a common language.

Simultaneous Interpretation Equipment is equipment that allows a group of people to listen through headsets to information interpreted into their primary language. This method is most appropriate for large group settings and meetings where multiple languages are being interpreted simultaneously.

Translation is converting written text from one language into written text in another, maintaining the original material's intended meaning. For languages that rely on an oral tradition (i.e., Somali), an oral interpretation may be used in place of written translation.

Vital Documents are materials deemed vital to ensuring access to educational services, programs, and activities, or contain information required by law to translate or provide in audio format.

Notice of Language Services

District 191 informs families of the language support services that are available in a number of ways, including through school newsletters, printed flyers, posted notifications, in-person interactions, student handbooks and more.

Posted Notifications: Several language services signs are posted in schools, including “Interpreters Available” posters in multiple languages, language identification charts, and signs for commonly needed locations. These resources are available to staff on the Interpreter & Language Access tab of the Student Services “One Stop Shop” page of Staff Central.

[Folder School Signs in Multiple Languages](#)

Online Family Resources: The District 191 English Language program is detailed on the district's public facing website at

<https://www.isd191.org/learning/english-learners>.

ISD 191 Burnsville-Eagan-Savage

Interpreters Available Upon Request

Disponohen përkthyes nëse kërkohet
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المترجمون متوفرون عند الطلب
Թարգմանիչները Ներկա են ըստ Պահանջի
Tumaçi dostupni na zahtjev
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應要求提供口譯員

Interprètes disponibles sur demande
Auf Anfrage sind Dolmetscher verfügbar
विनंती इच्छीतु आदिपिआओ उपलब्ध छे
Entèprèt yo Disponib Sou Demann
מתורגמנים זמינים לפי בקשה
Muaj Neeg Txhais Lus Yog Thov Txog
ご要望により通訳が利用できます
요청이 있을 경우 통역자 제공
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Услуги переводчика предоставляются по запросу
Turjubaanno waxaa lagu heli karaa ado codsada
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درخواست پر مترجم دستیاب ہیں
Phiên dịch viên sẽ được cung cấp theo yêu cầu

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Interpretation Services

Interpretation from qualified interpreters is available for academic purposes such as placement of students in specialized programs, academic progress and academic outcomes, as well as for conferences, enrollment, informational meetings and more. Staff members who are working with interpreters have access to resources to support them with [working with language interpreters](#).

There are options available for families and staff to access interpretation services over the phone, via video call or in-person.

Accessing interpretation services

Information for staff is available on [StaffCentral](#), including a list of approved interpreters, instructions for using Language Line (an over-the-phone interpretation service), [Dialog One](#) virtual on demand interpreters, and

Families can ask for an interpreter by pointing to the language identification chart, which has translations for 26 languages. Many of our forms also include a space where parents can indicate if they need an interpreter and in which language.

Guidance for Using Interpreters

District 191 is committed to ensuring that all families have equitable access to clear and meaningful communication in the language they understand.

Use of Interpreters

Relying on untrained students, siblings, friends, or staff members to interpret is not acceptable. District 191 provides professional interpreter services at no cost to families. Staff are expected to use on-demand phone, in-person, or virtual interpreter services so that caregivers can fully understand information and engage in two-way communication.

ParentSquare Communication

ParentSquare, our mass notification system, allows families to:

- Select their preferred home language so that messages sent in English are automatically translated.
- Write messages in their preferred language, which are then translated into English for staff.

This ensures that families and staff can have two-way text conversations in the languages they know best.

All District 191 parents/guardians are automatically provided a ParentSquare account and invited to access it several times each year, though it's not necessary to use ParentSquare to receive notifications from or communicate back and forth with staff. More information about ParentSquare is available at www.isd191.org/parentsquare.

Cultural Liaisons

Cultural Liaisons have broad and important roles. They bring knowledge of the school system, special education, cultural backgrounds, and the local community. They can:

- Communicate directly with families or staff,
- Explain programs, and
- Provide staff with cultural information that supports understanding and respect.

We encourage staff to honor the distinct role of Cultural Liaisons and recognize the unique value they bring in building trust and connections with families.

Additional Supports

- Cultural Liaisons may be hired as interpreters outside of their regular work day.
- Some clerical staff are multilingual. When parents visit offices or call by phone, staff may use the parent's language to provide a welcoming and inclusive experience.

District 191 proactively translates vital documents, such as enrollment forms, educational benefits forms and many others, into Spanish and Somali, as these are the most requested languages. In addition, the District provides automatic translations through its major communications vehicles.

Website: Families can view all district and school websites in their preferred language by using the translation widget located at the bottom right corner of every page.

Electronic Messaging: The District's primary communication tool - ParentSquare - has an automatic translation feature so that newsletters, posts and direct messages sent through the tool are automatically delivered in the recipient's preferred language.

Accessing Translation Services:

Information about accessing translation services is available on [StaffCentral](#).

Additional Guidance: For information that is nuanced or particularly complex, it's recommended to use human translation to ensure accuracy in meaning and tone.

In addition, translation of written materials does not guarantee full access by families. When possible, audio or video versions of communications should be made available to increase accessibility.

Language Identification

Parents/Guardians: Preferred Language

At enrollment, parents and guardians share their preferred language, which is recorded in the district's student information system. This ensures schools can provide timely and accurate language support. Families may update their preferred language at any time by contacting their school, reflecting our commitment to honoring linguistic diversity and family choice.

Students: English Learner (EL) Identification

All families complete the Minnesota Language Survey (MNLS) during enrollment to share their child's language experiences. If responses indicate that a student may benefit from additional English language support, the district administers a state-approved proficiency assessment. Based on the results, students may qualify for English Language Development (ELD) services.

Families are notified within the required timeline if their child qualifies. The notification—shared through the District's Parent Notification Form—includes:

- The type and amount of ELD support their child will receive.
- The family's right to accept or decline services.

For more details, families can explore our [Language Instruction Education Program](#), which outlines how District 191 values multilingualism as an asset and partners with families to support student success.

This [District One91 English Learner Program Overview](#) brochure is translated, includes visuals and explains all components of our English Language Development program.

All District One91 staff share responsibility for creating inclusive communication by ensuring families have access to interpreters in their preferred language. This commitment supports equity, strengthens relationships, and honors the rich linguistic diversity of our community.

Staff have multiple opportunities to build their skills in using translation and interpreter tools. Learning may happen through professional training, step-by-step guides, video tutorials, or direct collaboration with in-person interpreters. Before a meeting, staff are encouraged to connect with interpreters to share the purpose of the meeting, review key terminology, and clarify common acronyms or technical language. These practices ensure that families receive information clearly and respectfully, while also recognizing interpreters as valued partners in fostering two-way communication.

Interpreters facilitate oral communication, conveying nuances and technical language, but do not offer opinions, advice, or work independently with families.

Translators work with written language, matching the tone of the original document.

Cultural Liaisons have broader roles, possessing knowledge of the school system, special education, cultural backgrounds, and the local community. They can communicate independently with families or school personnel, explaining programs, and providing cultural information to staff.

Dissemination of this Plan

The Language Access Plan will be published on the district website and highlighted in the student handbook. District 191 will actively share the plan with families, staff, and community members through multiple communication channels—including newsletters, emails, and the website—to ensure it is accessible to everyone.

By sharing the plan widely, the district affirms its commitment to honoring linguistic diversity, building trust, and ensuring every voice is heard and valued in our school community.

Biennial Review

The Board of Education will review the Language Access Plan every two years and make updates as needed to ensure it continues to reflect the strengths and needs of our community.

Evaluation of the plan will be ongoing and shaped by the voices of families and staff. Feedback will be gathered through surveys and in-person opportunities, including the District's Multilingual Learners Parent Advisory Group. This collaborative process values the lived experiences and cultural knowledge of our families, ensuring that the plan grows stronger and more responsive over time.

Legal References

Minn. Stat. 123B.32 (Language Access Plan)

123B.32 LANGUAGE ACCESS PLAN.

Subdivision 1. Language access plan required. Starting in the 2025-2026 school year, during a regularly scheduled public board hearing, a school board must adopt a language access plan that specifies the district's process and procedures to render effective language assistance to students and adults who communicate in a language other than English. The language access plan must be available to the public and included in the school's handbook.

§Subd. 2. Plan requirements. The language access plan must include how the district and its schools will use trained or certified spoken language interpreters for communication related to academic outcomes, progress, determinations, and placement of students in specialized programs and services; and how families and communities will be notified of their rights under this plan.

Subd. 3. Regular review. The board must review the plan every two years and update the plan as appropriate.

D. Recommendations for the Academic Calendar for the 2026-27 School
Year

Speaker(s): Dr. Chris Bellmont, Assistant Superintendent



**Agenda III.D.
September 25, 2025**

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Dr. Chris Bellmont, assistant superintendent

Date: September 25, 2025

Re: Recommendations for the Academic Calendar for the 2026-27 School Year

Notes:

- On May 8, 2025, the Board of Education asked for further engagement with the community around the 2026-27 school year calendar. Specifically, the Board was seeking community input around the question of starting school before or after Labor Day.
- Through our survey efforts, we received over 650 responses from the community.
- We received many comments that included concerns about not wanting to start before Labor Day because of family vacations and State Fair access.
- We also received many comments from people not wanting to start after Labor Day due to not wanting to end the school year so late into the month of June.
- At this time our team is recommending starting the school year with a four-day week, followed by a four-day Labor Day weekend, and then another four-day week. The last day of school, with our recommended version, would be June 4th.

Recommendations for the Academic Calendar for the 2026-27 School Year

September 25, 2025

Dr. Chris Bellmont, assistant superintendent

Policy Supported Parameters (602)

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- 170 Student Days
- 184 Teacher work days
- 187 Days for new teachers
- Four workshop days prior to first day with students
- Must start after Labor Day unless special circumstance
 - Legislative exceptions made for 2026-2027 and 2027-2028 school years (Spring 2025)

Policy Supported Parameters (602)

42

- Six non-student days for Professional Development (PD) and teacher preparation for conferences
 - One must be after both 1st and 2nd semester
 - One must be placed in preparation for fall and spring Family conferences
- Minimum of four K-12 Family Conference days, two in the fall and two in the spring

Policy Supported Parameters (602)

43

Non-Student Days (beyond conferences and professional development days):

- Labor Day
- Two Days in October for the annual MEA convention
- Thanksgiving and the Friday after Thanksgiving
- Preference - a Winter Break of at least seven days (excluding weekends)
- MLK Jr. Day
- Memorial Day

Design Team Members

Multi-Year Calendar Design Team including:

- Students (3)
- Parents (7)
- Administrators (9)
- Teachers (5)
- Social Worker(1)
- Cultural Liaisons (2)

Wendy Drugge &
Chris Belmont = Co-Facilitators

Grounded in our Core Values and CPSS



Design Team Process

- Design Team members met four times to discuss the 2026-27 School Calendar. Meetings were held virtually, in-person, and hybrid. There were also asynchronous feedback opportunities between meetings.
- The 2026-27 school calendar is somewhat unique as it features the latest possible date for Labor Day - September 7.
- There were 11 calendar versions developed for consideration - two options were ultimately selected by the Team to share with the Board in May.

Input Collection Process

- During the May Board meeting, after consideration of the two proposed calendar versions, the Board requested that the design team collect more input from the Community regarding the start date.
 - Fall survey sent out to families
 - Over 650 survey responses from the community
 - Themes identified on both sides of the question
 - Slightly more responses to the survey that expressed preference for an early start

Design Team Recommendations

Recommended Calendar version includes:

- School starts on August 31 and ends on June 3
- First two weeks of school are four-day weeks
- Grades K and 1 assessment days
- Fall Parent/Teacher conferences in conjunction with MEA break
- November 3 is a Remote Learning Day



Recommendations (Cont'd)

48

Recommended Calendar version includes:

- Winter break starts on December 24
- PD day on MLK (Jan) and President's Day (Feb)
- Spring break is March 29 - April 2
- Family Conferences are the 7th week in 1st quarter & 3rd quarter (first week of March)



Appreciation

Thank you to all who helped contribute to this important collaboration.



Burnsville-Eagan-Savage School District 191
2026 - 2027 School Year Calendar, version G2

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2027						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUGUST
 18-20 New Teacher Workshop (No Students)
 24-27 Professional Day (No Students)
 31 First Day of School grades 2-12

SEPTEMBER
 2 First Day of School grades K&1
 4 No Staff/No Students
 7 Labor Day (No Staff/No Students)

OCTOBER
 12-14 Parent-Teacher Conferences & Teacher Prep (No Students)
 15-16 Minnesota Educator Academy (No Staff/No Students)

NOVEMBER
 3 Remote Learning Day
 26-27 Fall Break (No Staff/No Students)

DECEMBER
 24-31 Winter Break (No Staff/No Students)

JANUARY
 1 New Year's Day (No Staff/No Students)
 15 Last Day of 1st Semester
 18 Professional Day (No Students)

FEBRUARY
 15 Professional Day (No Students)

MARCH
 3-5 Parent-Teacher Conferences & Teacher Prep (No Students)
 10 No School (No Staff/No Students)
 29-31 Spring Break (No Staff/No Students)

APRIL
 1-2 Spring Break (No Staff/No Students)

MAY
 17 Professional Day (No Students)
 31 Memorial Day (No Staff/No Students)

JUNE
 3 Last Day of School
 4 Graduation & Professional Day (No Students)

Total School Days.....170
Total Teacher Work Days.....184

2026-2027 Calendar:
Quarter 1
 Aug 31 - Nov 6
 43 days

Quarter 2
 Nov 9 - Jan 15
 41 days

Semester 1
 Aug 31 - Jan 15
 84 days

Quarter 3
 Jan 19 - Mar 19
 39 days

Quarter 4
 Mar 22 - June 3
 47 days

Semester 2
 Jan 26 - June 3
 86 days

[Days of School within each quarter](#)
Semester 1 = 84 days

Semester 2 = 86 days

Color Key:

No School for All Students
New Teacher Workshop (No Students)
Professional Day (No Students)
First & Last Day of School
Holiday (No Staff/No Students)
Parent-Teacher Conferences & Teacher Prep (No Students)
Remote Learning Day
Graduation



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**Agenda III.E.
September 25, 2025**

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Anna Werb, board chair

Date: September 25, 2025

Re: Committee, Board Appointment and School Assignment Reports

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

Board Committee	Board Member(s) Assigned
Legislative	Lesley Chester (Chair), Annemarie Anderson, Rachael Mikkelsen
Policy Review	Abigail Alt (Chair), Scott Hume, Rachael Mikkelsen
Negotiations	Scott Hume (Chair), Abigail Alt, Tyler Sachse

Other Board Assignments

Board Committee	Board Member(s) Assigned
Association of Metropolitan School Districts (AMSD)	Annemarie Anderson (primary) Scott Hume (alternate)
Burnsville Chamber of Commerce Policy Committee	Scott Hume (primary) Lesley Chester (alternate)
ISD 917	Lesley Chester (primary)
Foundation 191	Annemarie Anderson (primary) Rachael Mikkelsen (alternate)
MN School Board Association (MSBA)	Scott Hume (primary) Annemarie Anderson (alternate)
Burnsville Festival & Fire Muster	Abigail Alt
MN State HS League (MSHSL)	Tyler Sachse

School Assignments

School Name	Board Member Assigned
Burnsville Alternative HS (BAHS)	Rachael Mikkelson
Burnsville HS	Annemarie Anderson
Nicollet Middle School	Abigail Alt
William Byrne Elementary	Lesley Chester
Edward Neill Elementary	Scott Hume
Hidden Valley Elementary	Tyler Sachse

IV. Business Meeting

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.

September 25, 2025 Board Meeting

Board Members' Questions and Staff Responses regarding BoardBook materials

(Language Access Plan)

Board Member Question	Staff Response
<p>Language Access Plan It appears that we have an additional definition of "interpretation" located between "English Learner" and "Interpretation."</p> <p>Per statute, the BOE "must adopt a language access plan..." Given this, please add this plan as an action item under New Business. Reviewing a report is not the same as adopting the plan. We can then add it to our regular review cycle.</p>	<p>Thank you for noticing the definition duplication. We'll remove that and update the definition for Interpretation to include sign language, rather than just oral interpretation.</p> <p>As for approval, I believe the intent is to bring the plan back to the Board at the Oct. 9 meeting for action in order to leave room for any adjustments or changes (beyond minor edits) that may be needed following this presentation. Obviously, we could move forward with a different timeline, if needed or desired.</p>

(Strategic Roadmap Dashboard Overview)

Board Member Question	Staff Response
<p>Please elaborate on what is meant by, "All students who meet enrollment criteria are included, whether or not they have a valid score."</p> <p>On "Our Actions" slide, please add the school year(s) in which each action was or will be taken. In terms of implementation, it is understood that this likely spans multiple school years.</p> <p>Slide 16 - Same request. Please add school year(s) in which these steps have been or will be implemented.</p>	<p>This indicates the unique calculation of the North Star Accountability system and why the numbers might differ from those obtained from the Minnesota Report Card or are reported in other district reports. The North Star Accountability requires that students who have no test score for any reason are counted as "Does Not Meet."</p> <p>Enrollment criteria is complex - students enrolled in the MN school for at least half of the academic year, by Dec 15, with no significant gaps in the accountability window are included. However, there are some more specific rules for inclusion in the counts for students who received special education services, English learners, or dual-enrolled students.</p> <p>The Our Actions slide is intended to represent this current year; however, dates have been added that indicate those efforts that may be continuing from prior years or extending into the next</p>

(Levy)

Board Member Question	Staff Response
<p>While the levy amounts have increased from last year, so have our costs. The initial levy limitation for 2025 payable in 2026 was \$1.5M higher than this proposed levy. I'm assuming that we will now have a \$1.5M revenue shortfall from the property tax levy? Or perhaps it's not as much for the current fiscal year because the "payable in 2026" straddles two fiscal years?</p>	<p>The total amount is increasing by about \$3.6 million with a \$1.3 million increase over the last tax year for general revenue. This is partially due to an enrollment adjustment to the positive and state adjustments with the increase to the general formula.</p> <p>Now the payable in 26 does not equate to our FY26 budget. We will receive a large portion of the payment in late May of 2026 which will be booked in our FY26 budget, but next fall the county and state will make final adjustments for the payable 26 taxes and pay the difference which will fall into our FY27 budget. That is partially why our audits don't always align</p>

nicely to our budgets. To your point, when we set our FY25 budget in the spring of 2024 we still didn't have our levy amount provided by the state until that fall. So we built a FY25 budget with an unknown payable 25 amount that doesn't fully fall in the FY25 budget but also our FY26 budget. I call this one out because we did actually see a significant decline in our revenue for FY25 that impacts this year as well

(Custodial Contract)

Board Member Question	Staff Response
Where are we delineating the compensation increase in this agreement? Salary Schedule appears to be unchanged.	The schedule increases are not typically included because the information can be a little unwieldy. See table below.

BASE	CLASSIFICATION	JOB DESCRIPTION	Step 1	Step 2	Step 3	Step 4
	LVL I	LVL I -- GENERAL (B&C Shift)	\$ 18.30	\$ 21.45	\$ 24.50	\$ 25.50
	LVL II	LVL II -- COURIER	\$ 19.50	\$ 22.45	\$ 25.60	\$ 26.60
		LVL II -- GENERAL (A Shift)				
		LVL II -- GROUNDS				
		LVL II -- POOL				
	LVL III	LVL III - BUILDING LEAD	\$ 20.00	\$ 22.95	\$ 26.70	\$ 27.75
		LVL III - WAREHOUSE LEAD				
	LVL IV	LVL IV - MAINTENANCE	\$ 28.55	\$ 28.55	\$ 28.55	\$ 28.80

YEAR 1	CLASSIFICATION	JOB DESCRIPTION	Step 1	Step 2	Step 3	Step 4
	LVL I	LVL I -- GENERAL (B&C Shift)	\$ 18.50	\$ 21.70	\$ 24.75	\$ 26.10
	LVL II	LVL II -- COURIER	\$ 19.70	\$ 22.70	\$ 25.90	\$ 27.20
		LVL II -- GENERAL (A Shift)				
		LVL II -- GROUNDS				
		LVL II -- POOL				
	LVL III	LVL III - BUILDING LEAD	\$ 20.20	\$ 23.20	\$ 27.00	\$ 28.40
		LVL III - WAREHOUSE LEAD				
	LVL IV	LVL IV - MAINTENANCE	\$ 28.85	\$ 28.85	\$ 28.85	\$ 29.45

YEAR 2	CLASSIFICATION	JOB DESCRIPTION	Step 1	Step 2	Step 3	Step 4
	LVL I	LVL I -- GENERAL (B&C Shift)	\$ 18.70	\$ 21.95	\$ 25.00	\$ 26.70
	LVL II	LVL II -- COURIER	\$ 19.90	\$ 22.95	\$ 26.20	\$ 27.85
		LVL II -- GENERAL (A Shift)				
		LVL II -- GROUNDS				
		LVL II -- POOL				
	LVL III	LVL III - BUILDING LEAD	\$ 20.45	\$ 23.45	\$ 27.30	\$ 29.05
		LVL III - WAREHOUSE LEAD				
	LVL IV	LVL IV - MAINTENANCE	\$ 29.15	\$ 29.15	\$ 29.15	\$ 30.15

CLASSIFICATION	JOB DESCRIPTION	Step 1	Step 2	Step 3	Step 4
LVL I	LVL I -- GENERAL	\$ 0.20	\$ 0.25	\$ 0.25	\$ 0.60
LVL II	LVL II -- COURIER	\$ 0.20	\$ 0.25	\$ 0.30	\$ 0.60
	LVL II -- GENERAL	\$ -	\$ -	\$ -	\$ -
	LVL II -- GROUNDS	\$ -	\$ -	\$ -	\$ -
	LVL II -- POOL	\$ -	\$ -	\$ -	\$ -
LVL III	LVL III - BUILDING LEAD	\$ 0.20	\$ 0.25	\$ 0.30	\$ 0.65
	LVL III - WAREHOUSE LEAD	\$ -	\$ -	\$ -	\$ -
LVL IV	LVL IV - MAINTENANCE	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.65

CLASSIFICATION	JOB DESCRIPTION	Step 1	Step 2	Step 3	Step 4
LVL I	LVL I -- GENERAL	\$ 0.20	\$ 0.25	\$ 0.25	\$ 0.60
LVL II	LVL II -- COURIER	\$ 0.20	\$ 0.25	\$ 0.30	\$ 0.65
	LVL II -- GENERAL	\$ -	\$ -	\$ -	\$ -
	LVL II -- GROUNDS	\$ -	\$ -	\$ -	\$ -
	LVL II -- POOL	\$ -	\$ -	\$ -	\$ -
LVL III	LVL III - BUILDING LEAD	\$ 0.25	\$ 0.25	\$ 0.30	\$ 0.65
	LVL III - WAREHOUSE LEAD	\$ -	\$ -	\$ -	\$ -
LVL IV	LVL IV - MAINTENANCE	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.70

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

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 September 11, 2025

The regular meeting of the Board of Education was called to order by Chair Werb 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, Anderson, Mikkelsen, Sachse, Hume, Chester and Chair Werb were present. Superintendent Dr. Latanya Daniels, student board representative Feven Tesfaye, administrators, staff and members of the public were also present.

Attendance

Chair Werb welcomed the audience and asked Director Hume to lead the Pledge of Allegiance.

Pledge of Allegiance

Chair Werb held a moment of silence in honor of the victims of September 11th.

Moment of Silence

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

Agenda

Received a Summer Program Report from Jason Sellars, director of community services, Allison Jordan, supervisor of community education, Courtnee Jackson Floback, youth services and credit recovery Coordinator and Kaitlin Cantolla, early learning coordinator.

Reports

Received a Back-to-School report from Dr. Latanya Daniels, superintendent.

Received a Graduation Ceremony Security Review Closed Session Follow-up Report from Chair Werb.

Received a report from Feven Tesfaye, student board representative.

Received a report from Dr. Latanya Daniels, superintendent.

Received a board member report from Director Alt on the Burnsville Festival and Firemuster Events.

Moved by Chester, seconded by Mikkelsen, to approve the consent agenda:

-Approve the minutes for August 28, 2025

-Approve personnel recommendations for Kristen Thammalangsy, Hannah Alcorido, Jennifer Cerny, Scott Olson, Kara Fernung, Russell Tesmer, Trevor Crawford, Sean Simmons, Ryann Armstrong, Reese Moore, Misbah Hirani, Melissa Champion, Kelsey Osmond, Kathryn Nelson, Joel Fredricks, Heidi Lamont, Gabriel Hubbard, Coudjo Amegbleame, Cole Rogers, Andrew Stalock, Raquel Silva, Grace Springs, Blake Widness, Leon

Consent Agenda
 Minutes
 Personnel
 Recommendation
 Listening Session
 Policies

Sargent, Liubov Vasserman, Lori Brown, Jose Veliz, Eliud Larios, Kenzie Richards, Emily Powers, Jean Noss, Fatuma Ali, Patricia Mosey, Christine Rautio, Muhammad Sajjad, Josh Wastvedt, Sharron Stalock, Wanyi Xie, Janet Lopez, Courtney Mauser, Albert Padilla, Kimberly Robran, Steven McGee, Jeffrey Schwenn, Jafar Gulet, Burke Henderson, Brigitte Noeldner, Barbara Gierada, Allison Mode, Katie Woodcock, Josh Wastvedt.

- Receive report about listening session from August 28, 2025

- Approve, on a second reading basis, changes to Policy 621: *Literacy and the Read Act*.

- Approve, on a second reading basis, changes to Policies 418: *Drug-Free Workplace/Drug-Free School*, 501: *School Weapons Policy*, 503: *Student Attendance*, 515: *Protection and Privacy of Pupil Records*

- Approve, on a second reading basis, changes to Policy 206: *Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings/Data Privacy Considerations*.

The motion carried unanimously (7,0).

Moved by Hume, seconded by Chester, to adopt a Resolution to Accept Donations. The motion carried unanimously (7,0).

Donations

Moved by Anderson, seconded by Alt, to approve changes to the Boys Lacrosse Cooperative. The motion carried unanimously (7,0).

Boys Lacrosse Cooperative

Having no further agenda items, Chair Werb adjourned the meeting at 7:25 p.m.

Adjourn

/s/

Scott Hume, Clerk

09/11/2025

Date Approved

2. Approve Personnel Recommendations

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.

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

TO: Members, Board of Education
Dr. Latanya Daniels, Superintendent

FROM: Stacey Sovine, Executive Director of Administrative Services

DATE: September 25, 2025

RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE	HOURS / FTE
Certified	Appointment	Kristen Thammalangsy		Gideon Pond Elementary	Long-Term Substitute Teacher	9/4/2025 *correction	1.0 FTE
Certified	Appointment	Jennifer Lee		Nicollet Middle School	Teacher	09/22/2025	1.0 FTE
Certified	Appointment	Alexa Therese Ligan		Sky Oaks Elementary School	VPK Teacher	09/15/2025	1.0 FTE
Certified	Appointment	Kara Fernung		Edward Neill Elementary	Teacher	8/28/2025* correction	1.0 FTE
Certified	Appointment	Noah Olson		Burnsville High School	Teacher	09/15/2025	1.0 FTE
Certified	Appointment	Lanica Klein		Burnsville High School	Teacher	09/11/2025	1.0 FTE
Certified	Appointment	Laura Wilson		WM. Byrne Elementary School	Teacher	09/22/2025	1.0 FTE
Certified	Change of Assignment	Nicole Haspert		Burnsville High School	Licensed Alcohol and Drug Counselor	9/15/2025-6/4/2025	.80 FTE
Certified	Leave of Absence	Caitlin Wright-Connelly		Gideon Pond Elementary	Teacher	10/23/2025-11/16/2025	1.0 FTE
Certified	Resignation	Michael Anyirah		Burnsville High School	Teacher	08/27/2025	1.0 FTE
Certified	Resignation	Margaret Alie		Gideon Pond Elementary	Social Worker	09/22/2025	1.0 FTE
Classified	Appointment	Saikou Jawla		Eagle Ridge Middle School	Boys Soccer- Assistant Coach	09/10/2025	.90 FTE Stipend
Classified	Appointment	Peter Brynjegard		Eagle Ridge Middle School	National Junior Honor Society	09/30/2025	1.0 FTE Stipend
Classified	Appointment	Madison Carter		Eagle Ridge Middle School	Full Length Play- Assistant Director	09/30/2025	1.0 FTE Stipend
Classified	Appointment	Lori Keuler		Rahn Elementary School	Student Safety Patrols	09/30/2025	1.0 FTE Stipend
Classified	Appointment	Laura Hermansen		Eagle Ridge Middle School	Student Council	09/15/2025	.50 FTE Stipend
Classified	Appointment	Jody Plucinak		Rahn Elementary School	Student Council	09/30/2025	.3333 FTE Stipend
Classified	Appointment	Jafar Gulet		Burnsville High School	Debate- Assistant Coach	09/22/2025	.50 FTE Stipend
Classified	Appointment	Cara Slattery		Rahn Elementary School	Student Council	09/30/2025	.3333 FTE Stipend
Classified	Appointment	Amy Ha		Rahn Elementary School	Educational Assistant	10/06/2025	7.25 hours/day
Classified	Appointment	Katie Reeson		Rahn Elementary School	Peer Support	09/30/2025	.50 FTE Stipend
Classified	Appointment	Luisa Gaona		Nicollet Middle School	Girls Soccer- Assistant Coach	09/09/2025	1.0 FTE Stipend
Classified	Appointment	Katie Woodcock		Hidden Valley Elementary	Science Fair Leader	09/30/2025	1.0 FTE Stipend
Classified	Appointment	Alexis Johnson		Burnsville High School	Girls Soccer- Assistant Coach	08/21/2025	.90 FTE Stipend
Classified	Appointment	Jocelyn Wieg		WM. Byrne Elementary School	Educational Assistant	09/11/2025	7.25 hours/day
Classified	Appointment	Amber Krieg		Hidden Valley Elementary	Educational Assistant	09/11/2025	4.75 hours/day
Classified	Appointment	Scott Pearson		Burnsville High School	Girls Swim and Dive- Assistant Coach	09/02/2025	.70 FTE Stipend
Classified	Appointment	Jorae DuPont		Vista View Elementary School	Food Service Associate	09/16/2025	3.75 hours/day
Classified	Appointment	Ann Chamberlain		Rahn Elementary School	Educational Assistant	09/11/2025	7.25 hours/day
Classified	Appointment	Wendy Garcia		Burnsville High School	Clerical	09/11/2025	8 hours/day
Classified	Appointment	Sabrina Hertel		Burnsville High School	Girls Volleyball- Assistant Coach	08/11/2025	.853658 FTE Stipend
Classified	Appointment	Adnan Abdullahi		Nicollet Middle School	Boys Soccer- Assistant Coach	09/08/2025	1.0 FTE Stipend
Classified	Appointment	Mikayla Hubbard		Burnsville High School	Musical Choreographer	09/09/2025	1.0 FTE Stipend
Classified	Appointment	Katie Keller		Rahn Elementary School	Peer Support	09/30/2025	.50 FTE Stipend
Classified	Appointment	Aran Hartl		Rahn Elementary School	Student Council	09/30/2025	.3333 FTE Stipend
Classified	Appointment	Emily Hoffman		Nicollet Middle School	Yearbook Advisor	09/30/2025	1.0 FTE Stipend
Classified	Appointment	Dennis Benitez Perdomo		Burnsville High School	Custodian	09/22/2025	8 hours/day
Classified	Appointment	Luz Del Alba Veneroso Garcia		Diamondhead Education Center	Custodian	09/22/2025	8 hours/day
Classified	Change of Assignment	Nojelyn Kato		Rahn Elementary School	Educational Assistant	09/14/2025	4.5 hours/day
Classified	Change of Assignment	Kendyl Green		Rahn Elementary School	Educational Assistant	09/08/2025	3.5 hours/day
Classified	Change of Assignment	Desiree Solomon		Nicollet Middle School	Food Service- Assistant Manager	09/16/2025	7.5 hours/day
Classified	Change of Assignment	David Molina Urgiles		District-wide	Custodian	09/22/2025	8 hours/day
Classified	Change of Assignment	Briseida Gonzalez		Burnsville High School	Food Service Associate	10/01/2025	5.75 hours/day
Classified	Change of Assignment	Wendy Garcia		Burnsville High School	Administrative Assistant	09/22/2025	8 hours/day
Classified	Change of Assignment	Sonia Lopez Mantuano		Hidden Valley Elementary	Food Service Associate	09/22/2025	5.75 hours/day
Classified	Resignation	John Dahl		Nicollet Middle School	Wrestling- Assistant Coach	09/18/2025	1.0 FTE Stipend
Classified	Resignation	Danette Westerlund		Nicollet Middle School	Boys Basketball- Assistant Coach	09/23/2025	1.0 FTE Stipend
Classified	Resignation	Danette Westerlund		Nicollet Middle School	Girls Basketball- Assistant Coach	09/23/2025	1.0 FTE Stipend
Classified	Resignation	Bryan Dykstra		Nicollet Middle School	Wrestling- Head Coach	09/18/2025	1.0 FTE Stipend
Classified	Resignation	Amy Ha		Vista View Elementary School	Community Service Associate	10/03/2025	8 hours/day
Classified	Resignation	Ryan Dugan		Burnsville High School	Musical Instrumental Assistant	08/21/2025	.625 FTE Stipend
Classified	Resignation	Kylie Buffington		Gideon Pond Elementary	Educational Assistant	10/03/2025	6.5 hours/day
Classified	Resignation	Laurie Cook		Hidden Valley Elementary	Food Service Associate	09/19/2025	5.75 hours/day
Classified	Resignation	Colin Moe		Burnsville High School	Speech- Assistant Coach	07/17/2025	.50 FTE Stipend
Classified	Resignation	Marie Hansen		Burnsville High School	Burnsville Strong Advisor	05/16/2025	.25 FTE Stipend
Classified	Retirement	Timothy Needham		District-wide	Custodian	10/03/2025	8 hours/day

3. Approve Payroll, Receipts, Expenses and Investments

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 IV.A.3
September 25, 2025**

**To: Board of Educators
Dr. Latanya Daniels, Superintendent**

From: Tyler Dehne, Director of Finance

Date: September 12, 2025

Re: June Payroll, Claims and Receipts

Recommendation: That the Board approves June payroll checks in the net amount of \$6,377,014.36. June claims to date, wire transfers and adjustments totaling \$13,605,843.42. Also, that the Board accepts June receipts of \$22,166,350.97 and investments for the General Fund and OPEB of \$111,419,162.65 as of June 30, 2025.

June 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

**INDEPENDENT SCHOOL DISTRICT 191
FINANCIAL REPORT
June 2025**

Cash Receipts

Receipts	\$22,166,350.97	
Miscellaneous Adjustments		

TOTAL JUNE CASH RECEIVED		<u><u>\$22,166,350.97</u></u>
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CASH DISBURSEMENTS

June Payroll	\$6,377,014.36	
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A/P June Claims	Checks 495986-496310	\$3,557,821.10	
	Virtual Card 6000002171-6000002201	\$239,352.50	
	ACH-Emp/Vend 9000007561-9000007741	\$456,709.65	

June A/P Wires+P-card	\$9,351,412.60	
June Bank Fees	\$547.57	

TOTAL JUNE CASH DISBURSED		<u><u>\$19,982,857.78</u></u>
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TOTAL TO BE APPROVED		<u><u>\$19,982,857.78</u></u>
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	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>6/30/2025</u>
GENERAL FUND	\$26,004,014.97	\$73,419,122.19	\$99,423,137.16
OPEB	\$444,560.21	\$451,718.48	\$896,278.69
OPEB EQUITY INV	\$109,404.12	\$10,990,342.68	\$11,099,746.80
	<u><u>\$26,557,979.30</u></u>	<u><u>\$84,861,183.35</u></u>	<u><u>\$111,419,162.65</u></u>

Note: The attached investment reports are provided by our investment advisor, PMA Financial Network, Inc. These reports include our investment and money market balances.



Total Portfolio Report CAR

Report as of 6/30/2025

PMA Financial Network
2135 CityGate Lane
7th Floor
Naperville, IL 60563 66
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		06/30/2025			IS Balance	\$26,004,014.97	\$26,004,014.97	\$26,004,014.97	67
LTD		06/30/2025			LTD Balance		\$16,708,252.35	\$16,708,252.35	
SDA	SDA-1348596-1	06/30/2025			Savings Deposit Account - MNTrust Term Series-Flex (VNB)	\$12,328,369.56	\$12,328,369.56	\$12,328,369.56	
CD	CD-1357805-1	01/10/2024	07/08/2025	57416	Patriot Bank	\$233,050.00	\$249,870.80	\$233,050.00	4.834
CD	CD-1357806-1	01/10/2024	07/08/2025	68430	LATINO COMMUNITY CREDIT UNION	\$232,700.00	\$249,868.39	\$232,700.00	4.941
SEC	SEC-62977-1	01/17/2024	07/17/2025	639	BANK OF NEW YORK MELLON	\$244,507.46	\$244,000.00	\$244,000.00	4.455
SEC	SEC-62982-1	01/17/2024	07/17/2025	65378	MID AMERICAN CREDIT UNIO	\$248,522.79	\$248,000.00	\$248,000.00	4.704
CD	CD-1366312-1	08/08/2024	07/25/2025	57665	Veritex Community Bank	\$239,700.00	\$249,859.60	\$239,700.00	4.407
CD	CD-1366313-1	08/08/2024	07/25/2025	58534	Solera National Bank	\$238,350.00	\$249,858.52	\$238,350.00	5.021
CD	CD-1366596-1	08/15/2024	07/25/2025	68251	UNITED HERITAGE CREDIT UNION	\$239,800.00	\$249,846.12	\$239,800.00	4.445
TS	TS-298471-1	08/21/2024	07/25/2025		MN TRUST TERM SERIES	\$1,000,000.00	\$1,040,745.21	\$1,000,000.00	4.400
CD	CD-1352469-1	08/17/2023	08/18/2025	61093	VIBRANT CREDIT UNION	\$225,550.00	\$249,642.18	\$225,550.00	5.216
SEC	SEC-61291-1	08/25/2023	08/25/2025	66538	CONNEXUS CREDIT UNION	\$248,679.47	\$248,000.00	\$248,000.00	5.206
SEC	SEC-61294-1	08/28/2023	08/28/2025	60784	CALIFORNIA CREDIT UNION	\$243,653.17	\$243,000.00	\$243,000.00	5.257
SEC	SEC-63791-1	03/19/2024	09/19/2025	9396	VALLEY NATL BK WAYNE	\$243,505.19	\$243,000.00	\$243,000.00	4.905
SEC	SEC-63783-1	03/20/2024	09/22/2025	32992	MORGAN STANLEY BANK NA	\$243,508.72	\$243,000.00	\$243,000.00	4.855
SEC	SEC-63784-1	03/20/2024	09/22/2025	34221	MORGAN STANLEY PVT BANK	\$243,508.72	\$243,000.00	\$243,000.00	4.855
SEC	SEC-63788-1	03/21/2024	09/22/2025	3510	BANK OF AMERICA NA	\$243,506.08	\$243,000.00	\$243,000.00	4.855
SEC	SEC-63790-1	03/26/2024	09/26/2025	57512	WESTERN ALLIANCE BANK	\$243,504.94	\$243,000.00	\$243,000.00	4.905
TS	TS-1370876-1	11/15/2024	11/14/2025		MNTrust TERM SERIES	\$3,000,000.00	\$3,127,186.86	\$3,000,000.00	4.251
CD	CD-1355830-1	11/17/2023	11/18/2025	35518	The Federal Savings Bank	\$226,100.00	\$249,852.60	\$226,100.00	5.137
CD	CD-1355831-1	11/17/2023	11/18/2025	3887	First National Bank	\$226,950.00	\$249,869.26	\$226,950.00	5.036
TS	TS-297799-1	05/17/2024	11/18/2025		MN TRUST TERM SERIES	\$6,000,000.00	\$6,444,541.65	\$6,000,000.00	4.917
CD	CD-1371335-1	12/03/2024	12/03/2025	60377	Minnesota Power Employees Credit Union	\$239,700.00	\$249,887.25	\$239,700.00	4.250
SEC	SEC-67384-1	12/06/2024	12/05/2025	24808	SKYLA FEDERAL CU	\$248,355.36	\$248,000.00	\$248,000.00	4.253
TS	TS-298044-1	06/21/2024	12/17/2025		MN TRUST TERM SERIES	\$4,000,000.00	\$4,292,120.55	\$4,000,000.00	4.900
CD	CD-1357803-1	01/10/2024	01/12/2026	34607	First Internet Bank of Indiana	\$228,800.00	\$249,859.51	\$228,800.00	4.509
CD	CD-1366311-1	08/08/2024	01/26/2026	24888	WEST VIRGINIA CENTRAL FEDERAL CREDIT UNION	\$234,600.00	\$249,852.38	\$234,600.00	4.427
CD	CD-1373354-1	01/28/2025	01/26/2026	58626	GBank	\$239,800.00	\$249,760.08	\$239,800.00	4.176
CD	CD-1373355-1	01/28/2025	01/26/2026	29209	NexBank	\$240,000.00	\$249,887.52	\$240,000.00	4.143
CD	CD-1373356-1	01/28/2025	01/26/2026	29510	Affinity Bank, National Association	\$239,900.00	\$249,758.64	\$239,900.00	4.132
TS	TS-1370875-1	11/15/2024	01/26/2026		MNTrust TERM SERIES	\$3,500,000.00	\$3,677,954.82	\$3,500,000.00	4.247
TS	TS-1373353-1	01/30/2025	01/26/2026		MNTrust TERM SERIES	\$1,750,000.00	\$1,820,963.70	\$1,750,000.00	4.100
SEC	SEC-63786-1	03/20/2024	03/20/2026	57565	UBS BANK USA	\$248,684.57	\$248,000.00	\$248,000.00	4.655
SEC	SEC-63789-1	03/20/2024	03/20/2026	27572	COMMUNITY WEST BANK NA	\$248,685.17	\$248,000.00	\$248,000.00	4.605
SEC	SEC-63785-1	03/26/2024	03/26/2026	58311	COMMUNITY BANK DELAWARE	\$244,662.69	\$244,000.00	\$244,000.00	4.656
SEC	SEC-63787-1	03/27/2024	03/27/2026	34603	MVB BANK INC	\$248,684.57	\$248,000.00	\$248,000.00	4.655
CD	CD-1371332-1	12/03/2024	06/01/2026	33686	Bank Hapoalim B.M.	\$235,300.00	\$249,880.54	\$235,300.00	4.150
CD	CD-1366309-1	08/08/2024	07/27/2026	31840	Financial Federal Bank	\$230,200.00	\$249,898.18	\$230,200.00	4.350
CD	CD-1366310-1	08/08/2024	07/27/2026	57993	ServisFirst Bank	\$229,150.00	\$249,850.26	\$229,150.00	4.592
CD	CD-1366595-1	08/15/2024	07/27/2026	34966	First Capital Bank	\$231,900.00	\$249,925.70	\$231,900.00	3.990

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Lower of Cost/Par	Rate
TS	TS-298442-1	08/21/2024	07/27/2026		MN TRUST TERM SERIES	\$1,250,000.00	\$1,345,368.16	\$1,250,000.00	3.950
SEC	SEC-67357-1	12/04/2024	11/30/2026		US TREASURY N/B	\$1,998,730.47	\$2,110,000.00	\$1,998,730.47	4.036
SEC	SEC-69403-1	06/10/2025	12/10/2026	33380	ENTERPRISE BANK	\$244,513.86	\$244,000.00	\$244,000.00	3.9568
SEC	SEC-69404-1	06/13/2025	12/14/2026	33539	PREFERRED BANK LA CALIF	\$249,657.00	\$249,000.00	\$249,000.00	3.969
SEC	SEC-69490-1	06/18/2025	12/18/2026	33503	UNITY BANK	\$244,513.43	\$244,000.00	\$244,000.00	4.004
SEC	SEC-69406-1	06/20/2025	12/21/2026	12322	CHIPPEWA VALLEY BANK	\$244,515.00	\$244,000.00	\$244,000.00	4.004
SEC	SEC-68076-1	01/29/2025	01/15/2027		US TREASURY N/B	\$1,496,833.48	\$1,499,000.00	\$1,496,833.48	4.077
CD	CD-1378762-1	04/30/2025	01/25/2027	3719	American Commercial Bank & Trust, National Association	\$234,700.00	\$249,899.48	\$234,700.00	3.723
CD	CD-1378763-1	04/30/2025	01/25/2027	65722	Freedom Northwest Credit Union	\$234,000.00	\$249,685.61	\$234,000.00	3.853
TS	TS-1376535-1	03/21/2025	01/25/2027		MNTrust TERM SERIES	\$4,500,000.00	\$4,827,352.72	\$4,500,000.00	3.934
TS	TS-1378758-1	05/06/2025	01/25/2027		MNTrust TERM SERIES	\$4,500,000.00	\$4,785,453.99	\$4,500,000.00	3.681
					Sub Totals →	\$80,433,366.67	\$99,423,137.16	\$97,131,450.83	
					Totals →	\$80,433,366.67	\$99,423,137.16	\$97,131,450.83	

Time and Dollar Weighted Average Portfolio Yield: 4.11%

Weighted Average Portfolio Maturity: 240.06 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	12.41	\$12,328,369.56	SDA Account
CD	5.03	\$4,996,812.62	Certificate of Deposit
SEC	8.01	\$7,960,661.75	Securities
TS	31.56	\$31,361,687.66	Term Series
IS	26.17	\$26,004,014.97	IS Account
LTD	16.82	\$16,708,252.35	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 6/30/2025

PMA Financial Network
 2135 CityGate Lane
 7th Floor
 Naperville, IL 60563 70
 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
MMA	MMA-1360995-1	06/03/2025			MMA Balance	\$444,560.21	\$444,560.21	\$444,560.21	
CD	CD-1345485-1	12/27/2022	11/17/2025	29657	Great Midwest Bank, S.S.B.	\$222,800.00	\$249,847.31	\$222,800.00	4.196
CD	CD-1345555-1	12/28/2022	11/28/2025	33306	CIBC Bank USA	\$180,000.00	\$201,871.17	\$180,000.00	4.160
Sub Totals →						\$847,360.21	\$896,278.69	\$847,360.21	
Totals →						\$847,360.21	\$896,278.69	\$847,360.21	

Time and Dollar Weighted Average Portfolio Yield: 4.18%

Weighted Average Portfolio Maturity: 144.92 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
MMA	49.60	\$444,560.21	MMA Account
CD	50.40	\$451,718.48	Certificate of Deposit

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

CLIENT

Burnsville ISD 191 OPEB

INCEPTION DATE

11/01/2014

RELATIONSHIP TEAM

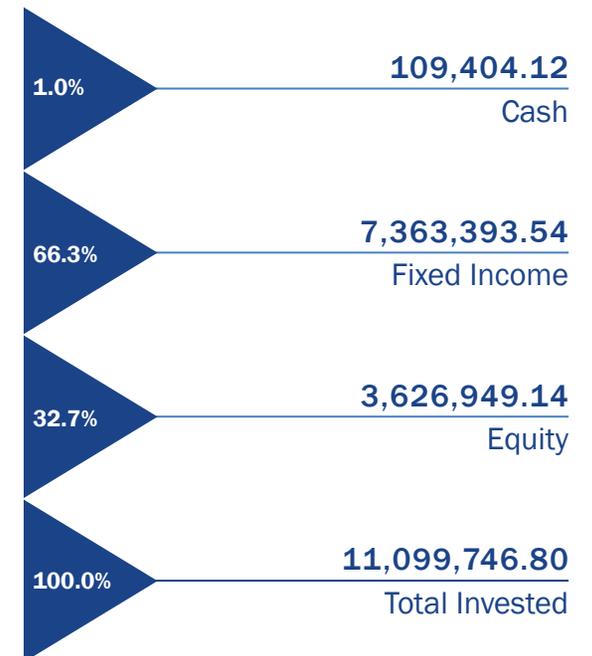
Kendra Shelland
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(612) 509-2579
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com

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VP, Investment Services
(612) 509-2565
SPumper@pmanetwork.com

PORTFOLIO OVERVIEW

	Value
Beginning Market Value	10,820,084.25
Contributions	0.00
Withdrawals	0.00
Net Investment Income	31,229.10
Unrealized Gain/Loss	236,275.99
Realized Gain/Loss	12,157.46
Ending Market Value	11,099,746.80

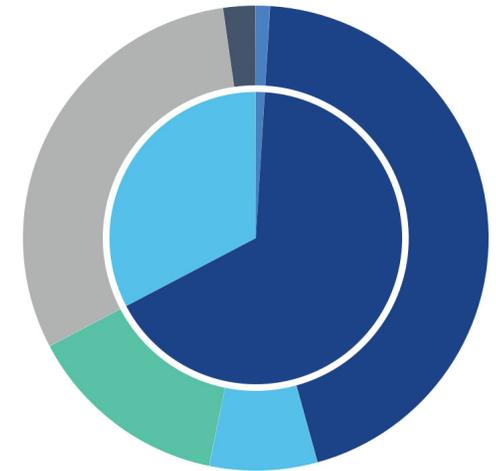
Compliance	Status
As of 06/30/2025	Compliant



INVESTMENT ALLOCATION

Sector	Amount	Allocation	Change	%
Cash				
TOTAL Cash	109,404.12	0.99%	13,443.90	14.01%
Fixed Income				
TOTAL Credit	4,967,357.40	44.75%	124,487.66	2.57%
Funds - Corporate	4,967,357.40	44.75%	124,487.66	2.57%
TOTAL Below Investment Grade	830,856.30	7.49%	11,126.16	1.36%
Funds - Below Investment Grade	830,856.30	7.49%	11,126.16	1.36%
TOTAL Mortgage Backed Security	1,565,179.84	14.10%	43,135.60	2.83%
Funds - MBS	1,565,179.84	14.10%	43,135.60	2.83%
TOTAL Fixed Income	7,363,393.54	66.34%	178,749.42	2.49%
Equity				
TOTAL Domestic Equity	3,377,672.42	30.43%	79,712.03	2.42%
Funds - Large Cap	3,128,136.00	28.18%	84,208.00	2.77%
Funds - Small Cap	249,536.42	2.25%	(4,495.97)	(1.77%)
TOTAL International Equity	249,276.72	2.25%	7,757.20	3.21%
Funds - International	249,276.72	2.25%	7,757.20	3.21%
TOTAL Equity	3,626,949.14	32.68%	87,469.23	2.47%
TOTAL Invested	11,099,746.80	100.00%	279,662.55	2.58%

CURRENT PERIOD ALLOCATION



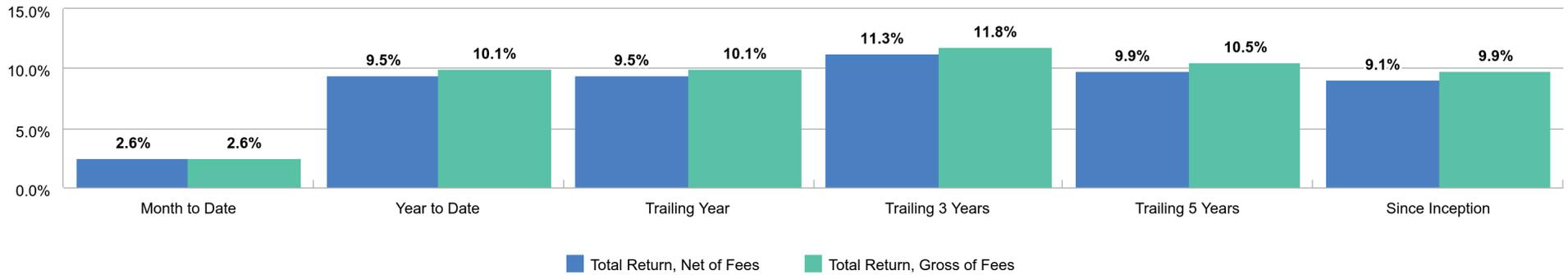
Asset Class

- Cash - 1.0%
- Fixed Income - 66.3%
- Equity - 32.7%

Sector

- Cash - 1.0%
- Credit - 44.8%
- Below Investment Grade - 7.5%
- Mortgage Backed Security - 14.1%
- Domestic Equity - 30.4%
- International Equity - 2.2%

HISTORICAL PERFORMANCE



HISTORICAL PERFORMANCE

	Month to Date	Year to Date	Trailing Year	Trailing 3 Years	Trailing 5 Years	Since Inception
Total Return, Net of Fees	2.58%	9.55%	9.55%	11.29%	9.93%	9.08%
Total Return, Gross of Fees	2.63%	10.09%	10.09%	11.85%	10.52%	9.88%

Since Inception Date: November 01, 2014

Periods greater than 1 year are annualized. Year to Date returns are presented fiscal year to date.

PERFORMANCE BY ASSET CLASS

Asset Class	Ending Market Value	Weight	Gross Total Return	Contribution
Cash	109,404.12	1.12%	0.34%	0.00%
Fixed Income	7,363,393.54	65.99%	1.46%	0.97%
Equity	3,626,949.14	32.89%	5.11%	1.65%
Portfolio Total	11,099,746.80	100.00%	2.63%	2.63%

Trade Date	Settle Date	Quantity	Security	Ticker	Identifier	Unit Price	Amount	Gain / Loss
Cash								
<i>Management Fee</i>								
06/16/2025	06/16/2025	(4,508.37)	US DOLLAR	USD	CCYUSD	—	(4,508.37)	0.00
—	—	(4,508.37)	Total Management Fee	—	—	—	(4,508.37)	0.00
<i>Money Market Fund Interest</i>								
06/30/2025	06/30/2025	0.00	GOLDMAN:FS GOVT INST	FGTX	38141W273	—	400.96	—
—	—	0.00	Total Money Market Fund Interest	—	—	—	400.96	—
Funds - Corporate								
<i>Buy</i>								
06/23/2025	06/24/2025	200.00	VANGUARD SH-TM B ETF	BSV	921937827	78.4400	(15,689.00)	—
06/23/2025	06/24/2025	180.00	VANGUARD TOT BD ETF	BND	921937835	73.1900	(13,175.10)	—
06/27/2025	06/30/2025	190.00	VANGUARD SH-TM B ETF	BSV	921937827	78.5950	(14,934.00)	—
06/27/2025	06/30/2025	440.00	VANGUARD TOT BD ETF	BND	921937835	73.3650	(32,282.80)	—
—	—	1,010.00	Total Purchases	—	—	—	(76,080.90)	—
<i>Equity Dividend</i>								
06/02/2025	06/04/2025	0.00	VANGUARD SH-TM B ETF	BSV	921937827	—	4,005.12	—
06/02/2025	06/04/2025	0.00	VANGUARD TOT BD ETF	BND	921937835	—	11,979.70	—
—	—	0.00	Total Equity Dividend	—	—	—	15,984.82	—
Funds - Below Investment Grade								
<i>Equity Dividend</i>								
06/02/2025	06/05/2025	0.00	ISHARES:IBOXX \$HY CORP	HYG	464288513	—	3,869.13	—
—	—	0.00	Total Equity Dividend	—	—	—	3,869.13	—
Funds - MBS								
<i>Buy</i>								
06/27/2025	06/30/2025	500.00	VANGUARD MTG-BK IDX ETF	VMBS	92206C771	46.2000	(23,102.50)	—
—	—	500.00	Total Purchases	—	—	—	(23,102.50)	—
<i>Equity Dividend</i>								
06/02/2025	06/04/2025	0.00	VANGUARD MTG-BK IDX ETF	VMBS	92206C771	—	5,347.45	—
—	—	0.00	Total Equity Dividend	—	—	—	5,347.45	—
Funds - Large Cap								
<i>Equity Dividend</i>								
06/16/2025	06/20/2025	0.00	ISHARES:ESG A MSCI USA	ESGU	46435G425	—	7,620.23	—



Transaction and Interest Summary

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June 1 - June 30, 2025

Trade Date	Settle Date	Quantity	Security	Ticker	Identifier	Unit Price	Amount	Gain / Loss
—	—	0.00	Total Equity Dividend	—	—	—	7,620.23	—
Sell								
06/27/2025	06/30/2025	(480.00)	ISHARES:ESG A MSCI USA	ESGU	46435G425	134.4200	64,519.20	10,179.46
—	—	(480.00)	Total Sales	—	—	—	64,519.20	10,179.46
Funds - Small Cap								
Equity Dividend								
06/20/2025	06/24/2025	0.00	VANGUARD RUS 2000 ID ETF	VTWO	92206C664	—	764.64	—
—	—	0.00	Total Equity Dividend	—	—	—	764.64	—
Sell								
06/23/2025	06/24/2025	(200.00)	VANGUARD RUS 2000 ID ETF	VTWO	92206C664	84.4000	16,879.00	1,978.00
—	—	(200.00)	Total Sales	—	—	—	16,879.00	1,978.00
Funds - International								
Equity Dividend								
06/20/2025	06/24/2025	0.00	VANGUARD TOT I S ETF	VXUS	921909768	—	1,750.24	—
—	—	0.00	Total Equity Dividend	—	—	—	1,750.24	—

Ticker	Identifier	Current Units	Description	Rating	Coupon Rate	Effective Maturity	Final Maturity	Original Cost	Market Price	Market Value + Accrued	Interest / Dividend Income	Dividend Yield	Yield	Book Yield
Cash														
<i>Cash</i>														
FGTX	38141W273	109,003.16	GOLDMAN:FS GOVT INST	AAA	4.23%	06/30/2025	06/30/2025	109,003.16	1.0000	109,003.16	7,175.08	—	4.23%	4.23%
USD	CCYUSD	400.96	Receivable	AAA	0.00%	06/30/2025	06/30/2025	400.96	1.0000	400.96	0.00	—	0.00%	0.00%
—	—	109,404.12	—	AAA	4.21%	—	—	109,404.12	—	109,404.12	7,175.08	—	4.21%	4.21%
Fixed Income														
<i>Mortgage Backed Security</i>														
<i>Funds – MBS</i>														
VMBS	92206C771	33,776.00	VANGUARD MTG-BK IDX ETF	—	—	—	—	1,523,617.91	46.3400	1,565,179.84	62,718.43	3.77%	—	—
—	—	33,776.00	—	NA	—	—	—	1,523,617.91	—	1,565,179.84	62,718.43	3.77%	—	—
<i>Credit</i>														
<i>Funds - Corporate</i>														
BND	921937835	50,470.00	VANGUARD TOT BD ETF	—	—	—	—	3,958,593.18	73.6300	3,716,106.10	136,538.99	3.73%	—	—
BSV	921937827	15,899.00	VANGUARD SH-TM B ETF	—	—	—	—	1,229,478.33	78.7000	1,251,251.30	29,431.95	3.58%	—	—
—	—	66,369.00	—	NA	—	—	—	5,188,071.51	—	4,967,357.40	165,970.94	3.69%	—	—
<i>Below Investment Grade</i>														
<i>Funds - Below Investment Grade</i>														
HYG	464288513	10,302.00	ISHARES:IBOXX \$HY CORP	—	—	—	—	792,026.00	80.6500	830,856.30	52,088.15	5.76%	—	—
—	—	10,302.00	—	NA	—	—	—	792,026.00	—	830,856.30	52,088.15	5.76%	—	—
Equity														
<i>Domestic Equity</i>														
<i>Funds - Large Cap</i>														
ESGU	46435G425	23,120.00	ISHARES:ESG A MSCI USA	—	—	—	—	2,713,841.60	135.3000	3,128,136.00	35,253.22	1.11%	—	—
—	—	23,120.00	—	—	—	—	—	2,713,841.60	—	3,128,136.00	35,253.22	1.11%	—	—
<i>Funds - Small Cap</i>														

Ticker	Identifier	Current Units	Description	Rating	Coupon Rate	Effective Maturity	Final Maturity	Original Cost	Market Price	Market Value + Accrued	Interest / Dividend Income	Dividend Yield	Yield	Book Yield
VTWO	92206C664	2,861.00	VANGUARD RUS 2000 ID ETF	—	—	—	—	231,314.84	87.2200	249,536.42	2,967.69	1.27%	—	—
—	—	2,861.00	—	—	—	—	—	231,314.84	—	249,536.42	2,967.69	1.27%	—	—
<i>International Equity</i>														
<i>Funds - International</i>														
VXUS	921909768	3,608.00	VANGUARD TOT I S ETF	—	—	—	—	221,869.27	69.0900	249,276.72	7,861.41	2.83%	—	—
—	—	3,608.00	—	—	—	—	—	221,869.27	—	249,276.72	7,861.41	2.83%	—	—
Total Invested		249,440.12	—	AAA	4.21%	—	—	10,780,145.25	—	11,099,746.80	334,034.92	3.05%	4.21%	4.21%

AP Check Register

AP Run: 20250603 AP — Post Date: 2025-06-03 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/03/2025	495986	Check	A.J. Moore Electric Inc	928491	AP Merch	5,187.73
06/03/2025	495987	Check	Amergis Healthcare Staffing Inc	931201	AP Merch	19,463.60
06/03/2025	495988	Check	Annis, Aaron	930660	AP Merch	95.00
06/03/2025	495989	Check	Artis, Roger, III	927779	AP Merch	70.00
06/03/2025	495990	Check	Bix Produce Company	900477	AP Merch	11,950.85
06/03/2025	495991	Check	Bosholm, Kelli	500055	AP Merch	483.88
06/03/2025	495992	Check	Carlson, Ashleigh	922414	AP Merch	60.00
06/03/2025	495993	Check	Centerpoint Energy	902519	AP Merch	2,919.07
06/03/2025	495994	Check	Central McGowan, Inc.	931080	AP Merch	418.91
06/03/2025	495995	Check	Crystal Lake Golf Club Inc	922701	AP Merch	1,500.00
06/03/2025	495996	Check	Dakota County Tech College	900906	AP Merch	3,000.00
06/03/2025	495997	Check	Dakota Printing Inc	926840	AP Merch	628.00
06/03/2025	495998	Check	Department Of Human Services	909837-2	AP Merch	1,238.00
06/03/2025	495999	Check	Dewald, Rina C	920524	AP Merch	540.00
06/03/2025	496000	Check	Education Minnesota	928531	AP Merch	69.00
06/03/2025	496001	Check	Electro Watchman Inc	901078	AP Merch	5,395.97
06/03/2025	496002	Check	Ertl, Robert	926103	AP Merch	1,850.00
06/03/2025	496003	Check	Foundation 191	928202	AP Merch	125.66
06/03/2025	496004	Check	Gannon, Andrew	931417	AP Merch	90.00
06/03/2025	496005	Check	Garrett, Scott	929054	AP Merch	90.00

AP Check Register

AP Run: 20250603 AP — Post Date: 2025-06-03 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/03/2025	496006	Check	Griswold, Kevin	930063	AP Merch	105.00
06/03/2025	496007	Check	Guled, Hawa	931394	AP Merch	240.00
06/03/2025	496008	Check	Hamann, Ronald	908860	AP Merch	95.00
06/03/2025	496009	Check	Heartland Signs & Vehicle Graphics	928107	AP Merch	208.00
06/03/2025	496010	Check	Imperial Dade	904186-1	AP Merch	13,697.44
06/03/2025	496011	Check	Innovative Office Solutions LLC	924274	AP Merch	39,241.65
06/03/2025	496012	Check	Inver Hills Community College	901029	AP Merch	63,000.00
06/03/2025	496013	Check	Jasso, Severa E	922010	AP Merch	60.00
06/03/2025	496014	Check	Kennedy and Graven Chartered	908356	AP Merch	2,625.00
06/03/2025	496015	Check	Knutson, Greg	929173	AP Merch	190.00
06/03/2025	496016	Check	Lake City Area Schools	922686	AP Merch	240.00
06/03/2025	496017	Check	Lakeville South High School	902673-10	AP Merch	200.00
06/03/2025	496018	Check	Lakeville Trophy	908857	AP Merch	102.67
06/03/2025	496019	Check	Lamprecht, John	928748	AP Merch	67.76
06/03/2025	496020	Check	Lehner, Kenneth	927193	AP Merch	105.00
06/03/2025	496021	Check	Link Interpret	929933	AP Merch	485.00
06/03/2025	496022	Check	Messerli & Kramer PA	923866	AP Merch	21.90
06/03/2025	496023	Check	MN State High School League (MSHSL)	902445	AP Merch	200.00
06/03/2025	496024	Check	MRI Software LLC	929957	AP Merch	242.00

AP Check Register

AP Run: 20250603 AP — Post Date: 2025-06-03 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/03/2025	496025	Check	Napa Auto Parts	903519	AP Merch	58.57
06/03/2025	496026	Check	NCPERS Group Life Ins	908769	AP Merch	32.00
06/03/2025	496027	Check	Office of MNIT Services	906477	AP Merch	1,692.60
06/03/2025	496028	Check	Perez, Melissa M	924879	AP Merch	2,508.00
06/03/2025	496029	Check	Plaman, Brad	930416	AP Merch	95.00
06/03/2025	496030	Check	Planer, Sharon	929748	AP Merch	440.00
06/03/2025	496031	Check	Pothini, Seema	925931	AP Merch	60.13
06/03/2025	496032	Check	Prior Lake High School	921458	AP Merch	120.00
06/03/2025	496033	Check	Sachs, Frank	930154	AP Merch	560.50
06/03/2025	496034	Check	Safeway Driving School	926796	AP Merch	23,050.00
06/03/2025	496035	Check	School Services Employees Local 284	907382	AP Merch	3,136.26
06/03/2025	496036	Check	Second Harvest Heartland	928183	AP Merch	936.68
06/03/2025	496037	Check	Souers, Randy	929049	AP Merch	105.00
06/03/2025	496038	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	3,341.03
06/03/2025	496039	Check	Sunbelt Staffing LLC	930586	AP Merch	23,632.63
06/03/2025	496040	Check	Texas Quiz Bowl Alliance	931431	AP Merch	160.00
06/03/2025	496041	Check	The Honor Cord Company	931413	AP Merch	325.00
06/03/2025	496042	Check	The Stepping Stones Group LLC	931308	AP Merch	11,750.00
06/03/2025	496043	Check	Timm, Ronald	931420	AP Merch	163.80
06/03/2025	496044	Check	Transportation Plus, Inc.	906215	AP Merch	906.00

AP Check Register

AP Run: 20250603 AP — Post Date: 2025-06-03 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/03/2025	496045	Check	Upper Lakes Foods Inc	929826	AP Merch	51,172.89
06/03/2025	496046	Check	Viking Electric Supply Inc	904243	AP Merch	66.91
06/03/2025	496047	Check	Wagner, Adrian	930902	AP Merch	95.00
06/03/2025	496048	Check	Wand Enterprises	931129	AP Merch	1,423.54
06/03/2025	496049	Check	Welsh, Nickie	930298	AP Merch	80.00
06/03/2025	496050	Check	Young Americans Schools of Self-Defense	931337	AP Merch	474.00
Total:						\$302,687.63

20250603 AP Summary

Type	Count	Amount
Regular	65	302,687.63
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	65	\$302,687.63

AP Check Register

AP Run: 20250611 AP — Post Date: 2025-06-11 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/11/2025	496051	Check	Advanced Commercial Kitchens	930100	AP Merch	3,875.54
06/11/2025	496052	Check	Advanced Imaging Solutions	928551-1	AP Merch	11,849.26
06/11/2025	496053	Check	AIM Electronics Inc	900017	AP Merch	1,999.00
06/11/2025	496054	Check	All In One Translation Agency LLC	923652	AP Merch	110.00
06/11/2025	496055	Check	Amergis Healthcare Staffing Inc	931201	AP Merch	17,463.20
06/11/2025	496056	Check	Aqua Engineering Inc	900106	AP Merch	8,947.65
06/11/2025	496057	Check	Arrow Lift	926468	AP Merch	106.26
06/11/2025	496058	Check	Arvig	928649	AP Merch	2,853.95
06/11/2025	496059	Check	Bimbo Bakeries USA	902333-1	AP Merch	4,664.10
06/11/2025	496060	Check	Bix Produce Company	900477	AP Merch	24,191.25
06/11/2025	496061	Check	Campbell, Elizabeth	931439	AP Merch	300.00
06/11/2025	496062	Check	Carrier Corporation	900707-1	AP Merch	3,247.64
06/11/2025	496063	Check	CESO Communications LLC	930130	AP Merch	641.74
06/11/2025	496064	Check	CESO HR, LLC	930763	AP Merch	2,437.50
06/11/2025	496065	Check	Charpentier Enterprises LLC	931223	AP Merch	599.95
06/11/2025	496066	Check	City of Burnsville	900673	AP Merch	2,163.00
06/11/2025	496067	Check	City of Burnsville - Utilities	904226	AP Merch	13,258.43
06/11/2025	496068	Check	City of Eagan - Utilities	901002	AP Merch	5,731.71
06/11/2025	496069	Check	City of Savage - Utilities	909588	AP Merch	5,016.40

AP Check Register

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AP Run: 20250611 AP — Post Date: 2025-06-11 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/11/2025	496070	Check	College Board	900233-3	AP Merch	12,445.36
06/11/2025	496071	Check	Comcast	926565-1	AP Merch	4,974.89
06/11/2025	496072	Check	CST MN	929862	AP Merch	27,218.18
06/11/2025	496073	Check	Dahl, Corey	931436	AP Merch	105.00
06/11/2025	496074	Check	DeVoe, Richard	931437	AP Merch	90.00
06/11/2025	496075	Check	Dewald, Rina C	920524	AP Merch	600.00
06/11/2025	496076	Check	Dialog One LLC	927732	AP Merch	1,096.50
06/11/2025	496077	Check	Eagan High School	904069	AP Merch	215.00
06/11/2025	496078	Check	Earl F Andersen	901064-2	AP Merch	919.85
06/11/2025	496079	Check	Electro Watchman Inc	901078	AP Merch	1,000.51
06/11/2025	496080	Check	Ford & Harrison LLP	931097	AP Merch	1,329.33
06/11/2025	496081	Check	Fred Wells Tennis & Education Center	929979	AP Merch	112.00
06/11/2025	496082	Check	FS.COM INC	931248	AP Merch	138.60
06/11/2025	496083	Check	Gateway Music Festivals & Tours Inc	927831	AP Merch	760.19
06/11/2025	496084	Check	Grimm, Mariel	500934	AP Merch	483.88
06/11/2025	496085	Check	H&B Specialized Products Inc	901641	AP Merch	840.00
06/11/2025	496086	Check	Heartland Signs & Vehicle Graphics	928107	AP Merch	120.00
06/11/2025	496087	Check	HumeraTech Inc	927703	AP Merch	5,619.71
06/11/2025	496088	Check	Ihrke, Joseph	931435	AP Merch	105.00
06/11/2025	496089	Check	Imperial Dade	904186-1	AP Merch	17,671.48

AP Check Register

AP Run: 20250611 AP — Post Date: 2025-06-11 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/11/2025	496090	Check	Infinite Health Collaborative, PA	930472	AP Merch	225.00
06/11/2025	496091	Check	J & D Trophy	904113	AP Merch	552.20
06/11/2025	496092	Check	JM Educational Group	931412	AP Merch	3,500.00
06/11/2025	496093	Check	John's Sewer And Drain Cleaning Inc	928929	AP Merch	175.00
06/11/2025	496094	Check	Kafka, Kim	931092	AP Merch	257.40
06/11/2025	496095	Check	Kiihn, Rob	931434	AP Merch	105.00
06/11/2025	496096	Check	Kraus-Anderson Ins Agency Inc	902102	AP Merch	94.00
06/11/2025	496097	Check	Lavan Floor Covering Co	902319	AP Merch	90.00
06/11/2025	496098	Check	Literacy Resources, LLC	930694	AP Merch	20,870.85
06/11/2025	496099	Check	Luxor Workspaces LLC	931416	AP Merch	8,663.76
06/11/2025	496100	Check	MASC/MAHS	931274	AP Merch	1,350.00
06/11/2025	496101	Check	MEI Total Elevator Solutions	908999-1	AP Merch	3,057.96
06/11/2025	496102	Check	Messerli & Kramer PA	923866	AP Merch	609.51
06/11/2025	496103	Check	Midwest Playscapes Inc	922012	AP Merch	15,457.20
06/11/2025	496104	Check	Minnesota Energy Resources	903029	AP Merch	1,160.77
06/11/2025	496105	Check	Minnesota School Boards Association - MSBA	902540	AP Merch	19,710.00
06/11/2025	496106	Check	Minnesota Valley Electric Cooperative	907448	AP Merch	21,500.67
06/11/2025	496107	Check	Mission Filtration	931116	AP Merch	1,869.41
06/11/2025	496108	Check	Mn Dept Of Education	901596-12	AP Merch	38,480.60

AP Check Register

AP Run: 20250611 AP — Post Date: 2025-06-11 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/11/2025	496109	Check	Mosher, Bryan	931433	AP Merch	105.00
06/11/2025	496110	Check	Muska Electric Co	931233	AP Merch	1,143.20
06/11/2025	496111	Check	Northern Air Corporation	920320	AP Merch	1,080.84
06/11/2025	496112	Check	Novak, Janice S	902467	AP Merch	36.00
06/11/2025	496113	Check	Office of The Secretary of State	926894	AP Merch	120.00
06/11/2025	496114	Check	Per Mar Security Services	930354	AP Merch	296.00
06/11/2025	496115	Check	Perez, Melissa M	924879	AP Merch	2,356.00
06/11/2025	496116	Check	Phaxis LLC	931390	AP Merch	4,410.00
06/11/2025	496117	Check	Pioneer SecureShred	930098	AP Merch	465.00
06/11/2025	496118	Check	Precision Signs & Imaging LLC	930404	AP Merch	300.00
06/11/2025	496119	Check	Print Lab	931062	AP Merch	414.00
06/11/2025	496120	Check	Red Wing Business Advantage Account	921851-1	AP Merch	130.49
06/11/2025	496121	Check	Regents of The University of Minnesota	908798-12	AP Merch	125.00
06/11/2025	496122	Check	Region 3AA	900488	AP Merch	721.00
06/11/2025	496123	Check	Rochester 100 Inc	925756-1	AP Merch	960.00
06/11/2025	496124	Check	Ryan Mechanical Inc	923241	AP Merch	69,703.69
06/11/2025	496125	Check	Saddleback Educational Inc	904605	AP Merch	2,289.39
06/11/2025	496126	Check	Second Harvest Heartland	928183	AP Merch	1,226.59
06/11/2025	496127	Check	Siemens Industry Inc	902217	AP Merch	182.45

AP Check Register

AP Run: 20250611 AP — Post Date: 2025-06-11 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/11/2025	496128	Check	SiteOne Landscape Supply LLC	930424	AP Merch	336.89
06/11/2025	496129	Check	Soccerchili	927209	AP Merch	12,631.73
06/11/2025	496130	Check	Southwest Metro - Dean Lakes Education Center	928611	AP Merch	2,310.00
06/11/2025	496131	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	8,259.14
06/11/2025	496132	Check	Sunbelt Staffing LLC	930586	AP Merch	23,129.87
06/11/2025	496133	Check	Swenson, Samantha	501358	AP Merch	134.90
06/11/2025	496134	Check	The Hartford	924486	AP Merch	58,054.04
06/11/2025	496135	Check	The Stepping Stones Group LLC	931308	AP Merch	11,750.00
06/11/2025	496136	Check	Total Filtration Services Inc	922123-1	AP Merch	333.18
06/11/2025	496137	Check	UHL Company, Inc.	931094	AP Merch	13,423.00
06/11/2025	496138	Check	Unparalleled Security	931419	AP Merch	3,250.00
06/11/2025	496139	Check	Upper Lakes Foods Inc	929826	AP Merch	95,695.09
06/11/2025	496140	Check	US Postmaster USPS	904153-1	AP Merch	1,704.97
06/11/2025	496141	Check	Van Luven, Laura	500704	AP Merch	360.06
06/11/2025	496142	Check	Van Risseghem, Susanna	501357	AP Merch	241.94
Total:						\$640,710.85

AP Check Register

AP Run: 20250611 AP — Post Date: 2025-06-11 — AP Run Type: R

<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>
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20250611 AP Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	92	640,710.85
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	92	\$640,710.85

AP Check Register

AP Run: 20250624 AP — Post Date: 2025-06-24 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/24/2025	496143	Check	ACT INC	900111-1	AP Merch	19,526.25
06/24/2025	496144	Check	Advanced Commercial Kitchens	930100	AP Merch	1,175.28
06/24/2025	496145	Check	AIM Electronics Inc	900017	AP Merch	826.00
06/24/2025	496146	Check	All Strings Attached, Inc	930543	AP Merch	800.00
06/24/2025	496147	Check	Amiot Scholastic Recognition Inc	930284	AP Merch	5,200.00
06/24/2025	496148	Check	Anchor Solar Investments LLC	929704	AP Merch	2,246.68
06/24/2025	496149	Check	Big Air Burnsville	931444	AP Merch	4,200.00
06/24/2025	496150	Check	Bix Produce Company	900477	AP Merch	36,672.06
06/24/2025	496151	Check	Building Wings LLC	930886	AP Merch	14,544.36
06/24/2025	496152	Check	Centerpoint Energy	902519	AP Merch	7,177.83
06/24/2025	496153	Check	CESO HR, LLC	930763	AP Merch	3,125.00
06/24/2025	496154	Check	CESO Transportation LLC	930220	AP Merch	16,177.08
06/24/2025	496155	Check	Conference Technologies Inc	931339	AP Merch	66,532.34
06/24/2025	496156	Check	Crown Rental Inc	900647	AP Merch	279.07
06/24/2025	496157	Check	Cub Foods	900645	AP Merch	15.46
06/24/2025	496158	Check	Cubias, Sebastian	501360	AP Merch	38.50
06/24/2025	496159	Check	Dakota Electric Association	900809	AP Merch	93,458.09
06/24/2025	496160	Check	Darling, Mary	501359	AP Merch	49.90
06/24/2025	496161	Check	Decker Equipment	928984	AP Merch	142.85
06/24/2025	496162	Check	Dewald, Rina C	920524	AP Merch	180.00

AP Check Register

AP Run: 20250624 AP — Post Date: 2025-06-24 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/24/2025	496163	Check	Digital Insurance, LLC	929385	AP Merch	6,437.50
06/24/2025	496164	Check	Ecolab	908846-2	AP Merch	2,819.42
06/24/2025	496165	Check	Aviben LLC	926262-1	AP Merch	850.27
06/24/2025	496166	Check	Emergency Outfitters Inc	931442	AP Merch	1,180.00
06/24/2025	496167	Check	Fastenal	923054-1	AP Merch	70.02
06/24/2025	496168	Check	Festival Production Services	926710	AP Merch	14,145.00
06/24/2025	496169	Check	Frese, Tami	500087	AP Merch	139.62
06/24/2025	496170	Check	Graybar Electric Company Inc	901478-1	AP Merch	990.24
06/24/2025	496171	Check	Gregory, Loris Sofia	927443	AP Merch	60.00
06/24/2025	496172	Check	Guled, Hawa	931394	AP Merch	180.00
06/24/2025	496173	Check	Hanuschak, Oksana	930258	AP Merch	1,280.00
06/24/2025	496174	Check	Heartland Tire, Inc.	930160	AP Merch	571.28
06/24/2025	496175	Check	Hogan, Sean	931447	AP Merch	95.00
06/24/2025	496176	Check	Holiday Stationstores LLC	930483	AP Merch	66.00
06/24/2025	496177	Check	Hyvee	929410	AP Merch	706.94
06/24/2025	496178	Check	Ideal Services Inc	927693	AP Merch	2,139.41
06/24/2025	496179	Check	Imperial Dade	904186-1	AP Merch	19,753.59
06/24/2025	496180	Check	Ind School Dist 197	909806	AP Merch	378.00
06/24/2025	496181	Check	Intermediate School Dist 917	909327	AP Merch	131.22
06/24/2025	496182	Check	Kaiser, Nicholas	931446	AP Merch	63.00

AP Check Register

AP Run: 20250624 AP — Post Date: 2025-06-24 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/24/2025	496183	Check	Koy, Zenith	930721	AP Merch	140.00
06/24/2025	496184	Check	Link Interpret	929933	AP Merch	1,627.80
06/24/2025	496185	Check	Literacy Resources, LLC	930694	AP Merch	18,036.90
06/24/2025	496186	Check	Luong, Joe	925433	AP Merch	60.00
06/24/2025	496187	Check	Merry, Vanessa	929912	AP Merch	210.00
06/24/2025	496188	Check	MN Dept of Labor and Industry	907914-2	AP Merch	100.00
06/24/2025	496189	Check	MP Nexlevel LLC	931368	AP Merch	5,044.00
06/24/2025	496190	Check	National Institute for Automotive Service Excellence	931331	AP Merch	736.00
06/24/2025	496191	Check	Njoes, John	931422	AP Merch	500.00
06/24/2025	496192	Check	Orkin Commercial Services	926086	AP Merch	1,096.00
06/24/2025	496193	Check	Overhead Door Company Of The Northland	903695	AP Merch	302.45
06/24/2025	496194	Check	Painters Gear Inc	920591	AP Merch	782.88
06/24/2025	496195	Check	Perez, Melissa M	924879	AP Merch	1,900.00
06/24/2025	496196	Check	Phaxis LLC	931390	AP Merch	1,237.50
06/24/2025	496197	Check	Quality 1 Hr Foto, Inc	930456	AP Merch	50.00
06/24/2025	496198	Check	RAK Construction Inc	929749	AP Merch	9,332.00
06/24/2025	496199	Check	Red Wing Business Advantage Account	921851-1	AP Merch	519.64
06/24/2025	496200	Check	Rock Hard Landscape Supply	928528	AP Merch	450.00
06/24/2025	496201	Check	Rodriguez, Angela	501356	AP Merch	120.97

AP Check Register

AP Run: 20250624 AP — Post Date: 2025-06-24 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/24/2025	496202	Check	Ryan Mechanical Inc	923241	AP Merch	25,568.79
06/24/2025	496203	Check	Ryder Truck Rental, Inc	930646	AP Merch	314.55
06/24/2025	496204	Check	Sandbo, Sandra	931443	AP Merch	105.00
06/24/2025	496205	Check	Schmitt & Sons - Contract	909331-2	AP Merch	1,268,572.10
06/24/2025	496206	Check	Schmitt & Sons Inc	909331	AP Merch	65,858.61
06/24/2025	496207	Check	School Services Employees Local 284	907382	AP Merch	3,081.68
06/24/2025	496208	Check	Second Harvest Heartland	928183	AP Merch	3,240.79
06/24/2025	496209	Check	SFM	923848	AP Merch	18,744.02
06/24/2025	496210	Check	Siemens Industry Inc	902217	AP Merch	2,240.00
06/24/2025	496211	Check	SNA Depository	926552	AP Merch	111.00
06/24/2025	496212	Check	Snap in the Box	931340	AP Merch	475.00
06/24/2025	496213	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	6,410.57
06/24/2025	496214	Check	Sunbelt Staffing LLC	930586	AP Merch	19,990.36
06/24/2025	496215	Check	The Stepping Stones Group LLC	931308	AP Merch	10,575.00
06/24/2025	496216	Check	Third Party Integrity Inc	930282	AP Merch	787.88
06/24/2025	496217	Check	Thomsen Systems Inc	927274	AP Merch	588.00
06/24/2025	496218	Check	T-Mobile	929345	AP Merch	2,701.45
06/24/2025	496219	Check	T-Mobile	929345	AP Merch	1,207.35
06/24/2025	496220	Check	T-Mobile	929345	AP Merch	1,764.11
06/24/2025	496221	Check	Upper Lakes Foods Inc	929826	AP Merch	71,811.39

AP Check Register

AP Run: 20250624 AP — Post Date: 2025-06-24 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/24/2025	496222	Check	VenuWorks of Burnsville LLC	926645	AP Merch	818.16
06/24/2025	496223	Check	Vestis Services LLC	901365	AP Merch	1,083.65
06/24/2025	496224	Check	Welsh, Nickie	930298	AP Merch	60.00
06/24/2025	496225	Check	Xcel Energy	902776	AP Merch	5,008.44
Total:						\$1,877,787.30

20250624 AP Summary

Type	Count	Amount
Regular	83	1,877,787.30
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	83	\$1,877,787.30

AP Check Register

AP Run: 20250630 AP — Post Date: 2025-06-30 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/30/2025	496226	Check	A.J. Moore Electric Inc	928491	AP Merch	3,766.29
06/30/2025	496227	Check	Acord, Nicole	501362	AP Merch	94.70
06/30/2025	496228	Check	Advanced Commercial Kitchens	930100	AP Merch	435.99
06/30/2025	496229	Check	Ales, Rosanne	501361	AP Merch	219.00
06/30/2025	496230	Check	Aqua Engineering Inc	900106	AP Merch	1,478.00
06/30/2025	496231	Check	ASL Interpreting Services Inc	931440	AP Merch	151.00
06/30/2025	496232	Check	Brin Glass Service	928124	AP Merch	1,061.00
06/30/2025	496233	Check	Captivate Media + Consulting	929000	AP Merch	2,851.00
06/30/2025	496234	Check	Centerpoint Energy	902519	AP Merch	11,239.85
06/30/2025	496235	Check	CESO Communications LLC	930130	AP Merch	2,775.00
06/30/2025	496236	Check	CESO HR, LLC	930763	AP Merch	7,263.75
06/30/2025	496237	Check	Charpentier Enterprises LLC	931223	AP Merch	460.20
06/30/2025	496238	Check	City of Burnsville	900673	AP Merch	568.10
06/30/2025	496239	Check	CST MN	929862	AP Merch	9,611.52
06/30/2025	496240	Check	Dakota Printing Inc	926840	AP Merch	289.00
06/30/2025	496241	Check	Dant, Elena	930824	AP Merch	225.00
06/30/2025	496242	Check	DASH Sports LLC	930957	AP Merch	588.00
06/30/2025	496243	Check	EcoElsa LLC	930458	AP Merch	780.00
06/30/2025	496244	Check	Electro Watchman Inc	901078	AP Merch	7,572.33
06/30/2025	496245	Check	Estrada Martinez, Ana	931261	AP Merch	125.00

AP Check Register

AP Run: 20250630 AP — Post Date: 2025-06-30 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/30/2025	496246	Check	Fair Field Solutions LLC	931448	AP Merch	750.00
06/30/2025	496247	Check	Fastenal	923054-1	AP Merch	94.13
06/30/2025	496248	Check	Fedex	901463	AP Merch	32.03
06/30/2025	496249	Check	Grafton School Inc	931257	AP Merch	2,772.42
06/30/2025	496250	Check	Gray Hobby Farm	930463	AP Merch	288.00
06/30/2025	496251	Check	Graybar Electric Company Inc	901478-1	AP Merch	85.00
06/30/2025	496252	Check	GreatAmerica Financial Services	929729	AP Merch	621.00
06/30/2025	496253	Check	Guled, Hawa	931394	AP Merch	60.00
06/30/2025	496254	Check	Hanuschak, Oksana	930258	AP Merch	160.00
06/30/2025	496255	Check	High Point Networks LLC	929536	AP Merch	690.00
06/30/2025	496256	Check	Hubstar Productions	931204	AP Merch	400.00
06/30/2025	496257	Check	Imperial Dade	904186-1	AP Merch	6,536.81
06/30/2025	496258	Check	Ind School Dist 196	901394-3	AP Merch	33,384.27
06/30/2025	496259	Check	Ingina LLC	929246	AP Merch	1,140.00
06/30/2025	496260	Check	Innovational Water Solutions, Inc.	930169	AP Merch	5,036.08
06/30/2025	496261	Check	Innovative Office Solutions LLC	924274	AP Merch	262,043.00
06/30/2025	496262	Check	Intermediate School Dist 917	909327	AP Merch	2,073.04
06/30/2025	496263	Check	Kellen, Jason	930822	AP Merch	1,009.80
06/30/2025	496264	Check	Kennedy and Graven Chartered	908356	AP Merch	2,105.00

AP Check Register

AP Run: 20250630 AP — Post Date: 2025-06-30 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/30/2025	496265	Check	Langmuir Systems LLC	931404	AP Merch	6,467.69
06/30/2025	496266	Check	Laursen Piano Service	928209	AP Merch	140.00
06/30/2025	496267	Check	Link Interpret	929933	AP Merch	227.80
06/30/2025	496268	Check	Mascot Junction Inc	931402	AP Merch	6,022.86
06/30/2025	496269	Check	MEI Total Elevator Solutions	908999-1	AP Merch	592.50
06/30/2025	496270	Check	Merry, Vanessa	929912	AP Merch	300.00
06/30/2025	496271	Check	Minnesota Energy Resources	903029	AP Merch	270.17
06/30/2025	496272	Check	Minnesota Hoist Inspection, Inc	930960	AP Merch	1,318.96
06/30/2025	496273	Check	Minnesota Petroleum Service Inc	926261	AP Merch	7,077.25
06/30/2025	496274	Check	Mission Filtration	931116	AP Merch	1,804.05
06/30/2025	496275	Check	MN Highway Safety & Research Center	926466	AP Merch	563.00
06/30/2025	496276	Check	Mohammoud, Zahra Ali	928322	AP Merch	660.00
06/30/2025	496277	Check	MP Nexlevel LLC	931368	AP Merch	587.00
06/30/2025	496278	Check	MRI Software LLC	929957	AP Merch	891.00
06/30/2025	496279	Check	MTI Distributing Inc	902544	AP Merch	2,089.01
06/30/2025	496280	Check	National Enrollment Partners LLC	931351	AP Merch	1,175.00
06/30/2025	496281	Check	NCPERS Group Life Ins	908769	AP Merch	32.00
06/30/2025	496282	Check	Nice Guy Technology LLC	928905	AP Merch	142.10
06/30/2025	496283	Check	Northern Air Corporation	920320	AP Merch	7,824.24

AP Check Register

AP Run: 20250630 AP — Post Date: 2025-06-30 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/30/2025	496284	Check	Northshore Learning	931271	AP Merch	5,800.00
06/30/2025	496285	Check	Office of MNIT Services	906477	AP Merch	1,772.25
06/30/2025	496286	Check	Paul Davis Restoration of Greater MSP	930988	AP Merch	2,654.25
06/30/2025	496287	Check	Per Mar Security Services	930354	AP Merch	374.00
06/30/2025	496288	Check	Perez, Melissa M	924879	AP Merch	456.00
06/30/2025	496289	Check	Phaxis LLC	931390	AP Merch	1,260.00
06/30/2025	496290	Check	Precision Signs & Imaging LLC	930404	AP Merch	200.00
06/30/2025	496291	Check	Push Pedal Pull Inc	900569-1	AP Merch	5,358.00
06/30/2025	496292	Check	RAK Construction Inc	929749	AP Merch	131,171.45
06/30/2025	496293	Check	Rent N Save Portable Services	925729	AP Merch	1,721.50
06/30/2025	496294	Check	Rock Hard Landscape Supply	928528	AP Merch	320.00
06/30/2025	496295	Check	Romero Zamora, Karla	931279	AP Merch	250.00
06/30/2025	496296	Check	Ryan Mechanical Inc	923241	AP Merch	11,875.53
06/30/2025	496297	Check	School Services Employees Local 284	907382	AP Merch	2,957.57
06/30/2025	496298	Check	Second Harvest Heartland	928183	AP Merch	1,413.60
06/30/2025	496299	Check	SiteOne Landscape Supply LLC	930424	AP Merch	295.82
06/30/2025	496300	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	2,276.22
06/30/2025	496301	Check	The Boelter Companies Inc	931345	AP Merch	730.41
06/30/2025	496302	Check	Total Filtration Services Inc	922123-1	AP Merch	973.72

AP Check Register

AP Run: 20250630 AP — Post Date: 2025-06-30 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/30/2025	496303	Check	TPS Consulting LLC	929807	AP Merch	50,467.50
06/30/2025	496304	Check	Ultimate Events	929516-1	AP Merch	1,322.26
06/30/2025	496305	Check	Upper Lakes Foods Inc	929826	AP Merch	33,198.01
06/30/2025	496306	Check	Versatile Vehicles Inc	927393	AP Merch	2,220.00
06/30/2025	496307	Check	Watterson, Shelly	500211	AP Merch	312.33
06/30/2025	496308	Check	Wiese USA, Inc.	930549	AP Merch	506.44
06/30/2025	496309	Check	Xcel Energy	902776	AP Merch	7,120.13
Total:						\$676,026.93

20250630 AP Summary		
Type	Count	Amount
Regular	84	676,026.93
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	84	\$676,026.93

AP Check Register

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AP Run: 20250630 AP2 — Post Date: 2025-06-30 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/30/2025	496310	Check	The Hartford	924486	AP Merch	60,608.39
Total:						\$60,608.39

20250630 AP2 Summary

Type	Count	Amount
Regular	1	60,608.39
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$60,608.39

AP Check Register

AP Run: 20250731 Voids — Post Date: 2025-07-31 — AP Run Type: V

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/31/2025	496201	Check	Rodriguez, Angela	501356	AP Merch	-120.97
Total:						-\$120.97

20250731 Voids Summary

Type	Count	Amount
Regular	1	-120.97
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-\$120.97

AP Check Register

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Fund	Total
01 - General	1,502,694.50
02 - Food Service	627,588.43
03 - Transportation	1,321,578.88
04 - Community Service	97,828.95
16 - Facility Rental	1,129.06
22 - Internal Service - Health Insurance	1,175.00
50 - Student Activity Fund	5,705.31
	\$3,557,700.13

AP Check Register

AP Run: 20250605 VACH — Post Date: 2025-06-05 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/05/2025	9000007561	ACH	Carlson, Gerri	929243	AP Merch	1,071.85
06/05/2025	9000007562	ACH	Coronado Speech Therapy, LLC	931324	AP Merch	7,200.00
06/05/2025	9000007563	ACH	Delshad, Shilan	930153	AP Merch	323.50
06/05/2025	9000007564	ACH	Teachers On Call	929847	AP Merch	78,150.38
Total:						\$86,745.73

20250605 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	4	86,745.73
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	4	\$86,745.73

AP Check Register

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AP Run: 20250606 EACH — Post Date: 2025-06-06 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/06/2025	9000007565	ACH	Anyirah, Micheal	021577	AP Merch	51.52
06/06/2025	9000007566	ACH	Artiga-Rosa, Patricia	018409	AP Merch	2.24
06/06/2025	9000007567	ACH	Buchanan, Isis L	019608	AP Merch	73.36
06/06/2025	9000007568	ACH	Carroll, Michele	008784	AP Merch	47.88
06/06/2025	9000007569	ACH	Cloutier, Dana	016633	AP Merch	76.58
06/06/2025	9000007570	ACH	Coddington, Bronwyn M	021393	AP Merch	109.48
06/06/2025	9000007571	ACH	Czapar, Kelly N	017322	AP Merch	70.70
06/06/2025	9000007572	ACH	Erbes, Sarah L	017283	AP Merch	118.44
06/06/2025	9000007573	ACH	Ewert, Casey B	019158	AP Merch	58.24
06/06/2025	9000007574	ACH	Flesche, Jennifer B	021549	AP Merch	196.01
06/06/2025	9000007575	ACH	Fritz, Kimberly A	016001	AP Merch	1,248.00
06/06/2025	9000007576	ACH	Funston, Kathy L	017175	AP Merch	16.52
06/06/2025	9000007577	ACH	Harris, Whitney M	021124	AP Merch	286.30
06/06/2025	9000007578	ACH	Harrold, Stacey L	011361	AP Merch	2,496.00
06/06/2025	9000007579	ACH	Hartman, Daniel	017663	AP Merch	86.18
06/06/2025	9000007580	ACH	Heim, Bill V	015977	AP Merch	134.20
06/06/2025	9000007581	ACH	Holden, Matt J	009267	AP Merch	243.53
06/06/2025	9000007582	ACH	Janey, Karen A	021241	AP Merch	16.24
06/06/2025	9000007583	ACH	Kitzman, Jessica L	021405	AP Merch	28.00
06/06/2025	9000007584	ACH	Kleiner, Kevin T	020910	AP Merch	245.49

AP Check Register

AP Run: 20250606 EACH — Post Date: 2025-06-06 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/06/2025	9000007585	ACH	Kolstad, Michele M	007847	AP Merch	13.37
06/06/2025	9000007586	ACH	Lake, Lisa L	017600	AP Merch	104.37
06/06/2025	9000007587	ACH	McGraw, Nick K	021415	AP Merch	33.40
06/06/2025	9000007588	ACH	Meyer, Nancy L	009216	AP Merch	2,912.00
06/06/2025	9000007589	ACH	Middendorf, Jennifer L	019196	AP Merch	86.66
06/06/2025	9000007590	ACH	Moore, Reese T	021245	AP Merch	53.68
06/06/2025	9000007591	ACH	Nelson, Katie L	015010	AP Merch	65.10
06/06/2025	9000007592	ACH	Niesen, Elizabeth A	015962	AP Merch	21.00
06/06/2025	9000007593	ACH	Noeldner, Brigette L	021428	AP Merch	20.30
06/06/2025	9000007594	ACH	O'Brien, Daniel N	020522	AP Merch	13.44
06/06/2025	9000007595	ACH	O'Laughlin, John M	020956	AP Merch	114.80
06/06/2025	9000007596	ACH	Olsen-Dickhausen, Sarah J	020299	AP Merch	217.28
06/06/2025	9000007597	ACH	Robb, Brad E	013654	AP Merch	2,308.35
06/06/2025	9000007598	ACH	Robran, Kimberly J	020836	AP Merch	54.95
06/06/2025	9000007599	ACH	Rood, Carrie L	021547	AP Merch	41.23
06/06/2025	9000007600	ACH	Slattery, Cara	014619	AP Merch	11.55
06/06/2025	9000007601	ACH	Stout, Sarah G	021390	AP Merch	2,000.00
06/06/2025	9000007602	ACH	Sweeney, Michael J	016376	AP Merch	97.09
06/06/2025	9000007603	ACH	Tarnofsky, John J	020438	AP Merch	33.32
06/06/2025	9000007604	ACH	Theis, Nicole I	017745	AP Merch	13.44

AP Check Register

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AP Run: 20250606 EACH — Post Date: 2025-06-06 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/06/2025	9000007605	ACH	Thomas, John S	020221	AP Merch	4.90
06/06/2025	9000007606	ACH	Tollerud, Teresa Jo	008543	AP Merch	619.28
06/06/2025	9000007607	ACH	Vodnick, Sarah A	016023	AP Merch	33.60
06/06/2025	9000007608	ACH	Voigt, Pamela M	017183	AP Merch	51.10
06/06/2025	9000007609	ACH	Wesley, Janet M	018000	AP Merch	17.50
06/06/2025	9000007610	ACH	Wolke, Drew D	020232	AP Merch	7.84
06/06/2025	9000007611	ACH	Wood, Kimberly R	017247	AP Merch	32.34
06/06/2025	9000007612	ACH	Yost, Molly M	019831	AP Merch	57.33
06/06/2025	9000007613	ACH	Zyskowski, Karly M	021041	AP Merch	232.75
Total:						\$14,876.88

20250606 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	49	14,876.88
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	49	\$14,876.88

AP Check Register

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AP Run: 20250617 EACH — Post Date: 2025-06-17 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/17/2025	9000007614	ACH	Abtow, Anab A	017995	AP Merch	125.00
06/17/2025	9000007615	ACH	Albersheim-Carter, Marcina	018646	AP Merch	78.19
06/17/2025	9000007616	ACH	Alshaban, Noor S	020871	AP Merch	29.80
06/17/2025	9000007617	ACH	Anderson, Kasey D	017674	AP Merch	75.00
06/17/2025	9000007618	ACH	Berg, Janet	006452	AP Merch	100.00
06/17/2025	9000007619	ACH	Bodin, Kristin M	018534	AP Merch	75.00
06/17/2025	9000007620	ACH	Boucher, Jodi L	020967	AP Merch	175.00
06/17/2025	9000007621	ACH	Broge, Dawndra S	020951	AP Merch	10.01
06/17/2025	9000007622	ACH	Burns, Pollyanna M	010851	AP Merch	50.00
06/17/2025	9000007623	ACH	Cherep, Nancy M	007805	AP Merch	37.14
06/17/2025	9000007624	ACH	Christianson, Abra J	021205	AP Merch	690.90
06/17/2025	9000007625	ACH	Coleman, Colleen M	013413	AP Merch	50.00
06/17/2025	9000007626	ACH	Dale, Maricela	018971	AP Merch	100.00
06/17/2025	9000007627	ACH	DeJong, Lindsay L	021394	AP Merch	26.32
06/17/2025	9000007628	ACH	Delmont, Brooke	012100	AP Merch	50.00
06/17/2025	9000007629	ACH	Discher, Tracy L	016311	AP Merch	70.98
06/17/2025	9000007630	ACH	Douglas, Lori	011833	AP Merch	3.80
06/17/2025	9000007631	ACH	Ellendson, Taylor G	021126	AP Merch	50.00
06/17/2025	9000007632	ACH	Erbes, Sarah L	017283	AP Merch	133.46
06/17/2025	9000007633	ACH	Erickson, Kayla M	020006	AP Merch	359.10

AP Check Register

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AP Run: 20250617 EACH — Post Date: 2025-06-17 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/17/2025	9000007634	ACH	Flesche, Jennifer B	021549	AP Merch	62.58
06/17/2025	9000007635	ACH	Flogio-Stamper, Justyne K	021490	AP Merch	221.62
06/17/2025	9000007636	ACH	Frank, Sharon M	015516	AP Merch	50.00
06/17/2025	9000007637	ACH	Funches, Monique Roy	012099	AP Merch	50.00
06/17/2025	9000007638	ACH	Gibbons, Patrick M	019718	AP Merch	50.00
06/17/2025	9000007639	ACH	Gilbertson, Sherry A	016244	AP Merch	50.00
06/17/2025	9000007640	ACH	Gorton, Rachel	016735	AP Merch	50.00
06/17/2025	9000007641	ACH	Green, Jennifer	012474	AP Merch	50.00
06/17/2025	9000007642	ACH	Hagen, Aimee E	016614	AP Merch	27.09
06/17/2025	9000007643	ACH	Hanson, Lisa	011966	AP Merch	100.00
06/17/2025	9000007644	ACH	Henderson, Burke	020698	AP Merch	24.00
06/17/2025	9000007645	ACH	Hermansen, Laura J	019510	AP Merch	75.00
06/17/2025	9000007646	ACH	Harrod, Kim	014622	AP Merch	75.00
06/17/2025	9000007647	ACH	Hoeschen, Kerry	014601	AP Merch	100.00
06/17/2025	9000007648	ACH	Holcombe, Sara J	010142	AP Merch	50.00
06/17/2025	9000007649	ACH	Holden, Matt J	009267	AP Merch	176.82
06/17/2025	9000007650	ACH	Holman, Sandra L	020020	AP Merch	75.00
06/17/2025	9000007651	ACH	Holt, Clayton B	008274	AP Merch	46.27
06/17/2025	9000007652	ACH	Jensen, Amanda Lynn	014984	AP Merch	75.00
06/17/2025	9000007653	ACH	Jensen, Leta	010888	AP Merch	100.00

AP Check Register

AP Run: 20250617 EACH — Post Date: 2025-06-17 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/17/2025	9000007654	ACH	Jordan, Joanna	014624	AP Merch	75.00
06/17/2025	9000007655	ACH	Kirchner, Amy	014600	AP Merch	29.26
06/17/2025	9000007656	ACH	Kleeberger, Alexis S	021235	AP Merch	22.96
06/17/2025	9000007657	ACH	Lamont, Heidi O	018007	AP Merch	100.00
06/17/2025	9000007658	ACH	Larson, Rachael M	020796	AP Merch	50.00
06/17/2025	9000007659	ACH	Lattery, Sharleen M	010482	AP Merch	75.00
06/17/2025	9000007660	ACH	Le Vvintre, Jennifer K	020845	AP Merch	89.99
06/17/2025	9000007661	ACH	Lobben, Angela	019410	AP Merch	100.00
06/17/2025	9000007662	ACH	Lorincz, Kristen L	018602	AP Merch	46.62
06/17/2025	9000007663	ACH	Mackey, Gale M	010140	AP Merch	10.75
06/17/2025	9000007664	ACH	Mcclellan, Melissa E	014000	AP Merch	75.00
06/17/2025	9000007665	ACH	Meyer, Nancy L	009216	AP Merch	50.00
06/17/2025	9000007666	ACH	Meyer, Tanya L	012306	AP Merch	19.88
06/17/2025	9000007667	ACH	Rischer, Bryeny B	013693	AP Merch	14.63
06/17/2025	9000007668	ACH	Nemeth, Heather	014991	AP Merch	16.87
06/17/2025	9000007669	ACH	Nicklin, Liza	020752	AP Merch	151.77
06/17/2025	9000007670	ACH	Niemiec, Alicia	013692	AP Merch	148.40
06/17/2025	9000007671	ACH	Niesen, Elizabeth A	015962	AP Merch	10.50
06/17/2025	9000007672	ACH	Niffenegger, Kamala N	018055	AP Merch	40.67
06/17/2025	9000007673	ACH	Nordeen, Denise M	020415	AP Merch	180.60

AP Check Register

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AP Run: 20250617 EACH — Post Date: 2025-06-17 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/17/2025	9000007674	ACH	O'Hara, Erin E	017850	AP Merch	150.00
06/17/2025	9000007675	ACH	Olson, Ariel R	020377	AP Merch	50.00
06/17/2025	9000007676	ACH	Pavek, Brooke C	016645	AP Merch	50.00
06/17/2025	9000007677	ACH	Petersen, Holly M	018849	AP Merch	36.12
06/17/2025	9000007678	ACH	Petroskey, Kellie A	017903	AP Merch	75.00
06/17/2025	9000007679	ACH	Pettes, Julie A	018523	AP Merch	75.00
06/17/2025	9000007680	ACH	Preston, Angela	006375	AP Merch	50.00
06/17/2025	9000007681	ACH	Risteau, Joseph S	007763	AP Merch	22.68
06/17/2025	9000007682	ACH	Robran, Kimberly J	020836	AP Merch	22.12
06/17/2025	9000007683	ACH	Roehl, Peter A	018624	AP Merch	66.15
06/17/2025	9000007684	ACH	Roeske, Melissa L	014609	AP Merch	64.40
06/17/2025	9000007685	ACH	Sanborn, Nicholas	019119	AP Merch	75.00
06/17/2025	9000007686	ACH	Sanz, Margaret M	015894	AP Merch	100.00
06/17/2025	9000007687	ACH	Schatzlein, Rachel	018718	AP Merch	100.00
06/17/2025	9000007688	ACH	Schut, Jennie A	021071	AP Merch	259.07
06/17/2025	9000007689	ACH	Shelden, Jon	010820	AP Merch	22.40
06/17/2025	9000007690	ACH	Slattery, Cara	014619	AP Merch	45.00
06/17/2025	9000007691	ACH	Spaulding, Sheila J	018536	AP Merch	64.19
06/17/2025	9000007692	ACH	Speltz, Ashley	021326	AP Merch	100.00
06/17/2025	9000007693	ACH	Stachowski, Susan C	012439	AP Merch	50.00

AP Check Register

AP Run: 20250617 EACH — Post Date: 2025-06-17 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/17/2025	9000007694	ACH	Steeg, Kimberly Kaye	012724	AP Merch	250.00
06/17/2025	9000007695	ACH	Taack, Gina	019332	AP Merch	100.00
06/17/2025	9000007696	ACH	Thompson, Dana K	018310	AP Merch	386.50
06/17/2025	9000007697	ACH	Tousignant, Holly	015856	AP Merch	75.00
06/17/2025	9000007698	ACH	Underwood, Jenna E	020820	AP Merch	75.00
06/17/2025	9000007699	ACH	Wakal, Kimberly B	020416	AP Merch	48.86
06/17/2025	9000007700	ACH	Warmka, Cheri R	007858	AP Merch	44.03
06/17/2025	9000007701	ACH	Weiler, Bob M	005573	AP Merch	75.00
06/17/2025	9000007702	ACH	Yost, Molly M	019831	AP Merch	13.09
06/17/2025	9000007703	ACH	Zellmer, Julie A	015940	AP Merch	50.00
06/17/2025	9000007704	ACH	Zondag-Hamer, Kimberly	014127	AP Merch	25.62
06/17/2025	9000007705	ACH	Zucollo, Susan R	016097	AP Merch	100.00
06/17/2025	9000007706	ACH	Zyskowski, Karly M	021041	AP Merch	66.78

Total: \$7,892.99

20250617 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	93	7,892.99
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	93	\$7,892.99

AP Check Register

AP Run: 20250620 VACH — Post Date: 2025-06-20 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/20/2025	9000007707	ACH	Association Of Clerical Employees	904895	AP Merch	444.00
06/20/2025	9000007708	ACH	Burnsville Association of Educational Assistants	909991	AP Merch	927.00
06/20/2025	9000007709	ACH	Coronado Speech Therapy, LLC	931324	AP Merch	6,750.00
06/20/2025	9000007710	ACH	Johnson Controls Fire Protection LP	903587	AP Merch	7,352.11
06/20/2025	9000007711	ACH	Multilingual Word Inc	922324	AP Merch	3,015.00
06/20/2025	9000007712	ACH	Nelson, Jared	931190	AP Merch	360.00
06/20/2025	9000007713	ACH	Overcoming Diabetes	931430	AP Merch	40.00
06/20/2025	9000007714	ACH	Richert Speech Therapy LLC	931202	AP Merch	977.50
06/20/2025	9000007715	ACH	Solutran, LLC	928660	AP Merch	2,570.39
06/20/2025	9000007716	ACH	Teachers On Call	929847	AP Merch	166,019.06
Total:						\$188,455.06

20250620 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	10	188,455.06
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	10	\$188,455.06

AP Check Register

AP Run: 20250627 VACH — Post Date: 2025-06-27 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/27/2025	9000007717	ACH	FaxSIPit Services Inc.	930948	AP Merch	231.00
06/27/2025	9000007718	ACH	Johnson Controls Fire Protection LP	903587	AP Merch	5,738.58
06/27/2025	9000007719	ACH	Multilingual Word Inc	922324	AP Merch	100.00
06/27/2025	9000007720	ACH	Teachers On Call	929847	AP Merch	146,649.85
06/27/2025	9000007721	ACH	Teamworks International Inc	924234	AP Merch	1,121.40
Total:						\$153,840.83

20250627 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	5	153,840.83
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	5	\$153,840.83

AP Check Register

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AP Run: 20250627 EACH — Post Date: 2025-06-27 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/27/2025	9000007722	ACH	Anderson, Rachel L	021495	AP Merch	213.29
06/27/2025	9000007723	ACH	Battle, Theresa F	019927	AP Merch	500.00
06/27/2025	9000007724	ACH	Bellmont, Chris	014183	AP Merch	200.00
06/27/2025	9000007725	ACH	Biagi, Hayden M	020969	AP Merch	17.60
06/27/2025	9000007726	ACH	Bohr, Jennifer L	009302	AP Merch	104.28
06/27/2025	9000007727	ACH	Coleman, Colleen M	013413	AP Merch	22.33
06/27/2025	9000007728	ACH	Dehne, Tyler	020322	AP Merch	200.00
06/27/2025	9000007729	ACH	Gorton, Rachel	016735	AP Merch	200.00
06/27/2025	9000007730	ACH	Hardt, Annette	015033	AP Merch	9.94
06/27/2025	9000007731	ACH	Hemmah, Katy M	020015	AP Merch	27.09
06/27/2025	9000007732	ACH	Kacmarynski, Krissi	017804	AP Merch	28.35
06/27/2025	9000007733	ACH	Kosloski, Scott	019322	AP Merch	418.09
06/27/2025	9000007734	ACH	Lake, David	017436	AP Merch	262.50
06/27/2025	9000007735	ACH	Oscarson Wanzek, Kristi R	012479	AP Merch	596.48
06/27/2025	9000007736	ACH	Retzlaff, Billie Jean	020995	AP Merch	19.95
06/27/2025	9000007737	ACH	Smith, Tracy J	014671	AP Merch	38.01
06/27/2025	9000007738	ACH	Sovine, Stacey	017487	AP Merch	200.00
06/27/2025	9000007739	ACH	Tinklenberg, Aaron D	017462	AP Merch	200.00
06/27/2025	9000007740	ACH	West, Julie	016951	AP Merch	640.25

AP Check Register

AP Run: 20250627 EACH — Post Date: 2025-06-27 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/27/2025	9000007741	ACH	Wilson, Catima	020876	AP Merch	1,000.00
Total:						\$4,898.16

20250627 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	20	4,898.16
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	20	\$4,898.16

AP Check Register

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Fund	Total
01 - General	444,161.92
02 - Food Service	64.56
04 - Community Service	5,672.92
22 - Internal Service - Health Insurance	6,670.39
50 - Student Activity Fund	139.86
	\$456,709.65

AP Check Register

AP Run: 20250613 CB — Post Date: 2025-06-13 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/13/2025	6000002171		Advanced Imaging Solutions	928551	AP Merch	7,134.91
06/13/2025	6000002172		American Mailing Machines	929771	AP Merch	361.54
06/13/2025	6000002173		Aramark Refreshment Services	900428	AP Merch	137.08
06/13/2025	6000002174		Automated Logic Contracting Services	925449	AP Merch	1,390.00
06/13/2025	6000002175		Avant Assessment LLC	929756	AP Merch	74.70
06/13/2025	6000002176		AVID Center	927223	AP Merch	3,141.00
06/13/2025	6000002177		Barnes & Noble Inc	900386	AP Merch	3,717.25
06/13/2025	6000002178		Business Essentials	908358	AP Merch	658.00
06/13/2025	6000002179		Center For The Collaborative Classroom	924466-1	AP Merch	1,414.80
06/13/2025	6000002180		Cintas Corp	903681	AP Merch	506.07
06/13/2025	6000002181		Continental Clay Company	903866	AP Merch	455.75
06/13/2025	6000002182		Dicks Sanitation Service Inc	900641	AP Merch	10,407.90
06/13/2025	6000002183		ECM Publishers Inc	909272	AP Merch	381.15
06/13/2025	6000002184		Game One	928417	AP Merch	3,001.80
06/13/2025	6000002185		Grainger	904387-1	AP Merch	3,039.85
06/13/2025	6000002186		Horizon Commercial Pool Supply	904818	AP Merch	2,546.91
06/13/2025	6000002187		Kully Supply Inc	901434	AP Merch	505.46
06/13/2025	6000002188		Meca Sportswear	924921	AP Merch	411.00
06/13/2025	6000002189		Occupational Health of MN, PC	929919	AP Merch	406.00

AP Check Register

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AP Run: 20250613 CB — Post Date: 2025-06-13 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/13/2025	6000002190		School Health Supply Co Inc	903537	AP Merch	1,170.40
06/13/2025	6000002191		Trane US Inc	904045	AP Merch	4,287.75
06/13/2025	6000002192		Trio Supply	903802	AP Merch	9,070.50
Total:						\$54,219.82

20250613 CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	22	54,219.82
Total:	22	\$54,219.82

AP Check Register

AP Run: 20250625 CB — Post Date: 2025-06-25 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/25/2025	6000002193		Barnes & Noble Inc	900386	AP Merch	884.55
06/25/2025	6000002194		CDW Government Inc	920289-1	AP Merch	131,260.59
06/25/2025	6000002195		Cornerstone Copy Center	900502	AP Merch	1,579.30
06/25/2025	6000002196		Grainger	904387-1	AP Merch	4,029.72
06/25/2025	6000002197		Kelleher Helmrich and Associates Inc	908955	AP Merch	523.50
06/25/2025	6000002198		Kully Supply Inc	901434	AP Merch	220.32
06/25/2025	6000002199		Mackin Educational Resources	902196	AP Merch	2,500.00
06/25/2025	6000002200		Trane US Inc	904045	AP Merch	40,850.15
06/25/2025	6000002201		Trio Supply	903802	AP Merch	3,284.55
Total:						\$185,132.68

20250625 CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	9	185,132.68
Total:	9	\$185,132.68

AP Check Register

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Fund	Total
01 - General	222,438.83
02 - Food Service	12,864.54
04 - Community Service	2,479.13
50 - Student Activity Fund	1,570.00
	\$239,352.50

Monthly Void/Wire Report

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AP Run: 20250613 Wires PR — Post Date: 2025-06-13 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
06/13/2025	8000001287	Wire Transfer	Commissioner Of Revenue	143,973.27
06/13/2025	8000001288	Wire Transfer	Educators Benefit Consultants	214,715.76
06/13/2025	8000001289	Wire Transfer	Internal Revenue Service	848,097.75
06/13/2025	8000001290	Wire Transfer	ISD 191 Flex Account	43,169.21
06/13/2025	8000001291	Wire Transfer	ISD 191 Self Insurance Account	1,097,584.83
06/13/2025	8000001292	Wire Transfer	MN Child Support	3,128.10
06/13/2025	8000001293	Wire Transfer	MN Dept of Revenue	100.00
06/13/2025	8000001294	Wire Transfer	Mn Teachers Retirement Assoc	483,757.86
06/13/2025	8000001295	Wire Transfer	PERA	116,289.77
06/13/2025	8000001296	Wire Transfer	Teachers Federal Credit Union	37,512.62
Total:				\$2,988,329.17

20250613 Wires PR Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	10	2,988,329.17
Epayables:	0	0.00
Total:	10	\$2,988,329.17

Monthly Void/Wire Report

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AP Run: 20250630 Wires PR — Post Date: 2025-06-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
06/30/2025	8000001301	Wire Transfer	Commissioner Of Revenue	242,158.84
06/30/2025	8000001302	Wire Transfer	Educators Benefit Consultants	211,315.66
06/30/2025	8000001303	Wire Transfer	Internal Revenue Service	1,352,757.82
06/30/2025	8000001304	Wire Transfer	ISD 191 Flex Account	7,018.78
06/30/2025	8000001305	Wire Transfer	ISD 191 Self Insurance Account	1,046,021.56
06/30/2025	8000001306	Wire Transfer	MN Child Support	3,083.10
06/30/2025	8000001307	Wire Transfer	MN Dept of Revenue	100.00
06/30/2025	8000001308	Wire Transfer	Mn Teachers Retirement Assoc	731,122.23
06/30/2025	8000001309	Wire Transfer	PERA	132,466.92
Total:				\$3,726,044.91

20250630 Wires PR Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	9	3,726,044.91
Epayables:	0	0.00
Total:	9	\$3,726,044.91

Monthly Void/Wire Report

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AP Run: 20250630 Wires 20 S.Ins — Post Date: 2025-06-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
06/30/2025	228	Wire Transfer	Further	119,504.22
06/30/2025	229	Wire Transfer	HealthEquity Inc	268,619.00
06/30/2025	230	Wire Transfer	Paydhealth	7,333.25
06/30/2025	231	Wire Transfer	UMR, Inc	1,948,684.75
Total:				\$2,344,141.22

20250630 Wires 20 S.Ins Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	4	2,344,141.22
Epayables:	0	0.00
Total:	4	\$2,344,141.22

Monthly Void/Wire Report

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AP Run: 20250630 Wires 8 Flex — Post Date: 2025-06-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
06/30/2025	82	Wire Transfer	Further	63,029.47
Total:				\$63,029.47

20250630 Wires 8 Flex Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	63,029.47
Epayables:	0	0.00
Total:	1	\$63,029.47

Monthly Void/Wire Report

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AP Run: 20250630 Wires Main — Post Date: 2025-06-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
06/30/2025	8000001325	Wire Transfer	Delta Dental Plan Of Minnesota	88,087.58
06/30/2025	8000001326	Wire Transfer	FP Mailing Solutions	600.00
06/30/2025	8000001327	Wire Transfer	MN Dept of Revenue-Sales Tax	1,082.00
Total:				\$89,769.58

20250630 Wires Main Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	3	89,769.58
Epayables:	0	0.00
Total:	3	\$89,769.58

Monthly Void/Wire Report

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Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - General	6,449,957.23
02 - Food Service	109,034.38
04 - Community Service	210,650.08
16 - Facility Rental	9,443.86
20 - Internal Service - Dental	88,087.58
22 - Internal Service - Health Insurance	2,344,141.22
	\$9,211,314.35



**Agenda IV.A.3
September 25, 2025**

**To: Board of Educators
Dr. Latanya Daniels, Superintendent**

From: Tyler Dehne, Director of Finance

Date: September 12, 2025

Re: July Payroll, Claims and Receipts

Recommendation: That the Board approves July payroll checks in the net amount of \$4,417,567.62. July claims to date, wire transfers and adjustments totaling \$14,947,922.48. Also, that the Board accepts July receipts of \$6,691,950.00 and investments for the General Fund and OPEB of \$98,417,818.87 as of July 31, 2025.

July 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

**INDEPENDENT SCHOOL DISTRICT 191
FINANCIAL REPORT
July 2025**

Cash Receipts

Receipts	\$6,691,950.00
Miscellaneous Adjustments	

TOTAL JULY CASH RECEIVED \$6,691,950.00

CASH DISBURSEMENTS

July	
Payroll	\$4,417,567.62

A/P		
July Claims	Checks 496311-496641	\$3,712,821.81
	Virtual Card 6000002202-6000002230	\$204,420.87
	ACH-Emp/Vend 9000007742-9000007808	\$919,293.21

July A/P Wires+P-card	\$10,110,681.12
July Bank Fees	\$705.47

TOTAL JULY CASH DISBURSED \$19,365,490.10

TOTAL TO BE APPROVED \$19,365,490.10

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>7/31/2025</u>
GENERAL FUND	\$15,649,743.92	\$70,719,508.91	\$86,369,252.83
OPEB	\$445,976.65	\$451,718.48	\$897,695.13
OPEB EQUITY INV	\$130,514.16	\$11,020,356.75	\$11,150,870.91
	\$16,226,234.73	\$82,191,584.14	\$98,417,818.87

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 7/31/2025

PMA Financial Network
2135 CityGate Lane
7th Floor
Naperville, IL 60563 129
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		07/31/2025			IS Balance	\$15,649,743.92	\$15,649,743.92	\$15,649,743.92	130
LTD		07/31/2025			LTD Balance		\$16,745,977.96	\$16,745,977.96	
SDA	SDA-1348596-1	07/31/2025			Savings Deposit Account - MNTrust Term Series-Flex (VNB)	\$12,373,079.31	\$12,373,079.31	\$12,373,079.31	
CD	CD-1352469-1	08/17/2023	08/18/2025	61093	VIBRANT CREDIT UNION	\$225,550.00	\$249,642.18	\$225,550.00	5.216
SEC	SEC-61291-1	08/25/2023	08/25/2025	66538	CONNEXUS CREDIT UNION	\$248,679.47	\$248,000.00	\$248,000.00	5.206
SEC	SEC-61294-1	08/28/2023	08/28/2025	60784	CALIFORNIA CREDIT UNION	\$243,653.17	\$243,000.00	\$243,000.00	5.257
SEC	SEC-63791-1	03/19/2024	09/19/2025	9396	VALLEY NATL BK WAYNE	\$243,505.19	\$243,000.00	\$243,000.00	4.905
SEC	SEC-63783-1	03/20/2024	09/22/2025	32992	MORGAN STANLEY BANK NA	\$243,508.72	\$243,000.00	\$243,000.00	4.855
SEC	SEC-63784-1	03/20/2024	09/22/2025	34221	MORGAN STANLEY PVT BANK	\$243,508.72	\$243,000.00	\$243,000.00	4.855
SEC	SEC-63788-1	03/21/2024	09/22/2025	3510	BANK OF AMERICA NA	\$243,506.08	\$243,000.00	\$243,000.00	4.855
SEC	SEC-63790-1	03/26/2024	09/26/2025	57512	WESTERN ALLIANCE BANK	\$243,504.94	\$243,000.00	\$243,000.00	4.905
TS	TS-1370876-1	11/15/2024	11/14/2025		MNTrust TERM SERIES	\$3,000,000.00	\$3,127,186.86	\$3,000,000.00	4.251
CD	CD-1355830-1	11/17/2023	11/18/2025	35518	The Federal Savings Bank	\$226,100.00	\$249,852.60	\$226,100.00	5.137
CD	CD-1355831-1	11/17/2023	11/18/2025	3887	First National Bank	\$226,950.00	\$249,869.26	\$226,950.00	5.036
TS	TS-297799-1	05/17/2024	11/18/2025		MN TRUST TERM SERIES	\$6,000,000.00	\$6,444,541.65	\$6,000,000.00	4.917
CD	CD-1371335-1	12/03/2024	12/03/2025	60377	Minnesota Power Employees Credit Union	\$239,700.00	\$249,887.25	\$239,700.00	4.250
SEC	SEC-67384-1	12/06/2024	12/05/2025	24808	SKYLA FEDERAL CU	\$248,355.36	\$248,000.00	\$248,000.00	4.253
TS	TS-298044-1	06/21/2024	12/17/2025		MN TRUST TERM SERIES	\$4,000,000.00	\$4,292,120.55	\$4,000,000.00	4.900
CD	CD-1357803-1	01/10/2024	01/12/2026	34607	First Internet Bank of Indiana	\$228,800.00	\$249,859.51	\$228,800.00	4.509
CD	CD-1366311-1	08/08/2024	01/26/2026	24888	WEST VIRGINIA CENTRAL FEDERAL CREDIT UNION	\$234,600.00	\$249,852.38	\$234,600.00	4.427
CD	CD-1373354-1	01/28/2025	01/26/2026	58626	GBank	\$239,800.00	\$249,760.08	\$239,800.00	4.176
CD	CD-1373355-1	01/28/2025	01/26/2026	29209	NexBank	\$240,000.00	\$249,887.52	\$240,000.00	4.143
CD	CD-1373356-1	01/28/2025	01/26/2026	29510	Affinity Bank, National Association	\$239,900.00	\$249,758.64	\$239,900.00	4.132
TS	TS-1370875-1	11/15/2024	01/26/2026		MNTrust TERM SERIES	\$3,500,000.00	\$3,677,954.82	\$3,500,000.00	4.247
TS	TS-1373353-1	01/30/2025	01/26/2026		MNTrust TERM SERIES	\$1,750,000.00	\$1,820,963.70	\$1,750,000.00	4.100
SEC	SEC-63786-1	03/20/2024	03/20/2026	57565	UBS BANK USA	\$248,684.57	\$248,000.00	\$248,000.00	4.655
SEC	SEC-63789-1	03/20/2024	03/20/2026	27572	COMMUNITY WEST BANK NA	\$248,685.17	\$248,000.00	\$248,000.00	4.605
SEC	SEC-63785-1	03/26/2024	03/26/2026	58311	COMMUNITY BANK DELAWARE	\$244,662.69	\$244,000.00	\$244,000.00	4.656
SEC	SEC-63787-1	03/27/2024	03/27/2026	34603	MVB BANK INC	\$248,684.57	\$248,000.00	\$248,000.00	4.655
CD	CD-1371332-1	12/03/2024	06/01/2026	33686	Bank Hapoalim B.M.	\$235,300.00	\$249,880.54	\$235,300.00	4.150
CD	CD-1366309-1	08/08/2024	07/27/2026	31840	Financial Federal Bank	\$230,200.00	\$249,898.18	\$230,200.00	4.350
CD	CD-1366310-1	08/08/2024	07/27/2026	57993	ServisFirst Bank	\$229,150.00	\$249,850.26	\$229,150.00	4.592
CD	CD-1366595-1	08/15/2024	07/27/2026	34966	First Capital Bank	\$231,900.00	\$249,925.70	\$231,900.00	3.990
TS	TS-298442-1	08/21/2024	07/27/2026		MN TRUST TERM SERIES	\$1,250,000.00	\$1,345,368.16	\$1,250,000.00	3.950
SEC	SEC-67357-1	12/04/2024	11/30/2026		US TREASURY N/B	\$1,998,730.47	\$2,110,000.00	\$1,998,730.47	4.036
SEC	SEC-69403-1	06/10/2025	12/10/2026	33380	ENTERPRISE BANK	\$244,513.86	\$244,000.00	\$244,000.00	3.954
SEC	SEC-69404-1	06/13/2025	12/14/2026	33539	PREFERRED BANK LA CALIF	\$249,657.00	\$249,000.00	\$249,000.00	3.969
SEC	SEC-69490-1	06/18/2025	12/18/2026	33503	UNITY BANK	\$244,513.43	\$244,000.00	\$244,000.00	4.004
SEC	SEC-69406-1	06/20/2025	12/21/2026	12322	CHIPPEWA VALLEY BANK	\$244,515.00	\$244,000.00	\$244,000.00	4.004
SEC	SEC-68076-1	01/29/2025	01/15/2027		US TREASURY N/B	\$1,496,833.48	\$1,499,000.00	\$1,496,833.48	4.077

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Lower of Cost/Par	Rate
CD	CD-1378762-1	04/30/2025	01/25/2027	3719	American Commercial Bank & Trust, National Association	\$234,700.00	\$249,899.48	\$234,700.00	3.723
CD	CD-1378763-1	04/30/2025	01/25/2027	65722	Freedom Northwest Credit Union	\$234,000.00	\$249,685.61	\$234,000.00	3.85131
TS	TS-1376535-1	03/21/2025	01/25/2027		MNTrust TERM SERIES	\$4,500,000.00	\$4,827,352.72	\$4,500,000.00	3.934
TS	TS-1378758-1	05/06/2025	01/25/2027		MNTrust TERM SERIES	\$4,500,000.00	\$4,785,453.99	\$4,500,000.00	3.681
Sub Totals →						\$67,447,175.12	\$86,369,252.83	\$84,184,015.14	
Totals →						\$67,447,175.12	\$86,369,252.83	\$84,184,015.14	

Time and Dollar Weighted Average Portfolio Yield: 4.08%

Weighted Average Portfolio Maturity: 227.29 Days

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

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Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
SDA	14.34	\$12,373,079.31	SDA Account
CD	4.34	\$3,747,509.19	Certificate of Deposit
SEC	8.64	\$7,458,028.19	Securities
TS	35.14	\$30,320,942.45	Term Series
IS	18.14	\$15,649,743.92	IS Account
LTD	19.41	\$16,745,977.96	LTD Account

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Cost is comprised of the total amount you paid for the investment (including any fees and commissions) plus any reinvested dividends.

Rate is the average monthly yield for pool 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 or the balance at statement date for pool 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" for fixed term investments or the balance at statement date for pool investments.

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 7/31/2025

PMA Financial Network
 2135 CityGate Lane
 7th Floor
 Naperville, IL 60563 133
 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
MMA	MMA-1360995-1	07/31/2025			MMA Balance	\$445,976.65	\$445,976.65	\$445,976.65	
CD	CD-1345485-1	12/27/2022	11/17/2025	29657	Great Midwest Bank, S.S.B.	\$222,800.00	\$249,847.31	\$222,800.00	4.196
CD	CD-1345555-1	12/28/2022	11/28/2025	33306	CIBC Bank USA	\$180,000.00	\$201,871.17	\$180,000.00	4.160
					Sub Totals →	\$848,776.65	\$897,695.13	\$848,776.65	
					Totals →	\$848,776.65	\$897,695.13	\$848,776.65	

Time and Dollar Weighted Average Portfolio Yield: 4.18%

Weighted Average Portfolio Maturity: 113.92 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
MMA	49.68	\$445,976.65	MMA Account
CD	50.32	\$451,718.48	Certificate of Deposit

Index

Cost is comprised of the total amount you paid for the investment (including any fees and commissions) plus any reinvested dividends.

Rate is the average monthly yield for pool 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 or the balance at statement date for pool 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" for fixed term investments or the balance at statement date for pool investments.

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

CLIENT
Burnsville ISD 191 OPEB

INCEPTION DATE
11/01/2014

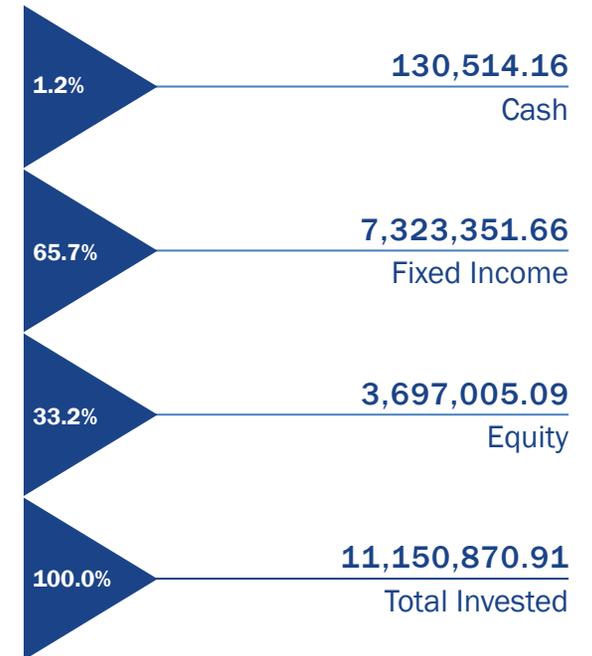
RELATIONSHIP TEAM
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Institutional Portfolio
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(612) 509-2579
kshelland@pmanetwork.com

Steve Pumper
VP, Investment Services
(612) 509-2565
SPumper@pmanetwork.com

PORTFOLIO OVERVIEW

	Value
Beginning Market Value	11,099,746.80
Contributions	0.00
Withdrawals	0.00
Net Investment Income	21,110.04
Unrealized Gain/Loss	30,014.07
Realized Gain/Loss	0.00
Ending Market Value	11,150,870.91

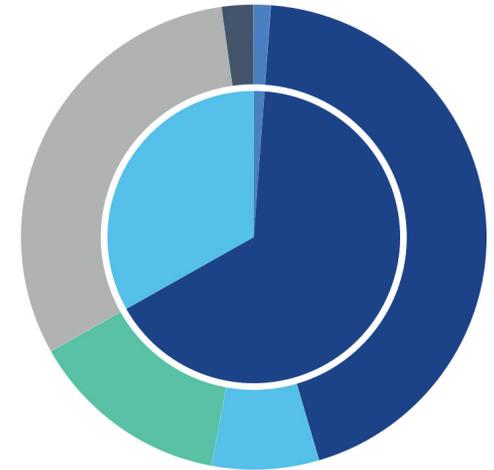
Compliance	Status
As of 07/31/2025	Compliant



INVESTMENT ALLOCATION

Sector	Amount	Allocation	Change	%
Cash				
TOTAL Cash	130,514.16	1.17%	21,110.04	19.30%
Fixed Income				
TOTAL Credit	4,940,567.62	44.31%	(26,789.78)	(0.54%)
Funds - Corporate	4,940,567.62	44.31%	(26,789.78)	(0.54%)
TOTAL Below Investment Grade	828,074.76	7.43%	(2,781.54)	(0.33%)
Funds - Below Investment Grade	828,074.76	7.43%	(2,781.54)	(0.33%)
TOTAL Mortgage Backed Security	1,554,709.28	13.94%	(10,470.56)	(0.67%)
Funds - MBS	1,554,709.28	13.94%	(10,470.56)	(0.67%)
TOTAL Fixed Income	7,323,351.66	65.68%	(40,041.88)	(0.54%)
Equity				
TOTAL Domestic Equity	3,449,965.33	30.94%	72,292.91	2.14%
Funds - Large Cap	3,196,108.80	28.66%	67,972.80	2.17%
Funds - Small Cap	253,856.53	2.28%	4,320.11	1.73%
TOTAL International Equity	247,039.76	2.22%	(2,236.96)	(0.90%)
Funds - International	247,039.76	2.22%	(2,236.96)	(0.90%)
TOTAL Equity	3,697,005.09	33.15%	70,055.95	1.93%
TOTAL Invested	11,150,870.91	100.00%	51,124.11	0.46%

CURRENT PERIOD ALLOCATION



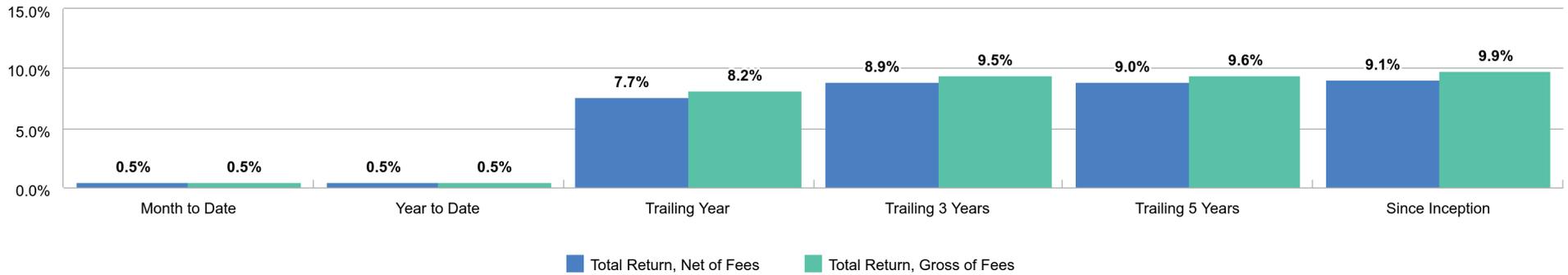
Asset Class

- Cash - 1.2%
- Fixed Income - 65.7%
- Equity - 33.2%

Sector

- Cash - 1.2%
- Credit - 44.3%
- Below Investment Grade - 7.4%
- Mortgage Backed Security - 13.9%
- Domestic Equity - 30.9%
- International Equity - 2.2%

HISTORICAL PERFORMANCE



HISTORICAL PERFORMANCE

	Month to Date	Year to Date	Trailing Year	Trailing 3 Years	Trailing 5 Years	Since Inception
Total Return, Net of Fees	0.46%	0.46%	7.68%	8.93%	8.97%	9.06%
Total Return, Gross of Fees	0.50%	0.50%	8.22%	9.48%	9.55%	9.85%

Since Inception Date: November 01, 2014

Periods greater than 1 year are annualized. Year to Date returns are presented fiscal year to date.

PERFORMANCE BY ASSET CLASS

Asset Class	Ending Market Value	Weight	Gross Total Return	Contribution
Cash	130,514.16	1.21%	0.35%	0.00%
Fixed Income	7,323,351.66	65.74%	(0.20%)	(0.13%)
Equity	3,697,005.09	33.05%	1.93%	0.63%
Portfolio Total	11,150,870.91	100.00%	0.50%	0.50%

Trade Date	Settle Date	Quantity	Security	Ticker	Identifier	Unit Price	Amount	Gain / Loss
Cash								
<i>Management Fee</i>								
07/21/2025	07/21/2025	(4,624.89)	US DOLLAR	USD	CCYUSD	—	(4,624.89)	0.00
—	—	(4,624.89)	Total Management Fee	—	—	—	(4,624.89)	0.00
<i>Money Market Fund Interest</i>								
07/31/2025	07/31/2025	0.00	GOLDMAN:FS GOVT INST	FGTXX	38141W273	—	465.97	—
—	—	0.00	Total Money Market Fund Interest	—	—	—	465.97	—
Funds - Corporate								
<i>Equity Dividend</i>								
07/01/2025	07/03/2025	0.00	VANGUARD SH-TM B ETF	BSV	921937827	—	3,986.69	—
07/01/2025	07/03/2025	0.00	VANGUARD TOT BD ETF	BND	921937835	—	11,877.96	—
—	—	0.00	Total Equity Dividend	—	—	—	15,864.65	—
Funds - Below Investment Grade								
<i>Equity Dividend</i>								
07/01/2025	07/07/2025	0.00	ISHARES:IBOXX \$HY CORP	HYG	464288513	—	3,908.95	—
—	—	0.00	Total Equity Dividend	—	—	—	3,908.95	—
Funds - MBS								
<i>Equity Dividend</i>								
07/01/2025	07/03/2025	0.00	VANGUARD MTG-BK IDX ETF	VMBS	92206C771	—	5,495.36	—
—	—	0.00	Total Equity Dividend	—	—	—	5,495.36	—

Ticker	Identifier	Current Units	Description	Rating	Coupon Rate	Effective Maturity	Final Maturity	Original Cost	Market Price	Market Value + Accrued	Interest / Dividend Income	Dividend Yield	Yield	Book Yield
Cash														
Cash														
FGTXX	38141W273	130,048.19	GOLDMAN:FS GOVT INST	AAA	4.18%	07/31/2025	07/31/2025	130,048.19	1.0000	130,048.19	465.97	—	4.19%	4.19%
USD	CCYUSD	465.97	Receivable	AAA	0.00%	07/31/2025	07/31/2025	465.97	1.0000	465.97	0.00	—	0.00%	0.00%
—	—	130,514.16	—	AAA	4.17%	—	—	130,514.16	—	130,514.16	465.97	—	4.18%	4.18%
Fixed Income														
Mortgage Backed Security														
Funds – MBS														
VMBS	92206C771	33,776.00	VANGUARD MTG-BK IDX ETF	—	—	—	—	1,523,617.91	46.0300	1,554,709.28	5,495.36	3.82%	—	—
—	—	33,776.00	—	NA	—	—	—	1,523,617.91	—	1,554,709.28	5,495.36	3.82%	—	—
Credit														
Funds - Corporate														
BND	921937835	50,470.00	VANGUARD TOT BD ETF	—	—	—	—	3,958,593.18	73.2000	3,694,404.00	11,877.96	3.77%	—	—
BSV	921937827	15,899.00	VANGUARD SH-TM B ETF	—	—	—	—	1,229,478.33	78.3800	1,246,163.62	3,986.69	3.64%	—	—
—	—	66,369.00	—	NA	—	—	—	5,188,071.51	—	4,940,567.62	15,864.65	3.74%	—	—
Below Investment Grade														
Funds - Below Investment Grade														
HYG	464288513	10,302.00	ISHARES:IBOXX \$HY CORP	—	—	—	—	792,026.00	80.3800	828,074.76	3,908.95	5.74%	—	—
—	—	10,302.00	—	NA	—	—	—	792,026.00	—	828,074.76	3,908.95	5.74%	—	—
Equity														
Domestic Equity														
Funds - Large Cap														
ESGU	46435G425	23,120.00	ISHARES:ESG A MSCI USA	—	—	—	—	2,713,841.60	138.2400	3,196,108.80	0.00	1.08%	—	—
—	—	23,120.00	—	—	—	—	—	2,713,841.60	—	3,196,108.80	0.00	1.08%	—	—
Funds - Small Cap														

Ticker	Identifier	Current Units	Description	Rating	Coupon Rate	Effective Maturity	Final Maturity	Original Cost	Market Price	Market Value + Accrued	Interest / Dividend Income	Dividend Yield	Yield	Book Yield
VTWO	92206C664	2,861.00	VANGUARD RUS 2000 ID ETF	—	—	—	—	231,314.84	88.7300	253,856.53	0.00	1.25%	—	—
—	—	2,861.00	—	—	—	—	—	231,314.84	—	253,856.53	0.00	1.25%	—	—
<i>International Equity</i>														
<i>Funds - International</i>														
VXUS	921909768	3,608.00	VANGUARD TOT I S ETF	—	—	—	—	221,869.27	68.4700	247,039.76	0.00	2.85%	—	—
—	—	3,608.00	—	—	—	—	—	221,869.27	—	247,039.76	0.00	2.85%	—	—
Total Invested		270,550.16	—	AAA	4.17%	—	—	10,801,255.29	—	11,150,870.91	25,734.93	3.05%	4.18%	4.18%

AP Check Register

AP Run: 20250702 AP — Post Date: 2025-07-02 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/02/2025	496311	Check	Auto-Owners Insurance Company	928847	AP Merch	1,858.00
07/02/2025	496312	Check	Big Air Burnsville	931444	AP Merch	3,780.00
07/02/2025	496313	Check	Burnsville Savage Lions Club	924379	AP Merch	120.00
07/02/2025	496314	Check	Commission On Dietetic Registration	926227	AP Merch	80.00
07/02/2025	496315	Check	Dark Knight Solutions LLC	930357	AP Merch	4,200.00
07/02/2025	496316	Check	Dehmer Central Fire Protection	931240	AP Merch	2,923.75
07/02/2025	496317	Check	EdClub Inc	930725	AP Merch	10,224.00
07/02/2025	496318	Check	Electro Watchman Inc	901078	AP Merch	5,700.00
07/02/2025	496319	Check	Fisler Data LLC	929235	AP Merch	369.00
07/02/2025	496320	Check	Incident IQ, LLC	930719	AP Merch	38,256.13
07/02/2025	496321	Check	Instructure, Inc.	930917	AP Merch	28,502.40
07/02/2025	496322	Check	Intermediate School Dist 917	909327	AP Merch	134,203.20
07/02/2025	496323	Check	Kraus-Anderson Ins Agency Inc	902102	AP Merch	370,558.60
07/02/2025	496324	Check	MASMS - MN Educational Facility Mgmt Professionals	929772	AP Merch	750.00
07/02/2025	496325	Check	Midwest Band Instrument Service	902491	AP Merch	12,004.50
07/02/2025	496326	Check	Minnesota Parent Publications, LLC	930944	AP Merch	11,500.00
07/02/2025	496327	Check	Minnesota School Nutrition Association (MSNA)	904656-2	AP Merch	785.00
07/02/2025	496328	Check	MN Assoc of School Office Professionals MASOP	908014	AP Merch	50.00
07/02/2025	496329	Check	MN Assoc of Secondary School Principal (MASSP)	908338	AP Merch	2,655.00

AP Check Register

AP Run: 20250702 AP — Post Date: 2025-07-02 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/02/2025	496330	Check	MN Dept of Health	908543-6	AP Merch	180.00
07/02/2025	496331	Check	MN Elementary School Principals Assoc (MESPA)	902538	AP Merch	713.00
07/02/2025	496332	Check	NASSP	904884	AP Merch	385.00
07/02/2025	496333	Check	OPG-3 Inc	924471	AP Merch	18,486.15
07/02/2025	496334	Check	PAES Productions, LLC	931224	AP Merch	1,500.00
07/02/2025	496335	Check	Park Nicollet Foundation	931037	AP Merch	2,000.00
07/02/2025	496336	Check	Region 1	929855	AP Merch	121,111.52
07/02/2025	496337	Check	SFM	923848	AP Merch	52,736.00
07/02/2025	496338	Check	Skyward Inc	929759	AP Merch	87,534.00
07/02/2025	496339	Check	Soccerchili	927209	AP Merch	2,155.30
07/02/2025	496340	Check	SpEd Forms LLC	928095	AP Merch	33,150.59
07/02/2025	496341	Check	Third Party Integrity Inc	930282	AP Merch	2,500.00
07/02/2025	496342	Check	USI Insurance Services LLC	929828	AP Merch	6,000.00
07/02/2025	496343	Check	VitaminK12 LLC	931234	AP Merch	1,000.00

Total: \$957,971.14

20250702 AP Summary

Type	Count	Amount
Regular	33	957,971.14
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	33	\$957,971.14

AP Check Register

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AP Run: 20250722 AP FY25 — Post Date: 2025-07-22 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/22/2025	496344	Check	Abdiweli, Hassan	501373	AP Merch	286.88
07/22/2025	496345	Check	Abdulkadir, Abdihamid	501363	AP Merch	214.60
07/22/2025	496346	Check	Amezcuca, Mariel	501110	AP Merch	287.76
07/22/2025	496347	Check	Anderson, Bruce	500141	AP Merch	250.00
07/22/2025	496348	Check	Ansari, Natalie & David	501111	AP Merch	278.08
07/22/2025	496349	Check	Arehart, Crystal	501281	AP Merch	278.08
07/22/2025	496350	Check	Bergstrom, Josh & Jenny	501105	AP Merch	295.68
07/22/2025	496351	Check	Biltz, Gregory	500149	AP Merch	244.20
07/22/2025	496352	Check	Blobaum, Julie	500152	AP Merch	250.00
07/22/2025	496353	Check	Breid, Erin	930603	AP Merch	238.28
07/22/2025	496354	Check	Brewers, Marie	501282	AP Merch	282.48
07/22/2025	496355	Check	Brezina, Nancy	500929	AP Merch	279.84
07/22/2025	496356	Check	Carlson, Doug	500160	AP Merch	281.60
07/22/2025	496357	Check	Charlton, Piper	501365	AP Merch	226.44
07/22/2025	496358	Check	Choi, Stephen	500930	AP Merch	290.40
07/22/2025	496359	Check	Cousins, Nathan	501286	AP Merch	230.88
07/22/2025	496360	Check	Davis, Kathryn	500931	AP Merch	286.88
07/22/2025	496361	Check	de Souza, Eron Ribeiro	501388	AP Merch	233.84
07/22/2025	496362	Check	Depies, Kimberly	500165	AP Merch	208.68
07/22/2025	496363	Check	Dreifke, Lisa	501287	AP Merch	242.72

AP Check Register

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AP Run: 20250722 AP FY25 — Post Date: 2025-07-22 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/22/2025	496364	Check	Drury, Nadine	501366	AP Merch	233.84
07/22/2025	496365	Check	Emmick, Nicci	501114	AP Merch	200.54
07/22/2025	496366	Check	Erickson, Monica	500466	AP Merch	239.76
07/22/2025	496367	Check	Fegter, Ashley	501367	AP Merch	232.36
07/22/2025	496368	Check	Fortier, Jennifer	501290	AP Merch	248.64
07/22/2025	496369	Check	Gannon, Kelly	501368	AP Merch	244.20
07/22/2025	496370	Check	Gide, Roza	500685	AP Merch	250.00
07/22/2025	496371	Check	Gitobu, Elsie	501291	AP Merch	298.10
07/22/2025	496372	Check	Godin, Tyler	501116	AP Merch	293.92
07/22/2025	496373	Check	Gold, Thomas	501370	AP Merch	236.80
07/22/2025	496374	Check	Gomez, Veronica	501371	AP Merch	245.68
07/22/2025	496375	Check	Gran, Rebekah	500933	AP Merch	271.04
07/22/2025	496376	Check	Granquist, Gwen	501117	AP Merch	238.28
07/22/2025	496377	Check	Grebremedhin, Alazar	501369	AP Merch	255.20
07/22/2025	496378	Check	Haas, Angela	500687	AP Merch	232.36
07/22/2025	496379	Check	Hackenmueller, Jessi	501118	AP Merch	270.16
07/22/2025	496380	Check	Hani, Roble	501389	AP Merch	286.88
07/22/2025	496381	Check	Hansen, Rachel	500177	AP Merch	288.64
07/22/2025	496382	Check	Hardinger, Michelle	500468	AP Merch	248.64
07/22/2025	496383	Check	Harris, Susan	500469	AP Merch	222.74

AP Check Register

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AP Run: 20250722 AP FY25 — Post Date: 2025-07-22 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/22/2025	496384	Check	Heisenfelt, Melissa	501119	AP Merch	241.24
07/22/2025	496385	Check	Hentges, Michelle	500471	AP Merch	250.00
07/22/2025	496386	Check	Hoffman, Katie	501374	AP Merch	244.20
07/22/2025	496387	Check	Hohnstadt, Jennifer & Cedric	500181	AP Merch	271.04
07/22/2025	496388	Check	Honetschlager, Abigail	501375	AP Merch	226.44
07/22/2025	496389	Check	Isenberger, Kurt	501376	AP Merch	297.44
07/22/2025	496390	Check	Jimenez, Eliel B	501364	AP Merch	258.72
07/22/2025	496391	Check	Johnson, Gail	500184	AP Merch	62.16
07/22/2025	496392	Check	Kebede, Firewoini	501295	AP Merch	250.00
07/22/2025	496393	Check	Brooks, Ken	501112	AP Merch	286.88
07/22/2025	496394	Check	Keryo, Shimelis	501378	AP Merch	241.24
07/22/2025	496395	Check	King, Danette	500187	AP Merch	247.16
07/22/2025	496396	Check	Kirkov, Anna	500188	AP Merch	281.60
07/22/2025	496397	Check	Kirschbaum, Marie	501379	AP Merch	238.28
07/22/2025	496398	Check	Krueger, Theresa	500474	AP Merch	224.96
07/22/2025	496399	Check	Kvam, Jennifer	500475	AP Merch	242.72
07/22/2025	496400	Check	LaPlante, John	501296	AP Merch	229.40
07/22/2025	496401	Check	Le, Binh	501380	AP Merch	203.50
07/22/2025	496402	Check	Leisenheimer, Laura	501381	AP Merch	264.00
07/22/2025	496403	Check	Lemke, Bryan	501121	AP Merch	285.12

AP Check Register

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AP Run: 20250722 AP FY25 — Post Date: 2025-07-22 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/22/2025	496404	Check	Lynick, Sally	500193	AP Merch	227.92
07/22/2025	496405	Check	MacDonald, Stephanie J	501382	AP Merch	285.12
07/22/2025	496406	Check	Mackedanz, Tim	500695	AP Merch	281.60
07/22/2025	496407	Check	Malecha, Kevin	501383	AP Merch	226.44
07/22/2025	496408	Check	Mansheim, Mike	500097	AP Merch	241.24
07/22/2025	496409	Check	Marks, Michael George	501123	AP Merch	274.56
07/22/2025	496410	Check	Mayer, Shane	500697	AP Merch	241.24
07/22/2025	496411	Check	McGuire, Michelle	501384	AP Merch	281.60
07/22/2025	496412	Check	Medihanie, Abrehet	501385	AP Merch	235.32
07/22/2025	496413	Check	Mendieta, Cristian	501386	AP Merch	290.40
07/22/2025	496414	Check	Merker, Darya	501298	AP Merch	283.36
07/22/2025	496415	Check	Meza, Genevieve	500942	AP Merch	300.00
07/22/2025	496416	Check	Millenacker, Laura	501300	AP Merch	293.92
07/22/2025	496417	Check	Millis, Denise	500943	AP Merch	295.68
07/22/2025	496418	Check	Mullet, Luanne	500944	AP Merch	285.12
07/22/2025	496419	Check	Newman, Sue	500105	AP Merch	250.00
07/22/2025	496420	Check	Noonan, Sara	500107	AP Merch	236.80
07/22/2025	496421	Check	Nyabuto, Lynette	501125	AP Merch	244.20
07/22/2025	496422	Check	Olander, Bethany	500109	AP Merch	281.60
07/22/2025	496423	Check	Olsen, Anthony	501387	AP Merch	250.00

AP Check Register

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AP Run: 20250722 AP FY25 — Post Date: 2025-07-22 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/22/2025	496424	Check	Olsen, Kendra	501126	AP Merch	236.80
07/22/2025	496425	Check	Owens, Christi	501302	AP Merch	292.16
07/22/2025	496426	Check	Peine, Nathan	500482	AP Merch	285.12
07/22/2025	496427	Check	Perez, Rosa Kandil	501377	AP Merch	224.96
07/22/2025	496428	Check	Schroeder, Kelly	500701	AP Merch	236.80
07/22/2025	496429	Check	Shiu, Allison	501390	AP Merch	295.68
07/22/2025	496430	Check	Singleton, Kristina	501306	AP Merch	250.00
07/22/2025	496431	Check	Smith, Jonathan	500948	AP Merch	282.12
07/22/2025	496432	Check	Spiess, Dan	501132	AP Merch	223.48
07/22/2025	496433	Check	Stapp, Sarah	501391	AP Merch	280.72
07/22/2025	496434	Check	Stephanie, Ball Grecco	501372	AP Merch	236.80
07/22/2025	496435	Check	Stoick, Mary	500949	AP Merch	300.00
07/22/2025	496436	Check	Storm, Danielle	500489	AP Merch	300.00
07/22/2025	496437	Check	Swartout, Jennifer	500702	AP Merch	250.00
07/22/2025	496438	Check	Tasler, Shari	501129	AP Merch	285.12
07/22/2025	496439	Check	Thompson, Luanne	500123	AP Merch	292.16
07/22/2025	496440	Check	Toews, Sara	500951	AP Merch	245.68
07/22/2025	496441	Check	Tranby, Gabrielle	501308	AP Merch	219.04
07/22/2025	496442	Check	Tri, Ben	500703	AP Merch	241.24
07/22/2025	496443	Check	Tschida, Angela	500125	AP Merch	293.92

AP Check Register

AP Run: 20250722 AP FY25 — Post Date: 2025-07-22 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/22/2025	496444	Check	Vallin, Kurt	500126	AP Merch	242.72
07/22/2025	496445	Check	Vanden Hanen, Rebecca	501309	AP Merch	248.64
07/22/2025	496446	Check	Vogel, Oksana	500492	AP Merch	279.84
07/22/2025	496447	Check	Voss, Summer	501401	AP Merch	230.88
07/22/2025	496448	Check	Walls, Joshua	501392	AP Merch	216.08
07/22/2025	496449	Check	Ward, Anna	501393	AP Merch	290.40
07/22/2025	496450	Check	Weber, Melody	501310	AP Merch	290.40
07/22/2025	496451	Check	White, Alison	500494	AP Merch	242.72
07/22/2025	496452	Check	White, Heidi	500978	AP Merch	264.00
07/22/2025	496453	Check	Yamoah, Hectoria	501394	AP Merch	269.28
Total:						\$28,224.08

20250722 AP FY25 Summary

Type	Count	Amount
Regular	110	28,224.08
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	110	\$28,224.08

AP Check Register

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AP Run: 20250723 AP FY25 — Post Date: 2025-07-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2025	496454	Check	A.J. Moore Electric Inc	928491	AP Merch	1,934.72
07/23/2025	496455	Check	Advanced Imaging Solutions	928551-1	AP Merch	5,924.63
07/23/2025	496456	Check	Amergis Healthcare Staffing Inc	931201	AP Merch	350.00
07/23/2025	496457	Check	Amiot Scholastic Recognition Inc	930284	AP Merch	25,712.16
07/23/2025	496458	Check	Bell, Faye	500514	AP Merch	4.75
07/23/2025	496459	Check	Bimbo Bakeries USA	902333-1	AP Merch	905.20
07/23/2025	496460	Check	Bix Produce Company	900477	AP Merch	4,236.07
07/23/2025	496461	Check	Bottomly, Glenn	931458	AP Merch	305.77
07/23/2025	496462	Check	Brin Glass Service	928124	AP Merch	692.00
07/23/2025	496463	Check	Brooks, Ken	501112	AP Merch	286.88
07/23/2025	496464	Check	Brown's Ice Cream Co	904655	AP Merch	661.44
07/23/2025	496465	Check	Burnsville Boys Basketball Booster Club	930698	AP Merch	300.00
07/23/2025	496466	Check	Capernaum Pediatric Therapy	930712	AP Merch	27,253.73
07/23/2025	496467	Check	Centennial ISD12	901904	AP Merch	373.44
07/23/2025	496468	Check	CESO Communications LLC	930130	AP Merch	6,703.49
07/23/2025	496469	Check	City of Burnsville - Utilities	904226	AP Merch	24,156.43
07/23/2025	496470	Check	City of Eagan - Utilities	901002	AP Merch	1,934.51
07/23/2025	496471	Check	City of Savage - Utilities	909588	AP Merch	5,929.13
07/23/2025	496472	Check	Conquer Ninja Athletics	929462-2	AP Merch	491.20

AP Check Register

AP Run: 20250723 AP FY25 — Post Date: 2025-07-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2025	496473	Check	Cormican, Tara	501398	AP Merch	162.60
07/23/2025	496474	Check	Dakota Electric Association	900809	AP Merch	94,493.51
07/23/2025	496475	Check	DASH Sports LLC	930957	AP Merch	2,788.00
07/23/2025	496476	Check	Ehlers	920802-1	AP Merch	568.75
07/23/2025	496477	Check	Fastenal	923054-1	AP Merch	30.02
07/23/2025	496478	Check	Freese, Nancy	501397	AP Merch	24.00
07/23/2025	496479	Check	Freeway Ford Inc	901262	AP Merch	142.40
07/23/2025	496480	Check	Graybar Electric Company Inc	901478-1	AP Merch	4,220.00
07/23/2025	496481	Check	Guled, Hawa	931394	AP Merch	60.00
07/23/2025	496482	Check	Health Counseling Services LLC	924154-1	AP Merch	150.00
07/23/2025	496483	Check	Heartland Tire, Inc.	930160	AP Merch	187.99
07/23/2025	496484	Check	Hendrikson, Dan	501396	AP Merch	48.00
07/23/2025	496485	Check	Holiday Stationstores LLC	930483	AP Merch	33.00
07/23/2025	496486	Check	Horizon Equipment LLC	901324	AP Merch	2,797.00
07/23/2025	496487	Check	HumeraTech Inc	927703	AP Merch	5,526.77
07/23/2025	496488	Check	Imperial Dade	904186-1	AP Merch	1,780.59
07/23/2025	496489	Check	Ind School Dist 196	901394-3	AP Merch	24,439.54
07/23/2025	496490	Check	Ind School Dist 196-Community Education	930679	AP Merch	40.00
07/23/2025	496491	Check	Innovational Water Solutions, Inc.	930169	AP Merch	4,288.08
07/23/2025	496492	Check	Innovative Office Solutions LLC	924274	AP Merch	39,241.65

AP Check Register

AP Run: 20250723 AP FY25 — Post Date: 2025-07-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2025	496493	Check	Integrated Food Service	931083	AP Merch	4,802.40
07/23/2025	496494	Check	Intermediate School Dist 917	909327	AP Merch	26,126.80
07/23/2025	496495	Check	International Gymnastics of MN LLC	926911	AP Merch	20,278.40
07/23/2025	496496	Check	Inver Hills Community College	901029	AP Merch	9,740.54
07/23/2025	496497	Check	John A Dalsin & Son Inc	905816	AP Merch	2,273.81
07/23/2025	496498	Check	Kafka, Kim	931092	AP Merch	240.00
07/23/2025	496499	Check	Kaseya US LLC	931358	AP Merch	4,786.73
07/23/2025	496500	Check	L H Enterprises LLC	925069	AP Merch	1,188.00
07/23/2025	496501	Check	Lamprecht, John	928748	AP Merch	35.65
07/23/2025	496502	Check	Lett, Shannon	501400	AP Merch	28.30
07/23/2025	496503	Check	Link Interpret	929933	AP Merch	1,209.30
07/23/2025	496504	Check	Magers & Quinn Booksellers	930421	AP Merch	4,759.33
07/23/2025	496505	Check	Martinez Madrid, Yesica	501399	AP Merch	11.25
07/23/2025	496506	Check	Medicine Lake Tours	908112	AP Merch	4,250.00
07/23/2025	496507	Check	Metropolitan State University	928476	AP Merch	3,300.00
07/23/2025	496508	Check	Michele Bedor Consulting LLC	931455	AP Merch	300.00
07/23/2025	496509	Check	Minnesota Energy Resources	903029	AP Merch	100.00
07/23/2025	496510	Check	Minnesota Petroleum Service Inc	926261	AP Merch	684.00
07/23/2025	496511	Check	Minnesota Valley Electric Cooperative	907448	AP Merch	21,241.93

AP Check Register

AP Run: 20250723 AP FY25 — Post Date: 2025-07-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2025	496512	Check	Mission Filtration	931116	AP Merch	11,961.78
07/23/2025	496513	Check	MN Highway Safety & Research Center	926466	AP Merch	1,400.00
07/23/2025	496514	Check	Mohammoud, Zahra Ali	928322	AP Merch	180.00
07/23/2025	496515	Check	MRI Software LLC	929957	AP Merch	418.45
07/23/2025	496516	Check	MTI Distributing Inc	902544	AP Merch	1,381.52
07/23/2025	496517	Check	Muckerheide, Erin	500103	AP Merch	290.40
07/23/2025	496518	Check	Naseema Omer LLC	930381	AP Merch	781.80
07/23/2025	496519	Check	National Enrollment Partners LLC	931351	AP Merch	1,175.00
07/23/2025	496520	Check	Natus Sensory Inc	929836	AP Merch	2,733.00
07/23/2025	496521	Check	NCS Pearson Inc	925372	AP Merch	1.90
07/23/2025	496522	Check	Northern Air Corporation	920320	AP Merch	5,032.00
07/23/2025	496523	Check	Office of MNIT Services	906477	AP Merch	697.20
07/23/2025	496524	Check	Painters Gear Inc	920591	AP Merch	291.11
07/23/2025	496525	Check	Perez, Melissa M	924879	AP Merch	1,216.00
07/23/2025	496526	Check	Pioneer SecureShred	930098	AP Merch	465.00
07/23/2025	496527	Check	Pothini, Seema	925931	AP Merch	1,685.96
07/23/2025	496528	Check	Professional Turf & Renovation Inc	931456	AP Merch	26,265.00
07/23/2025	496529	Check	QBS LLC	930033	AP Merch	78.00
07/23/2025	496530	Check	QiVitality LLC	929413	AP Merch	247.80
07/23/2025	496531	Check	RAK Construction Inc	929749	AP Merch	1,520.62

AP Check Register

AP Run: 20250723 AP FY25 — Post Date: 2025-07-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2025	496532	Check	Red Wing Business Advantage Account	921851-1	AP Merch	1,225.30
07/23/2025	496533	Check	Rodriguez, Angela	501356	AP Merch	120.97
07/23/2025	496534	Check	Ryan Mechanical Inc	923241	AP Merch	4,912.19
07/23/2025	496535	Check	Schmitt & Sons - Contract	909331-2	AP Merch	440,922.26
07/23/2025	496536	Check	Schmitt & Sons Inc	909331	AP Merch	32,674.54
07/23/2025	496537	Check	Second Harvest Heartland	928183	AP Merch	933.06
07/23/2025	496538	Check	SFM	923848	AP Merch	10,540.49
07/23/2025	496539	Check	Siemens Industry Inc	902217	AP Merch	7,337.79
07/23/2025	496540	Check	Skaterapolis	931253	AP Merch	334.40
07/23/2025	496541	Check	Smith, Heather	500096	AP Merch	97.97
07/23/2025	496542	Check	Southwest Metro - Dean Lakes Education Center	928611	AP Merch	16,824.75
07/23/2025	496543	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	2,096.17
07/23/2025	496544	Check	State of Minnesota	922354	AP Merch	13,974.94
07/23/2025	496545	Check	Summit 360	930892	AP Merch	284.10
07/23/2025	496546	Check	The Formidable Genealogist, LLC	930975	AP Merch	60.00
07/23/2025	496547	Check	T-Mobile	929345	AP Merch	6,068.51
07/23/2025	496548	Check	True Mechanical LLC	931322	AP Merch	7,597.31
07/23/2025	496549	Check	Twin City Outdoor Services Inc	929177	AP Merch	7,895.00
07/23/2025	496550	Check	Upper Lakes Foods Inc	929826	AP Merch	35,003.90
07/23/2025	496551	Check	Vestis Services LLC	901365	AP Merch	1,185.79

AP Check Register

AP Run: 20250723 AP FY25 — Post Date: 2025-07-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2025	496552	Check	Washburn Center for Children	931077	AP Merch	52,333.33
07/23/2025	496553	Check	Wiese USA, Inc.	930549	AP Merch	1,311.69
07/23/2025	496554	Check	WL Hall Co	929359	AP Merch	4,405.00
07/23/2025	496555	Check	Xcel Energy	902776	AP Merch	14,759.50
07/23/2025	496556	Check	Ziegler Inc	904566	AP Merch	177.24
Total:						\$1,115,432.63

20250723 AP FY25 Summary

Type	Count	Amount
Regular	103	1,115,432.63
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	103	\$1,115,432.63

AP Check Register

AP Run: 20250723 AP JZ — Post Date: 2025-07-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2025	496557	Check	Bix Produce Company	900477	AP Merch	2,398.46
07/23/2025	496558	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	1,322.06
07/23/2025	496559	Check	Upper Lakes Foods Inc	929826	AP Merch	5,048.39
Total:						\$8,768.91

20250723 AP JZ Summary

Type	Count	Amount
Regular	3	8,768.91
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	3	\$8,768.91

AP Check Register

AP Run: 20250723 AP FY26 — Post Date: 2025-07-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2025	496560	Check	A.J. Moore Electric Inc	928491	AP Merch	1,930.76
07/23/2025	496561	Check	Anchor Solar Investments LLC	929704	AP Merch	2,254.36
07/23/2025	496562	Check	Anoka-Hennepin Schools, ISD #11	900075-4	AP Merch	1,200.00
07/23/2025	496563	Check	Association of Metropolitan School Districts - AMSD	900281	AP Merch	11,579.00
07/23/2025	496564	Check	Aviben LLC	926262-1	AP Merch	850.27
07/23/2025	496565	Check	Burnsville Savage Lions Club	924379	AP Merch	60.00
07/23/2025	496566	Check	California Department of Child Support Services	930653	AP Merch	252.50
07/23/2025	496567	Check	CESO Communications LLC	930130	AP Merch	2,775.00
07/23/2025	496568	Check	CESO HR, LLC	930763	AP Merch	3,948.75
07/23/2025	496569	Check	CESO Transportation LLC	930220	AP Merch	16,177.08
07/23/2025	496570	Check	Charpentier Enterprises LLC	931223	AP Merch	371.80
07/23/2025	496571	Check	Comcast	926565-1	AP Merch	4,974.89
07/23/2025	496572	Check	Commercial Kitchen Services	927640	AP Merch	647.50
07/23/2025	496573	Check	Crown Rental Inc	900647	AP Merch	133.86
07/23/2025	496574	Check	Curriculum Associates LLC	900782-1	AP Merch	68,768.91
07/23/2025	496575	Check	Dakota Sweeping & Maintenance Co	920039	AP Merch	4,935.00
07/23/2025	496576	Check	DASH Sports LLC	930957	AP Merch	885.00
07/23/2025	496577	Check	Digital Insurance, LLC	929385	AP Merch	6,437.50
07/23/2025	496578	Check	Edmentum	929341-1	AP Merch	33,170.00

AP Check Register

AP Run: 20250723 AP FY26 — Post Date: 2025-07-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2025	496579	Check	Ekon-O-Pac LLC	928982	AP Merch	18,167.00
07/23/2025	496580	Check	Electro Watchman Inc	901078	AP Merch	7,938.03
07/23/2025	496581	Check	Emergency Outfitters Inc	931442	AP Merch	885.00
07/23/2025	496582	Check	Enpointe	929863	AP Merch	7,430.00
07/23/2025	496583	Check	Everway LLC	931441	AP Merch	7,584.87
07/23/2025	496584	Check	FLR Sanders Inc	923346	AP Merch	24,246.60
07/23/2025	496585	Check	FS.COM INC	931248	AP Merch	2,296.30
07/23/2025	496586	Check	Gregory, Loris Sofia	927443	AP Merch	120.00
07/23/2025	496587	Check	H&B Specialized Products Inc	901641	AP Merch	500,567.00
07/23/2025	496588	Check	Hamline University Athletics	909752-1	AP Merch	700.00
07/23/2025	496589	Check	Heartland Tire, Inc.	930160	AP Merch	383.97
07/23/2025	496590	Check	High Point Networks LLC	929536	AP Merch	21,708.00
07/23/2025	496591	Check	Hubstar Productions	931204	AP Merch	2,000.00
07/23/2025	496592	Check	Huerd, Karen Rae	500324	AP Merch	89.00
07/23/2025	496593	Check	Imperial Dade	904186-1	AP Merch	7,741.95
07/23/2025	496594	Check	Instream LLC	930884	AP Merch	1,990.00
07/23/2025	496595	Check	Integrated Systems Corporation	929858	AP Merch	23,080.00
07/23/2025	496596	Check	Intermediate School Dist 917	909327	AP Merch	78,767.08
07/23/2025	496597	Check	John's Sewer And Drain Cleaning Inc	928929	AP Merch	2,220.00
07/23/2025	496598	Check	Kaseya US LLC	931358	AP Merch	1,595.32

AP Check Register

AP Run: 20250723 AP FY26 — Post Date: 2025-07-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2025	496599	Check	Literacy Resources, LLC	930694	AP Merch	61,196.68
07/23/2025	496600	Check	Lucy, Lucy Ann	501395	AP Merch	24.00
07/23/2025	496601	Check	Luther College	928387	AP Merch	150.00
07/23/2025	496602	Check	Magic School Inc	931307	AP Merch	39,000.00
07/23/2025	496603	Check	Mansfield Oil Company	928793	AP Merch	22,140.13
07/23/2025	496604	Check	Mayer Arts Inc	925512	AP Merch	3,800.00
07/23/2025	496605	Check	Mediaworks Advertising Solutions	931459	AP Merch	7,200.00
07/23/2025	496606	Check	Merry, Vanessa	929912	AP Merch	600.00
07/23/2025	496607	Check	Midwest Playscapes Inc	922012	AP Merch	109,567.30
07/23/2025	496608	Check	Minnesota High School Volleyball Showcase LLC	931251	AP Merch	325.00
07/23/2025	496609	Check	Minnesota Safety Council	909177	AP Merch	1,795.00
07/23/2025	496610	Check	Minnesota School Nutrition Association (MSNA)	904656-2	AP Merch	370.00
07/23/2025	496611	Check	MN Association of Student Leaders	922214	AP Merch	85.00
07/23/2025	496612	Check	MN Elementary School Principals Assoc (MESPA)	902538	AP Merch	703.00
07/23/2025	496613	Check	Monkey Wrench Productions LLC	930727	AP Merch	82.87
07/23/2025	496614	Check	Newsela, Inc.	930302	AP Merch	32,023.01
07/23/2025	496615	Check	Notable Inc - Kami	931000	AP Merch	15,600.00
07/23/2025	496616	Check	Overhead Door Company Of The Northland	903695	AP Merch	195.00
07/23/2025	496617	Check	Painters Gear Inc	920591	AP Merch	302.84

AP Check Register

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AP Run: 20250723 AP FY26 — Post Date: 2025-07-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2025	496618	Check	ParentSquare Inc	931230	AP Merch	36,429.84
07/23/2025	496619	Check	Per Mar Security Services	930354	AP Merch	3,796.60
07/23/2025	496620	Check	Perez, Melissa M	924879	AP Merch	456.00
07/23/2025	496621	Check	RAK Construction Inc	929749	AP Merch	199,835.34
07/23/2025	496622	Check	Regents of The University of Minnesota	908798-12	AP Merch	7,285.00
07/23/2025	496623	Check	Region V Computer Services	929754	AP Merch	1,212.00
07/23/2025	496624	Check	Renaissance Learning, Inc.	903744	AP Merch	116,440.80
07/23/2025	496625	Check	Riverside Insights	931018	AP Merch	20,064.00
07/23/2025	496626	Check	Rock Hard Landscape Supply	928528	AP Merch	20.00
07/23/2025	496627	Check	Romero Zamora, Karla	931279	AP Merch	375.00
07/23/2025	496628	Check	School Services Employees Local 284	907382	AP Merch	2,467.18
07/23/2025	496629	Check	Scorecard LLC	931238	AP Merch	3,100.00
07/23/2025	496630	Check	Second Harvest Heartland	928183	AP Merch	906.05
07/23/2025	496631	Check	SiteOne Landscape Supply LLC	930424	AP Merch	434.09
07/23/2025	496632	Check	Skaterapolis	931253	AP Merch	167.20
07/23/2025	496633	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	119.22
07/23/2025	496634	Check	Tischendorf, Mike	923741	AP Merch	350.00
07/23/2025	496635	Check	Total Filtration Services Inc	922123-1	AP Merch	1,220.44
07/23/2025	496636	Check	Transfr Inc	931207	AP Merch	15,600.00

AP Check Register

AP Run: 20250723 AP FY26 — Post Date: 2025-07-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2025	496637	Check	True Mechanical LLC	931322	AP Merch	975.00
07/23/2025	496638	Check	Upper Lakes Foods Inc	929826	AP Merch	1,229.42
07/23/2025	496639	Check	utilityenergy systems	928965	AP Merch	2,174.00
07/23/2025	496640	Check	Wiese USA, Inc.	930549	AP Merch	1,840.50
07/23/2025	496641	Check	Xello Inc.	930455	AP Merch	19,905.24
Total:						\$1,602,425.05

20250723 AP FY26 Summary

Type	Count	Amount
Regular	82	1,602,425.05
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	82	\$1,602,425.05

AP Check Register

AP Run: 20250731 Voids — Post Date: 2025-07-31 — AP Run Type: V

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/31/2025	496393	Check	Brooks, Ken	501112	AP Merch	-286.88
Total:						-\$286.88

20250731 Voids Summary

Type	Count	Amount
Regular	1	-286.88
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-\$286.88

AP Check Register

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Fund	Total
01 - General	2,978,849.59
02 - Food Service	74,940.78
03 - Transportation	388,124.61
04 - Community Service	267,745.22
16 - Facility Rental	13.77
22 - Internal Service - Health Insurance	1,175.00
50 - Student Activity Fund	1,685.96
	<hr/>
	\$3,712,534.93

AP Check Register

AP Run: 20250703 VACH FY25 — Post Date: 2025-07-03 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/03/2025	9000007742	ACH	Association Of Clerical Employees	904895	AP Merch	444.00
07/03/2025	9000007743	ACH	Burnsville Association of Educational Assistants	909991	AP Merch	927.00
07/03/2025	9000007744	ACH	Carlson, Gerri	929243	AP Merch	782.60
07/03/2025	9000007745	ACH	Johnson Controls Fire Protection LP	903587	AP Merch	3,138.30
07/03/2025	9000007746	ACH	Myers, Loren	931438	AP Merch	117.00
07/03/2025	9000007747	ACH	Nelson, Jared	931190	AP Merch	1,770.00
07/03/2025	9000007748	ACH	Normandale Community College	902136	AP Merch	107,326.31
07/03/2025	9000007749	ACH	Quinn, Jodie	931354	AP Merch	385.00
07/03/2025	9000007750	ACH	Teachers On Call	929847	AP Merch	43,579.92
Total:						\$158,470.13

20250703 VACH FY25 Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	9	158,470.13
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	9	\$158,470.13

AP Check Register

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AP Run: 20250703 VACH FY26 — Post Date: 2025-07-03 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/03/2025	9000007751	ACH	Care Solace, Inc.	930950	AP Merch	36,430.03
07/03/2025	9000007752	ACH	Johnson Controls Fire Protection LP	903587	AP Merch	60,255.30
Total:						\$96,685.33

20250703 VACH FY26 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	2	96,685.33
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$96,685.33

AP Check Register

AP Run: 20250703 EACH FY25 — Post Date: 2025-07-03 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/03/2025	9000007753	ACH	Bachmeier, Michelle M	017895	AP Merch	150.40
07/03/2025	9000007754	ACH	Essay, Kenneth P	019131	AP Merch	112.71
07/03/2025	9000007755	ACH	Maro, Julie A	011378	AP Merch	43.54
07/03/2025	9000007756	ACH	Willett, Alison A	019566	AP Merch	155.69
07/03/2025	9000007757	ACH	Noeldner, Brigette L	021428	AP Merch	13.30
07/03/2025	9000007758	ACH	O'Laughlin, John M	020956	AP Merch	72.03
07/03/2025	9000007759	ACH	Sands, Anne	013315	AP Merch	39.00
07/03/2025	9000007760	ACH	Voigt, Pamela M	017183	AP Merch	26.60
Total:						\$613.27

20250703 EACH FY25 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	8	613.27
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	8	\$613.27

AP Check Register

AP Run: 20250716 VACH FY25 — Post Date: 2025-07-16 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/16/2025	9000007761	ACH	Casperson, Julie	928973	AP Merch	435.50
07/16/2025	9000007762	ACH	Delshad, Shilan	930153	AP Merch	196.50
07/16/2025	9000007763	ACH	Goswami, Alpa	929031	AP Merch	98.00
07/16/2025	9000007764	ACH	Normandale Community College	902136	AP Merch	14,098.15
Total:						\$14,828.15

20250716 VACH FY25 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	4	14,828.15
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	4	\$14,828.15

AP Check Register

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AP Run: 20250716 VACH FY26 — Post Date: 2025-07-16 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/16/2025	9000007765	ACH	Association Of Clerical Employees	904895	AP Merch	312.00
07/16/2025	9000007766	ACH	Burnsville Association of Educational Assistants	909991	AP Merch	873.00
Total:						\$1,185.00

20250716 VACH FY26 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	2	1,185.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$1,185.00

AP Check Register

AP Run: 20250723 VACH FY25 — Post Date: 2025-07-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2025	9000007767	ACH	Johnson Controls Fire Protection LP	903587	AP Merch	1,324.42
07/23/2025	9000007768	ACH	Solutran, LLC	928660	AP Merch	2,567.38
Total:						\$3,891.80

20250723 VACH FY25 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	2	3,891.80
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$3,891.80

AP Check Register

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AP Run: 20250723 VACH FY26 — Post Date: 2025-07-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2025	9000007769	ACH	Asana Inc	930938	AP Merch	20,971.23
07/23/2025	9000007770	ACH	CDW Government Inc	920289-1	AP Merch	603,750.00
07/23/2025	9000007771	ACH	Johnson Controls Fire Protection LP	903587	AP Merch	3,548.14
07/23/2025	9000007772	ACH	Teachers On Call	929847	AP Merch	220.03
07/23/2025	9000007773	ACH	VITAL WorkLife, Inc.	930974	AP Merch	8,901.12
Total:						\$637,390.52

20250723 VACH FY26 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	5	637,390.52
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	5	\$637,390.52

AP Check Register

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AP Run: 20250728 EACH FY25 — Post Date: 2025-07-28 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/28/2025	9000007774	ACH	Bomsta, Lyle J	017156	AP Merch	75.00
07/28/2025	9000007775	ACH	Broge, Dawndra S	020951	AP Merch	15.68
07/28/2025	9000007776	ACH	Cabajes, Angelie V	021474	AP Merch	628.94
07/28/2025	9000007777	ACH	Cloutier, Dana	016633	AP Merch	47.04
07/28/2025	9000007778	ACH	Coddington, Bronwyn M	021393	AP Merch	264.60
07/28/2025	9000007779	ACH	Coleman, Colleen M	013413	AP Merch	85.20
07/28/2025	9000007780	ACH	Crosbie, Cindy	015885	AP Merch	103.50
07/28/2025	9000007781	ACH	Funston, Kathy L	017175	AP Merch	39.06
07/28/2025	9000007782	ACH	Goldsmith, Hunter R	021652	AP Merch	516.47
07/28/2025	9000007783	ACH	Green, Kelli L	018905	AP Merch	8.96
07/28/2025	9000007784	ACH	Helke, David M	014077	AP Merch	94.20
07/28/2025	9000007785	ACH	Henderson, Sean M	017644	AP Merch	52.57
07/28/2025	9000007786	ACH	Howe, Jaimie K	020412	AP Merch	187.70
07/28/2025	9000007787	ACH	Iverson, Adam	014431	AP Merch	597.15
07/28/2025	9000007788	ACH	Jones, Whitney E	021426	AP Merch	226.44
07/28/2025	9000007789	ACH	Kennedy, Jennifer K	013375	AP Merch	11.48
07/28/2025	9000007790	ACH	Kronabetter, Julie R	016789	AP Merch	114.59
07/28/2025	9000007791	ACH	Lake, David	017436	AP Merch	156.10
07/28/2025	9000007792	ACH	Oftedahl, Imina P	020003	AP Merch	80.80
07/28/2025	9000007793	ACH	O'Hara, Erin E	017850	AP Merch	539.97

AP Check Register

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AP Run: 20250728 EACH FY25 — Post Date: 2025-07-28 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/28/2025	9000007794	ACH	Pearson, Genevieve L	019994	AP Merch	115.01
07/28/2025	9000007795	ACH	Sampers, Karen M	015925	AP Merch	18.55
07/28/2025	9000007796	ACH	Schut, Jennie A	021071	AP Merch	88.13
07/28/2025	9000007797	ACH	Shire, Halima A	021473	AP Merch	204.24
07/28/2025	9000007798	ACH	Spaulding, Sheila J	018536	AP Merch	31.90
07/28/2025	9000007799	ACH	Tarnofsky, John J	020438	AP Merch	33.74
07/28/2025	9000007800	ACH	Thomas, John S	020221	AP Merch	7.28
Total:						\$4,344.30

20250728 EACH FY25 Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	27	4,344.30
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	27	\$4,344.30

AP Check Register

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AP Run: 20250729 EACH FY26 — Post Date: 2025-07-29 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/29/2025	9000007801	ACH	Bellmont, Chris	014183	AP Merch	200.00
07/29/2025	9000007802	ACH	Daniels, Latanya R	021700	AP Merch	500.00
07/29/2025	9000007803	ACH	Dehne, Tyler	020322	AP Merch	200.00
07/29/2025	9000007804	ACH	Gorton, Rachel	016735	AP Merch	200.00
07/29/2025	9000007805	ACH	Sellars, Jason A	019217	AP Merch	44.75
07/29/2025	9000007806	ACH	Smith, Tracy J	014671	AP Merch	339.96
07/29/2025	9000007807	ACH	Sovine, Stacey	017487	AP Merch	200.00
07/29/2025	9000007808	ACH	Tinklenberg, Aaron D	017462	AP Merch	200.00
Total:						\$1,884.71

20250729 EACH FY26 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	8	1,884.71
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	8	\$1,884.71

AP Check Register

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Fund	Total
01 - General	909,786.19
02 - Food Service	739.96
03 - Transportation	430.68
04 - Community Service	5,016.16
22 - Internal Service - Health Insurance	2,567.38
50 - Student Activity Fund	752.84
	<hr/>
	\$919,293.21

AP Check Register

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AP Run: 20250703 CB FY25 — Post Date: 2025-07-03 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/03/2025	6000002202		CDW Government Inc	920289-1	AP Merch	9,518.27
07/03/2025	6000002203		Game One	928417	AP Merch	1,553.29
07/03/2025	6000002204		Groth Music Company	900575	AP Merch	27.99
Total:						\$11,099.55

20250703 CB FY25 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	3	11,099.55
Total:	3	\$11,099.55

AP Check Register

176

AP Run: 20250703 CB FY26 — Post Date: 2025-07-03 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/03/2025	6000002205		PDQ Intermediate Inc	930702	AP Merch	23,742.85
Total:						\$23,742.85

20250703 CB FY26 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	1	23,742.85
Total:	1	\$23,742.85

AP Check Register

177

AP Run: 20250716 CB — Post Date: 2025-07-16 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/16/2025	6000002206		Advanced Imaging Solutions	928551	AP Merch	4,953.83
07/16/2025	6000002207		Aramark Refreshment Services	900428	AP Merch	97.09
07/16/2025	6000002208		Bester Bros Transfer & Storage Co	904400	AP Merch	5,340.00
07/16/2025	6000002209		BSN Sports Inc	903299-1	AP Merch	176.31
07/16/2025	6000002210		Cornerstone Copy Center	900502	AP Merch	1,651.27
07/16/2025	6000002211		Dicks Sanitation Service Inc	900641	AP Merch	7,203.40
07/16/2025	6000002212		ECM Publishers Inc	909272	AP Merch	94.05
07/16/2025	6000002213		Game One	928417	AP Merch	19,320.24
07/16/2025	6000002214		General Parts LLC	901541-1	AP Merch	9,736.42
07/16/2025	6000002215		Grainger	904387-1	AP Merch	4,449.84
07/16/2025	6000002216		Kelleher Helmrich and Associates Inc	908955	AP Merch	523.50
07/16/2025	6000002217		Occupational Health of MN, PC	929919	AP Merch	406.00
07/16/2025	6000002218		PPG Architectural Finishes	901709	AP Merch	61.84
07/16/2025	6000002219		Professional Wireless Communications	924681	AP Merch	534.75
07/16/2025	6000002220		Schmitt Music	903532	AP Merch	141.53
07/16/2025	6000002221		School Health Supply Co Inc	903537	AP Merch	179.88
07/16/2025	6000002222		Trane US Inc	904045	AP Merch	11,379.11
07/16/2025	6000002223		Trio Supply	903802	AP Merch	1,164.63
Total:						\$67,413.69

AP Check Register

178

AP Run: 20250716 CB — Post Date: 2025-07-16 — AP Run Type: R

<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>
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20250716 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:	18	67,413.69
Total:	18	\$67,413.69

AP Check Register

179

AP Run: 20250716 CB FY26 — Post Date: 2025-07-16 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/16/2025	6000002224		Capstone	902926	AP Merch	14,432.64
07/16/2025	6000002225		Follett School Solutions Inc	904527-1	AP Merch	17,023.92
07/16/2025	6000002226		Scenario Learning LLC	928849	AP Merch	16,230.50
07/16/2025	6000002227		Schmitt Music	903532	AP Merch	2,639.62
07/16/2025	6000002228		Seesaw Learning Inc	929508	AP Merch	27,468.75
07/16/2025	6000002229		Voyager Sopris Learning	931002	AP Merch	12,137.00
07/16/2025	6000002230		WeVideo Inc	924460	AP Merch	12,232.35
Total:						\$102,164.78

20250716 CB FY26 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	7	102,164.78
Total:	7	\$102,164.78

AP Check Register

180

Fund	Total
01 - General	190,665.72
02 - Food Service	10,915.05
04 - Community Service	2,840.10
	\$204,420.87

Monthly Void/Wire Report

181

AP Run: 20250715 Wires PR — Post Date: 2025-07-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
07/15/2025	8000001311	Wire Transfer	Commissioner Of Revenue	141,500.92
07/15/2025	8000001312	Wire Transfer	Educators Benefit Consultants	184,660.39
07/15/2025	8000001313	Wire Transfer	Internal Revenue Service	835,721.90
07/15/2025	8000001314	Wire Transfer	ISD 191 Flex Account	7,367.41
07/15/2025	8000001315	Wire Transfer	ISD 191 Self Insurance Account	1,057,210.12
07/15/2025	8000001316	Wire Transfer	MN Child Support	3,083.10
07/15/2025	8000001317	Wire Transfer	MN Dept of Revenue	985.07
07/15/2025	8000001318	Wire Transfer	Mn Teachers Retirement Assoc	502,081.35
07/15/2025	8000001319	Wire Transfer	PERA	114,957.55
Total:				\$2,847,567.81

20250715 Wires PR Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	9	2,847,567.81
Epayables:	0	0.00
Total:	9	\$2,847,567.81

Monthly Void/Wire Report

182

AP Run: 20250715 Wires PR adj — Post Date: 2025-07-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
07/15/2025	8000001320	Wire Transfer	Commissioner Of Revenue	-308.01
07/15/2025	8000001321	Wire Transfer	Educators Benefit Consultants	0.00
07/15/2025	8000001322	Wire Transfer	Internal Revenue Service	-1,541.58
07/15/2025	8000001323	Wire Transfer	ISD 191 Self Insurance Account	0.00
07/15/2025	8000001324	Wire Transfer	PERA	-565.60
Total:				-\$2,415.19

20250715 Wires PR adj Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	5	-2,415.19
Epayables:	0	0.00
Total:	5	-\$2,415.19

Monthly Void/Wire Report

183

AP Run: 20250715 Wires PR2 — Post Date: 2025-07-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
07/15/2025	8000001329	Wire Transfer	Commissioner Of Revenue	44.62
07/15/2025	8000001330	Wire Transfer	Internal Revenue Service	170.22
07/15/2025	8000001331	Wire Transfer	ISD 191 Self Insurance Account	24,490.95
07/15/2025	8000001332	Wire Transfer	Mn Teachers Retirement Assoc	198.16
Total:				\$24,903.95

20250715 Wires PR2 Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	4	24,903.95
Epayables:	0	0.00
Total:	4	\$24,903.95

Monthly Void/Wire Report

184

AP Run: 20250731 Wires PR — Post Date: 2025-07-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
07/31/2025	8000001333	Wire Transfer	Commissioner Of Revenue	139,621.95
07/31/2025	8000001334	Wire Transfer	Educators Benefit Consultants	186,361.17
07/31/2025	8000001335	Wire Transfer	Internal Revenue Service	823,109.02
07/31/2025	8000001336	Wire Transfer	ISD 191 Flex Account	7,714.79
07/31/2025	8000001337	Wire Transfer	ISD 191 Self Insurance Account	1,142,585.50
07/31/2025	8000001338	Wire Transfer	MN Child Support	3,083.10
07/31/2025	8000001339	Wire Transfer	MN Dept of Revenue	454.05
07/31/2025	8000001340	Wire Transfer	Mn State Retirement System	74,778.73
07/31/2025	8000001341	Wire Transfer	Mn Teachers Retirement Assoc	485,469.62
07/31/2025	8000001342	Wire Transfer	PERA	120,522.52
Total:				\$2,983,700.45

20250731 Wires PR Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	10	2,983,700.45
Epayables:	0	0.00
Total:	10	\$2,983,700.45

Monthly Void/Wire Report

185

AP Run: 20250731 Wires Main — Post Date: 2025-07-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
07/31/2025	8000001354	Wire Transfer	Delta Dental Plan Of Minnesota	86,600.97
07/31/2025	8000001355	Wire Transfer	MN Dept of Revenue-Sales Tax	810.00
Total:				\$87,410.97

20250731 Wires Main Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	2	87,410.97
Epayables:	0	0.00
Total:	2	\$87,410.97

Monthly Void/Wire Report

186

AP Run: 20250731 Wires 20 S.Ins — Post Date: 2025-07-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
07/31/2025	232	Wire Transfer	Blue Cross Blue Shield Of MN	777,907.64
07/31/2025	233	Wire Transfer	Further	44,003.95
07/31/2025	234	Wire Transfer	HealthEquity Inc	171,504.93
07/31/2025	235	Wire Transfer	Paydhealth	1,895.26
07/31/2025	236	Wire Transfer	UMR, Inc	1,845,678.69
Total:				\$2,840,990.47

20250731 Wires 20 S.Ins Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	5	2,840,990.47
Epayables:	0	0.00
Total:	5	\$2,840,990.47

Monthly Void/Wire Report

187

AP Run: 20250731 Wires 8 Flex — Post Date: 2025-07-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
07/31/2025	83	Wire Transfer	Further	45,311.04
Total:				\$45,311.04

20250731 Wires 8 Flex Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	45,311.04
Epayables:	0	0.00
Total:	1	\$45,311.04

Monthly Void/Wire Report

188

AP Run: 20250731 Wires 20S.Ins C — Post Date: 2025-07-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
07/31/2025	237	Wire Transfer	Further	-7,141.50
Total:				-\$7,141.50

20250731 Wires 20S.Ins C Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	-7,141.50
Epayables:	0	0.00
Total:	1	-\$7,141.50

Monthly Void/Wire Report

189

AP Run: 20250731 Wires 4MnTrus — Post Date: 2025-07-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
07/31/2025	14	Wire Transfer	Bond Trust Services Corporation	1,164,805.14
Total:				\$1,164,805.14

20250731 Wires 4MnTrus Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	1,164,805.14
Epayables:	0	0.00
Total:	1	\$1,164,805.14

Monthly Void/Wire Report

190

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - General	5,518,361.65
02 - Food Service	84,885.05
04 - Community Service	287,908.15
07 - Debt Service Fund	1,096,313.89
16 - Facility Rental	8,723.21
20 - Internal Service - Dental	86,600.97
22 - Internal Service - Health Insurance	2,833,848.97
47 - OPEB Debt Service	68,491.25
	\$9,985,133.14

4. Accept the Budget Analysis

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 IV.A.4
September 25, 2025**

To: Board of Education
Dr. Latanya Daniels, Superintendent

From: Tyler Dehne, Director of Finance

Date: September 12, 2025

Re: Budget Analysis for the Month Ending June 30, 2025

Recommendation: That the Board accepts the Budget Analysis for the month ending June 30, 2025.

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

	Year-to-Date Revenue	% of Adopted Budget	Year-to-Date Expenditures	% of Adopted Budget
All Funds	\$ 258,623,477	118.90%	\$ 215,443,590	99.80%
General Fund	\$ 163,655,781	101.03%	\$ 158,403,398	99.34%

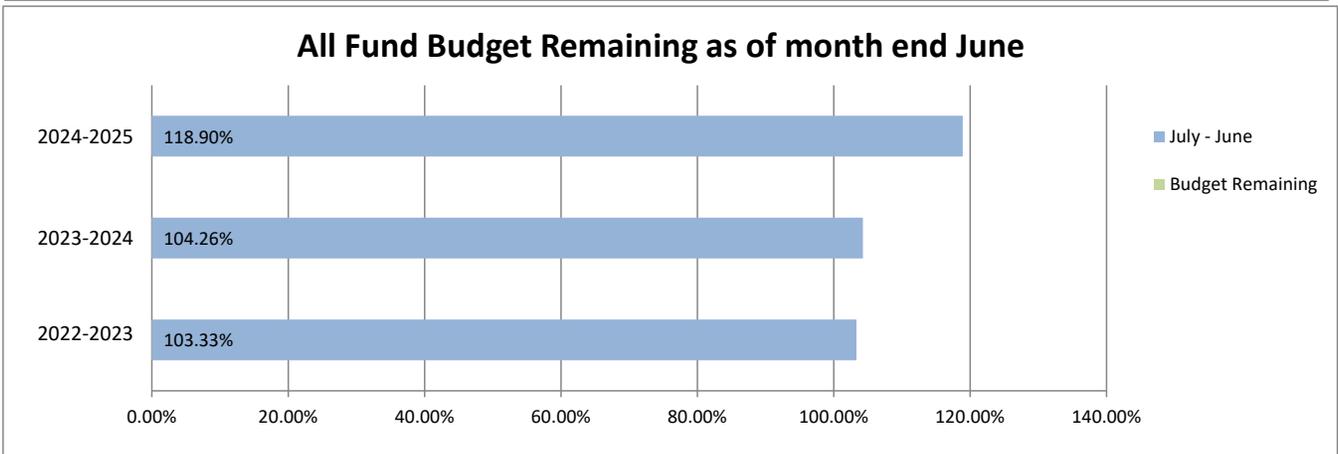
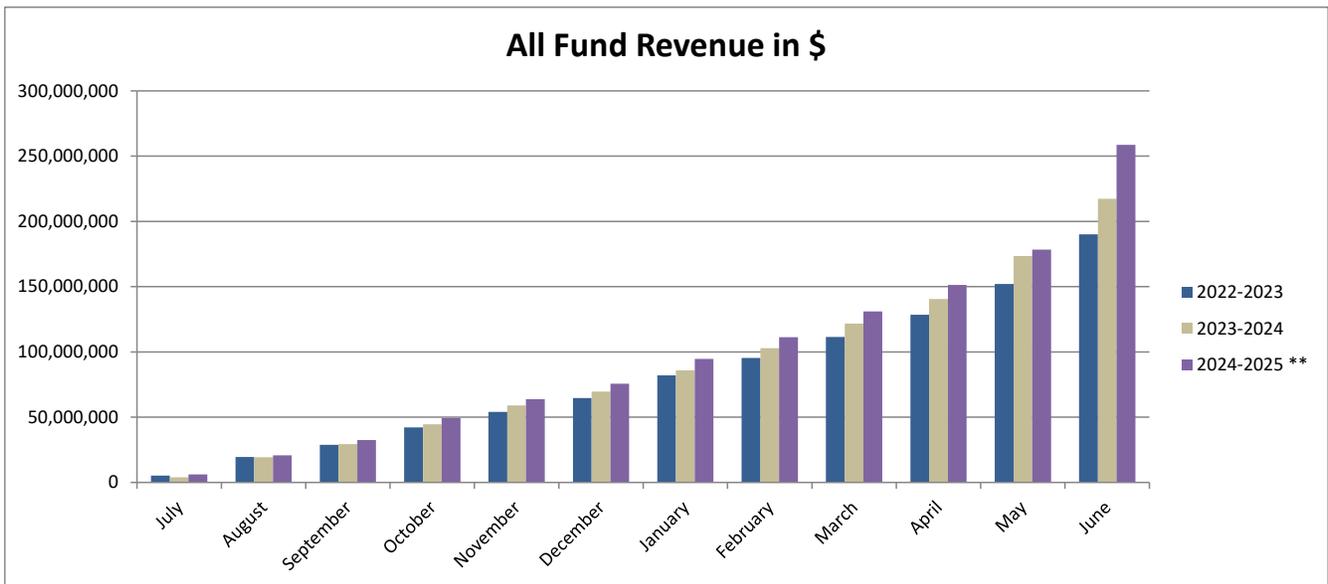
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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**

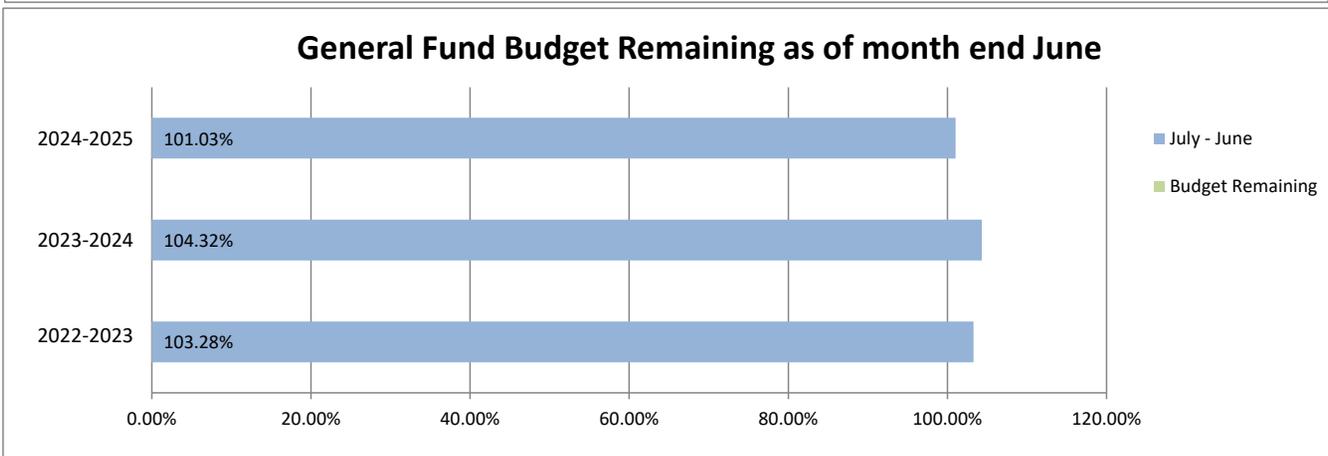
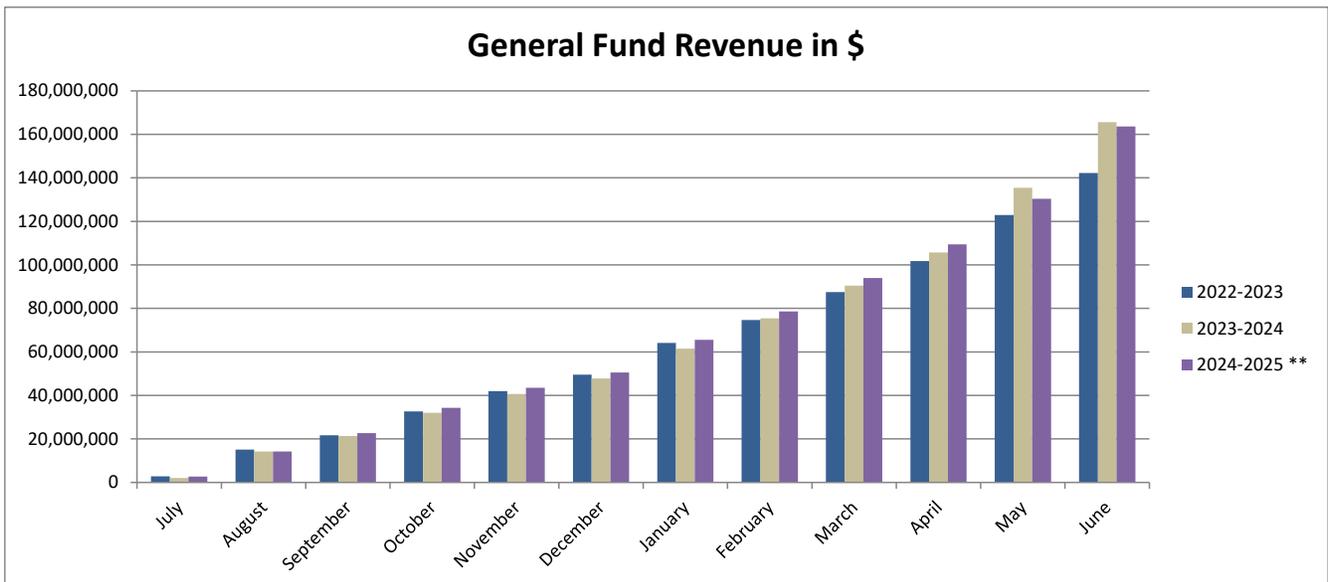
	2022-2023		2023-2024		2024-2025 **	
	\$	%	\$	%	\$	%
July	5,211,222	2.83%	3,923,767	1.88%	6,225,705	2.86%
August	19,546,851	10.63%	19,367,531	9.29%	20,740,144	9.53%
September	28,812,784	15.67%	29,426,322	14.11%	32,399,332	14.89%
October	42,091,259	22.89%	44,587,953	21.38%	49,364,366	22.69%
November	54,008,523	29.37%	58,912,738	28.25%	63,757,139	29.31%
December	64,648,180	35.15%	69,535,132	33.34%	75,701,192	34.80%
January	82,067,715	44.62%	85,949,535	41.22%	94,669,296	43.52%
February	95,325,754	51.83%	102,919,054	49.35%	111,229,079	51.14%
March	111,508,111	60.63%	121,657,811	58.34%	130,998,157	60.22%
April	128,551,918	69.90%	140,495,577	67.37%	151,325,262	69.57%
May	152,059,166	82.68%	173,364,073	83.13%	178,458,872	82.04%
June	190,043,786	103.33%	217,399,399	104.26%	258,623,477	118.90%
BUDGET	183,913,084	100.00%	208,539,165	100.00%	217,519,765	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**

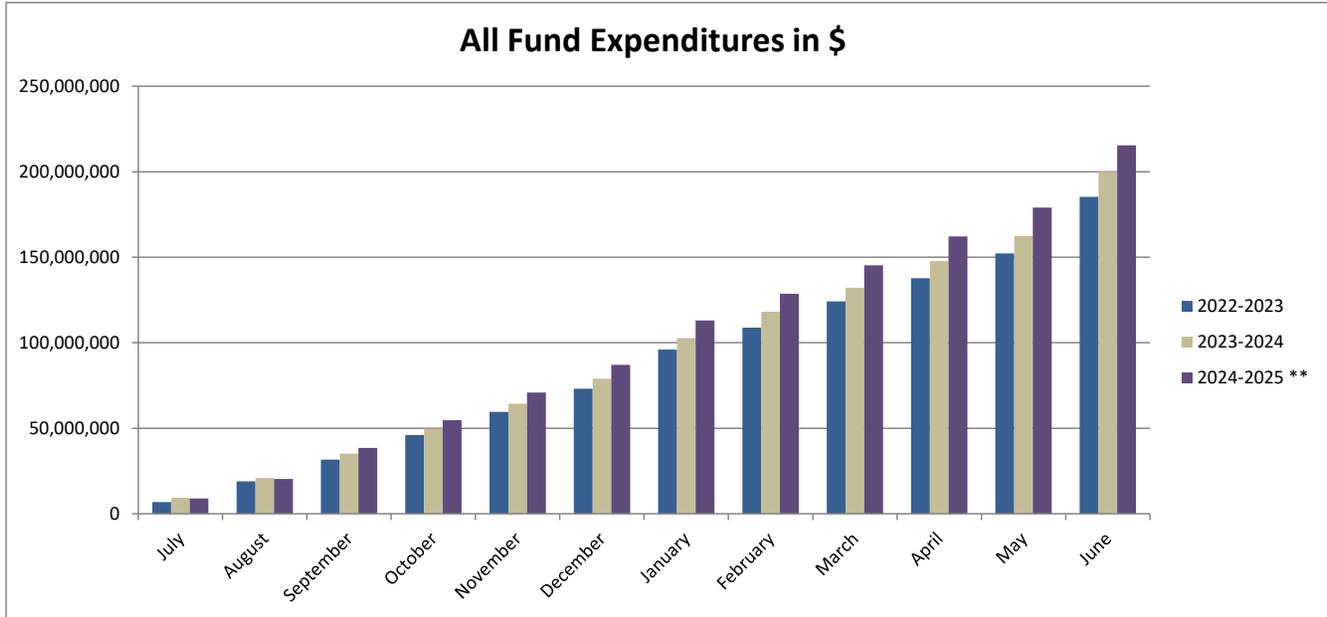
	2022-2023		2023-2024		2024-2025 **	
	\$	%	\$	%	\$	%
July	2,782,571	2.02%	2,054,035	1.28%	2,730,267	1.69%
August	15,069,992	10.94%	14,217,775	8.88%	14,246,069	8.79%
September	21,696,447	15.75%	21,337,010	13.32%	22,663,634	13.99%
October	32,616,003	23.68%	31,945,444	19.94%	34,311,930	21.18%
November	42,025,977	30.51%	40,706,009	25.41%	43,485,919	26.85%
December	49,535,706	35.96%	47,800,679	29.84%	50,561,608	31.21%
January	64,158,526	46.57%	61,461,736	38.37%	65,590,521	40.49%
February	74,679,348	54.21%	75,447,748	47.10%	78,601,059	48.52%
March	87,518,465	63.53%	90,432,887	56.45%	93,933,536	57.99%
April	101,791,548	73.89%	105,750,808	66.02%	109,446,939	67.57%
May	122,924,136	89.23%	135,431,731	84.55%	130,416,738	80.51%
June	142,274,703	103.28%	165,587,981	104.32%	163,655,781	101.03%
BUDGET	137,755,710	100.00%	160,186,251	100.00%	161,980,777	100.00%



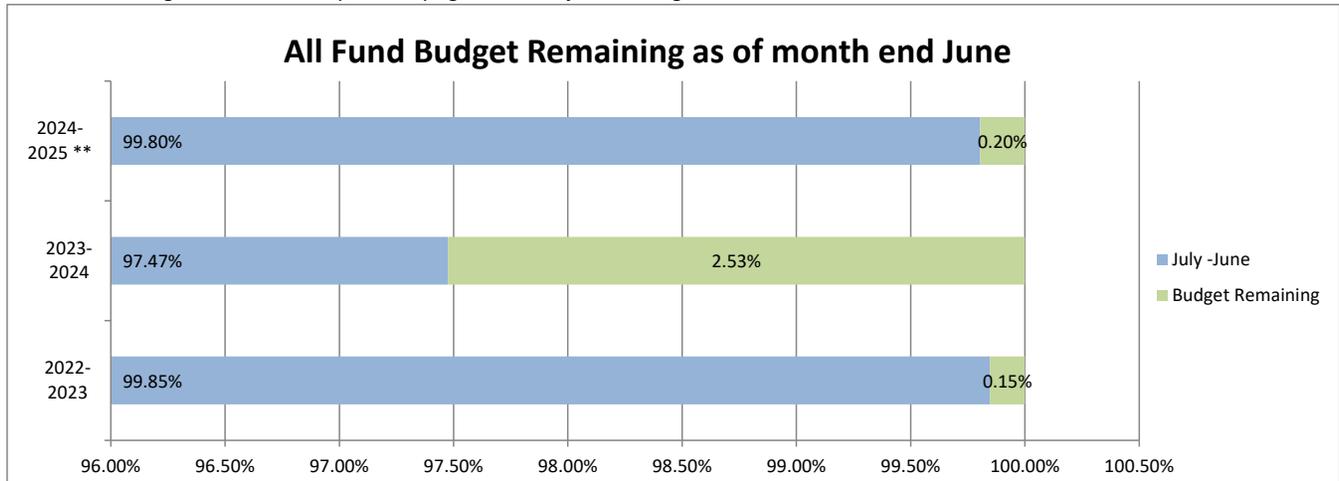
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**EXPENDITURE COMPARISON
ALL FUNDS**

	2022-2023		2023-2024		2024-2025 **	
	\$	%	\$	%	\$	%
July	6,846,145	3.69%	9,311,625	4.58%	8,925,532	4.13%
August	18,979,577	10.22%	20,942,388	10.30%	20,436,074	9.47%
September	31,646,042	17.05%	35,122,008	17.27%	38,557,636	17.86%
October	46,123,533	24.85%	49,720,835	24.45%	54,696,951	25.34%
November	59,574,576	32.09%	64,276,579	31.61%	70,880,340	32.84%
December	73,187,172	39.43%	78,945,654	38.82%	87,062,371	40.33%
January	96,054,702	51.75%	102,672,354	50.49%	112,978,978	52.34%
February	108,872,180	58.65%	118,252,837	58.15%	128,683,130	59.61%
March	124,261,557	66.94%	132,146,998	64.98%	145,245,541	67.29%
April	137,800,461	74.24%	147,830,013	72.69%	162,196,959	75.14%
May	152,188,528	81.99%	162,388,218	79.85%	179,077,820	82.96%
June	185,336,975	99.85%	200,012,729	97.47%	215,443,590	99.80%
BUDGET	185,621,470	100.00%	203,361,619	100.00%	215,865,457	100.00%

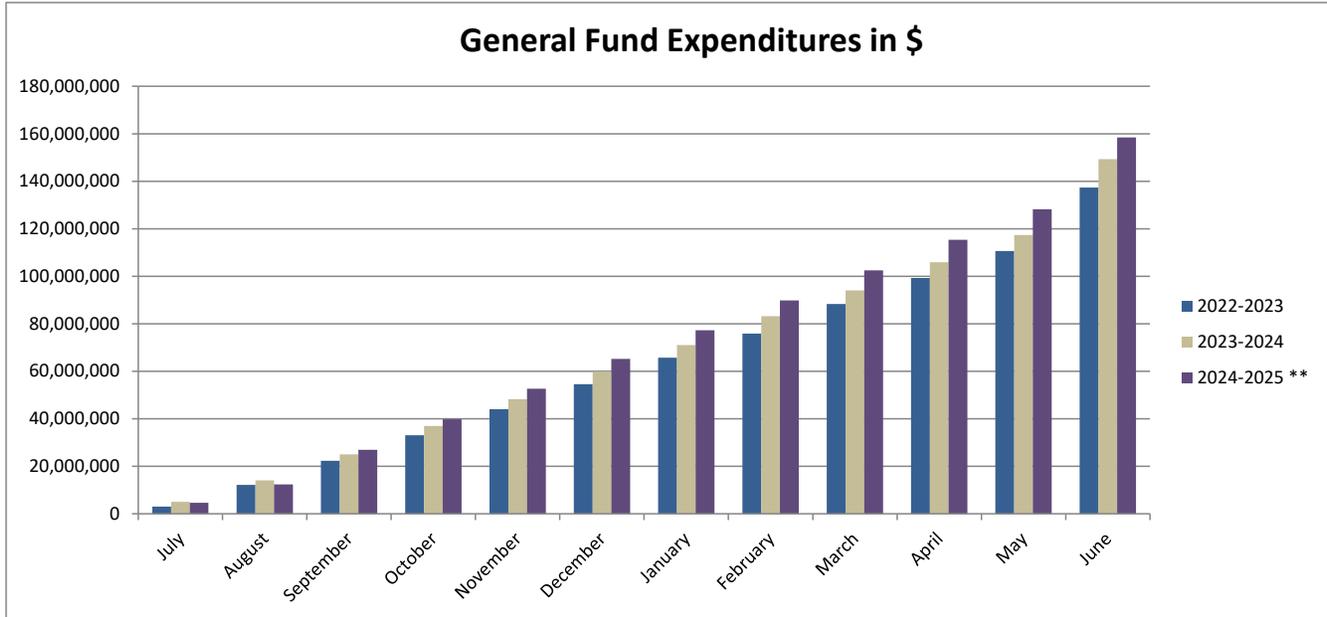


**based on timing of financial activity, monthly figures are subject to change

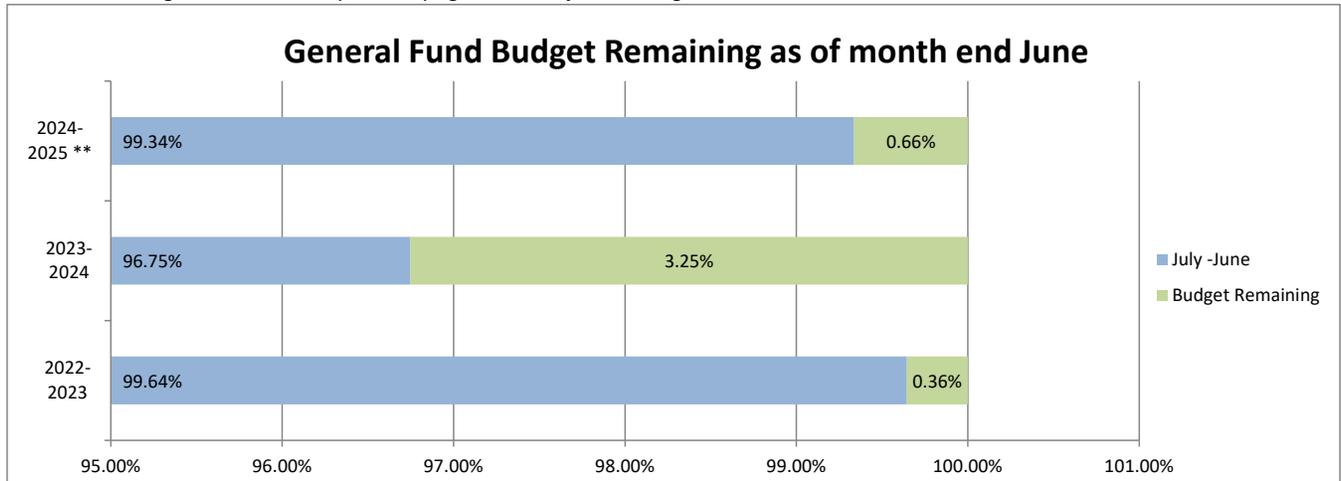


**EXPENDITURE COMPARISON
GENERAL FUND**

	2022-2023		2023-2024		2024-2025 **	
	\$	%	\$	%	\$	%
July	2,991,235	2.17%	5,034,065	3.28%	4,587,428	2.88%
August	12,150,968	8.82%	14,041,027	9.14%	12,396,981	7.77%
September	22,316,375	16.19%	24,985,208	16.27%	26,951,894	16.90%
October	33,077,014	24.00%	36,953,232	24.06%	39,837,090	24.98%
November	44,001,209	31.93%	48,220,445	31.40%	52,681,856	33.04%
December	54,594,640	39.62%	59,804,086	38.94%	65,257,054	40.92%
January	65,687,324	47.67%	70,996,511	46.23%	77,227,031	48.43%
February	75,861,166	55.05%	83,195,216	54.17%	89,828,083	56.33%
March	88,349,602	64.11%	94,048,702	61.24%	102,534,170	64.30%
April	99,274,558	72.04%	105,915,624	68.96%	115,390,145	72.36%
May	110,663,496	80.31%	117,328,149	76.39%	128,180,103	80.38%
June	137,313,387	99.64%	149,279,289	96.75%	158,403,398	99.34%
BUDGET	137,803,486	100.00%	153,581,253	100.00%	159,461,338	100.00%



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





**Agenda IV.A.4
September 25, 2025**

To: Board of Education
Dr. Latanya Daniels, Superintendent

From: Tyler Dehne, Director of Finance

Date: September 12, 2025

Re: Budget Analysis for the Month Ending July 31, 2025

Recommendation: That the Board accepts the Budget Analysis for the month ending July 31, 2025.

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

	Year-to-Date Revenue	% of Adopted Budget	Year-to-Date Expenditures	% of Adopted Budget
All Funds	\$ 6,749,977	3.13%	\$ 46,494,569	20.41%
General Fund	\$ 2,524,243	1.59%	\$ 5,897,305	3.48%

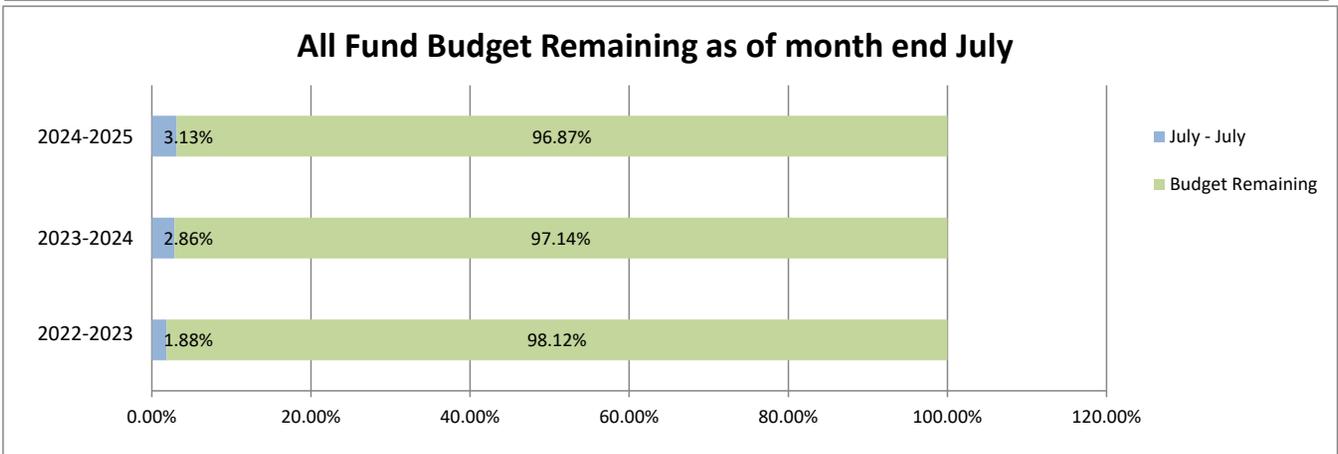
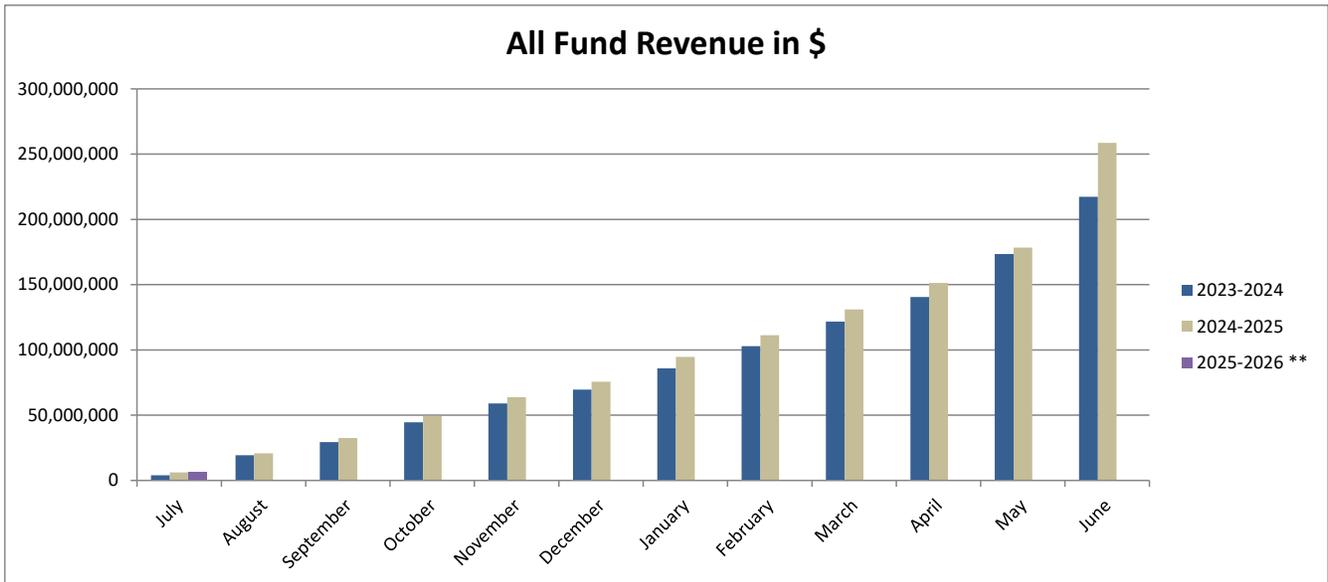
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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**

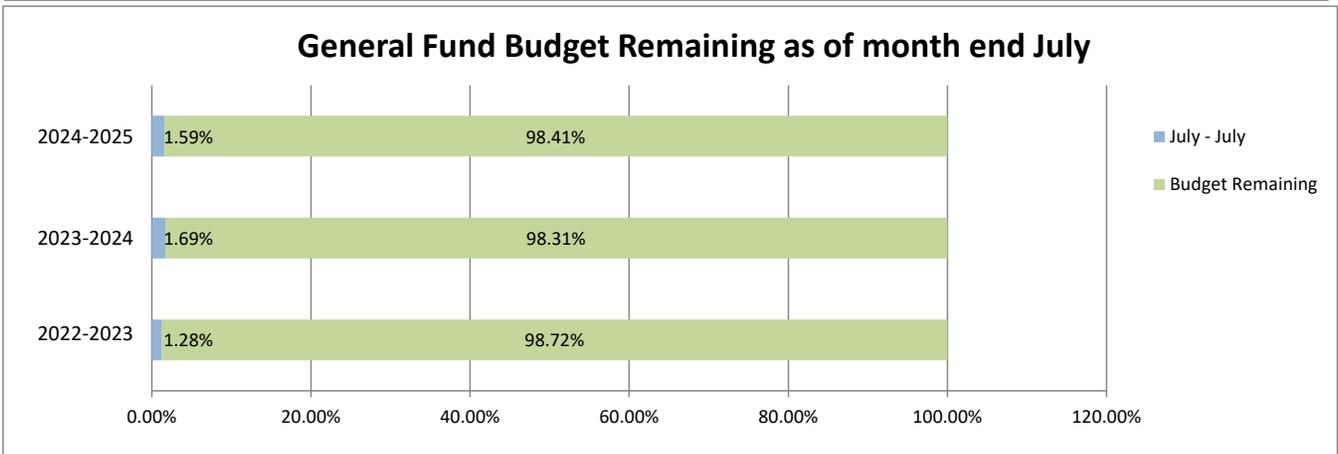
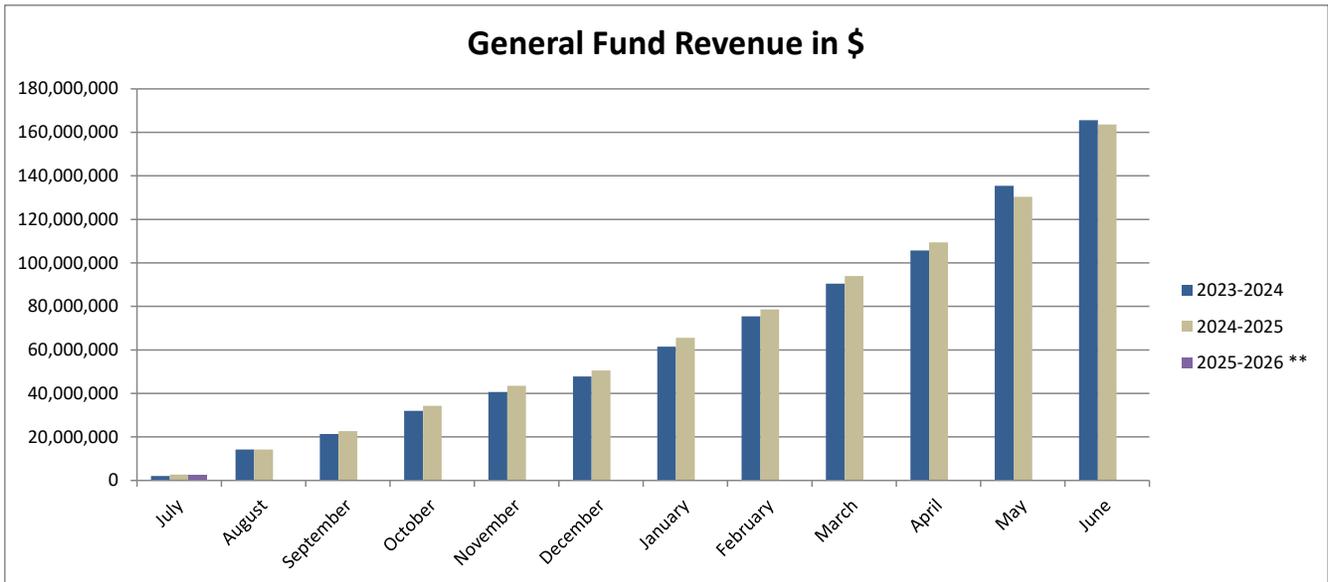
	2023-2024		2024-2025		2025-2026 **	
	\$	%	\$	%	\$	%
July	3,923,767	1.88%	6,225,705	2.86%	6,749,977	3.13%
August	19,367,531	9.29%	20,740,144	9.53%	0	0.00%
September	29,426,322	14.11%	32,399,332	14.89%	0	0.00%
October	44,587,953	21.38%	49,364,366	22.69%	0	0.00%
November	58,912,738	28.25%	63,757,139	29.31%	0	0.00%
December	69,535,132	33.34%	75,701,192	34.80%	0	0.00%
January	85,949,535	41.22%	94,669,296	43.52%	0	0.00%
February	102,919,054	49.35%	111,229,079	51.14%	0	0.00%
March	121,657,811	58.34%	130,998,157	60.22%	0	0.00%
April	140,495,577	67.37%	151,325,262	69.57%	0	0.00%
May	173,364,073	83.13%	178,458,872	82.04%	0	0.00%
June	217,399,399	104.26%	258,623,477	118.90%	0	0.00%
BUDGET	208,539,165	100.00%	217,519,765	100.00%	215,872,026	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**

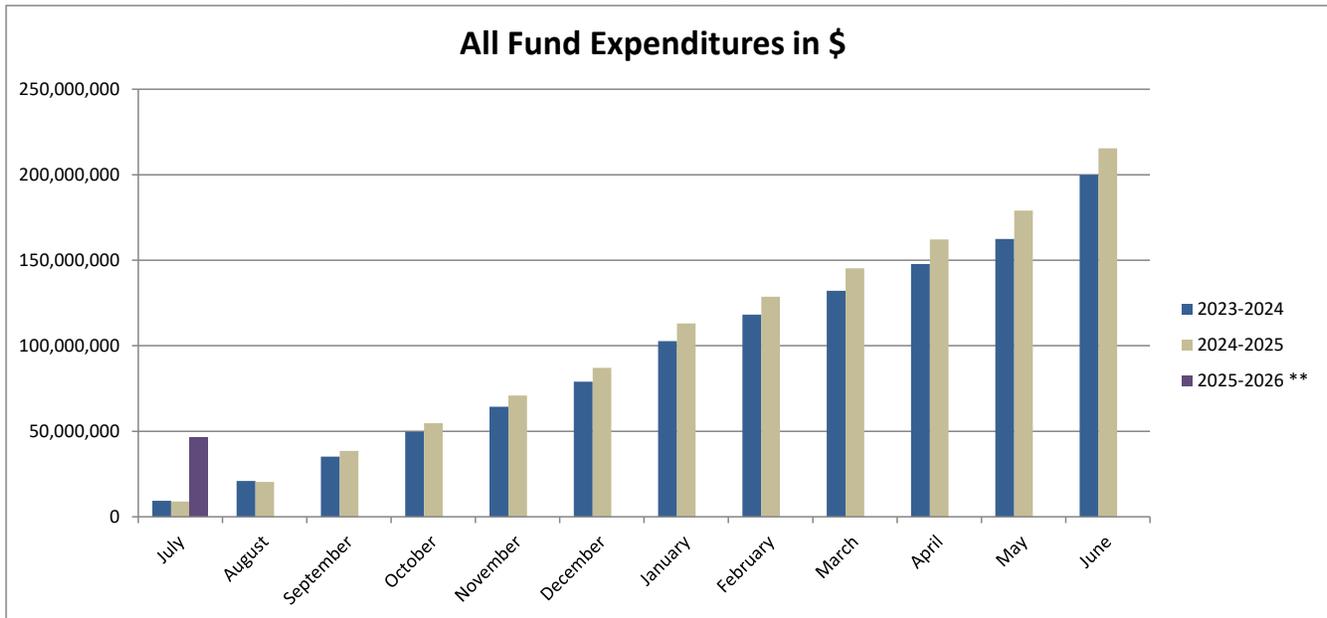
	2023-2024		2024-2025		2025-2026 **	
	\$	%	\$	%	\$	%
July	2,054,035	1.28%	2,730,267	1.69%	2,524,243	1.59%
August	14,217,775	8.88%	14,246,069	8.79%	0	0.00%
September	21,337,010	13.32%	22,663,634	13.99%	0	0.00%
October	31,945,444	19.94%	34,311,930	21.18%	0	0.00%
November	40,706,009	25.41%	43,485,919	26.85%	0	0.00%
December	47,800,679	29.84%	50,561,608	31.21%	0	0.00%
January	61,461,736	38.37%	65,590,521	40.49%	0	0.00%
February	75,447,748	47.10%	78,601,059	48.52%	0	0.00%
March	90,432,887	56.45%	93,933,536	57.99%	0	0.00%
April	105,750,808	66.02%	109,446,939	67.57%	0	0.00%
May	135,431,731	84.55%	130,416,738	80.51%	0	0.00%
June	165,587,981	104.32%	163,655,781	101.03%	0	0.00%
BUDGET	160,186,251	100.00%	161,980,777	100.00%	158,590,425	100.00%



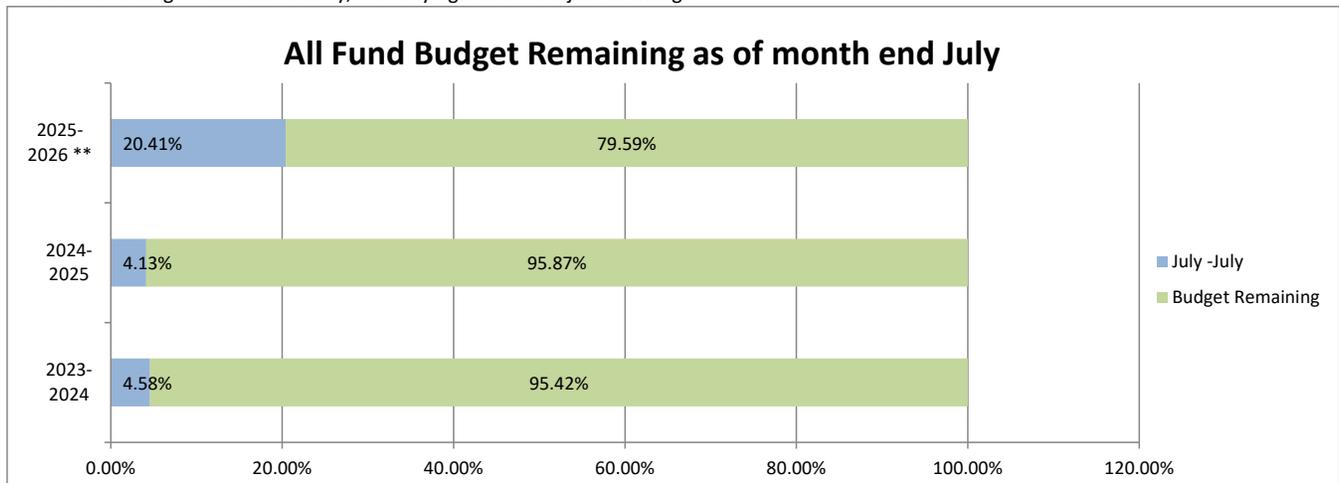
** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON
ALL FUNDS**

	2023-2024		2024-2025		2025-2026 **	
	\$	%	\$	%	\$	%
July	9,311,625	4.58%	8,925,532	4.13%	46,494,569	20.41%
August	20,942,388	10.30%	20,436,074	9.47%	0	0.00%
September	35,122,008	17.27%	38,557,636	17.86%	0	0.00%
October	49,720,835	24.45%	54,696,951	25.34%	0	0.00%
November	64,276,579	31.61%	70,880,340	32.84%	0	0.00%
December	78,945,654	38.82%	87,062,371	40.33%	0	0.00%
January	102,672,354	50.49%	112,978,978	52.34%	0	0.00%
February	118,252,837	58.15%	128,683,130	59.61%	0	0.00%
March	132,146,998	64.98%	145,245,541	67.29%	0	0.00%
April	147,830,013	72.69%	162,196,959	75.14%	0	0.00%
May	162,388,218	79.85%	179,077,820	82.96%	0	0.00%
June	200,012,729	97.47%	215,443,590	99.80%	0	0.00%
BUDGET	203,361,619	100.00%	215,865,457	100.00%	227,825,535	100.00%

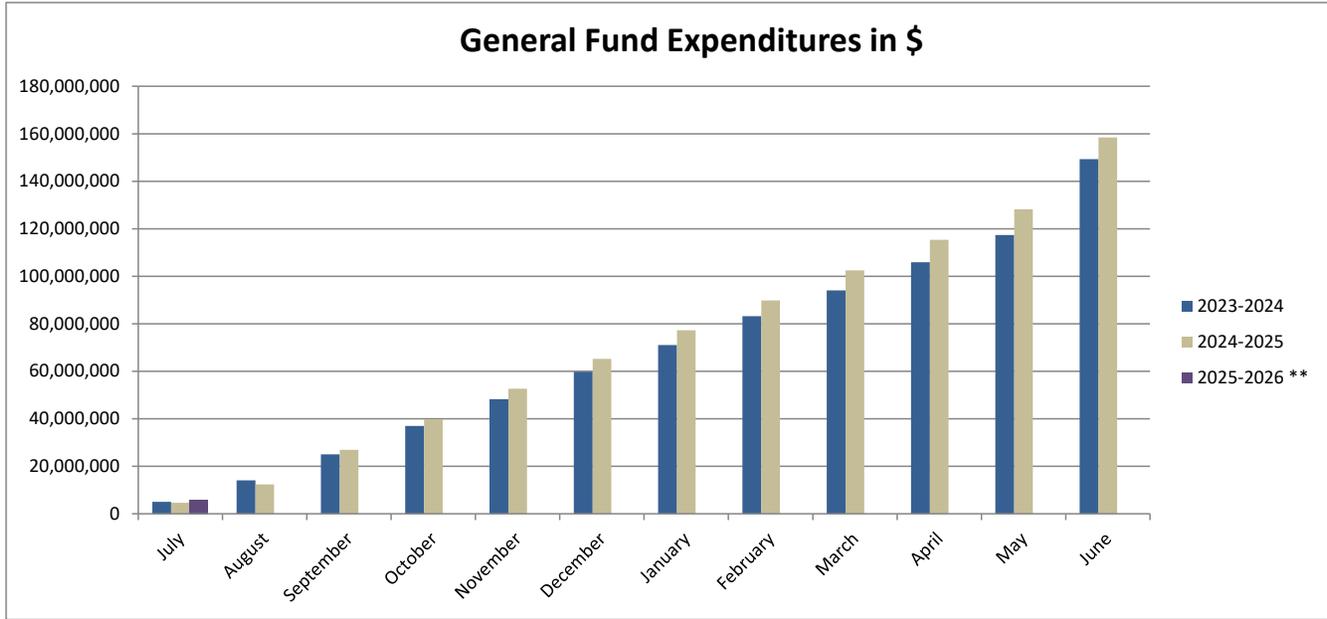


**based on timing of financial activity, monthly figures are subject to change

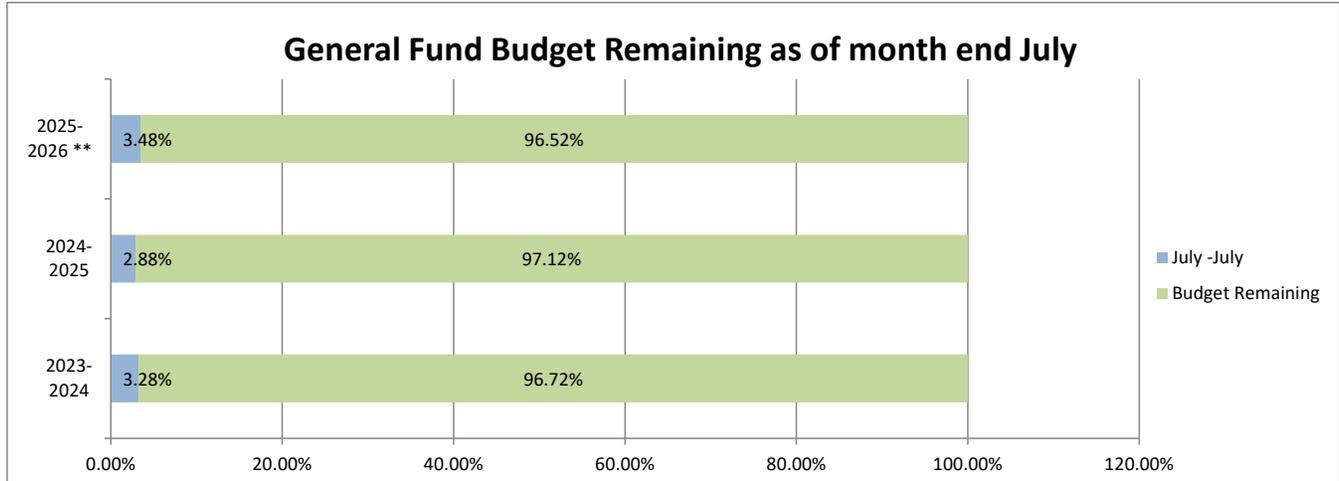


**EXPENDITURE COMPARISON
GENERAL FUND**

	2023-2024		2024-2025		2025-2026 **	
	\$	%	\$	%	\$	%
July	5,034,065	3.28%	4,587,428	2.88%	5,897,305	3.48%
August	14,041,027	9.14%	12,396,981	7.77%	0	0.00%
September	24,985,208	16.27%	26,951,894	16.90%	0	0.00%
October	36,953,232	24.06%	39,837,090	24.98%	0	0.00%
November	48,220,445	31.40%	52,681,856	33.04%	0	0.00%
December	59,804,086	38.94%	65,257,054	40.92%	0	0.00%
January	70,996,511	46.23%	77,227,031	48.43%	0	0.00%
February	83,195,216	54.17%	89,828,083	56.33%	0	0.00%
March	94,048,702	61.24%	102,534,170	64.30%	0	0.00%
April	105,915,624	68.96%	115,390,145	72.36%	0	0.00%
May	117,328,149	76.39%	128,180,103	80.38%	0	0.00%
June	149,279,289	96.75%	158,403,398	99.34%	0	0.00%
BUDGET	153,581,253	100.00%	159,461,338	100.00%	169,547,066	100.00%



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



5. Receive a Report about the Listening Session

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 IV.A.5.
September 25, 2025**

To: Board of Education

From: Dr. Latanya Daniels, superintendent

Date: September 11, 2025

Re: Report about the Listening Session

Recommendation: Receive a report about the listening session scheduled on September 11, 2025.

There were no speakers who spoke at the listening session on September 11, 2025.

6. Approve Scheduling a Board Self-Evaluation Retreat with MSBA

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 IV.A.6.
September 25, 2025**

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Anna Werb, board chair

Date: September 25, 2025

Re: Approve Scheduling a Board Self-Evaluation Retreat with MSBA

Recommendation: That the Board of Education approve scheduling a Board Self-Evaluation Retreat with MSBA on November 17, 2025 at 6:00pm.

7. Approve, on First and Final Reading, No Changes to Policy 516.5:
Overdose Medications

207

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 IV.A.7.
September 25, 2025**

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Amy Piotrowski, director of student support services

Date: September 11, 2025

Re: Approve, on a First and Final Reading, No Changes to Policy 516.5: *Overdose Medications*

Recommendation: That the Board of Education approve, on a first and final reading, no changes to policy 516.5: *Overdose Medications*

This policy was reviewed at the Policy Review Committee meeting on September 16, 2025 to consider optional provisions for boards to consider related to MSBA Legislative Updates. Upon review of the optional provisions, no changes were recommended.

Adopted: MSBA 2023

Burnsville-Eagan-Savage School District Policy 516.5

Reviewed: ~~10/26/2023~~ PRC 9.16.26

Revised: 11/9/2023

Rescinds:

516.5 OVERDOSE MEDICATION

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxoneⁱ, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **“Drug-related overdose”** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **“Naloxone Coordinator”** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district’s Naloxone Coordinator is Director of Student Support Services.

- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.

[Note: The Minnesota Department of Education offered guidance regarding the meaning of “school site.” If a school site includes multiple buildings, the two-dose requirement applies to buildings used for instruction. It does not apply to administrative buildings, facility buildings, ice arenas, and similar buildings not used for instruction.]

- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation

team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.

4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site or outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).
- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the

administration of Naloxone as required by law.

- Legal References:**
- Minn. Stat. § 13.32 (Educational Data)
 - Minn. Stat. § 13.43 (Personnel Data)
 - Minn. Stat. § 13.37 (General Nonpublic Data)
 - Minn. Stat. § 121A.21 (School Health Services)
 - Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
 - Minn. Stat. § 121A.224 (Opiate Antagonists)
 - Minn. Stat. § 144.344 (Emergency Treatment)
 - Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
 - Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
 - Minn. Stat. § 152.01 (Definitions)
 - Minn. Stat. § 152.02 (Schedules of Controlled Substances)

 - Minn. Stat. § 604A.01 (Good Samaritan Law)
 - Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
 - Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
 - Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
 - Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
 - 20 U.S.C. § 1232g (Family Educational and Privacy Rights)

- Cross Reference:**
- Burnsville-Eagan-Savage School District Policy 516 (Student Medication)
 - Minnesota Department of Health Toolkit on the Administration of Naloxone

ⁱ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intermuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

B. New Business

1. Certify the Proposed Tax Levy Payable in 2026 and Schedule the Date of the Truth in Taxation Hearing 214

Speaker(s): Stacey Sovine, Executive Director of Administrative Services



**Agenda IV.B.1.
September 25, 2025**

To: Board of Education
Dr. Latanya, superintendent

From: Stacey Sovine, executive director of administrative services

Date: September 25, 2025

Re: Certification of the Proposed Property Tax Levy Payable in 2026 and
Schedule the Truth in Taxation Hearing

RECOMMENDATION: that the Board of Education certify the proposed property tax levy for taxes payable in 2026 and authorize the clerk to execute the levy certification forms in the “maximum amount” and to also schedule the Truth in Taxation Hearing on December 11, 2025, to be held during the regularly scheduled board meeting beginning at 6:30 p.m.

Attached is the current copy of the Certified Levy printout. The lines have been reviewed both internally and through ELHERS and reflect our maximum levy for PAY26; however, MDE continues to review the system to ensure all data is uploading as necessary. Certifying at the “maximum amount” will allow for anticipated changes, slight statewide adjustments, and referendum results to be made and incorporated into the Proposed Property Tax Notifications and final certified levy.

I. COMPUTATION OF 2025 PAYABLE 2026 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENTS	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TAC/MAX EFF ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN-RMV VOTER-EXEMP	18,440,975.43	782,834.71-	N/A			17,658,140.72
GEN-RMV OTHER-EXEMP	6,359,988.11	33,099.30	N/A			6,393,087.41
GEN-NTC VOTER-EXEMP	4,677,770.14		N/A			4,677,770.14
GEN-NTC OTHER-GENED	N/A	N/A	N/A	N/A	N/A	N/A
GEN-NTC OTHER-EXEMP	8,832,808.09	54,918.45-	399,184.60			9,177,074.24
TOTAL GENERAL	38,311,541.77	804,653.86-	399,184.60			37,906,072.51
COM SERV-EXEMP	1,590,560.33	27,813.97-	15,392.30			1,578,138.66
DEBT-VOTER-NONEXEMP	9,501,857.00	820,462.36-	88,457.12			8,769,851.76
DEBT-OTHER-NONEXEMP	3,034,609.02	265,686.64-				2,768,922.38
TOTAL DEBT SERV	12,536,466.02	1,086,149.00-	88,457.12			11,538,774.14
OPEB-VOTER-NONEXEMP						
OPEB-OTHER-NONEXEMP	1,471,830.00	128,781.00-	14,885.39			1,357,934.39
TOTAL OPEB/PENSION	1,471,830.00	128,781.00-	14,885.39			1,357,934.39
TOTAL	53,910,398.12	2,047,397.83-	517,919.41			52,380,919.70

II. COMPARISON OF 2024 PAYABLE 2025 LEVY LIMITATION WITH 2025 PAYABLE 2026 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	2024 PAY 2025 LIMITATION	2025 PAY 2026 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	36,595,224.49	37,906,072.51	1,310,848.02	3.58
COMMUNITY SERVICE	1,590,369.61	1,578,138.66	12,230.95-	.77-
GENERAL DEBT SERVICE	9,255,620.49	11,538,774.14	2,283,153.65	24.67
OPEB DEBT SERVICE	1,374,042.19	1,357,934.39	16,107.80-	1.17-
TOTAL	48,815,256.78	52,380,919.70	3,565,662.92	7.30

III. COMPARISON OF 2024 PAYABLE 2025 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2025 PAYABLE 2026 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

FUND	2024 PAY 2025 CERTIFIED LEVY + ADJUSTMENTS	2025 PAY 2026 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	36,595,224.49			
COMMUNITY SERVICE	1,590,369.61			
GENERAL DEBT SERVICE	9,255,620.49			
OPEB DEBT SERVICE	1,374,042.19			
TOTAL AFTER ADJUSTMENTS	48,815,256.78			

2. Collective Bargaining Agreement with Service Employees International
Union Local #284 Custodial Employees

217

Speaker(s): Stacey Sovine, Executive Director of Administrative Services



**Agenda IV.B.2.
September 25, 2025**

To: Board of Education
Dr. Latanya, superintendent

From: Stacey Sovine, executive director of administrative services

Date: September 25, 2025

Re: Collective Bargaining Agreement with Service Employees International Union
Local #284 Custodial Employees

RECOMMENDATION: that the Board of Education approve proposed revisions and re-adopt the unchanged language in the 2025-2027 Master agreement with Service Employees International Union Local #284 Custodial Employees.

Notes:

District and Union Negotiators reached a tentative agreement on August 14th, 2025. The union ratified the agreement last week. The union of 71 employees was represented by SEIU Organizer, Shelly Johnson. The district was represented by Ariel Olson, Tyler Dehne and Stacey Sovine.

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

- Modified language around reporting absences, overtime and uniform reimbursement

Economic terms agreed to include:

Total

- 2 year increased cost \$621,937.17
- MSBA 2 year package increase is 9.12%
- Settlement within Board parameters

MASTER AGREEMENT

July 1, **2023 2025** – June 30, **2025 2027**

BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 191
BURNSVILLE, MINNESOTA

and

SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL
284
CUSTODIAL EMPLOYEES
BURNSVILLE – EAGAN – SAVAGE

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ARTICLE I
PURPOSE

Section 1. Parties: THIS AGREEMENT, entered into between the School Board of Independent School District 191, Burnsville, Minnesota, hereinafter called the Employer, and the Service Employees International Union Local 284, hereinafter called the Union, pursuant to and in compliance with the Public Employment Relations Act of 1971, provides the terms and conditions of employment for Maintenance and Operations Employees during the duration of this Agreement.

ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE

- Section 1. Recognition: The Employer recognizes the Union as the exclusive representative, under the PELRA for all classifications listed in Article XXIV.
- Section 2. Appropriate Unit: All employees in the above categories are members of the appropriate unit except those excluded under P.E.L.R.A.
- Section 3. In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job position, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE III
DEFINITIONS

- Section 1. Full-time Employees: Shall mean an employee who works forty (40) hours per week on a regular basis for more than one hundred (100) days per fiscal year.
- Section 2. Union: Service Employees International Union Local 284.
- Section 3. Union Member: A member of the Service Employees International Union Local 284.
- Section 4. Employee: A member of the exclusively recognized bargaining unit.
- Section 5. Probationary Period: Effective July 1, 2008 all newly hired or rehired employees will have a nine (9) month (calendar) probationary period from their date of hire. After 67 but before 90 working days of service, the Director of Operations, appropriate supervisor and union steward(s) shall meet with the employee and the District shall conduct a performance review. At that meeting it shall be determined if further performance reviews shall be required prior to the completion of the probationary period.
- Section 6. Employer: The Independent School District 191, Burnsville, Eagan, Savage.
- Section 7. Superintendent: Superintendent of Independent School District 191.
- Section 8. Union Officer: Officer elected or appointed by the Service Employees International Union Local 284.
- Section 9. Basic Work Week: A normal workweek shall consist of forty (40) hours, exclusive of lunch. A work week commences at 12:01 a.m. on Sunday and extends through seven consecutive, twenty-four hour periods.
- Section 10. Work Day: The lunch period each day shall not be interrupted except in cases of emergency. When a principal or supervisor identifies a task as needing emergency service, the employee shall receive at least ½ hour of overtime pay. A maximum of twenty minutes away from the workstation for coffee breaks shall be permitted each work day. The Director of Operations and Properties will establish break times for each employee.

- Section 11. Basic Work Year: The custodial work year shall correspond to the School District's fiscal year which is July 1st through the following June 30th.
- Section 12. Shifts:
 A shift -When the majority of the hours are worked between 5:30 a.m. and 1:59 p.m.
 B shift -When the majority of the hours are worked between 2:00 p.m. and 9:59 p.m.
 C shift -When the majority of the hours are worked between 10:00 p.m. and 5:29 a.m.
- Section 13. Direction of Duties: All custodial work assignments, whether regularly assigned or temporary because of outside agency rentals, are under the direction of the Maintenance and Operations Supervisors. The duties and responsibilities of cleaning, maintaining and securing the building shall be completed by the custodial staff as needed for the duration and completion of events.
- Section 14. Pay Period: Overtime shall be paid in the next pay period following overtime when submission of overtime is made within the District payroll schedule.

ARTICLE IV EMPLOYER AUTHORITY

- Section 1. The employer retains the sole right to operate and manage all personnel, facilities, and equipment in accordance with applicable laws and regulations of appropriate authorities.
- Section 2. Any term and condition of employment not specifically established or modified by this Agreement shall remain solely with in the discretion of the Employer to modify, establish or eliminate.

ARTICLE V UNION SECURITY

- Section 1. With the authorization of the employee, each employee shall have the right to request and be allowed dues check off for the Union. The deduction authorization notice from the Union will include certification from the Union that the Union has and will maintain a valid authorization from the employee for whom deductions will be made. The District may require a copy of the valid authorization form only if a dispute arises about the existence or terms of the authorization. The dues and/or political action committee deduction(s) authorization remains in effect until the District receives notice from the Union that an employee has changed or cancelled their authorization(s) in writing in accordance with the terms of the original authorizing document(s). Such dues shall be remitted to the Union monthly.
- Section 2. Steward Designation: The Union may designate employees from the bargaining unit to act as a steward and an alternate steward and shall inform the Employer, in writing, of such choice and changes in the position of steward and/or alternate steward.
- Section 3. Union Business: The Employer agrees to allow two (2) membership meetings per year on District property for the purpose of formulating wage requests and presenting final proposal. One hour of release time with no salary deduction shall be granted for each meeting. The district will provide reasonable time off to elected officers or appointed representatives of the Exclusive Representative for the purpose of conducting the duties of Exclusive Representative including, but not limited to, grievance investigation and processing and conferring with District representatives and immediate supervisors with respect to the establishment, interpretation, and application of the provisions of this Agreement. The Exclusive Representative shall notify his/her immediate supervisor at least two (2) days prior to the use of such time except in emergency situations.
- Section 4. Union Notices: The Employer shall make space available on the employee bulletin board for posting of Union notice(s) and announcement(s).

- Section 5. Hold Harmless: The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of the Article.
- Section 6. Within ten (10) calendar days of date of hire, the District shall provide the following contact information to the Union, name, job title, worksite location, home address, phone numbers on file with the district, date of hire, email addresses, wage, number of hours normally scheduled to work each day, and number of duty days in the year. Every 120 calendar days the District shall make available to the Union a complete bargaining unit list of employees including this same information.
- Section 7. New Hire Orientation: The District will allow a Union designated representative to meet in person with newly hired employees for thirty minutes within thirty calendar days from the date of hire, during new employee orientations or (if the District does not conduct new employee orientations) at individual or group meetings. All employees participating in these meetings will be in pay status. The District will provide at least a ten day notice in advance of an orientation. Meetings may be held virtually or for longer than 30 minutes only by mutual agreement of the District and the Union.

ARTICLE VI EMPLOYEE RIGHTS - GRIEVANCE

- Section 1. Definitions.
- Subd. 1. Grievance: A grievance is defined as a dispute or disagreement as the interpretation or application of the specific terms and conditions of this Agreement.
- Subd. 2. Days: Days shall mean workdays.
- Section 2. Union Representatives: The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article.
- The Union shall notify the Employer in writing of the names of such Union Representatives and of their successors.
- Section 3. Processing of a Grievance: It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours. However, the employee and the Union representative must have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work program of the Employer.
- Section 4. Procedure:
- Subd. 1. Step 1: An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the Employer on the proper form. The Supervisor will meet and discuss the allegation within five (5) days of notification and give an answer to such Step 1 grievance within ten (10) days after the meeting.
- Subd. 2. Step 2: In the event the grievance is not resolved in Step 1, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within ten (10) days after receipt of the decision in Step 1. If a grievance is properly appealed to the Superintendent of Schools, the Superintendent

shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent shall issue a decision in writing to the parties involved.

Subd. 3. Step 3: A grievance unresolved in Step 2 and appealed to Step 3 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended.

Section 5. Arbitrator's Authority

Subd. 1. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted.

Subd. 2. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union subject, however, to the limitations of arbitration decisions as provided in P.E.L.R.A. of 1971 as amended, and shall be based solely on this Agreement and to the facts of the grievance presented.

Subd. 3. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Section 6. Waiver: If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step.

ARTICLE VII SENIORITY

Section 1. Employee seniority shall be determined by the employee's length of continuous employment in the bargaining unit.

Section 2. Seniority lists will be published by the Employer on November 1st of each year.

Section 3. Probationary periods can be extended up to an additional 90 calendar days by mutual agreement between the Employer and the Union.

Section 4. During the probationary period a newly hired or rehired employee may be discharged at the sole discretion of the Employer.

Section 5. In the event conditions necessitate a reduction of bargaining unit employees within any position title classification, the following procedure will be used:

Seniority will decide any reduction. The least senior person in any group based on the employee's seniority pursuant to Section 1 of this Article to be reduced will be the first one laid off, and the next in line would follow, and so on, until the reduction has been met, providing the remaining employees have the ability to

perform the work required. Position by group shall be the determining factor and any employee eliminated shall then have the right to displace the next least senior employee in the same group or successively lower groups. A junior employee may not displace a senior employee.

Upon rehiring, the laid off employee with the most seniority shall be the first recalled. Employees laid off shall hold recall rights for a period of one year. Employees rejecting re-employment shall forfeit recall rights. In no case shall an employee displace an employee with more seniority or an employee in a higher classification.

ARTICLE VIII DISCIPLINE

- Section 1. The employer will discipline employees for just cause only. Upon investigation and finding of facts, the employer shall give the affected employee and the steward a written letter explaining such findings. Discipline will be in one or more of the following forms: a) Letter of Reprimand, b) Letter of Deficiency, c) suspension, d) demotion, or e) discharge.
- Section 2. Suspension, demotions, and discharges will be in written form.
- Section 3. Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be presented, read, and the employee given an opportunity to sign. Employees and the Union will receive a copy of such reprimands and/or notices.
- Section 4. Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.
- Section 5. Any material in the employee's permanent personnel file may be reproduced at the request of the employee and cost of reproduction paid by the employee.
- Section 6. Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union Representative present at such questioning.
- Section 7. No file material generated in buildings may be used in a disciplinary or grievance action unless it is forwarded to the personnel file by June 30th of the year of occurrence. All such material not forwarded by June 30th of the year of occurrence shall be expunged from the Human Resources personnel file. Written directives or conference summaries which are not disciplinary but which were created by a supervisor and given to the employee to more clearly define performance expectations may be used in disciplinary actions when the purpose is to establish that the employee should have been aware of those expectations.

ARTICLE IX OVERTIME

- Section 1. **Daily Overtime:** Employees will be compensated at one and one-half (1 ½) times the employee's regular pay rate for hours worked in excess of the employee's regular daily shift except on Sundays and holidays. Employees may elect to take one and one-half (1 ½) hours off for each hour of overtime worked in lieu of overtime pay providing the work has been for Independent School District 191 and meets with the approval of the Director of Operations.
- Section 2. Time worked on Sundays or holidays shall be compensated at double time.
- Section 3. Administration will assign overtime and employees will work when such overtime is assigned in emergencies. Scheduled overtime will be offered on the basis of rotating seniority, giving an employee the option of the best available shifts based on seniority.

Section 4. For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.

Section 5. Overtime will be calculated to the nearest fifteen (15) minutes.

Section 6. **Weekly Overtime:** Overtime is incurred when an employee renders service at the specific direction of the Employer **in excess** of more than 40 hours worked. A **calendar work** week commences at 12:01 a.m. on Sunday and ends the following Sunday at 12:00 a.m. Bereavement **absence, family illness absence,** vacations, and ESST/**sick time personal illness absence** will be considered as time worked in calculating overtime. **However, if the an employee takes a personal illness absence uses ESST/sick time on the first or last day of the employee's scheduled work week, a Monday or a Friday, those days that time shall not count as time worked in calculating overtime. If the employee works a Tuesday through Saturday shift, a personal illness absence on a Tuesday or Saturday will not be counted as time worked in calculating overtime.**

Section 7. No more than (2) hours work will be allowed if the event is cancelled without prior notice.

ARTICLE X CALL-BACK PAY

Section 1. Employees called back to work, after concluding their assigned work shift for the day, will be paid at the above defined overtime rate for the actual time worked with a minimum allowance of three (3) hours.

ARTICLE XI CLOSING AND EMERGENCY DISMISSALS

Section 1. It is expected that all employees report to work unless there are extenuating circumstances. In the event there are extenuating circumstances, employees must contact the Director of Operations or their Operations Supervisor at least two (2) hours prior to the employee's scheduled B/C shift and at least one (1) hour prior to the employee's scheduled A shift. The Director or Supervisor may approve the time off at their discretion. Employees that work on a day the District closes facilities, because of inclement weather or other emergency circumstances, will receive an additional \$2.00 per hour for their shift.

Section 2. If, after arriving on the job, the employee is dismissed by the Superintendent of Schools or designee, the employee shall be compensated for the day. Employees that continue to work that day, will receive an additional \$2.00 per hour in addition to their regular rate of pay for the balance of their shift.

Section 3. In the event the District declares an e-learning day and employees are directed not to report to their worksite, employees will be paid their normal rate of pay, for normally scheduled work hours for the duration of the e-learning period. Employees may be retained on an on-call basis for any potential need.

ARTICLE XII MISCELLANEOUS

Section 1. Employees who must use their car for School District purposes during the regular working day are entitled to reimbursement for such mileage according to current District policy. In order to be reimbursed, employees must use the proper form and should submit forms on a monthly basis.

Section 2. The District shall reimburse the cost of any discretionary license requested by the District. The District must make its request to the employee in writing. If a posting requires a license, it shall be paid and not fall under this section.

Section 3. The District shall notify the union steward(s) whenever a new employee is hired prior to the new employees starting date.

ARTICLE XIII
HOLIDAYS

- Section 1. Twelve-month employees shall receive eleven (11) paid holidays. They are: Labor Day, Thanksgiving, and the day following, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Memorial Day, Juneteenth, Independence Day and one (1) Floating Holiday. When Christmas and New Year's fall on Saturday, the previous Friday will be observed as a holiday. When those two days fall on Sunday, the following Monday will be observed.
- Section 2. Holiday Pay Requirement: In order to receive pay for a holiday, an employee must work the work day before the holiday and the work day after the holiday. Employees who are on an authorized absence or leave shall receive holiday pay without regard to pre and post holiday work day requirement. A doctor's slip may be required for any employee absent more than one incident before or after a holiday.

ARTICLE XIV
JOB POSTING AND TRANSFER

- Section 1. All job openings will be posted on the district's website and e-mailed to all custodial staff at each building. The lead custodian shall also post a copy on each buildings' custodial bulletin board.
- Section 2. Basis for Selection: Seniority, ability, legal qualifications, and job performance will be considered in filling job openings which have been posted. Administration reserves the right to the final decision.
- Conferences will be held with each applicant who indicates in the application that a conference be held, before and/or after the successful applicant is named. The purpose of the conference after the job is filled is to improve the chances for a later successful job transfer request.
- Any employee who is not awarded a position shall, upon request, be informed in writing of the specific reasons the employee was not selected.
- Section 3. Posting Period: Required postings shall be posted for a period of seven (7) work days. After a posting closes (permanent and/or temporary), a decision shall be made within 20 (twenty) working days and the candidate shall be placed into the position within 20 (twenty) working days.
- Section 4. Posting Notice: Union officials will be sent copies of all job postings applicable to positions covered by this Agreement.
- Section 5. Probationary Period: Current employees selected to fill posted positions shall be on a probationary status for a period of sixty-seven (67) working days.
- Section 6. Lateral Transfers: Whenever administration exercises its right to make lateral transfers, administration shall give reasonable prior notice and furnish reasons for transfer.
- Section 7. Temporary Appointments: When a supervisor replaces an employee in a higher classification on a temporary appointment or for any other reason with another lower paid employee who qualifies for and performs all job functions of the higher classification for more than 10 work days, the temporary replacement shall receive the higher rate of pay. Pay is retroactive to day 1. When a supervisor replaces an employee in a Level 3 classification on a temporary appointment or for any other reason with another lower paid employee who qualifies for and performs all job functions of the higher classification upon completing 5 work days, the temporary replacement shall receive the higher rate of pay. Pay is retroactive to day 1. A temporary appointment to replace an employee in a lower classification continues at the regular rate. The district agrees not to abuse this provision.

- Section 8. Promotions: Employees promoted to a higher paying classification will retain the same rate of pay until their probationary period is complete, at which time they will be placed in a higher, classification at a step determined by administration. However, such placement shall result in a higher rate of pay which shall be retroactive to initial placement.
- Section 9. Shifts and Starting Time: Starting times and shifts shall be determined by administration. When changes are necessary, administration shall give reasonable notice.
- Section 10. Administration reserves the right to disqualify probationary employees from applying on job postings.
- Section 11. Temporary Openings: A position is defined as that which is created by the extended absence of an employee due to disability, extending over a period of more than thirty (30) days but not to exceed twelve (12) months.

Temporary positions shall be filled by qualified employees who respond to listings of the position in the same manner as the regular posting procedure. Employees holding temporary positions will be paid the salary the position is regularly paid. After twelve (12) months, the position would be bid as a permanent position. Holders of temporary positions will return to the position held immediately prior to the appointment.

An employee holding a temporary position would be eligible to bid on any and all bid openings that occur during the temporary appointment. An employee coming back to work after being absent for more than twelve (12) months will be worked into the staff and given first consideration on the first opening on the shift held prior to disability. An employee coming back to work in less than the above twelve (12) months will revert to his/her original position. When such disabled employee returns to work, it shall be at no reduction in salary. Salary shall be frozen at the rate earned when the absence began until the salary for the assumed position is greater than the frozen amount, when the person shall proceed on the new position's salary and subsequent adjustments.

ARTICLE XV VACATIONS

- Section 1. Effective July 1, 2012, an employee shall accrue vacation days based upon the chart in Section 2, on the last day of the month, up to a maximum of 25 days' accrual balance.
- | | | |
|------------|---|---------------------|
| Section 2. | Until completion of 4 full fiscal years | 1.25 days per month |
| | During fiscal years 5-12 | 1.75 days per month |
| | During fiscal years 13+ | 2.50 days per month |
- Section 3. Vacation accrual cannot go negative at the time of vacation. Vacation requests may be submitted in advance assuming sufficient vacation leave is available at the time of vacation.
- Section 4. Qualified Vacation Days: Illness sustained while an employee is on a scheduled vacation shall be considered as vacation days. Holidays occurring while an employee is on a scheduled vacation shall be counted as holidays and shall not reduce an employee's accumulated vacation benefits.
- Section 5. Termination Vacation Allowance: Employees who have terminated their employment on their own free will and in good standing are entitled to paid vacation days earned.
- Section 6. Notice: Employees shall make vacation requests prior to May 15th for vacations that occur June through August. Periods of vacation shall be scheduled on the basis of employee seniority within buildings. Requests made after May 15th shall be scheduled at the discretion of administration on a first come, first serve basis.

ARTICLE XVI
SICK TIME (SICK AND SAFE TIME ESST)

- Section 1. All full-time employees shall earn sick time at the rate of one and a half (1.5) days for each month of service in the employment of the School District. Up to 48 hours of accrued sick time shall satisfy sick and safe time required by state statute. Sick time will not accumulate while an employee is on unpaid leave or is receiving income protection benefits and shall only accumulate when an employee is actually working or on the District payroll. Employees will be allowed accumulation of one hundred (100) days.
- Section 2.
- Subd. 1. Employees shall notify the supervisor when illness prevents attendance at work so substitutes may be arranged. Notification shall be made as early as possible. Violation of this section shall be cause for denying paid sick time and/or initiating disciplinary action.
- Subd. 2. "Notification shall be made as early as possible" means any shift starting at 12 noon or after requires the employee to notify administration that they shall be on sick leave at least two (2) hours before the shift starting time and any shift starting before noon will require one (1) hour notice.
- Section 3. To protect the health and welfare of students and staff, administration has the responsibility to check absences by employees. When an employee has been absent for three (3) or more consecutive days or following a conference for which directives have been provided to the employee addressing a suspicious pattern of use, A physician's note will be required to verify illness and the ability to return to work.:
- When an employee has been absent for two (2) or more consecutive days;
 - Or, following a conference for which directives have been provided to the employee addressing a suspicious pattern of use;
 - Or, when a sick leave absence occurs immediately before or after a holiday;
 - Or, when a sick leave absence occurs immediately before or after a vacation day.
- Employees who do not comply will be subject to disciplinary action.
- Section 4. Employees can use their earned sick time for the employee's mental or physical illness, treatment or preventive care; a family member's mental or physical illness, treatment or preventive care; absence due to domestic abuse, sexual assault or stalking of the employee or a family member; closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.
- Section 5. Family members are defined as their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent); their spouse or registered domestic partner; their sibling, stepsibling or foster sibling; their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child; their grandchild, foster grandchild or step-grandchild; their grandparent or step-grandparent; a child of a sibling of the employee; a sibling of the parents of the employee; a child-in-law or sibling-in-law; any of the family members listed above of an employee's spouse or registered domestic partner; any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and up to one individual annually designated by the employee.
- Section 6. The total number of sick time accrued and available for use, as well as the total number of earned sick hours used shall be available to employees via the current online payroll system, i.e. Skyward.

ARTICLE XVII
LEAVES OF ABSENCE

- Section 1. Extended or Unpaid Leave of Absence:

- Subd. 1. A leave of absence without pay may be approved by the School Board upon the recommendation of the Executive Director of Human Resources, to employees who request such a leave in writing.
- Subd. 2. The duration of said leave without pay shall be for a minimum of one (1) month and up to a year. Failure of the employee to request and be granted an extension or to return to duty at the end of the leave of absence without pay will thereby terminate the employee's employment.
- Subd. 3. The employee pays for all insurance during this period of time except as specified in Article XXII, Section 7 of this contract.

ARTICLE XVIII
WORKERS' COMPENSATION

- Section 1. The School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act due the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of personal illness leave and/or vacation pay if an employee is absent from work as a result of a compensable injury under the Worker's Compensation Act.
- Section 2. A deduction shall be made from the employee's accumulated vacation or personal illness leave accrual time according to the prorata portions of days of personal illness leave or vacation time which is used to supplement Workers' Compensation.

ARTICLE XIX
BEREAVEMENT ABSENCE

An employee may take up to five (5) days of paid bereavement leave per event for any death(s) that occurs in the employee's immediate family. For purposes of this Agreement, "immediate family" includes a spouse, children, parents or equivalent, siblings, grandparents, grandchildren, aunts, uncles, nieces, nephews and equivalent in-laws. The Executive Director of Administrative Services may, in their sole discretion, grant up to ten (10) additional days of bereavement leave per school year for reasons such as multiple deaths in the immediate family, out-of-state funerals or other extenuating circumstances.

ARTICLE XX
JURY DUTY

- Section 1: Employees shall be paid the difference between their regular daily salary, excluding shift premium stipends, and their jury duty pay if required to serve on jury duty. Employees not serving at the court site must report to work. Travel allowance and expenses shall be the employee's.
- Section 2: Employees serving on jury duty will bring written evidence of service at the court site to be paid as set forth in Section 1 above.

ARTICLE XXI
INSURANCE

- Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board. The Union shall be notified when bidding of insurance is scheduled.
- Section 2. Life Insurance: Effective January 1, 2010, all full-time employees shall also be provided life and dismemberment insurance coverage in the amount of \$60,000 with the district covering the cost of \$50,000. The remaining \$10,000 shall be paid by the employee. Insurance is to be subject to the insurance company's terms and conditions. The employee shall have the option to purchase additional insurance through payroll deduction.

- Section 3. Long Term Disability Insurance: Income Protection coverage will be provided to each full-time employee at District expense. Disability pay and the qualifying period will be governed by the policy in effect. The district will supplement long term disability payments with accrued sick leave and vacation for the period of time that runs concurrently with FMLA. All sick leave will be exhausted prior to the use of vacation pay to supplement long term disability.
- Section 4. Health and Hospitalization Insurance:
- Subd 1. Single Health and Hospitalization Insurance. The District will contribute an amount equal to 100% of the composite premium for an eligible employee who enrolls in the single plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$1,000 shall be redirected by the district to the HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- Subd 2. Dependent Health and Hospitalization Insurance. The District will contribute an amount equal to 70% of the composite premium for an eligible employee who enrolls in the dependent health insurance plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$2,000 shall be redirected by the district to the HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- Subd 3. Both Spouses Employed. If an employee and his/her spouse are both employed by the district full-time and are enrolled in dependent coverage, either the husband or the wife will contribute an amount equal to 5% of the single composite premium towards family coverage.
- Section 5. Dental Insurance:
- Subd. 1. Single Coverage: The School District shall provide individual dental coverage for each full-time employee who enrolls in the plan. Benefits shall be in accordance with the insurance policy purchased by the School District.
- Subd. 2. Dependent Coverage: Dependent coverage shall be available to each employee eligible for single coverage. The cost of dependent coverage shall be paid by the employee via payroll deduction. Employees eligible for dependent coverage must enroll before the inception day or within thirty (30) days of becoming eligible for dependent coverage. Failure to apply for coverage on the inception date or upon becoming eligible shall result in the forfeiting of future rights to dependent coverage.
- Section 6. Commencement of work entitles the employee to coverage effective the first day of employment.
- Section 7. Duration of Insurance Contribution: An employee is eligible for district contributions as provided in this article as long as the employee is employed by the School District except when an employee takes an unpaid leave of absence. Contributions to insurance will continue as per Federal Law while an employee is on FMLA leave. Upon termination of employment, all District participation and contribution shall cease, effective on the last working day.
- Section 8. Employees who are receiving a PERA disability benefit or have satisfied the age and service requirements and are eligible to receive an annuity from PERA, may remain on the district's medical and dental plan until eligible for Medicare. The employee shall pay the total cost. This provision is subject to the rules and conditions of the carrier.
- Section 9. Flexible Benefit Plan: The School District has a flexible benefit plan under IRS code 125. Regulations and procedures are available in the Human Resources Office. A Board policy and accompanying regulations will be updated annually to comply with IRS Regulations.
- Section 10. Tax Sheltered Annuity and Deferred Compensation Plans: Tax sheltered annuities and deferred compensation plans, either variable or fixed, shall be made available to custodial employees. All employee

contributions and any district match shall be made to plans approved by the union and the Board of Education. Approved plans are Fidelity, Educators Financial Services (E.S.I), AXA(Equitable), and Lincoln Financial Services. The district will also implement a standing 403(b) committee comprised of administration and employees. The custodial representative shall be appointed by the union. Regulations and procedures are available in the Human Resources Offices. The Board policy and regulations will be updated annually for compliance with State and Federal laws.

**ARTICLE XXII
TERMINATION OF EMPLOYMENT**

Employees are required to submit written resignations at least two calendar weeks prior to the effective date in order to terminate their employment in good standing.

**ARTICLE XXIII
PHYSICAL EXAMINATIONS**

- Section 1. When employees are required to maintain a driver’s license at the discretion of administration, the District shall pay the cost of such examination.
- Section 2. All candidates who are offered a contracted position must successfully pass a pre-employment physical. Offers will be rescinded for candidates who do not successfully complete the physical. The cost of the physical shall be paid by the district.

**ARTICLE XXIV
SALARY SCHEDULE
2023-2024 2025-2026**

CLASSIFICATION	JOB DESCRIPTION	Step 1	Step 2	Step 3	Step 4
LVL I	LVL I -- GENERAL (B&C Shift)	\$ 18.50	\$ 21.70	\$ 24.75	\$ 26.10
LVL II	LVL II -- COURIER	\$ 19.70	\$ 22.70	\$ 25.90	\$ 27.20
	LVL II -- GENERAL (A Shift)				
	LVL II -- GROUNDS				
	LVL II -- POOL				
LVL III	LVL III - BUILDING LEAD	\$ 20.20	\$ 23.20	\$ 27.00	\$ 28.40
	LVL III - WAREHOUSE LEAD				
LVL IV	LVL IV - MAINTENANCE	\$ 28.85	\$ 28.85	\$ 28.85	\$ 29.45

Differentials:

BHS Building Lead	\$1.50/hr	Special / Second Class Boiler License	\$.25/hr
B-Shift:	\$.55/hr	1st Class Boiler License	\$.50/hr
C-Shift:	\$.60/hr	Chief Boiler License	\$.75/hr
Tuesday-Saturday Shift (excluding pool)	\$.65/hr.	Journeyman Electrician	\$.50/hr

Proof of annual registration in the form of an updated registration card issued by the State of Minnesota will be required to receive the additional compensation. If a license is new or previously expired, the differential rate will be applied starting with the pay period following the date the registration card is provided to Human Resources.

SALARY SCHEDULE
2024-2025 2026-2027

CLASSIFICATION	JOB DESCRIPTION	Step 1	Step 2	Step 3	Step 4
LVL I	LVL I -- GENERAL (B&C Shift)	\$ 18.70	\$ 21.95	\$ 25.00	\$ 26.70
LVL II	LVL II -- COURIER	\$ 19.90	\$ 22.95	\$ 26.20	\$ 27.85
	LVL II -- GENERAL (A Shift)				
	LVL II -- GROUNDS				
	LVL II -- POOL				
LVL III	LVL III - BUILDING LEAD	\$ 20.45	\$ 23.45	\$ 27.30	\$ 29.05
	LVL III - WAREHOUSE LEAD				
LVL IV	LVL IV - MAINTENANCE	\$ 29.15	\$ 29.15	\$ 29.15	\$ 30.15

Differentials:

BHS Building Lead	\$1.50/hr	Special / Second Class Boiler License	\$.25/hr
B-Shift:	\$.55/hr	1st Class Boiler License	\$.50/hr
C-Shift:	\$.60/hr	Chief Boiler License	\$.75/hr
Tuesday-Saturday Shift (excluding pool)	\$.65/hr.	Journeyman Electrician	\$.50/hr

Proof of annual registration in the form of an updated registration card issued by the State of Minnesota will be required to receive the additional compensation. If a license is new or previously expired, the differential rate will be applied starting with the pay period following the date the registration card is provided to Human Resources.

Effective July 1, 2012, custodians hired after January 1st shall not advance a step until July 1st the following calendar year.

Section 1. Longevity: Based on the chart below, employees who have completed the identified years of employment will receive the additional amount per hour based on the base rate for the classification currently held.

Beginning 4 th year of employment through 9 th year	\$0.50
Beginning 10 th year of employment through 15 th year	\$0.75
Beginning 16 th year of employment	\$1.00

Section 2. Building Cleaner/Temporary Help/Seasonal Help: These positions are covered by the following conditions only:

- 1) ineligible for benefits,
- 2) will not exceed ratio of 1 cleaner for each 5 personnel in LVL 1-4,
- 3) will be laid off prior to any layoff or hourly reduction of any full-time personnel,
- 4) pay will not exceed LVL 1, Step 1

Effective June 1, 2008, staff employed under this section shall be limited to June 1 to August 31 for summer employees. During the school year, temporary staff are limited to 30 working days.

Section 3. Salary Conditions:

Subd. 1. In the event a new Agreement has not been mutually adopted by July 1, 2025 2027, the salary for the 2025-2026 2027-2028 fiscal year will be that in effect for each employee on June 30, 2025 2027, until a new Agreement is reached subsequent to July 1, 2025 2027, and the conditions of the new Agreement will determine salaries for 2025-2026 2027-2028.

- Subd. 2. Overtime pay shall be computed by using a dollar per hour figure computed on the applicable salary schedule.
- Subd. 3. "B" or "C" shift stipend will be paid for any pay period in which the individual employee worked at least one day on the "B or "C" shift.
- Subd. 4. Employees receive credit for all continuous service in the bargaining unit to determine step placement.
- Section 4. Uniforms:
- Subd. 1. Effective July 1, ~~2015~~ 2025, uniforms as recommended by a committee consisting of three District appointed and three union appointed employees will be worn at all times when at the work site upon completion of the probationary period. The committee will establish uniform options including such things as shirts, pants, jackets, rain jackets, boots/shoes, etc. which may be purchased from a cafeteria total of the district's selected vendor equal equivalent to the cost of three uniforms. New employees shall be provided five uniforms for the first year of employment. In addition, employees will be reimbursed up to \$150 annually on safety toe protective footwear. Employees must submit a receipt for reimbursement.
- Subd. 2. If an employee resigns or is terminated prior to completing their first year of employment, the pro-rated cost of the uniforms shall be deducted from the final paycheck.
- Subd. 3. Failure to wear uniforms will result in discipline as per Article VIII Discipline.

ARTICLE XXV
RETIREMENT

- Section 1. Employees shall retire based upon current state and federal statutes. Insurance benefits are subject to carrier restrictions.
- Subd. 1. A District match to a 403(b) program is available to members of the unit who are beginning their third (3rd) year of work in the District at .5 FTE or more. The District will match \$750.00 as permitted under provisions of the Internal Revenue Code Section 403(b). Effective July 1, 2024, the District will match \$1000 to members of the unit who are beginning their fifth (5th) year of work in the District at .5 FTE or more.
- Subd. 2. Effective July 1, 2015, an employee who as of July 1 has accumulated leave time in excess of two hundred and eighty (280) hours determined as of June 15th of the same tax year, and has taken one (1) or less leave days in the concluding fiscal year shall have sufficient leave days converted at the rate equal to one thousand dollars (\$1,000) which shall be contributed to an active ISD 191 approved 403(b) plan by the July 15th payroll.
- An employee who as of July 1 has accumulated leave time in excess of two hundred and eighty hours (280) hours determined as of June 15th of the same tax year, and has taken more than 1 leave day up to three (3) leave days in the concluding fiscal year shall have sufficient leave days converted at the rate of equal to six hundred dollars (\$600) which shall be contributed to an active ISD 191 approved 403(b) plan by the July 15th payroll.
- An employee that takes more than three (3) leave days during the measurement period is not eligible for the conversion of leave days to a 403(b) contribution.

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

Effective July 1, 2015 the conversion rate for leave days shall be two hundred dollars (\$200) per day.

ARTICLE XXVI
JUST CAUSE

- Section 1. No member of this unit will be suspended without pay or reduced in rank without just cause.

ARTICLE XXVII
DURATION

- Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing as of the effective date of this Agreement through June 30, 2025 2027. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to the expiration of this Agreement.

In the event a new Agreement is not in effect on July 1, 2025 2027, all terms of this contract will remain in effect as set forth in this Agreement until a successive Agreement is affected.

- Section 2. This Agreement constitutes the full and complete Agreement between the School Board and the Union. The provisions herein relating to terms and conditions of employment supersede and take precedence over any and all prior agreements inconsistent with these provisions.
- Section 3. The provisions of this Agreement shall be severable, and if any provisions thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof under different circumstances.
- Section 4. This Agreement shall constitute the full complete commitment between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in written, signed agreement to this contract.
- Section 5. Any provision contained in any previous Master Agreement and not contained in this Agreement is no longer valid or applicable after July 1, 2025 2027.

IN WITNESS WHEREOF, the parties have signed this Agreement:

For: Service Employees International
Union Local 284 Custodial Employees.

For: Independent School District 191

Union Contract Organizer

Board Chairperson

Union Steward

Board Clerk

Union Steward

District Chief Negotiator

Date

Date

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and The Custodial Employees of BES (hereinafter referred to as the Union), representing the Custodial employees of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2023 2025 through June 30, 2025 2027.
2. In the event that the District changes its Long-Term Disability Insurance plan to a plan that has a longer qualifying period than 30 working days, the District agrees to provide a Short-Term Disability Plan with a qualifying period no more than 14 calendar days.
3. The District agrees that up to one-third (1/3) of a day of accrued sick leave may be used to supplement the Short-Term Disability income per work day on leave.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2025 2027.

Custodial Employees
Burnsville, MN 55337

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

Union Representative

Employer Representative

Dated: _____

Dated: _____

3. Approve the Academic Calendar for the 2026-27 School Year

238

Speaker(s): Dr. Chris Bellmont, Assistant Superintendent



**Agenda IV.B.4.
September 25, 2025**

To: Board of Education
Dr. Latanya, superintendent

From: Dr. Chris Bellmont, assistant superintendent

Date: September 25, 2025

Re: Approve the Academic Calendar for the 2026-2027 School Year

RECOMMENDATION: that the Board of Education approve the academic calendar for the 2026-2027 school year as proposed and outlined in the board materials.

Attachment: Proposed Academic Calendar for the 2026-2027 School Year

Burnsville-Eagan-Savage School District 191
2026 - 2027 School Year Calendar, version G2

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2027						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUGUST
 18-20 New Teacher Workshop (No Students)
 24-27 Professional Day (No Students)
 31 First Day of School grades 2-12

SEPTEMBER
 2 First Day of School grades K&1
 4 No Staff/No Students
 7 Labor Day (No Staff/No Students)

OCTOBER
 12-14 Parent-Teacher Conferences & Teacher Prep (No Students)
 15-16 Minnesota Educator Academy (No Staff/No Students)

NOVEMBER
 3 Remote Learning Day
 26-27 Fall Break (No Staff/No Students)

DECEMBER
 24-31 Winter Break (No Staff/No Students)

JANUARY
 1 New Year's Day (No Staff/No Students)
 15 Last Day of 1st Semester
 18 Professional Day (No Students)

FEBRUARY
 15 Professional Day (No Students)

MARCH
 3-5 Parent-Teacher Conferences & Teacher Prep (No Students)
 10 No School (No Staff/No Students)
 29-31 Spring Break (No Staff/No Students)

APRIL
 1-2 Spring Break (No Staff/No Students)

MAY
 17 Professional Day (No Students)
 31 Memorial Day (No Staff/No Students)

JUNE
 3 Last Day of School
 4 Graduation & Professional Day (No Students)

Total School Days.....170
Total Teacher Work Days.....184

2026-2027 Calendar:
Quarter 1
 Aug 31 - Nov 6
 43 days

Quarter 2
 Nov 9 - Jan 15
 41 days

Semester 1
 Aug 31 - Jan 15
 84 days

Quarter 3
 Jan 19 - Mar 19
 39 days

Quarter 4
 Mar 22 - June 3
 47 days

Semester 2
 Jan 26 - June 3
 86 days

[Days of School within each quarter](#)
Semester 1 = 84 days

Semester 2 = 86 days

Color Key:

No School for All Students
New Teacher Workshop (No Students)
Professional Day (No Students)
First & Last Day of School
Holiday (No Staff/No Students)
Parent-Teacher Conferences & Teacher Prep (No Students)
Remote Learning Day
Graduation



4. Approve Shared Income Contract for Inver Hills Community College,
Simley High School and Burnsville High School

241

Speaker(s): Dr. Chris Bellmont, Assistant Superintendent



**Agenda IV.B.4.
September 25, 2025**

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Dr. Chris Bellmont, assistant superintendent

Date: September, 2025

Re: Approve Shared Income Contracts for Inver Hills Community College, Simley High School and Burnsville High School

Recommendation: That the Board of Education approve the Inver Hills Community College Income Contracts presented between Simley High School and Burnsville High School and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Inver Hills Community College and authorize the Superintendent of ISD 191 to execute the agreement.

Notes:

These are annual contracts for post-secondary courses and programs offered in our schools. This contract is unique in that we are able to share classes with Simley High School and thus share costs.



MINNESOTA STATE

P.O. Number _____
 Purchaser Name _____
 Contract Number _____

INCOME CONTRACT

This shared contract is by and between Simley High School and Burnsville High School (hereinafter “Purchaser”) and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Inver Hills Community College (hereinafter “Minnesota State”).

WHEREAS, the Purchaser has a need for a specific service; and

WHEREAS, Minnesota State, is empowered to enter into income contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

1. DUTIES OF MINNESOTA STATE.

The Minnesota State agrees to provide the following:

- Communicate eligibility requirements.
- Provide course and other services at the same level as provided to general College students.
- Award College credit to students upon successful completion of courses.
- Provide course grades to the School Districts at the conclusion of each semester.
- Bear initial legal fees and other expenses associated with the drafting of this agreement.
- Create invoices for the School Districts for courses being taken by School District students.
- Refer to Appendix A for additional responsibilities.

2. DUTIES OF PURCHASER.

The Purchaser agrees to provide the following:

Entering into this agreement for PSEO Course by Contract services to be directly contracted with the College.

- Authorize enrollment/course selection for eligible high school students with the College.

- Provide all textbooks and other instructional materials/equipment required for the course as determined by the sponsoring academic department and faculty mentor.
- Facilitate the enrollment and application process with students.
- Communicate the process for arranging educational accommodations. The College retains authority to determine whether a request for an educational accommodation is appropriate for classes taken for College credit.
- Refer to Appendix A for additional responsibilities.

3. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed and goods or materials supplied by Minnesota State pursuant to this contract shall be paid by the Purchaser as follows: The school districts will be billed by College at the rate of Three Thousand and 00/100 Dollars (\$3000) x number of credits, divisible by 2. (Example: \$3000 x 4 credit class = \$12,000 / 2 = \$6000 per School District). This rate may change in the future contracts.
- b. Terms of Payment. Payment shall be made by the Purchaser within 20 days of the date of the invoice presented.

4. TERM OF CONTRACT.

This contract shall be effective on July 1, 2025 or upon the date that the final required signature is obtained by Minnesota State, whichever occurs later, and shall remain in effect until June 30, 2026 or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.

5. CANCELLATION.

This contract may be canceled by the Purchaser or Minnesota State at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the Minnesota State shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

6. AUTHORIZED REPRESENTATIVES.

- a. The Purchaser's Authorized Representative for the purposes of administration of this contract is:

Name:	Dave Bernhardson, or their successor
Title:	Superintendent, Inver Grove Heights Schools
Address:	2990 80 th Street East, Inver Grove Heights, MN 55076
Telephone:	651-306-7808
E-Mail:	dave.bernhardson@isd199.org

And

Name: Dr. Latanya Daniels, or their successor
 Title: Superintendent, Burnsville Public Schools
 Address: 200 W Burnsville Parkway, Burnsville, MN 55337
 Telephone: 952-707-2000
 E-Mail: superintendent191@isd191.org

- b. An authorized representative of Minnesota State for the purposes of administration of this contract is:

Name: Heather Aagesen-Huebner, or their successor
 Title: Vice President for Finance and Operations
 Address: 2500 East 80th Street, Inver Grove Heights, MN 55076
 Telephone: 651-450-3534
 E-Mail: heather.aagesen-huebner@inverhills.edu

Each authorized representative shall have final authority for acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are paid pursuant to the terms of this contract.

7. **ASSIGNMENT.**

Neither the Purchaser nor Minnesota State shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.

8. **LIABILITY.**

The Purchaser shall indemnify, save, and hold Minnesota State, its agents and employees harmless from any and all claims or causes of action arising from the performance of this contract by the Purchaser or Purchaser's agents or employees. This clause shall not be construed to bar any legal remedies the Purchaser may have for the failure of Minnesota State to fulfill its obligations pursuant to this contract.

9. **AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA").**

The Purchaser is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. 12101, et. seq. and regulations promulgated pursuant to it. Minnesota State IS

NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

10. **AMENDMENTS.**

Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

11. **GOVERNMENT DATA PRACTICES ACT.**

The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The Purchaser and Minnesota State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minnesota State in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Purchaser in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the Purchaser or Minnesota State.

In the event the Purchaser receives a request to release the data referred to in this clause, the Purchaser must immediately notify Minnesota State. Minnesota State will give the Purchaser instructions concerning the release of the data to the requesting party before the data is released.

12. **JURISDICTION AND VENUE.**

This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. **STATE AUDITS.**

The books, records, documents, and accounting procedures and practices of the Purchaser relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.

14. **ENTIRE AGREEMENT.**

This contract represents the entire agreement between the parties and with regard to the stated subject matter and supersedes any previous discussions or agreements, either verbal or written that occurred between the parties with respect to this subject matter. This contract may not be amended except by written agreement signed by the parties hereto. In the event of any conflict or inconsistency between this contract and

any riders, exhibits, addenda, or other document incorporated herein, this contract shall govern.

15. **CLERICAL ERROR.**

Notwithstanding Clauses "ASSIGNMENT, AMENDMENTS, and ENTIRE AGREEMENT" of this contract, Minnesota State reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of this contract without executing an amendment. Minnesota State must inform Purchaser of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

16. **OTHER PROVISIONS.** (Attach additional page(s) if necessary):

Student Requirements

- Eligible students are currently enrolled must follow the Minnesota State Colleges and Universities System Procedure 3.5.1 Post-Secondary Enrollment Options Program. <https://www.minnstate.edu/board/procedure/305p1.html>

The rest of this page intentionally left blank. Signature page to follow.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. MINNESOTA STATE COLLEGES AND UNIVERSITIES,

Inver Hills Community College

By (authorized signature and printed name)	<u><i>Heather Aagesen-Huebner</i></u> <small>Heather Aagesen-Huebner (Sep 9, 2025 08:23:55 CDT)</small>	Heather Aagesen-Huebner
Title	VP Finance & Operations	
Date	09/09/2025	

2. PURCHASER: Simley High School

Purchaser certifies that the appropriate person(s) have executed the contract on behalf of Purchaser as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature and printed name)	<u><i>Dave Bernhardson</i></u> <small>Dave Bernhardson (Sep 9, 2025 08:35:09 CDT)</small>	Dave Bernhardson
Title	Superintendent	
Date	09/09/2025	

Burnsville High School

By (authorized signature and printed name)		
Title		
Date		

3. AS TO FORM AND EXECUTION:

By (authorized signature and printed name)		
Title		
Date		

5. Approve, on a First Reading Basis, Changes to Policy 516: *Student Medication and Telehealth*

249

Speaker(s): Amy Piotrowski, Director of Student Support Services



**Agenda IV.B.5.
September 25, 2025**

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Amy Piotrowski, director of student support services

Date: September 25, 2025

Re: Approve, on a First Reading Basis, Changes to Policy 516: *Student Medication and Telehealth*

Recommendation: That the Board of Education approve, on a first reading basis, changes to Policy 516: *Student Medication and Telehealth*.

This policy was reviewed by the Policy Review Committee on September 16, 2025.

Summary of Changes:

- **516** – MSBA Legislative Update – replace “auto-injector” with “delivery system”

Adopted: 1/99

Burnsville-Eagan-Savage School District Policy 516

Reviewed: PRC 09/16/25 3/18/25

Revised: 3/27/25

Rescinds: JLCD

516 STUDENT MEDICATION AND TELEHEALTH

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, or designee such as a health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent or guardian. (The administration of prescription and non-prescription medication at school requires authorization from a person licensed to prescribe medications and a completed signed request from the student's parent or guardian.)
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or

- d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

3. Exclusions

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - (1) the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
 - (2) the inhaler is properly labeled for that student; and
 - (3) the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written

verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine delivery systems~~—auto-injectors~~, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - (1) the pupil may possess the epinephrine or
 - (2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine delivery systems ~~auto-injectors~~ that the parent provides properly labeled to the school for the pupil as needed.
- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
 - l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

1. An “Administering Prescription Medications” form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

4. Prescription medications are not to be carried by the student, but will be with the school district personnel. Exceptions to this requirement: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above and medications administered as noted in a written agreement between the school district and the parent or guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. The school must be notified immediately by the parent or guardian or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or designated person, shall be responsible for the filing of the Medication Authorization form in the health records section of the student file. The school nurse, or designee, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

C. Nonprescription Medication.

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian ~~and medical doctor~~ permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy

The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration agency.

D. Possession and Use of Epinephrine ~~Delivery Systems~~Auto-Injectors

1. Definitions

a. “Administer” means the direct application of an epinephrine delivery system to the body of an individual.

b. “Epinephrine delivery system” means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.

c. “School” means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.

2. —At the start of each school year or at the time a student enrolls in school, whichever is first, a student’s parent or guardian, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine ~~delivery systems auto-injectors~~ that enables the student to:

~~1a.~~ possess epinephrine- ~~delivery systems auto-injectors~~; or

~~2b.~~ if the parent or guardian and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine ~~delivery systems auto-injectors~~ in close proximity to the student at all times during the instructional day.

For the purposes of this policy, “instructional day” is defined as eight hours for each student contact day.

The plan must designate the school staff responsible for implementing the student’s health plan, including recognizing anaphylaxis and administering epinephrine ~~delivery systems auto-injectors~~ when required, consistent with state law. This health plan may be included in a student’s Section 504 plan.

Districts and schools may obtain and possess epinephrine ~~delivery systems auto-injectors~~ to be maintained and administered by school personnel, including a

licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine-~~delivery systems auto-injector~~. The administration of an epinephrine ~~delivery systems auto-injector~~ in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

~~Effective July 1, 2024, registered~~ Registered nurses may administer epinephrine ~~delivery systems auto-injectors~~ in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine ~~delivery systems auto-injectors~~ in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine ~~delivery system auto-injector~~ is to be administered, when caring for a patient whose condition falls within the protocol.

A district or school may enter into arrangements with manufacturers of epinephrine ~~delivery systems auto-injectors~~ to obtain epinephrine ~~delivery systems auto-injectors~~ at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine ~~delivery systems auto-injectors~~.

The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems under Minnesota Statutes, sections 148.235, subdivision 8 and 151.37, subdivision 2.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused

prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion the school district.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

- Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
~~_____~~ Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine ~~Delivery Systems Auto~~ ~~Injectors~~; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine- ~~Delivery Systems Auto-Injectors~~)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
- Cross References: Burnsville-Eagan-Savage School District Policy 418 (Drug-Free Workplace/Drug-Free School)

6. Approve, on a First Reading Basis, Changes to Policies: 414:
Mandated Reporting of Child Neglect or Physical or Sexual Abuse, 534:
School Meals, 707: *Transportation of Public School Students*, 709:
Student Transportation Safety Policy, 802: *Disposition of Obsolete
Equipment and Material*, and 806: *Crisis Management Policy*

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Speaker(s): Stacey Sovine, Executive Director of Administrative Services

**Agenda IV.B.6.
September 25, 2025**

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Stacey Sovine, executive director of administrative services

Date: September 25, 2025

Re: Approve, on a First Reading Basis, Changes to Policies 414: *Mandated Reporting of Child Neglect or Physical or Sexual Abuse*, 534: *School Meals*, 707: *Transportation of Public School Students*, 709: *Student Transportation Safety Policy*, 802: *Disposition of Obsolete Equipment and Material*, and 806: *Crisis Management Policy*

Recommendation: That the Board of Education approve, on a first reading basis, changes to Policies 414: *Mandated Reporting of Child Neglect or Physical or Sexual Abuse*, 534: *School Meals*, 707: *Transportation of Public School Students*, 709: *Student Transportation Safety Policy*, 802: *Disposition of Obsolete Equipment and Material*, and 806: *Crisis Management Policy*.

These policies were reviewed by the Policy Review Committee on September 16, 2025.

Summary of Changes:

- **414** – MSBA Legislative Updates – threatened injury section
- **534** - MSBA Legislative Updates – new provision on second breakfast and/or lunch
- **707** - MSBA Legislative Updates – students with disabilities
- **709** - MSBA Legislative Updates – student safety training dates deleted
- **802** - MSBA Legislative Updates – surplus books provision added
- **806** - MSBA Legislative Updates – violence prevention report information

Adopted: 7/2001 *Burnsville-Eagan-Savage School District Policy 414*
 Reviewed: ~~PRC 09/16/2025~~ ~~10/10/2024~~
 Revised: 4/28/2022
 Rescinds: GBHA

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. Ch. 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Juvenile Safety and Placement) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so, so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s own basic needs or safety or the basic needs or safety of another child in their care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide their child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 6, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional

response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care or a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age

one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under Minnesota Statutes, section 260E.03, subdivision 5, or a similar law of another jurisdiction; (2) been found to be palpably unfit under Minnesota Statutes, section 260C.301, subdivision 1, paragraph (b), clause 3, or a similar law of another jurisdiction; (3) committed an act that resulted in an involuntary termination of parental rights under Minnesota Statutes, section 260C.301, or a similar law of another jurisdiction; (4) or committed an act that resulted in the involuntary transfer

of permanent legal and physical custody of a child to a relative or parent under Minnesota Statutes, section 260C.515, subdivision 4, or a similar law of another jurisdiction.

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IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include their name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions

of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility,

pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear on the district website.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 121A.58 (Corporal Punishment)
 Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
 Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
 Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
 Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
 Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)
[Minn. Stat § 260C.301 \(Termination of Parental Rights\)](#)

Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
 Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
 Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
 Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
 Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
 Minn. Stat. § 609.379 (Reasonable Force)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: Burnsville-Eagan-Savage School District Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
 Burnsville-Eagan-Savage School District Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
 Burnsville-Eagan-Savage School District Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
 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 423 (Employee-Student Relationships)

Adopted: 1/27/2022

Burnsville-Eagan-Savage School District Policy 534

Reviewed: ~~PRC 09/16/2025 10/26/2023~~

Revised: 11/9/2023

Rescinds:

534 SCHOOL MEALS POLICY

In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, that now states that Minnesota school districts that participate in the national school lunch program must adopt a school meals policy.

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. All meal and a la carte purchases are to be prepaid before meal service begins. Electronic payments with credit or debit cards can be deposited online using the district contracted vendor or with cash or check in person at a school or the district office.

B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education

2. Each A-school that participates in the United States Department of Agriculture National

~~School Lunch~~ program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program

3. C.—Each school that participates in the free school meals program must:

~~(1)~~a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

b. (2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.

DC. Once a first meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

ED. When a student has a negative account balance, the student will not be allowed to charge a second meal or a la carte items. Sufficient funds for second meals a la carte items must be provided at the point of sale. It is not intended for a student to be allowed to charge second meals or a la carte items.

F. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.

G. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify caregiver when meal account balances are low or fall below zero.
- B. Caregiver will be notified of an outstanding negative balance via phone calls, text messages and/or emails according to the unpaid meal account process managed by Food & Nutrition Services.
- C. Reminders for payment of outstanding student meal balances must not demean or stigmatize any student participating in the school lunch program, including, but not limited to, discarding meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district must not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district must post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district must ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
 Minn. Stat. § 124D.111 (Lunch Aid; Food Service Accounting)

42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local
Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges:
Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance
and Q&A

Cross References: Burnsville-Eagan-Savage School District Policy 102 (Equal Educational
Opportunity)
Burnsville-Eagan-Savage School District Policy 103 (Complaints-Students,
Employees, Parents, Other Persons)
Burnsville-Eagan-Savage School District Policy 413 (Harassment and
Violence)

Adopted: 4/14/2016
 Reviewed: ~~2/9/2023~~09/16/2025
 Revised: 10/10/2024
 Rescinds:

Burnsville-Eagan-Savage School District Policy 707

707 TRANSPORTATION OF PUBLIC-SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents or guardians but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education (“Commissioner”). A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an

afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.

- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents or guardians reside in different school districts, the student shall be a resident of the school district designated by the student’s parents or guardians. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.
- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident secondary students who reside one and one-half (1 ½) miles or more from the school, and all resident elementary students who reside one mile or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. Distances are calculated based on where a family driveway meets the street, following the center of the street, to the nearest access point to the school property.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation.
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation within its borders to a nonresident student at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents or guardians shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.

- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week (Minnesota Statutes, section 124D.03, subdivision 8).
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with disabilities ~~a disability~~ not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with ~~a disability~~ disabilities not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with disabilities ~~a disability whose handicapped conditions 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 who are~~ transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the condition and applicable laws. This provision shall not be applicable to parents or guardians who transport their own child under a contract with the school district.

- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health

care information as required by law.

- H. 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 alternative dispute resolution and due process procedures provided for in Minnesota Statutes, Chapter 125A.

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the secondary resident student's school of origin and the shelter or other non-shelter on the same basis as transportation services are provided to other students in the school district.
 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
 4. A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may

also be provided, in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code section 1415 (Individuals with Disabilities Act), 29 United States Code section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee.
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment site that is part of an approved work-based training program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

- Legal References:**
- Minn. Stat. § 120A.22 (Compulsory Instruction)
 - Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
 - Minn. Stat. § 123B.36 (Authorized Fees)
 - Minn. Stat. § 123B.41 (Definitions)
 - Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 - Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
 - Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 - Minn. Stat. § 124D.03 (Enrollment Options Program)
 - Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
 - Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
 - Minn. Stat. § 124D.08 (School Board’s Approval to Enroll in Nonresident District; Exceptions)
 - Minn. Stat. Ch. 125A (Special Education and Specials Programs)
 - Minn. Stat. § 125A.02 (Children with a Disability, Defined)
 - Minn. Stat. § 125A.12 (Attendance in Another District)
 - Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
 - Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
 - Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
 - Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
 - Minn. Stat. § 126C.01 (Definitions)
 - Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
 - Minn. Stat. § 190.05 (Definitions)
 - Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 - Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
 - 20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
 - 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 - 42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
 - 42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
 - 42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

- Cross References:**
- Burnsville-Eagan-Savage School District Policy 708 (Transportation of Nonpublic School Students)
 - Burnsville-Eagan-Savage School District Policy 709 (Student Transportation Safety Policy)
 - Burnsville-Eagan-Savage School District Policy 710 (Extracurricular Transportation)

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 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 School Bus Safety 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 shall adopt and make available for public review a curriculum for transportation safety education.
9. 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.

C. Active Transportation Safety Training

1. Training required
 - a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.

- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
- (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;
 - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
 - (3) electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

~~2. Deadlines.~~

- ~~a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.~~
- ~~b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.~~
- ~~c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.~~
- ~~d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.~~

3. Instruction

- a. The school district may provide active transportation safety training through distance learning.
- b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of

pupils known to speak English as a second language and pupils with disabilities.

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. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
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 Preschool 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. § 123B.935 (Active Transportation Safety Training)
 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)
 49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

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)

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 Reviewed: PRC 09/16/2025 2/9/2023
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 Rescinds: DN

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

IV. MANNER OF DISPOSITION

A. Authorization

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

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

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

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

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

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

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

F. Notice of Quotation

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

G. Sales to Employees

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

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including tablet devices, by conveying the property and title to:
 - a. another school district;
 - b. the state department of corrections;

- c. the board of trustees of Minnesota State Colleges and Universities;
or
- d. the family of a student residing in the district whose total family income meets the federal definition of poverty.
- e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

I. Disposing of Surplus Books

Notwithstanding Minnesota Statutes, section 471.345, governing school district contracts made upon sealed bid or otherwise complying with the requirements for competitive bidding, other provisions of this section governing school district contracts, or other law to the contrary, the school district may dispose of school books, including library books, books from an individual classroom library, and textbooks including other materials accompanying a textbook. The school district may dispose of surplus books by donating them to a family of a student residing in the district or a charitable organization under section 501(c)(3) of the Internal Revenue Code.

2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)
Minn. Stat. § 645.11 (Published Notice)

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

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Burnsville Eagan Savage Policy 806

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for the school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management operations plans for each school building in the school district, and sections or procedures may be added or deleted in those emergency operations plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. This policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable.

All general emergency procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or their designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.
- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency.

Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator their designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

2. Crisis-Specific Procedures. The Crisis Management Policy includes specific procedures for crisis-specific situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
3. School Emergency Response Teams
 - a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator and designee(s) will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office.
 - b. Leaders. The building administrator or designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response personnel are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response personnel.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to emergency situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Caregivers. Students and caregivers shall be made aware of the school district's Crisis Management Policy and relevant tailored emergency operations plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and caregivers are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area suggested at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times

of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minnesota Statutes, section 121A.035.

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and will be updated annually.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may

be dangerous to use during an emergency.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will describe potential reasons for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (such as designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to caregivers to monitor local and district social media for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify caregivers and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will provide for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines counseling to be necessary, such as after an assault, a hostage

situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a

real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.

3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and

5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's caregiver before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the caregiver of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A caregiver of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity, including providing information about the Department of Public Safety's statewide anonymous threat reporting system and any local threat reporting system.
3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
 - a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and
 - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and

2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See Burnsville Eagan Savage School District Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
 Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 Minn. Stat. § 121A.035 (Crisis Management Policy)
 Minn. Stat. § 121A.038 (Students Safe at School)Minn. Stat. § 121A.06
 (Reports of Dangerous Weapon Incidents in School Zones)
 Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
 Minn. Stat. § 326B.02, Subd. 6 (Powers)
 Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and
 Industry)
 Minn. Stat. § 609.605, Subd. 4 (Trespasses)
 Minn. Rules Ch. 7511 (Fire Code)
 20 U.S.C. § 1681, *et seq.* (Title IX)
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
 20 U.S.C. § 7912 (Unsafe School Choice Option)
 42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: Burnsville Eagan Savage School District Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
Burnsville Eagan Savage School District Policy 413 (Harassment and Violence)
Burnsville Eagan Savage School District Policy 501 (School Weapons Policy)
Burnsville Eagan Savage School District Policy 506 (Student Discipline)
Burnsville Eagan Savage School District Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
Burnsville Eagan Savage School District Policy 903 (Visitors to School District Buildings and Sites)
Comprehensive School Safety Guide
[Minnesota School Safety Center - Resources \(mn.gov\)](#)

V. Closed Session, as permitted by Minnesota Statutes Section 13D.03, to
Discuss Labor Negotiations Strategy

315

Speaker(s): Stacey Sovine, Executive Director of Administrative Services



**Agenda V.
September 25, 2025**

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Stacey Sovine, executive director of administrative services

Date: September 25, 2025

Re: Closed Session, as permitted by Minnesota Statutes Section 13D.03, to
Discuss Labor Negotiations Strategy

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.