



## Regular Meeting Agenda

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN 55337  
April 10, 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 Anna Werb and Abigail Alt

#### I. Call to Order

A. Welcome

B. Pledge of Allegiance

#### II. Approval of Agenda

#### III. Information

A. Southwest Metro District #288 Overview & Update

**Speaker(s):** Jeff Horton, Southwest Metro District #288 Superintendent

2



**Agenda III.A.  
April 10, 2025**

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

**From:** Jeff Horton, superintendent of Southwest Metro District #288

**Date:** April 10, 2025

**Re:** Southwest Metro District #288 Overview & Update

Receive a report from Jeff Horton, superintendent of Southwest Metro District #288.

## B. Report about Printer &amp; Copier Lease Renewal

**Speaker(s):** Beth Kopp, Technology Specialist and Rachel Gorton, Director of Technology



**Agenda III.B.  
April 10, 2025**

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

**From:** Beth Kopp, technology specialist and Rachel Gorton, director of technology

**Date:** April 10, 2025

**Re:** Report about Printer & Copier Lease Renewal

Receive a report from Beth Kopp, technology specialist and Rachel Gorton, director of technology about the printer and copier lease renewal.

# **Copier and Printer Lease Renewal Report**

Beth Kopp, Technology Specialist and Project Lead  
Rachel Gorton, Director of Technology

**April 10, 2025**

# Agenda

- Current Reality and Identified Goals
- Evaluation Process
- Cost Analysis
- Summary

# Overview

## Current Reality

- The current lease was originated in 2017
- The lease was extended as we emerged from the pandemic
- We kept the same equipment
- Existing lease expires June 30, 2025

## Identified Goals

- Identified outdated equipment in need of replacement
  - Copiers: Large capacity production machines
  - Printers: MFD Multi Function Devices floor model
  - Printers: SF Single Function tabletop style printers
- Updated, modern functionality includes management
- Streamline efficient management and ease of use for end user
- Maximize resources by reducing waste



# Evaluation Process

- August 2024: Early discussions with administrative assistants (key operators)
- November 2024: Tour of district and surveyed key operators
- January 2025: Gathered materials to analyze usage
- February 2025: Mapped out all existing known equipment to plan replacement
- March 2025: Solicited quotes from vendors
  
- April 10, 2025: Board of Education Report
- April 24, 2025: Present a recommendation to the Board of Education
- Future: Final equipment decisions and contract finalization

# Cost Analysis

## Cost Categories:

- Lease of copier equipment
- Maintenance and support agreement
- Replacement of outdated printer equipment
- Print Management (new)
- Cost per page (click rates)

## Cost Variables:

- Click rates - cost per page
- Using a lean initial approach with option to increase equipment as needed
- Flexibility to adjust equipment if needs change in a location
- Optional accessories

# Summary

- Three proposals were received via direct solicitation on March 28, 2025.
- We are currently evaluating each proposal and working with each vendor.
- Based on our thorough evaluation, we will bring our recommendation to you for approval at the April 24, 2025 Board of Education meeting.

# Thank You

## C. Update on Superintendent Search Process

**Speaker(s):** Anna Werb, Board Chair

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**Agenda III.C.  
April 10, 2025**

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

**From:** Anna Werb, board chair

**Date:** April 10, 2025

**Re:** Update on Superintendent Search Process

## D. Updated Guidelines for Sharing School Board Meetings

**Speaker(s):** Abigail Alt, Vice Chair

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**Agenda III.D.  
April 10, 2025**

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

**From:** Abigail Alt, vice chair

**Date:** April 10, 2025

**Re:** Updated Guidelines for Sharing School Board Meetings

**Notes:**

“Guidelines for Sharing Board Meetings” was first approved by the Board of Education during its meeting on March 12, 2020. A report was given about changes to the guidelines on January 27, 2022. The guidelines were reviewed by the Board during a workshop on September 29, 2022 and were approved on October 27, 2022. On March 27, 2025 the board passed some updates to these guidelines based on developments from the most recent board vacancy process as well as the need for a superintendent search. A few additional refinements to the process have been identified and suggestions have been added to the “Guidelines for Sharing Board Meeting Documents.”

**Attachments:** “Guidelines for Sharing Board Meetings” Redlined Draft

## **Guidelines for Sharing School Board Meetings**

### **Statement of Purpose:**

It is our responsibility as a school district to be transparent with our community.

### **Expectations:**

The school board expects that, wherever possible, meetings will be live-streamed and recorded as noted below. In the event that live-streaming and/or recording of audio-visual transmissions is not possible, the school board meeting will proceed as scheduled.

### **Regular and Special Board Meetings:**

1. Full audio-visual transmissions using multiple cameras. Presentations shared as part of live-streaming.
2. Live access online [www.isd191.org](http://www.isd191.org) and on BCTV, as possible. 3. Recordings will be posted online [www.isd191.org](http://www.isd191.org), as well as via BCTV and Savage TV, where possible.
4. All Regular Board Meetings will be live-streamed and recorded, as possible.
5. All Special Board Meetings except those involving expulsions, ~~superintendent searches, and filling a school board opening~~ as well as the survey and interview process for superintendent searches and school board openings, will be live-streamed and recorded, as possible.
6. Special Board Meetings addressing student expulsions will not be recorded or live-streamed.
7. ~~Special Board Meetings whose purpose is to complete a superintendent search or to fill a school board opening will not be live-streamed. Recordings will become public once the opening has been filled.~~ Recordings involving the interview process for both openings will become public once the given round of interviews is complete.
8. Recordings involving the survey process for either opening will become public once the respective survey window has closed.

### **Legislative Committee, Policy Review Committee, Workshops, and Work Sessions:**

- Full audio-visual transmissions using a single stationary camera and microphones, where possible. Presentations are not shared as part

of live-streaming.

- Live access online [www.isd191.org](http://www.isd191.org) and on BCTV, as possible. ● Recordings will be posted online [www.isd191.org](http://www.isd191.org), as well as via BCTV and Savage TV, where possible.
- All **Legislative Committee Meetings, Policy Review Committee meetings,** Workshops, **and** Work Sessions will be live-streamed and recorded, as possible.

**Policy references:**

205 Open Meetings and Closed Meetings

206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations

## E. Long Term Facility Maintenance Report

**Speaker(s):** Abigail Alt, Vice Chair

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**Agenda III.E.  
April 10, 2025**

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

**From:** Abigail Alt, vice chair

**Date:** April 10, 2025

**Re:** Long Term Facility Maintenance Report

Receive a report about the Long Term Facility Maintenance from Abigail Alt, vice chair.

## F. Student Representative Report

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**Agenda III.F.  
April 10, 2025**

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

**From:** Maryam Bradai, student board representative

**Date:** April 10, 2025

**Re:** Student Board Representative Report

Receive a report from Maryam Bradai, student board representative.

## G. Superintendent Report

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**Agenda III.G.  
April 10, 2025**

**To:** Board of Education  
**From:** Dr. Theresa Battle, superintendent  
**Date:** April 10, 2025  
**Re:** Superintendent Report

Receive a report from Dr. Theresa Battle, superintendent.

## H. Board Member Reports

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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.H.  
April 10, 2025**

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

**From:** Anna Werb, board chair

**Date:** April 10, 2025

**Re:** Board Member Reports

Receive reports from board members.

#### IV. Business Meeting

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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.

**April 10, 2025 Board Meeting**

Board Members' Questions and Staff Responses regarding BoardBook materials

(Resolution Relating to the Termination and Nonrenewal of the Teaching Contract of Probationary Certified Personnel)

Board Member Question	Staff Response
<p>Just confirming that K-12 rightsizing for FY26 reduced headcount by 8.55 FTE.</p> <p>Also, it is my understanding that the NMS principal is on leave. Please elaborate on the decision-making process for probationary release at this school.</p>	<p>Yes, the reduction for right sizing remains at the 8.55 FTEs. We have 31 teachers being released because they have a Tier 1, Tier 2, or Out of Field license that expires June 2025. The remaining 19 staff are being released per observation review or building/programming needs.</p> <p>The building principal remains the decision maker on probationary releases. She and the AP continue to finish their observations and dialogue on the retention of staff.</p>

(Topic)

Board Member Question	Staff Response

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(Topic)

Board Member Question	Staff Response

## 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

30

School Board Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 March 27, 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, 55333.

Call to Order

Directors Alt, Anderson, Chester, Hume, Mikkelsen, Sachse and Chair Werb were present. Assistant Superintendent Dr. Bellmont, Student Representative Maryam Bradai, administrators, staff and members of the public were also present.

Attendance

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

Pledge of Allegiance

Chair Werb administered the Oath of Office to newly appointed board member, Tyler Sachse.

Oath of Office

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

Agenda

Received a report about the Student Performance and Achievement Committee on Addressing Disparities: Academic, Multilingual, and Discipline/Exclusion from Isis Buchanan, director of educational equity, Imina Oftedahl, director of curriculum, instruction and assessment, and Amy Piotrowski, director of student support services.

Reports

Received a Bond Resolution Presentation report from Stacey Sovine, executive director of administrative services and Matthew Hammer, Ehlers senior municipal advisor.

Received Report about Written Response to Vote of Nonconcurrency from Isis Buchanan, director of educational equity.

Received a report about FY26 Preliminary Budget from Dr. Chris Bellmont, assistant superintendent and Stacey Sovine, executive director of administrative services.

Received a report about an Update Regarding Guidelines for Sharing School Board Meetings from Vice Chair Abigail Alt.

Received a Board Retreat Report from Chair Werb.

Received report from Director Chester on the Legislative Committee and District 917 and from Director Alt on the Policy Review Committee.

Moved by Anderson, seconded by Chester, to approve the consent

Consent Agenda

## agenda:

-minutes from the regular board meeting on March 13, 2025 and special meeting of the board on March 19, 2025.

-Approve personnel recommendations for Bill Soderholm, Rodney McGinnis, Siri Mehring, Anne Polquin, Katie Reeson, Amanda Wagner, Melissa Parsons, Cynthia Sampers

Melissa Anderson, Theresa Battle, Madeline Stuart, Emily Najjar-Field, Brandon Kubitz, Elijah Lindsey, Raquel Silva, Mark Gorzycki. Soponnie Phan, Soada Abdirahman

-January payroll checks in the net amount of \$4,612,945.61. January claims to date, wire transfers and adjustments totaling \$20,990,320.75. Also, that the Board accepts January receipts of \$18,609,221.66 and investments for the General Fund and OPEB of \$89,447,914.15 as of January 31, 2025.

-Accepts the Budget Analysis for the month ending January 31, 2025.

-Receive a report about the Listening Session on March 13, 2025.

- Approve, on a First and Final Reading, Non-substantive Changes to Policy 522: Title IX - Sex Non Discrimination.

- Approve, on a First and Final Reading, Non-substantive Changes to Policies: 516: *Student Medication and Telehealth*, 621: *Literacy and the Read Act*, 906: *Community Notification and Predatory Offenders*, 601: *School District Curriculum and Instruction Goals* and 616: *School District Systems Accountability*.

- Approve Scheduling a Special Board of Education Meeting on March 28, 2025 at 3:00 p.m. to Discuss and Decide the Superintendent Search Timeline, Hiring Criteria, Stakeholder Involvement and Procedures

-Approve Updated 2025 School Board Committee Assignments, other Board Assignments and Board School Assignments.

The motion carried unanimously (7,0).

Moved by Alt, seconded by Hume, to Adopt Amended and Restated Bond Resolution.

The motion carried unanimously (7,0).

Moved by Anderson, seconded by Mikkelsen, to Approve the Written Response to the Vote of Nonconcurrency.

The motion carried unanimously (7,0).

Moved by Hume, seconded by Chester, to Approve, on a First Reading Basis, Changes to Policy 519: *Interviews of Students by Outside Agencies*. The motion carried unanimously (7,0).

Moved by Hume, seconded by Alt, to Approve, on a First Reading Basis, Changes to Policies 701: *Establishment and Adoption of School District Budget*, 721: *Uniform Grant Guidance Regarding Federal Revenue Sources* and 704: *Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System*.

The motion carried unanimously (7,0).

## Minutes

Personnel

Recommendations

checks, receipt,

claims and

investments

Budget Analysis

Listening Session

Policies

Schedule special

meeting

Committee

Assignments

Bond Resolution

Vote of

Nonconcurrency

Policies

Moved by Anderson, seconded by Mikkelsen, to Approve, on a First Reading Basis, Changes to Policies 899: *Name School Buildings or Facilities* and 512: *School-Sponsored Student Publications and Activities*. The motion carried unanimously (7,0).

Selection of Superintendent Search Firm

Moved by Sachse, seconded by Chester, to Approve Selection of Minnesota School Board Association for Conducting the 2025 Superintendent Search. The motion carried unanimously (7,0).

Updates for sharing School Board Meetings Recess

Moved by Hume, seconded by Chester, to Approve Updates to Guidelines for Sharing School Board Meetings. The motion carried unanimously (7,0).

Work Session

Moved by Werb, seconded by Anderson, to move to a recess until 8:00 p.m. The motion carried unanimously (7,0).

The work session to discuss the Insurance Plan Review and Facilities Needs Assessment began at 8:00 p.m. and ended at 8:56 p.m.

Moved by Hume, seconded by Alt to move to a closed session, as permitted by Minn. Stat. Section 13D. 03, to Discuss Labor Negotiations Strategy. The motion carried unanimously (7,0).

Closed Session

The closed session to Discuss Labor Negotiations Strategy began at 9:01 p.m. In attendance were Chair Werb, Directors Anderson, Sachse, Chester, Mikkelsen, Hume, and Alt, Communications Director Aaron Tinklenberg, Executive Director of Administrative Services Stacey Sovine and Assistant Superintendent Chris Belmont. The closed session ended at 9:31 p.m.

Adjourn

Having no further agenda items, Chair Werb adjourned the meeting at 9:32 p.m.

/s/  
Scott Hume, Clerk

April 10, 2025  
Date Approved

School Board Minutes  
INDEPENDENT SCHOOL DISTRICT 191  
March 28, 2025

The special meeting of the Board of Education to start the Superintendent Search Initial Planning was called to order by Chair Werb at 3:00 p.m. The meeting was held at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN, 55337.

Call to Order

Directors Alt, Anderson, Chester, Hume, Mikkelsen, Sachse and Chair Werb, were present. Others in attendance were Barb Dorn from MSBA, and District Staff Sarah Olsen-Dickhausen and Aaron Tinklenberg and members of the public.

Attendance

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

Pledge

Moved by Chester, and seconded by Mikkelsen, to approve the agenda.

Agenda

The purpose of the meeting was to:

Purpose

1. Discuss and decide the superintendent search timeline, hiring criteria, stakeholder involvement and procedures.
2. Discuss, decide and schedule the steps necessary for the rest of the hiring process.

The meeting adjourned at 4:48 p.m.

Adjourn

/s/

4.10.25

Scott Hume

Date approved

## 2. Approve Personnel Recommendations

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

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

FROM: Stacey Sovine, Executive Director of Administrative Services

DATE: April 10, 2025  
RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE	HOURS / FTE
Certified	Appointment	Natalie Broich		Burnsville High School	Teacher- Temporary	4/7/2025 - 6/6/2025	1.0 FTE
Certified	Appointment	Jessica Ruiz		Sky Oaks Elementary School	Teacher	04/07/2025	1.0 FTE
Certified	Appointment	AnaLiisa Olson		Nicollet Middle School	Teacher	03/24/2025	1.0 FTE
Certified	Appointment	Jennifer Demetriades		Burnsville High School	Teacher- Long-Term Substitute	04/21/2025	1.0 FTE
Certified	Appointment	Michael Anyirah		Burnsville High School	Teacher	3/28/2025* Correction	1.0 FTE
Certified	Leave of Absence	Sarah Stousland		WM. Byrne Elementary School	Teacher	5/20/2025 - 06/06/2025	1.0 FTE
Certified	Resignation	Melanie Johnson		Virtual Academy	Teacher	06/06/2025	.54 FTE
Certified	Resignation	Kerry Oliver		District-wide	Occupational Therapist	05/15/2025	1.0 FTE
Classified	Appointment	Guek Yong Lau		Diamondhead Education Center	Clerical	04/07/2025	8 hours/day
Classified	Appointment	Christian Kibler		Burnsville High School	Peer Advisor/Link Crew	Year Round Stipend	.165 FTE Stipend
Classified	Appointment	Zahra Hassan		Sky Oaks Elementary School	Educational Assistant	04/08/2025	7.25 hours/day
Classified	Resignation	Jessica Ruiz		Sky Oaks Elementary School	Educational Assistant	04/04/2025	.90625 FTE
Classified	Retirement	Kristie Spaulding		Sky Oaks Elementary School	Educational Assistant	06/05/2025	7.25 hours/day
Classified	Retirement	Gale Mackey		Gideon Pond Elementary	Food Service Manager	06/06/2025	7.5 hours/day
Classified	Retirement	Julie Boldt		Sky Oaks Elementary School	Educational Assistant	04/09/2025	7.25 hours/day

### 3. Receive a Report about the Listening Session

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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 IV.A.3.  
April 10, 2025**

**To:** Board of Education  
**From:** Dr. Chris Bellmont, assistant superintendent  
**Date:** March 27, 2025  
**Re:** Report about the Listening Session

**Recommendation:** Receive a report about the Listening Session on March 27, 2025

The following speakers spoke at the Board of Education Listening Session on March 27, 2025:

<b>Speaker</b>	<b>Relationship to School District</b>	<b>Topic</b>
Janet Aquino-Dantona	District Resident	Sioux Trail Elementary

4. Approve, on a Second Reading Basis, Changes to Policy 519:  
*Interviews of Students by Outside Agencies*

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**Agenda IV.A.4.**  
**April 10, 2025**

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

**From:** Dr. Chris Bellmont, assistant superintendent

**Date:** April 10, 2025

**Re:** Approve, on a Second Reading Basis, Changes to Policies: 519: *Interviews of Students by Outside Agencies*

**Recommendation:** That the Board of Education approve, on a second reading basis, changes to policies: 519: *Interviews of Students by Outside Agencies*.

These policies were reviewed at the Policy Review Committee Meeting on March 18, 2025. The Board of Education passed changes, on a first reading basis, at their regular business meeting on March 27, 2025.

**Summary of Changes:**

- **519** – MSBA Update to statutory interview information in Art. III.A.

Adopted: 2/1996 *Burnsville-Eagan-Savage School District Policy 519*  
 Reviewed: 4/14/2022 3/27/2025  
 Revised: 4/28/2022 4/10/2025  
 Rescinds: JIH

## 519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

### I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

### II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, the principal shall be responsible for determining whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

### III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Report of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. When it is possible and the report alleges substantial child endangerment or sexual abuse, the interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official of the alleged offender and may take place prior to any interviews of the alleged offender.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E may specify that

school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property 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 district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district 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, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

**Cross References:** Burnsville-Eagan-Savage School District Policy 103 (Complaints –

Students, Employees, Parents, Other Persons)

Burnsville-Eagan-Savage School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)

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

5. Approve, on a Second Reading Basis, Changes to  
Policies 701: *Establishment and Adoption of School District  
Budget*, 721: *Uniform Grant Guidance Regarding Federal Revenue  
Sources* and 704: *Development and Maintenance of an Inventory of  
Fixed Assets and a Fixed Asset Accounting System*

**Agenda IV.A.5.  
April 10, 2025**

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

**From:** Stacey Sovine, executive director of administrative services

**Date:** April 10, 2025

**Re:** Approve, on a Second Reading Basis, Changes to Policies: 701: *Establishment and Adoption of School District Budget*, 721: *Uniform Grant Guidance Regarding Federal Revenue Sources*, 704: *Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System*

**Recommendation:** That the Board of Education approve, on a second reading basis, changes to policies: 701: *Establishment and Adoption of School District Budget*, 721: *Uniform Grant Guidance Regarding Federal Revenue Sources*, 704: *Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System*.

These policies were reviewed at the Policy Review Committee Meeting on March 18, 2025. The Board of Education passed changes, on a first reading basis, at their regular business meeting on March 27, 2025.

**Summary of Changes:**

- **701** – MSBA - Adds explicit authority for the board to use reserve funds
- **721** – MSBA - Update Uniform Grant Guidance equipment definition and small purchase procedure dollar amount; add cybersecurity requirement and removal of MSBA notes
- **704** – MSBA recommendation to update GASB guidance on asset capitalization

Adopted: 2/1991, 8/1996  
 Reviewed: ~~3/9/2023~~ 3/27/2025  
 Revised: 3/23/2023 4/10/2025  
 Rescinds: DBH

*Burnsville-Eagan-Savage School District Policy 701*

## **701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

### **I. PURPOSE**

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral and collaborative part of program planning so that the annual budget will effectively express and implement school board goals and align with the school district mission and core values of the school district.

### **III. REQUIREMENT**

- A. The superintendent or designee shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected. When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes, section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure

budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the ~~Minnesota~~ Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes, section 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including the link to the school district's report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

#### IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. The school district shall make such reports to the ~~Minnesota~~ Commissioner ~~of Education~~ as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

**Legal References:** Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting)

Requirements)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 701.1 (Modification of School District Budget)  
Burnsville-Eagan-Savage School District Policy 702 (Accounting)

*Adopted:* 3/10/2016

*Burnsville-Eagan-Savage School District Policy 704*

*Reviewed:* 3/9/2023 3/27/2025

*Revised:* 3/23/2023-4/10/2025

*Rescinds:*

## **704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

### **I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

### **III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The superintendent or designee be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS), with a capitalization level that equals or exceeds \$5,000. Group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is \$25,000. Capital assets are defined as those with an initial, individual cost of \$5,000 or more, which benefit more than one fiscal year. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

### **IV. REPORT**

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district as part of the annual audit.

***Legal References:*** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)  
[GASB Implementation Guide 2021-1](#)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 702 (Accounting)



Adopted: 10/13/2016

Burnsville-Eagan-Savage School District Policy 721

Reviewed: ~~12/8/2022~~ 3/27/2025

Revised: ~~1/12/2023~~ 4/10/2025

Rescinds:

## 721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

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

### I. PURPOSE

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

### II. DEFINITIONS

#### A. Grants

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

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

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

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

- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability).
  2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
  3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations Subpart 2.1 or as periodically adjusted for inflation).

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

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

and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).

3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
  4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
  5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$105,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.

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

### III. CONFLICT OF INTEREST

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

### IV. ACCEPTABLE METHODS OF PROCUREMENT

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

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

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

technical evaluations of the proposals received and for selecting recipients;

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

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

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

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

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

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

## V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

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

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

- B. Equipment

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

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

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

### C. Cybersecurity

The school district must take reasonable cybersecurity and other measures to safeguard

1. Personally identifiable information;
2. Information that the federal agency or pass-through entity designates as sensitive; and
3. Other information that the school district considers sensitive and is consistent with applicable Federal, State, local and tribal laws regarding privacy and responsibility over confidentiality.

## **VI. FINANCIAL MANAGEMENT REQUIREMENTS**

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

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved

program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

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

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

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

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

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

## VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting

the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

3. “Omni Circular” or “2 Code of Federal Regulations, Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

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

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;

15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

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

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;

12. Interest, except interest specifically stated in 2 Code of Federal Regulations, section 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

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

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.
  - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.

- c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
  - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
  - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.
- G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.
1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
  2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
  3. Auditors generally presume supplanting has occurred in three situations:
    - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
    - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.

c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.

4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

#### H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.

2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

#### I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.

2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

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

#### K. Mandatory Disclosures

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729–3733).

The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity (if applicable). School districts are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

3.

## VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

### A. Compensation – Personal Services

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

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

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

B. Compensation – Fringe Benefits

4.

- 1. During leave.

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

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

- 2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

- 6.3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
- 7.4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
- 8.5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
- 9.6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
  2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  3. Consistent with the school district's cost accounting practices and school district policy; and
  4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

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

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

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

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

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

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

- Legal References:**
- 2 C.F.R. § 200.12 (Capital Assets)
  - 2 C.F.R. § 200.112 (Conflict of Interest)
  - 2 C.F.R. § 200.113 (Mandatory Disclosures)
  - 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Merit of Proposals ~~Risk Posed by Applicants~~)
  - 2 C.F.R. § 200.214 (Suspension and Debarment)
  - 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)

2 C.F.R. § 200.302 (Financial Management)  
 2 C.F.R. § 200.303 (Internal Controls)  
 2 C.F.R. § 200.305(b)(1) (Payment)  
 2 C.F.R. § 200.310 (Insurance Coverage)  
 2 C.F.R. § 200.311 (Real Property)  
 2 C.F.R. § 200.313(d) (Equipment)  
 2 C.F.R. § 200.314 (Supplies)  
 2 C.F.R. § 200.315 (Intangible Property)  
 2 C.F.R. § 200.318 (General Procurement Standards)  
 2 C.F.R. § 200.319(c) (Competition)  
 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)  
 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses,  
 Women’s Business Enterprises, and Labor Surplus Area Firms)  
~~2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)~~  
 2 C.F.R. § 200.328 (Financial Reporting)  
 2 C.F.R. § 200.339 (Remedies for Noncompliance)  
 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)  
 2 C.F.R. § 200.430 (Compensation – Personal Services)  
 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)  
 2 C.F.R. § 200.447 (Insurance and Indemnification)  
 2 C.F.R. § 200.463 (Recruiting Costs)  
 2 C.F.R. § 200.464 (Relocation Costs of Employees)  
 2 C.F.R. § 200.474 (Transportation Costs)  
 2 C.F.R. § 200.475 (Travel Costs)

***Cross References:***

Burnsville-Eagan-Savage School District Policy 208  
 (Development, Adoption, and MSBA Implementation of Policies)  
 Burnsville-Eagan-Savage School District Policy 210 (Conflict of  
 Interest – School Board Members)  
~~Burnsville-Eagan-Savage School District Policy 210.1 (Conflict of  
 Interest—Charter School Board Members)~~  
 Burnsville-Eagan-Savage School District Policy 412 (Expense  
 Reimbursement)  
 Burnsville-Eagan-Savage School District Policy 701  
 (Establishment and Adoption of School District Budget)  
 Burnsville-Eagan-Savage School District Policy 701.1  
 (Modification of School District Budget)  
 Burnsville-Eagan-Savage School District Policy 702 (Accounting)  
 Burnsville-Eagan-Savage School District Policy 703 (Annual  
 Audit)

6. Approve, on a Second Reading Basis, Changes to Policies 899: *Name School Buildings or Facilities* and 512: *School-Sponsored Student Publications and Activities*

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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 IV.A.6.  
April 10, 2025**

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

**From:** Aaron Tinklenberg, director of communications

**Date:** April 10, 2025

**Re:** Approve, on a Second Reading Basis, Changes to Policies: 899: *Naming School Buildings and Facilities*, 512: *School-Sponsored Student Publications and Activities*

**Recommendation:** That the Board of Education approve, on a second reading basis, changes to policies: 899: *Naming School Buildings and Facilities*, 512: *School-Sponsored Student Publications and Activities*.

These policies were reviewed at the Policy Review Committee Meeting on March 18, 2025. The Board of Education passed changes, on a first reading basis, at their regular business meeting on March 27, 2025.

**Summary of Changes:**

- **899** – Board and administrative recommended updates
- **512** – MSBA Update - Removes language potentially at odds with Minnesota Statutes 121A.80 (Student Journalism; Student Expression)

Adopted: 9/24/2015  
 Reviewed: ~~09/12/2024~~ 3/27/2025  
 Revised ~~09/26/2024~~ 4/10/2025  
 Rescinds:

*Burnsville-Eagan-Savage School District Policy 512*

## 512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

### I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of school-sponsored publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

### II. GENERAL STATEMENT OF POLICY

~~A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.~~

~~A. B.~~ Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.

~~B. C.~~ Students who believe their right to free expression has been unreasonably restricted in a school-sponsored media publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.

1. Students producing school-sponsored media publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.

2. School-sponsored media may be distributed at reasonable times and locations.

### III. DEFINITIONS

A. "Distribution" means circulation or dissemination of material by electronic means and/or means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting, or displaying material, or placing materials in internal staff or student mailboxes.

B "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- C. "Minor" means any person under the age of eighteen (18).
- D. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- E. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- F. "School-sponsored media" means material that is:
1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the school district;

2. distributed or generally made available to students in the school; and
3. prepared by a student journalist under the supervision of a student media adviser.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.

- G. "Student journalist" means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.
- H. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

#### IV. GUIDELINES

- A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.
- B. Student expression in school-sponsored media, a yearbook, or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
  2. is defamatory;
  3. is profane, harassing, threatening, or intimidating;
  4. constitutes an unwarranted invasion of privacy;
  5. violates federal or state law;
  6. causes a material and substantial disruption of school activities;
  7. is directed to inciting or producing imminent lawless action on school

premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;

8. advertises or promotes any product or service not permitted for minors by law;
  9. ~~expresses or~~ advocates sexual, gender identity or expression, racial, or religious harassment or violence or prejudice; or
  10. is distributed or displayed in violation of time, place, and manner regulations.
- C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.
- D. Notwithstanding the rights or freedoms of this Policy or the First Amendment of the United States Constitution, nothing in this Policy inhibits a student media adviser from teaching professional standards of English and journalism to student journalists.
- E. These professional standards may include, but are not limited to, the following:
1. assuring that participants learn whatever lessons the activity is designed to teach;
  2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
  3. assuring that the views of the individual speaker are not erroneously attributed to the school;
  4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
  5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
  6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

F. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed and/or by electronic means approved by district administration.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

V. POSTING

The school district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F. 2d 747 (8<sup>th</sup> Cir. 1987)  
*Morse v. Frederick*, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)  
 Minn. Stat. § 121A.03 (Model Policy)  
 Minn. Stat. § 121A.031 (School Student Bullying Policy)  
 Minn. Stat. § 121A.80 (Student Journalism; Student Expression)

**Cross References:** Burnsville-Eagan-Savage School District Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
 Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)  
 Burnsville-Eagan-Savage School District Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: 10/1992  
 Reviewed: ~~4/13/2023~~ 3/27/2025  
 Revised: ~~4/27/2023~~ 4/10/2025  
 Rescinds: FFB

*Burnsville-Eagan-Savage School District Policy 899*

## **899 NAMING SCHOOL BUILDINGS OR FACILITIES**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

The naming or renaming of school buildings or facilities is the responsibility of the school board. ~~Names will be land or nature based, reflecting geographic locations or topographical character. If a building or facility is to be named after an individual, that person shall have attained local or national prominence via significant contributions in a field of endeavor. The contributions or the significance of their place in history shall be clearly established beyond the generation of the contribution.~~

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

~~The School board reserves all rights in the naming or renaming of school buildings, facilities or components of school buildings.~~

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

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

### **III. NAMING PROCESS**

~~The school board may direct the superintendent or designee to establish a committee for the purpose of recommending no more than three name options for the school or facility. The committee membership shall be representative of the entire community.~~

and its work shall engage the entire community. The process may include receiving suggestions from students, staff and community members.

The committee shall include the following in its recommendations:

- A summary of any research of historical and community-based information used to make the recommendation;
- A summary of the suggestions/comments received from students, staff and community members;
- For names after persons, examples of the criteria for character, contributions or achievements that the recommended name exemplifies.

#### **IV. GUIDING PRINCIPLES FOR NAMING SCHOOL BUILDINGS OR FACILITIES**

Whether naming or renaming a building, facility, or building component, the school board shall choose names that are likely to retain meaning for students and community members during the projected life of the facility. Names may be land- or nature-based, or reflect geographic locations, topographical character or prominent persons who have attained regional, state or national repute via significant contribution in a field of endeavor.

In all cases, the name selected shall reflect and uphold the core values of District 191.

#### ***Legal References:***

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

## 7. Approve Special Meeting Dates for Superintendent Search Process

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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 IV.A.7.  
April 10, 2025**

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

**From:** Anna Werb, board chair

**Date:** March 28, 2025

**Re:** Approve Special Meeting Dates for Superintendent Search Process

**Recommendation:** That the Board of Education approve the special meeting dates for the superintendent search process for the following dates:

<b>Meeting Date</b>	<b>Time</b>	<b>Purpose</b>	<b>Location</b>
April 23, 2025	5:30pm	Board meets for interview training, and to discuss public input report, interview questions and procedures.	Diamondhead Education Center
April 28, 2025	5:30pm	Board meets to determine finalists and review interview training and procedures.	Diamondhead Education Center
April 30 and	4:00pm	Board conducts first round of interviews	Diamondhead Education Center
May 1, 2025	7pm	Board conducts first round of interviews	Diamondhead Education Center
May 7, 2025	5:30pm	Board conducts reference checks and holds second round of interviews; board selects lone finalist and sets negotiation process.	Diamondhead Education Center

**B. New Business****1. Approve Third Party Administrator and Stop Loss Insurance Provider**

80

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



**Agenda IV.B.1**  
**April 10, 2025**

**To:** Members, Board of Education

**From:** Stacey Sovine, Executive Director of Administrative Services

**Date:** April 10, 2025

**Re:** Approve Third Party Administrator and Stop Loss Insurance Provider

**RECOMMENDATION:** That the Board of Education approves Blue Cross Blue Shield as the Stop Loss Insurance provider and Blue Cross as the Third Part Administrator to process claims for the district's self-funded medical plan.

Per MN Statute 471.6161, ISD191 requested proposals for its Third-Party Administration of its Self-Funded Medical plan. The district also sought stop loss insurance to cover high claims and protect the district's plan from overages.

The district is required to go through this process every two years unless agreed to by the representative of the largest bargaining unit to extend it. All the final proposals submitted must be opened at the same time in the presence of up to three representatives selected by the exclusive representative of the largest group of employees. We opened the bids during a benefits meeting representing all bargaining units. Three vendors provided initial offers. The benefits committee reviewed the initial offers and requested that best and final offers be provided by two vendors.

Based on a number of components including administration of claims, risk mitigation, integration of systems, ability to control costs, education and compliance, employee guidance, health and satisfaction, reporting capabilities, and costs the benefit committee is recommending Blue Cross Blue Shield to support our plan.

Annual TPA Fee is: \$46.45 PEPM

Stop Loss cost is: \$121.60 single / \$334.40 family

In addition:

- Admin rate is for 2 years
- Stop loss rate cap of 17% for year 2
- \$150,000 implementation credits
- \$25,000 pharmacy credit for each of the 2 years
- Cash flow regulator added to aggregate stop loss at no cost

## 2. Approve Premiums and Rates for FY26 Employee Benefits

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



**Agenda IV.B.2.  
April 10, 2025**

**To:** Board of Education  
Theresa Battle, superintendent

**From:** Stacey Sovine, executive director of administrative services

**Date:** April 10, 2025

**Re:** Approve Premiums and Rates for FY26 Employee Benefits

**RECOMMENDATION:** That the Board of Education approves the FY26 premiums and rates for employee benefits.

Below are the premiums/rates for the respective employee benefits for our July 1, 2025 through June 30, 2026 plan year.

***Health Self-Insured Employee Benefit:***

HRA Contribution match to deductible (\$1,000 single/\$2,000 family deductible):  
Family coverage, Annual premium of \$38,055.88 and a \$2,000 HRA contribution for a monthly combined premium of \$3,337.99.

Single coverage, Annual premium of \$14,838.20 and a \$1,000 HRA contribution for a monthly combined premium of \$1,319.85.

***Dental Self-Insured Employee Benefit:***

Family coverage full monthly premium rates \$102.20 and an annual cost of \$1,226.40.

Single coverage full monthly premium rates \$39.13 and an annual cost of \$469.54.

Employer and Employee portion of above premiums and rates are dependent upon contract language covering employee's employment with the district.

***Group Life / AD&D Insurance:***

Rates hold at \$0.050 per \$1,000 effective July 1, 2025

***Long Term Disability Insurance:***

Rates hold at \$0.0355 per \$1,000 effective July 1, 2025

3. Adopt a Resolution Relating to the Termination of Teaching Contracts  
for Named Long-Term Substitute Teachers Effective at the Close of the  
2024-2025 School Year

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

**Agenda IV.B.3.  
 April 10, 2025**

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

**From:** Stacey Sovine, executive director of administrative services

**Date:** April 10, 2025

**Re:** Adopt a Resolution Relating to the Termination of Teaching Contracts for Named Long-Term Substitute Teachers Effective at the Close of the 2024-2025 School Year

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

**BE IT RESOLVED**, by the Board of Education of School District 191, that the teaching contracts of the following long-term substitute teachers be terminated at the close of the 2024-2025 school year.

<b>Last Name</b>	<b>First Name</b>	<b>Building</b>
Bernstein	Mikhail	Nicollet
Broich	Natalie	Burnsville High School
Demetriades	Jennifer	Burnsville High School
Gamble	Thomas	Nicollet
Homen	Philip	Hidden Valley
Horwart	Leslie	William Byrne
Malacko	Benjamin	Nicollet
McCarthy	Jennifer	Rahn/District-Wide
McGinnis	Rodney	Rahn/Nicollet Middle
Schiltz	Danielle	Hidden Valley
Soderholm	William	Burnsville Alternative High School
Thorson	Bonnie	Gideon Pond
Weitzenhoffer	Salem	Edward Neill/Virtual Academy
Wheeler	Jennifer	Harriet Bishop

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

4. Adopt a Resolution Relating to the Termination and Nonrenewal of the  
Portion of Teaching Contracts in Excess of 1.0 and/or Beyond  
Contractual Rights at the Conclusion of the 2024-2025 School Year

86

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

**Agenda IV.B.4.  
 April 10, 2025**

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

**From:** Stacey Sovine, executive director of administrative services

**Date:** April 10, 2025

**Re:** Adopt a Resolution Relating to the Termination and Nonrenewal of the Portion of Teaching Contracts in Excess of 1.0 and/or Beyond Contractual Rights at the Conclusion of the 2024-2025 School Year

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

**BE IT RESOLVED**, by the Board of Education of School District 191, that the portion of the teaching contracts of staff in excess of 1.0 and/or contractual rights be terminated at the close of the 2024-2025 school year.

Last Name	First Name	Full Time Equivalent (FTE)
Blazquez	Javier	0.12657
Borden	Paige	0.01028
Brevik	Lori	0.00277
Brown	Christopher M.	0.06500
Carrane	Mackenzie	0.01304
Challgren	Peg	0.06500
Curley	Michael	0.06500
Gamble	Thomas	0.06500
Glas	John	0.01219
Grueneich	Janelle	0.06500
Hammer	Jeffrey	0.06500
Hermes	Shelley	0.03048
McGraw	Nick	0.06500

Last Name	First Name	Full Time Equivalent (FTE)
Nesseth	Paul	0.06500
Parkinson	Jacquelyn	0.06500
Queen	Jordyn	0.06500
Schmidt-Boyles	Dawn	0.06500
Waller	Jennifer	0.00277
Webber	Gloria	0.00277
Winter	Olive	0.13000

87

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

5. Adopt a Resolution Relating to the Termination and Nonrenewal of the Teaching Contract of Probationary Certified Personnel at the Close of the 2024-2025 School Year

89

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

**Agenda IV.B.5.  
April 10, 2025**

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

**From:** Stacey Sovine, executive director of administrative services

**Date:** April 10, 2025

**Re:** Adopt a Resolution Relating to the Termination and Nonrenewal of the Teaching Contract of Probationary Certified Personnel at the Close of the 2024-2025 School Year

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

**BE IT RESOLVED**, by the Board of Education of School District 191, pursuant to Minnesota Statute § 122A.40 that the teaching contracts of the following licensed probationary teachers in Independent School District 191 be terminated at the end of the 2024-2025 school year.

Last Name	First Name	Building	Full Time Equivalent (FTE)
Abdullahi	Sahro	BHS	1.0
Amegbleame	Coudjo	BHS	1.0
Anyirah	Michael	BHS	1.0
Baker	Grant	ERMS	1.0
Best	Ana	HB	1.0
Bolfing	Alisha	VV	1.0
Bromenschenkel	Emma	VA-SEC	1.0
Brynjegard	Peter	NMS	1.0
Bunce	Jack	RAHN	1.0
Carrane	Mackenzie	BHS/ERMS	1.0
Collins	Toria	WB	1.0
Comer	Anthony	NMS	1.0
Cooper	Matthew	BHS	1.0
Curley	Michael	NMS	.66

<b>Last Name</b>	<b>First Name</b>	<b>Building</b>	<b>Full Time Equivalent (FTE)</b> 90
Dayvis	Margaret	VA-SEC	.2
DeDomines	Jennifer	SO	1.0
Dougherty	Charles	BHS	.2
Fassbender	Tyler	ERMS	1.0
Fisch	Nicole	NMS	1.0
Flogio-Stamper	Justyne	ECSE	1.0
Foster	Theresa	VV	1.0
Gobran	Kamilah	ERMS	1.0
Hovde	Lynelle	EN	1.0
Jagow	Haley	BHS	1.0
Jawla	Saikou	ERMS	1.0
Kibler	Christian	BHS	1.0
Kolman-Keen	Scott	BEST	1.0
Lamphere	Gailyn	HV	1.0
Larson	Rachel E.	SO	1.0
Larson	Rachel M.	ERMS	0.4
Larson	Rachel M.	BHS	0.6
Laurent	Kalin	VA-SEC	0.4
Lobben	Angela	NMS	1.0
Lund	Moriah	DEC	1.0
Manon-Og	Christian	EN	1.0
Mattern	Jonathan	BHS	1.0
McGee	Steven	ERMS	1.0
McWatt	Lynn	VV	1.0
Merritt	Michael	BAHS	0.1
Millard	Lisa	WB	1.0
Mode	Jason	WB	1.0
Mokandu	Ryan	ERMS	1.0
O'Neal	Sara	BHS	1.0
Olson	AnaLiisa	NMS	.74
Ongondi	Lisa	VV	1.0
Pflipsen	Debra	NMS	0.8
Plazo	Noel	BHS	1.0
Poppler	Nora	SO	1.0

Last Name	First Name	Building	Full Time Equivalent (FTE)
Raspel	Sergei	BHS	1.0
Schroeder	Laura	BHS	1.0
Sersland	Faith	HV	1.0
Shah	Amisha	BHS	1.0
Smith	Brittney	ECSE	1.0
Spangler	John	VV	1.0
Stout	Sarah	BHS	1.0
Tandberg	Jennifer	BHS	1.0
Thammalangsy	Kristen	GP	1.0
Trosen	Shanna	SO	1.0
Vogt	Kathrine	SO	1.0
Voves	Angela	NMS	1.0
Wilcox	Hannah	WB	1.0
Wright-Connelly	Caitlin	GP	1.0
Zeigler	Kaia	EN	1.0

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

## 6. Approve Updated Guidelines for Sharing School Board Meetings

**Speaker(s):** Abigail Alt, Vice Chair

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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 IV.B.6.  
April 10, 2025**

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

**From:** Abigail Alt, vice chair

**Date:** April 10, 2025

**Re:** Approve Updated Guidelines for Sharing School Board Meetings

**Recommendation:** *That the Board of Education approve updates to the Guidelines for Sharing School Board Meetings.*

**Notes:**

“Guidelines for Sharing Board Meetings” was first approved by the Board of Education during its meeting on March 12, 2020. A report was given about changes to the guidelines on January 27, 2022. The guidelines were reviewed by the Board during a workshop on September 29, 2022 and were approved on October 27, 2022. On March 27, 2025 the board passed some updates to these guidelines based on developments from the most recent board vacancy process as well as the need for a superintendent search. A few additional refinements to the process have been identified and suggestions have been added to the “Guidelines for Sharing Board Meeting Documents.”

**Attachments:** “Guidelines for Sharing Board Meetings” Redlined Draft

## **Guidelines for Sharing School Board Meetings**

### **Statement of Purpose:**

It is our responsibility as a school district to be transparent with our community.

### **Expectations:**

The school board expects that, wherever possible, meetings will be live-streamed and recorded as noted below. In the event that live-streaming and/or recording of audio-visual transmissions is not possible, the school board meeting will proceed as scheduled.

### **Regular and Special Board Meetings:**

1. Full audio-visual transmissions using multiple cameras. Presentations shared as part of live-streaming.
2. Live access online [www.isd191.org](http://www.isd191.org) and on BCTV, as possible. 3. Recordings will be posted online [www.isd191.org](http://www.isd191.org), as well as via BCTV and Savage TV, where possible.
4. All Regular Board Meetings will be live-streamed and recorded, as possible.
5. All Special Board Meetings except those involving expulsions, ~~superintendent searches, and filling a school board opening~~ as well as the survey and interview process for superintendent searches and school board openings, will be live-streamed and recorded, as possible.
6. Special Board Meetings addressing student expulsions will not be recorded or live-streamed.
7. ~~Special Board Meetings whose purpose is to complete a superintendent search or to fill a school board opening will not be live-streamed. Recordings will become public once the opening has been filled.~~ Recordings involving the interview process for both openings will become public once the given round of interviews is complete.
8. Recordings involving the survey process for either opening will become public once the respective survey window has closed.

### **Legislative Committee, Policy Review Committee, Workshops, and Work Sessions:**

- Full audio-visual transmissions using a single stationary camera and microphones, where possible. Presentations are not shared as part

of live-streaming.

- Live access online [www.isd191.org](http://www.isd191.org) and on BCTV, as possible. ● Recordings will be posted online [www.isd191.org](http://www.isd191.org), as well as via BCTV and Savage TV, where possible.
- All **Legislative Committee Meetings, Policy Review Committee meetings,** Workshops, **and** Work Sessions will be live-streamed and recorded, as possible.

**Policy references:**

205 Open Meetings and Closed Meetings

206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations

## 7. Resolution to Accept Donations

**Speaker(s):** Dr. Theresa Battle, Superintendent



**Agenda IV.B.7.  
April 10, 2025**

**To:** Board of Education  
**From:** Dr. Theresa Battle, superintendent  
**Date:** April 10, 2025

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

**RESOLUTION TO ACCEPT DONATIONS**

**WHEREAS,**

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

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

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Members in favor of the motion:

Members opposed:

Whereupon said Resolution was declared duly passed and adopted on April 10, 2025.

\_\_\_\_\_  
Clerk – Board of Education

3/12/2025	Burnsville Rotary Breakfast Club Foundation	Community Education	Brainpower in a Backpack	98 \$2,000
3/12/2025	Kelly Kuznia Freudenberg	Community Education	Brainpower in a Backpack	\$50
3/17/2025	Crown Rental Burnsville	Burnsville High School	For Burnsville Theatre Guild Program	Scaffold Misc Supplies for BHS Theatre Department
3/18/2025	Burnsville Savage Lions	BrainPower in a Backpack	General support for BrainPower program	\$5000
3/18/2025	Burnsville Savage Lions	Vista View Elementary	Support field trip	\$500
2/21/2025	Lisa Pozorski	Burnsville High School	Donation of clothing and personal items to the Blaze Nation Station at BHS. The Blaze Nation Station provides resources (clothing, school supplies, personal hygiene items) for our students to be successful.	2 bags of personal items, 1 box of clothing and shoes
3/26/2025	Hidden Valley PTA	Community Education	Brainpower in a Backpack	\$200
3/26/2025	Youth Service America	Community Education	Brainpower in a Backpack	\$500
3/11/2025	TJ Bergland	Eagle Ridge Middle School	Give Aways	Cirkul Water Bottles
4/4/2025	FullPath, Aharon Horwitz CEO	District 191	In recognition of Andrew Walser and the Walser Automotive Group's partnership with ISD 191's Pathways	\$1,800
4/8/2025	Burnsville Rotary Breakfast Club Foundation	Burnsville High School	Culinary Arts Superintendent Reception Program	\$1000

**Total Cash Donations - \$11,050**

## V. Adjourn

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