



## Regular Meeting Agenda

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN 55337  
April 24, 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 Directors Chester and Mikkelsen

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

#### I. Call to Order

A. Welcome

B. Pledge of Allegiance

#### II. Approval of Agenda

#### III. Information

A. FY26 Budget Feedback Report

**Speaker(s):** Dr. Theresa Battle, superintendent and Stacey Sovine, Executive Director of Administrative Services

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



**Agenda III.A.  
April 24, 2025**

**To:** Board of Education

**From:** Dr. Theresa Battle, superintendent and Stacey Sovine, executive director of administrative services

**Date:** April 24, 2025

**Re:** FY26 Budget Feedback Report and Budget Adjustments

# **FY26 Budget Feedback Report**

**April 24, 2025**

Dr. Theresa Battle, superintendent  
and Stacey Sovine, executive director of administrative services

# Agenda

- Timeline
- Current reality
- Our approach (values/strategies)
- Proposed Adjustments

# Timeline

- **January - February**
  - Board approves FY25 revised budget
  - Board receives report on FY26 budget assumptions and Parameter Options
- **March**
  - Superintendent presents initial budget recommendations to the Board
- **April - May**
  - Staff and community presentations and feedback opportunities
  - Board report on feedback and board work session
- **June 12** - FY26 Adopted Budget presented
- **June 26** - FY26 Adopted Budget approved

# Revenue and Expense Changes

## Increased Revenue Over FY25

- 2.74% or \$200 per student on general aid (~ \$519,000).
- English Learner (EL):
  - \$0 increase per eligible student.
- Special Education (SPED):
  - Sped Formula increase \$1.0 million.
- Property tax levy
  - Capital Projects increase \$338,000.
  - LTFM increase \$2.3 million.
  - General tax levy decreased \$5.5 million.
- Compensatory decrease \$2.06 million (formula change).
- Miscellaneous one time funding (-\$577k).

## Increased Expenses Over FY25

- 2.5% increase to salary schedules (\$4.9 million).
- 5.0% insurance increase (\$1.1 million).
- 5% transportation increase per 5 year contract (\$582k; does not include increase in costs for activities, athletics, primary age transportation, and mandated needs. Contract has an adjustment clause up to 5% based on Consumer Price Index (CPI).
- Other areas including utilities, supplies, capital, contracted services, etc with modest inflationary increase (5.0%, \$1.1 million).
- LTFM \$2.3 million in project costs (Sept 26, 2024).

# Strategies for Structurally Sustainable Budget

- Provide resources for creating conditions to support One91 Strategic Roadmap ([Vision Statement](#), [Core Values](#), [Strategic Directions](#))
- Maintain current class size parameters (Enrollment Rightsizing).
- Maintain balance in expenditures and revenue for restricted funds.
- Use of restricted funds before general undesignated funds.
- Understand ebb and flow of revenue streams and expenses.



# Initial Input Survey Summary

- **Community Input (11 responses)**
  - Continue expanding, improving Pathways at elementary schools
  - Small class sizes
  - Behavior, social/emotional, specific learning need support
  - Reduce administration
  - Maintain arts & extracurricular activities
  - Continue 'Grow Your Own' efforts
- **Principal/Departmental Input**
  - Non-licensed support for instruction/behaviors
  - Instructional support for multilingual students
  - Instructional coaches
  - Full-time specialists
  - Athletics/activities administration
  - Smaller class sizes
  - Expanded media/library staffing
  - Additional clerical support
  - Instrumental lessons
  - Restorative coaching positions

# Additional Input Survey and Community Budget Meeting Feedback

Received 12 responses to the online feedback form; schools held staff and family meetings; departments also shared information with staff and encouraged feedback.

## Positives

- Maintaining class sizes
- Support for addressing student behaviors
- Additional EL student support

## Challenges

- Reduced bussing is a potential barrier, potentially affecting poorer families most
- Increased fees/need to make sure activities are accessible to all students

## Questions

- What would it cost to offer free transportation to all students? Would that drive increased enrollment?
- How many students benefit from Advanced Learning Specialist positions?
- Is attendance affected by access to bussing or walking distance?
- Are we meeting newcomer student/family needs?

# Initial Budget Adjustments

Line Item	Adjustment Category and Item Description/ Department	F.T. E.	Budget Unit	Budget Adjustment	Account Code	Rationale and Implications
1.1	Maintaining Class Sizes (K-12)	-8.55	Various	-\$845,250.00	Various	Maintaining class sizes based on enrollment
<b>2 Strategic Roadmap</b>						
2.1	Community Based Mentoring Program			\$35,000.00	Various	Leverage new methods to improve student outcomes by engaging and providing targeted support for students in grades 5-6 and grades 8-9. Additionally, to provide professional development for athletic coaches to successfully engage our communities.
2.2	Technology Tool ELLevation Platform and Strategies (On Demand PD)		7060	\$69,000.00	Data & Assessment, Curriculum, PD, Technology, MLL	Equip students to meet rigorous academic challenges - All teachers have access to the ELLevation resource to look at strategies to support students. The Strategies component of the program would be an additional component that includes on demand PD in the area of English Learner support to teachers and administrators.
2.3	Barr Program		21000	\$0.00	Various	Student Agency- to motivate and engage students to attend school regularly. Use Attendance grant funds to pay for program.
2.4	CATALYST TRAINING		15010	\$40,000.00	Various	Caring community - proactive behavior management to build connection to and build a community of learners
<b>3 Preliminary Adjustments</b>						
3.1	Middle School (School within a School)	2	10010	\$240,000.00	Various	Maximizing Schedule to fund additional SWAS positions. Restrict funds no impact to Unassigned.
3.2	Special Education TOSA	1	09010	\$0.00	Various	Realignment within Department
3.3	Secondary 2 mile walk	-1	18010	-\$136,000.00	03 E 005 760 720 361 000	Increase walking distance by .5 mile. Bussing still available for annual fee.
3.4	Capital Projects and Repairs	1	19020	-\$500,000.00	Various	Coding Repairs and Replacements to Long Term Facilities Maintenance
3.5	Increase athletic Fees 15%		Revenue	-\$50,000.00	Various	Pending Board approval. Align with conference rates and address inflationary increase in transportation, referees, and equipment
3.6	Student Svcs Acct Specialist	-1	09010	-\$130,000.00	01 E 200 420 372 170 000	Move services into Finance
3.7	Elem Media EA's +2 hours	2	14020	\$72,000.00	01 E 200 630 795 172 000	Tech collection and distribution at elementary sites
3.8	VPK sliding fee structure	1	Revenue	-\$90,000.00	01 R xxx 200 000 040 000	State requires sliding fee schedule and payments for VPK students that don't qualify.

[Complete List in PDF Format](#)

# Recommended Budget FY 26

## General Fund Budget Comparative Summary

	Actual Results 2022-23	Actual Results 2023-24	Adopted Budget 2024-25	Revised Budget 2024-25	Projected 2025-26	Projected 2026-27
<b>Total Beginning Fund Balance</b>	\$ 32,521,898	\$ 37,483,214	\$ 44,088,212	\$ 53,791,906	\$ 56,311,345	\$ 47,605,951
<b>Revenues</b>	132,752,660	156,983,853	154,353,629	161,980,777	158,595,219	161,767,123
Federal Relief Revenues for current costs	4,349,350	4,736,812	-	-	-	-
Federal Relief Revenues for new costs	5,172,694	3,867,316	-	-	-	-
<b>Expenditures</b>	132,090,694	145,411,973	157,791,210	159,461,338	167,300,613	172,319,631
Federal Relief Expenditures for new costs	5,222,694	3,867,316	-	-	-	-
<b>Variance (Revenues - Expenditures)</b>	4,961,316	16,308,692	(3,437,581)	2,519,439	(8,705,394)	(10,552,508)
<b>Total Ending Fund Balance</b>	\$ 37,483,214	\$ 53,791,906	\$ 40,650,631	\$ 56,311,345	\$ 47,605,951	\$ 37,053,443
<b>Breakdown of Fund Balance Categories</b>						
<b>Nonspendable</b>	\$ 603,936	\$ 342,496	\$ 503,936	\$ 342,496	\$ 242,496	\$ 142,496
<b>Restricted</b>	12,855,738	15,547,817	13,269,854	15,213,346	15,213,346	15,213,346
<b>Committed</b>	1,505,311	1,207,116	988,221	786,199	1,536,199	1,436,199
<b>Assigned</b>	-	-	-	250,000	250,000	250,000
<b>Unassigned</b>	22,518,230	36,694,478	25,888,620	39,719,305	30,363,911	20,011,403
<b>Total Ending Fund Balance</b>	\$ 37,483,214	\$ 53,791,906	\$ 40,650,631	\$ 56,311,345	\$ 47,605,951	\$ 37,053,443
<b>Unassigned Fund Balance %</b>	16.40%	24.58%	16.41%	24.91%	18.15%	11.61%

### FY26 Assumptions

- 5% expenditure increase
- 5% for health insurance increase
- 1% for dental insurance increase
- 2.74% increase for revenue
- 7,021 K-12 students
- Salary increases for unsettled contracts

### Assumptions for FY27

- 3% increase to expenses
- 2% increase to revenue
- 6,942 K-12 students
- Current staffing levels (no rightsizing included yet)

Adjustments	\$2,365,250	\$0
Total	\$2,365,250	

Scenario #4	Don't go below 18% in 2026
Maintain class sizes (rightsizing)	
Adjustments: \$2.365 million in FY26 including rightsizing	
Unassigned fund balance spend down of \$9.36 million in FY26 and \$10.35 million in FY27	
Unassigned fund balance percentage decreases by 6.8% in FY26 and 6.5% to 11.6% in FY27, still above Board's minimum set in policy	

**Thank You.**

## B. Equity Plan 2025-2026

**Speaker(s):** Isis Buchanan, Director of Educational Equity and Kiefer Anderson, English Learner Teacher



**Agenda III.B.  
April 24, 2025**

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

**From:** Isis Buchanan, director of educational equity and Kiefer Anderson, English learner teacher

**Date:** April 24, 2025

**Re:** Equity Plan 2025-2026

Receive a report on the Equity Plan for the 2025-2026 school year.

# **Educational Equity Plan 2025-2026**

## **April 24, 2025**

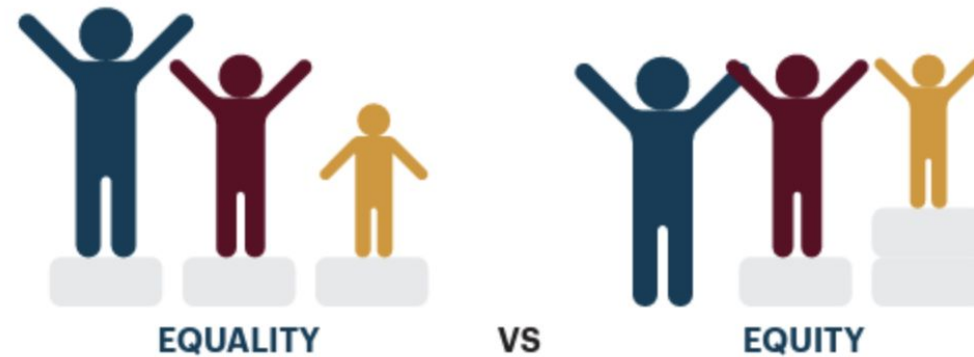
Isis Buchanan, Director of Educational Equity  
Kiefer Anderson, English Learner Teacher

# Agenda

- Vision
- Enrollment Data
- Draft Equity Plan: Action Steps/Strategies/Timeline, Metrics
- Project Highlights



# Equity in Education



Equity in education refers to the principle of ensuring that all students have access to the resources, support, and opportunities they need to succeed academically, regardless of their background or circumstances.

# Policy 105

## Equity, Access and Excellence in Education

Adopted: 8/22/2019

Reviewed: 02/20/2024

Revised: 01/09/2025

### I. PURPOSE

The purpose of this policy is to ensure that educational equity, access and excellence is provided for each learner. Each of the school district's students deserves respectful learning environments in which the student's identity and background is valued and contributes to successful academic outcomes for all students.

### II. GENERAL STATEMENT OF POLICY

The policy of the school district is to raise achievement levels by creating a school district system which ensures equity, access and excellence for each student.

### III. DEFINITIONS

A. "Equal" in education means of the same measure, quantity, amount or access.

B. "Equity" in education means each student has access to what they need to be successful.



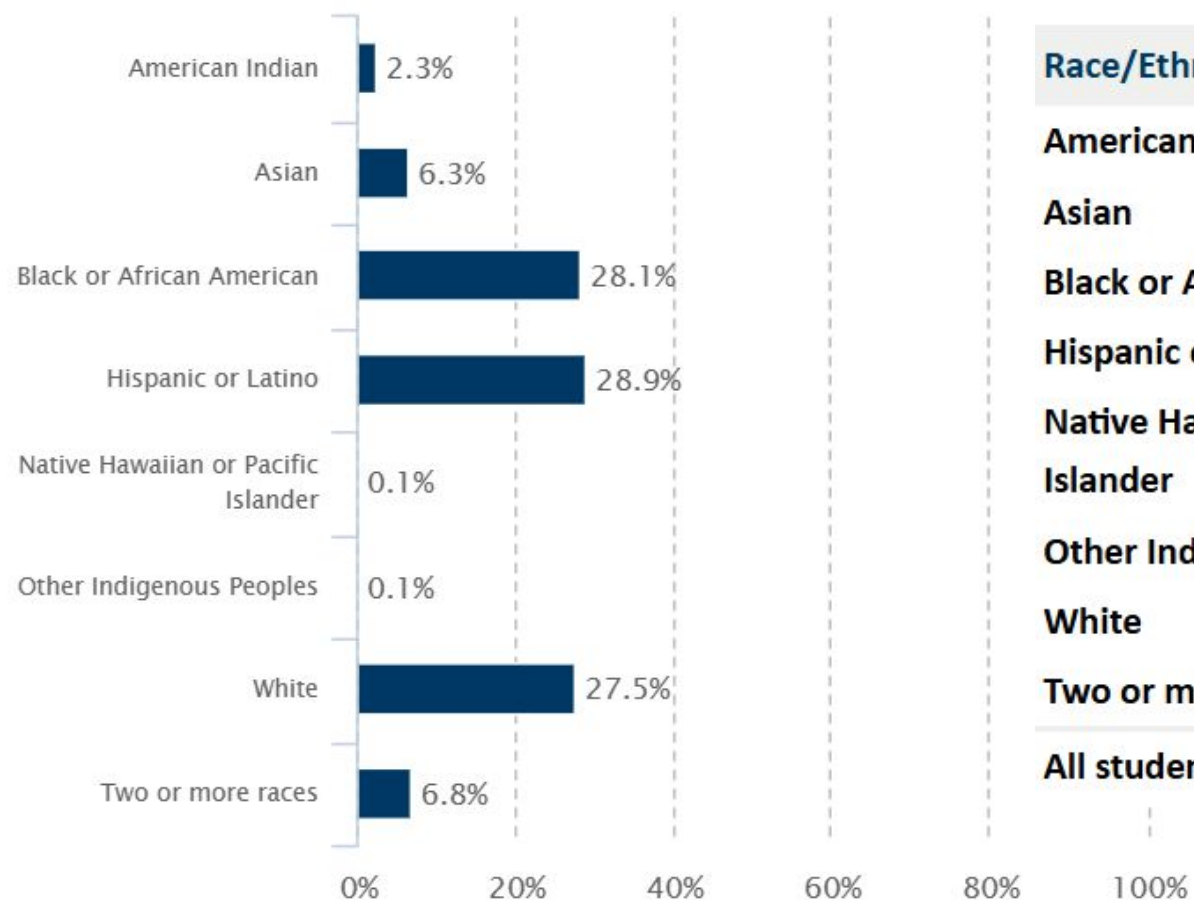
[Link to Policy 105](#)

# Educational Equity Vision



The vision of our Culturally Proficient School Systems work is to ensure that educational equity, access and excellence is provided for each learner. We work to create respectful learning environments in which each student's identity and background is valued, while maintaining high academic standards for all students.

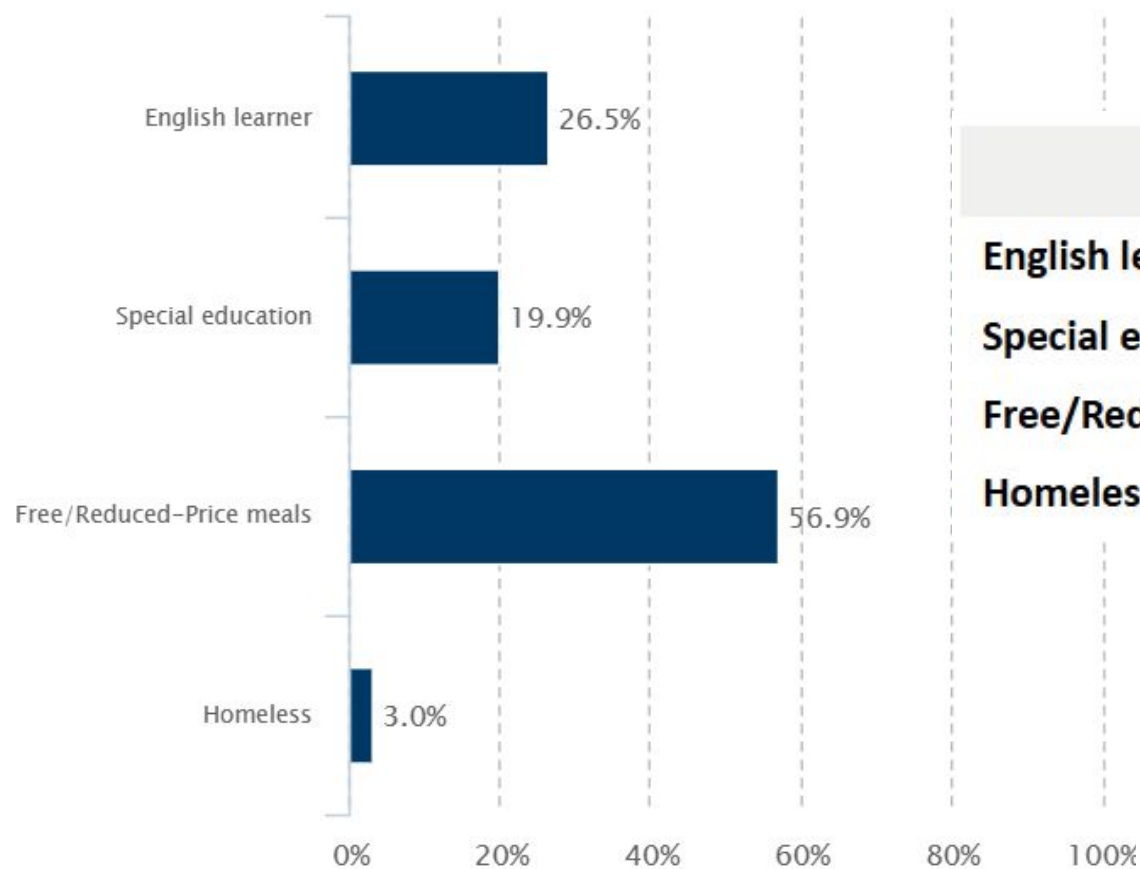
# Enrollment Data



Race/Ethnicity	Count	Percent
American Indian	177	2.3%
Asian	479	6.3%
Black or African American	2,155	28.1%
Hispanic or Latino	2,213	28.9%
Native Hawaiian or Pacific Islander	8	0.1%
Other Indigenous Peoples	4	0.1%
White	2,105	27.5%
Two or more races	522	6.8%
<b>All students</b>	<b>7,663</b>	<b>100.0%</b>

Data: FY 2025, [Minnesota Report Card](#)

# Enrollment Data

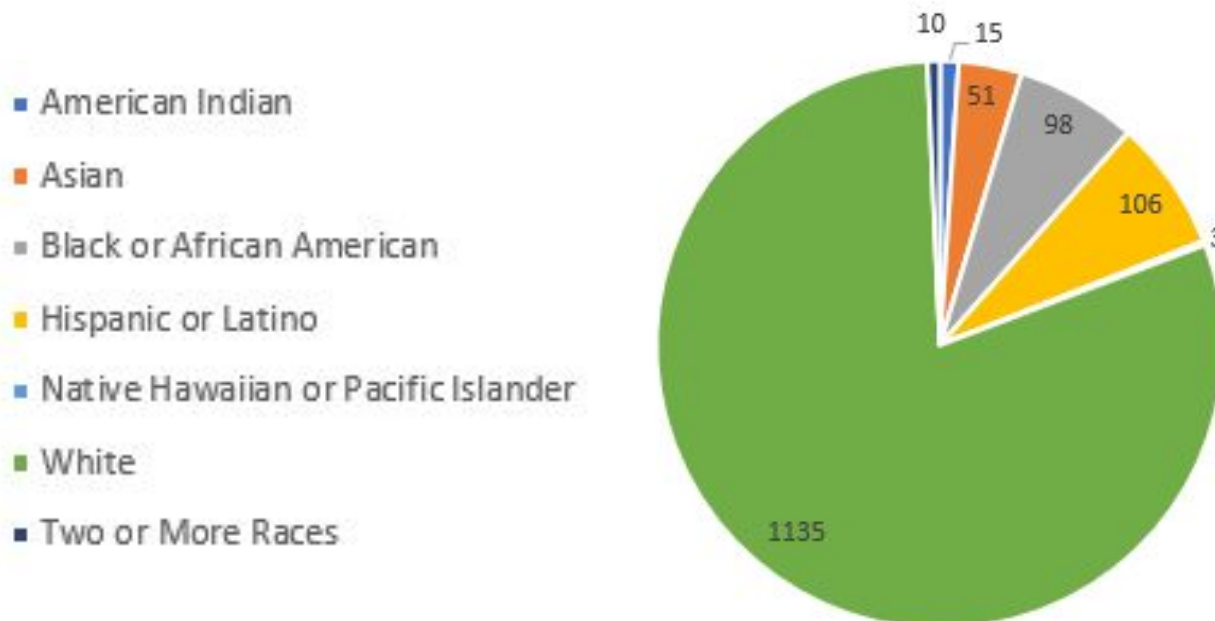


	Count	Percent
<b>English learner</b>	2,030	26.5%
<b>Special education</b>	1,523	19.9%
<b>Free/Reduced-Price meals</b>	4,362	56.9%
<b>Homeless</b>	233	3.0%

Data: FY 2025, [Minnesota Report Card](#)



# Staff Demographic Data



Ethnicity/Race	Number of Staff Members	Percent
American Indian	15	1.0%
Asian	51	3.8%
Black or African American	98	7.0%
Hispanic or Latino	106	7.0%
Native Hawaiian or Pacific Islander	3	0.2%
White	1135	80.0%
Two or More Races	10	1.0%

# Equity Action Plan

## Action Step/Strategy:

### District Equity Team

- Site representation
- Multiple perspectives and voices of BIPOC staff
- Continued work to define allies and identifying strategies to continue to move CPSS work forward
- Focus on district improvement and sustainability
- Supporting Gender Inclusive School Practices
- Ensuring equal access and opportunities
- Preparing for Ethnic Studies

### Metrics:

- *Revise annual action plan to support CPSS professional development system wide*
- *Developing plans for system wide ways to support gender inclusion to ensure that every student feels welcomed and supported at school*
- *CPSS Participation and Equimetrics Survey Data*

## Action Step/Strategy:

### Support Site Based Equity Teams

- Embed ongoing professional development at school sites
- Focus on equity in instructional practices and school climate
- Implementation of district response protocol to acts of racism, bias, and personal harm
- Implementing practices that support gender inclusion

### Metrics:

- *Team representation*
- *Meeting schedules and agendas*
- *Value Diversity: Learning about our diverse student population by creating professional development focused on cultures of our students*
- *Non-exclusionary Discipline Practices*

# Equity Action Plan

## Action Step/Strategy:

### CPSS Indicators for Instruction

- Strengthen institutional knowledge and practices with CPSS Instructional Look Fors
- Teaching evaluation alignment with CPSS
- Increase knowledge and expertise for site teams
- Equity based grading
- Collective Efficacy focused on supporting multilingual learners
- Establish collaborative partnerships to prepare for ethnic studies and Indigenous Education for All

### Metrics:

- *District PD sessions PK-12 Focused on CPSS and Lesson Look Fors*
- *Use of Updated Rubric for instruction in Danielson Framework for Teaching*
- *Curriculum Resources and preparing learning materials for Ethnic Studies and Indigenous Education for All*
- *Language rich classroom environment to support multilingual learners*
- *Revised English Learner Action Plan*

## Action Step/Strategy:

### Attract, Support and Retain Diverse Staff

- Support Amplify One91
- Adapt application and hiring process to remove institutionalized barriers
- Continued work with District 191 Grow Your Own Program

### Metrics:

- *Staff member demographic data*
- *Work to create pathways for international applicants*
- *Impact of Indigenous and Spanish Speaking Cultural Liaisons*



# Equity Action Plan

## Action Step/Strategy:

### Increase diversity and representation on school & district teams and advisory groups

- Active recruiting for site parent advisory groups
- Actively recruit for diverse perspectives and representation on SASIAC
- Support student and staff affinity groups
- Support the American Indian Parent Advisory Committee (AIPAC)
- Support Multilingual Parent Group

### Metrics:

- *Representation of diverse staff on each district advisory committee and building advisory groups*
- *Agenda of sessions will align with needs presented by families/community*
- *Attendance data to understand participation in affinity groups in the district*
- *Indigenous families participation data*

## Action Step/Strategy:

### CPSS/Equity Training for District Leadership

- Evaluate and interrupt practices that perpetuate inequities and create barriers
- Learning about Indigenous Culture & Language
- Supporting inclusive learning spaces that include windows and mirrors

### Metrics:

- *Dedicated CPSS learning on HR/Business Monthly Meeting*
- *Establish a way to offer asynchronous Training*
- *Professional Learning feedback data collected*

# Equity Action Plan

## Action Step/Strategy:

### Evaluation of impact and effectiveness

- Conduct district equity walkthroughs
- Review Equimetrics Survey Data
- Align metrics with Comprehensive Achievement and Civic Readiness (formerly World's Best Workforce) and Achievement & Integration Plans which include reducing student achievement gap goals
- Develop a plan to conduct "Stay Interviews"

### Metrics:

- *Equity Audit/Walkthrough Summary Report*
- *Updated Equity Action Plan*
- *Comprehensive Achievement and Civic Readiness (formerly WBWF)/A&I Combined Progress Report*
- *Stay Interview data*
- *Equimetrics Staff Survey Data*



## Action Step/Strategy:

### Embed System Sustainable Professional Development

- Identify professional development focus areas
- Ongoing training for all staff

### Metrics:

- *CPSS embedded in onboarding new staff*
- *CPSS and Equity professional development in Instructional Leadership agendas*
- *Feedback & Survey data*

# Staff Recruitment/Retention Efforts



- MN Educator Career Fair
- Hosting Student Teachers from various Colleges/Universities
- BHS Future Educators Club
- Hiring International Teacher Candidates
- Grow Your Own Program

## Programming Highlight: Grow Your Own Program

- **13** District 191 employees currently enrolled
- **1** graduated and is working at Rahn as a teacher
- **1** is currently completing student teaching
- **3** will graduate in 2025-26
- **2** will graduate in 2026-27
- **7** are scheduled to graduate by 2031
  
- District 191 can support 6 additional employees

### **Participating Colleges:**

Metro State  
University of MN  
Concordia  
Augsburg

### **Degrees Awarded in:**

K-12 ESL  
Special Education  
Social Studies  
English

# Programming Highlight: Co-Teaching at Gideon Pond

\*Pictures/Videos to be inserted here

***Thank you***

## C. Early Childhood Special Education Stretch Calendar

**Speaker(s):** Kristi Wanzek, Special Education Supervisor

**Agenda III.C.  
April 24, 2025**

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

**From:** Kristi Wanzek, special education supervisor

**Date:** April 24, 2025

**Re:** Early Childhood Special Education Stretch Calendar

**Notes:**

This calendar affects the Birth-to-Three Early Childhood Special Education Program and Evaluation Team. Services for infants and toddlers are provided through an Individual Family Services Plan (IFSP) and referrals are taken by the Birth-to-Three Early Childhood Special Education Program year-round. Legal mandates require that an evaluation for program eligibility occur within 45 calendar days of the referral and that services start without delay. This calendar has been developed in order for the program staff to meet these timelines. This calendar reflects the same number of contracted staff-work days “stretched” across the entire year to limit the length of breaks. The professional development and conference days have been aligned with the district school calendar to facilitate collaboration with other district programs.

# Independent School District 191

## Burnsville-Eagan-Savage

### Birth-3 ECSE Program

### 2025-2026 Calendar

- School in Session
- No staff/students
- Teacher Workdays (No Students)

July 2025						
S	M	T	W	T	F	S
		<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	5
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27	28	29	30	31		

August 2025						
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31						

September 2025						
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October 2025						
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November 2025						
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30						

December 2025						
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28	29	30	31			

January 2026						
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February 2026						
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March 2026						
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April 2026						
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31						

June 2026						
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28	29	30				

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

# Independent School District 191 Burnsville-Eagan-Savage Birth-3 ECSE Program(T-3) 2025-2026 Calendar

- School in Session
- No staff/students
- Teacher Workdays  
(No Students)

July 2025						
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20	21	22	23	24	25	26
27	<del>28</del>	29	30	31		

August 2025						
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31						

September 2025						
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28	29	30				

October 2025						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
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23	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	29
30						

December 2025						
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28	<del>29</del>	<del>30</del>	<del>31</del>			

January 2026						
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25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	21
22	23	24	25	26	27	28
29	30	31				

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

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<del>25</del>	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	<del>15</del>	16	17	18	19	20
21	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	27
28	<del>29</del>	<del>30</del>				

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

## D. Superintendent Search Update

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



**Agenda III.D.  
April 24, 2025**

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

**From:** Anna Werb, board chair

**Date:** April 24, 2025

**Re:** Superintendent Search Update

Receive a report about the Superintendent Search.

## E. Committee, Board Appointment and School Assignment 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.E.  
April 24, 2025**

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

**From:** Anna Werb, board chair

**Date:** April 24, 2025

**Re:** Committee Assignments, Board Assignments and Board School Assignments Reports

Receive reports on Board committees, appointments and school assignments.

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

**Other Board Assignments**

<b>Board Committee</b>	<b>Board Member(s) Assigned</b>
Association of Metropolitan School Districts (AMSD)	Annemarie Anderson (primary) Scott Hume (alternate)
Burnsville Chamber of Commerce Policy Committee	Scott Hume (primary) Lesley Chester (alternate)
ISD 917	Lesley Chester (primary)
Foundation 191	Annemarie Anderson (primary) Rachael Mikkelsen (alternate)

MN School Board Association (MSBA)	Scott Hume (primary) Annemarie Anderson (alternate)
Burnsville Festival & Fire Muster	Abigail Alt
MN State HS League (MSHSL)	Tyler Sachse
Burnsville HS Hall of Fame Committee	Rachael Mikkelsen

### School Assignments

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

#### 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 24, 2025 Board Meeting**

Board Members' Questions and Staff Responses regarding BoardBook materials

(Topic)

Board Member Question	Staff Response

(Topic)

Board Member Question	Staff Response

(Topic)

Board Member Question	Staff Response
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## 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

45

School Board Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 April 10, 2025

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

Call to Order

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

Attendance

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

Pledge of Allegiance

Moved by Chester, seconded by Anderson, to approve the agenda. The motion carried unanimously (6,0).

Agenda

Received a report about the Southwest Metro District #288 Overview & Update from Dr. Jeff Horton, superintendent Southwest Metro District #288.

Reports

Received a report about the Printer & Copier Lease Renewal from Elizabeth Kopp, technology specialist and Rachel Gorton, director of technology.

Received a report about the Superintendent Search Process from Chair Werb.

Received a report about the Updated Guidelines for Sharing School Board Meetings from Vice Chair Alt.

Received a Long Term Facility Maintenance Report from Vice Chair Alt.

Received a report from Maryam Bradai, student representative.

Received a report from Dr. Theresa Battle, superintendent.

Reports from Director Hume about the Chamber of Commerce Policy Meeting.

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

-Approve the minutes for March 27, 2025 and March 28, 2025.

-Approve personnel recommendations for Natalie Broich, Jessica Ruiz, AnaLiisa Olson, Jennifer Demetriades, Mellisa Larson, Michael Anyirah, Sarah Stousland, Melanie Johnson, Kerry Oliver, Geuk Yong Lau, Christian Kibler, Zahra Hassan, Kristie Spaulding, Gale Mackey, and Julie Boldt

Consent Agenda  
 Minutes  
 Personnel  
 Recommendation

- Receive report about listening session from March 27, 2025.
- Approve, on a Second Reading Basis, Changes to Policy 519: *Interviews of Students by Outside Agencies*
- 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*
- Approve, on a Second Reading Basis, Changes to Policies 899: *Name School Buildings or Facilities* and 512: *School-Sponsored Student Publications and Activities*
- Approve Special Meeting Dates for Superintendent Search Process  
The motion carried unanimously (6,0).

Listening Session Policies

Moved by Hume, seconded by Anderson, to approve Third Party Administrator and Stop Loss Insurance Provider. The motion carried unanimously (6,0).

Third Party Administrator & Stop Loss Insurance

Moved by Alt, seconded by Chester, to approve premiums and rates for FY26 employee benefits. The motion carried unanimously (6,0).

Insurance Premiums and Rates

Moved by Anderson, seconded by Hume to 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.

Long-term Substitute Teacher

Last Name	First Name	Building
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 their contract as provided by law. The motion carried unanimously (6, 0).

Moved by Sachse, seconded by Chester, to adopt the following resolution:

Teaching Contracts of Staff in Excess of 1.0

BE IT RESOLVED, by the Board of Education of Independent School District 191 that the portion of 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

BE IT FURTHER RESOLVED, that written notice is sent to said teachers regarding termination and nonrenewal of their contract as provided by law. The motion carried unanimously (6,0).

Moved by Hume, seconded by Alt, to adopt the following resolution:

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

Probationary  
Teachers

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	.88

Last Name	First Name	Building	Full Time Equivalent (FTE)
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. The motion carried unanimously (6,0).

Moved by Anderson, seconded by Chester, to approve Updated Guidelines for Sharing School Board Meetings. The motion carried unanimously (6,0).

Moved by Alt, seconded by Chester, to adopt a Resolution to Accept Donations. The motion carried unanimously (6,0).

Having no further agenda items, Chair Werb adjourned the meeting at 7:15 p.m.

Guidelines for School Board Meetings

Resolution to Accept Donations

Adjourn

\_\_\_\_\_  
Scott Hume, Clerk

April 24, 2025  
Date Approved

## 2. Approve Personnel Recommendations

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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.

**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 24, 2025

RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE	HOURS / FTE
Certified	Appointment	Cynthia Gale		BEST	Teacher	08/25/2025	1.0 FTE
Certified	Change of Assignment	Olive Winter		Eagle Ridge Middle School	Teacher	08/25/2025	1.0 FTE
Certified	Change of Assignment	Micah Westby		Virtual Academy	Teacher	08/25/2025	45 FTE
Certified	Leave of Absence	Sarah Taylor		Harriet Bishop Elementary	Teacher	5/7/2025-5/18/2025	1.0 FTE
Certified	Leave of Absence	Margaret Kubes		Nicollet Middle School	Teacher	4/9/2025-5/11/2025	1.0 FTE
Certified	Leave of Absence	Carolyn Allston Trenteetun		Nicollet Middle School	Principal	4/24/2025-6/20/2025	1.0 FTE
Certified	Leave of Absence	Elizabeth Davidson		Burnsville High School	Teacher	6/4/2025-6/6/2025	1.0 FTE
Certified	Resignation	Lauren Haley		Sky Oaks Elementary School	Teacher	06/06/2025	1.0 FTE
Certified	Resignation	Julia Rose		Hidden Valley Elementary	Teacher	06/06/2025	1.0 FTE
Certified	Resignation	Harrison Easton		Burnsville High School	Teacher	06/06/2025	1.0 FTE
Certified	Resignation	Francesca Collignon		District-wide	English Learner Instructional Coach (TOSA)	04/09/2025	1.0 FTE
Certified	Resignation	Dana Thompson		District-wide	SPED Supervisor	06/30/2025	1.0 FTE
Certified	Resignation	Allison Millea		Burnsville High School	Teacher	06/06/2025	1.0 FTE
Certified	Retirement	Sara Holcombe		Burnsville High School	Teacher	07/24/2025	1.0 FTE
Classified	Appointment	Scott Powers		Burnsville High School	Custodian	04/28/2025	8 hours/day
Classified	Appointment	Naimo Adan		Edward Neill Elementary	VPK- Long-Term Substitute	4/23/2025-6/6/2025	8 hours/day
Classified	Appointment	Adam Voight		Burnsville High School	Girls Soccer- Head Coach	Fall Stipend (2025)	1.0 FTE Stipend
Classified	Change of Assignment	Briseida Gonzalez		Burnsville High School	Food Service Associate	04/10/2025	3.75 hours/day
Classified	Resignation	Timothy Bocklund		Burnsville High School	Apline Ski- Head Coach	04/17/2025	29167 FTE Stipend
Classified	Resignation	Scott Powers		District-wide	Operations Supervisor	04/25/2025	1.0 FTE
Classified	Resignation	Naimo Adan		Diamondhead Education Center	Clerical	04/04/2025	8 hours/day
Classified	Resignation	Megann Johnson		WM. Byrne Elementary School	Educational Assistant	06/05/2025	7.25 hours/day
Classified	Resignation	Mary Dickey		BEST	Educational Assistant	04/18/2025	6.5 hours/day
Classified	Resignation	Lynelle Hovde		Edward Neill Elementary	VPK	05/02/2025	8 hours/day
Classified	Resignation	Kylie Sieben		Burnsville High School	Girls Swim and Dive- Assistant Coach	04/07/2025	.80 FTE Stipend
Classified	Resignation	Jennifer Gleason		Edward Neill Elementary	Food Service Manager	04/25/2025	7.5 hours/day
Classified	Resignation	Gabriela Kauls		Hidden Valley Elementary	Educational Assistant	06/05/2025	7.5 hours/day
Classified	Resignation	Adonya Gray		Burnsville High School	Track and Field- Assistant Coach	04/17/2025	60 FTE Stipend
Classified	Resignation	Ann Bakken		Burnsville High School	Musical Choreographer- Head	Spring Stipend	1.0 FTE Stipend
Classified	Retirement	Evi Teachout		Burnsville High School	Food Service Associate	05/30/2025	5.75 hours/day
Classified	Retirement	Manuela Morales		Vista View Elementary School	Custodian	06/13/2025	8 hours/day

### 3. Approve Payroll, Receipts, Expenses and Investments

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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 24, 2025**

**To: Board of Educators  
Dr. Theresa Battle, Superintendent**

**From: Tyler Dehne, Director of Finance**

**Date: April 11, 2025**

**Re: February Payroll, Claims and Receipts**

**Recommendation:** That the Board approves February payroll checks in the net amount of \$4,682,331.24. February claims to date, wire transfers and adjustments totaling \$11,011,277.81. Also, that the Board accepts February receipts of \$16,544,829.48 and investments for the General Fund and OPEB of \$88,348,508.07 as of February 28, 2025.

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

TD/mw

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

**Cash Receipts**

Receipts	
Miscellaneous Adjustments	\$16,544,829.48

<b>TOTAL FEBRUARY CASH RECEIVED</b>	<b>\$16,544,829.48</b>
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**CASH DISBURSEMENTS**

Feb Payroll	\$4,682,331.24
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A/P Feb Claims		
	Checks 494809-495099	\$2,546,493.34
	Virtual Card 6000002040-6000002077	\$110,697.82
	ACH-Emp/Vend 9000006992-9000007109	\$267,827.48

Feb A/P Wires+P-card	\$8,085,604.51
Feb Bank Fees	\$654.66

<b>TOTAL FEBRUARY CASH DISBURSED</b>	<b>\$15,693,609.05</b>
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<b>TOTAL TO BE APPROVED</b>	<b>\$15,693,609.05</b>
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	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>2/28/2025</u>
GENERAL FUND	\$13,514,633.94	\$63,165,996.28	\$76,680,630.22
OPEB	\$438,860.31	\$451,718.48	\$890,578.79
OPEB EQUITY INV	\$158,627.76	\$10,618,671.30	\$10,777,299.06
	\$14,112,122.01		\$88,348,508.07

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

# Burnsville ISD 191 (31134-101 - General Fund)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Lower of Cost/Par	Rate
IS		02/28/2025			IS Balance	\$13,514,633.94	\$13,514,633.94	\$13,514,633.94	55
LTD		02/28/2025			LTD Balance		\$16,477,706.97	\$16,477,706.97	
SDA	SDA-1348596-1	02/28/2025			Savings Deposit Account - MNTrust Term Series-Flex (VNB)	\$12,152,453.93	\$12,152,453.93	\$12,152,453.93	
CD	CD-1346973-1	03/16/2023	03/14/2025	4256	First National Bank	\$227,550.00	\$249,866.48	\$227,550.00	4.819
CD	CD-1346975-1	03/16/2023	03/14/2025	14028	First Guaranty Bank	\$227,800.00	\$249,638.84	\$227,800.00	4.800
CD	CD-1346976-1	03/16/2023	03/14/2025	58741	Fieldpoint Private Bank & Trust	\$227,550.00	\$249,610.79	\$227,550.00	4.770
CD	CD-1346978-1	03/16/2023	03/14/2025	4185	First Priority Bank	\$227,550.00	\$249,610.79	\$227,550.00	4.770
SEC	SEC-62444-1	11/30/2023	05/30/2025	66847	EAGLE CMTY CREDIT UNION	\$248,516.34	\$248,000.00	\$248,000.00	5.455
CD	CD-1357805-1	01/10/2024	07/08/2025	57416	Patriot Bank	\$233,050.00	\$249,870.80	\$233,050.00	4.834
CD	CD-1357806-1	01/10/2024	07/08/2025	68430	LATINO COMMUNITY CREDIT UNION	\$232,700.00	\$249,868.39	\$232,700.00	4.941
SEC	SEC-62977-1	01/17/2024	07/17/2025	639	BANK OF NEW YORK MELLON	\$244,507.46	\$244,000.00	\$244,000.00	4.455
SEC	SEC-62982-1	01/17/2024	07/17/2025	65378	MID AMERICAN CREDIT UNIO	\$248,522.79	\$248,000.00	\$248,000.00	4.704
CD	CD-1366312-1	08/08/2024	07/25/2025	57665	Veritex Community Bank	\$239,700.00	\$249,859.60	\$239,700.00	4.407
CD	CD-1366313-1	08/08/2024	07/25/2025	58534	Solera National Bank	\$238,350.00	\$249,858.52	\$238,350.00	5.021
CD	CD-1366596-1	08/15/2024	07/25/2025	68251	UNITED HERITAGE CREDIT UNION	\$239,800.00	\$249,846.12	\$239,800.00	4.445
TS	TS-298471-1	08/21/2024	07/25/2025		MN TRUST TERM SERIES	\$1,000,000.00	\$1,040,745.21	\$1,000,000.00	4.400
CD	CD-1352469-1	08/17/2023	08/18/2025	61093	VIBRANT CREDIT UNION	\$225,550.00	\$249,642.18	\$225,550.00	5.216
SEC	SEC-61291-1	08/25/2023	08/25/2025	66538	CONNEXUS CREDIT UNION	\$248,679.47	\$248,000.00	\$248,000.00	5.206
SEC	SEC-61294-1	08/28/2023	08/28/2025	60784	CALIFORNIA CREDIT UNION	\$243,653.17	\$243,000.00	\$243,000.00	5.257
SEC	SEC-63791-1	03/19/2024	09/19/2025	9396	VALLEY NATL BK WAYNE	\$243,505.19	\$243,000.00	\$243,000.00	4.905
SEC	SEC-63783-1	03/20/2024	09/22/2025	32992	MORGAN STANLEY BANK NA	\$243,508.72	\$243,000.00	\$243,000.00	4.855
SEC	SEC-63784-1	03/20/2024	09/22/2025	34221	MORGAN STANLEY PVT BANK	\$243,508.72	\$243,000.00	\$243,000.00	4.855
SEC	SEC-63788-1	03/21/2024	09/22/2025	3510	BANK OF AMERICA NA	\$243,506.08	\$243,000.00	\$243,000.00	4.855
SEC	SEC-63790-1	03/26/2024	09/26/2025	57512	WESTERN ALLIANCE BANK	\$243,504.94	\$243,000.00	\$243,000.00	4.905
TS	TS-1370876-1	11/15/2024	11/14/2025		MNTrust TERM SERIES	\$3,000,000.00	\$3,127,186.86	\$3,000,000.00	4.251
CD	CD-1355830-1	11/17/2023	11/18/2025	35518	The Federal Savings Bank	\$226,100.00	\$249,852.60	\$226,100.00	5.137
CD	CD-1355831-1	11/17/2023	11/18/2025	3887	First National Bank	\$226,950.00	\$249,869.26	\$226,950.00	5.036
TS	TS-297799-1	05/17/2024	11/18/2025		MN TRUST TERM SERIES	\$6,000,000.00	\$6,444,541.65	\$6,000,000.00	4.917
CD	CD-1371335-1	12/03/2024	12/03/2025	60377	Minnesota Power Employees Credit Union	\$239,700.00	\$249,887.25	\$239,700.00	4.250
SEC	SEC-67384-1	12/06/2024	12/05/2025	24808	SKYLA FEDERAL CU	\$248,355.36	\$248,000.00	\$248,000.00	4.253
TS	TS-298044-1	06/21/2024	12/17/2025		MN TRUST TERM SERIES	\$4,000,000.00	\$4,292,120.55	\$4,000,000.00	4.900
CD	CD-1357803-1	01/10/2024	01/12/2026	34607	First Internet Bank of Indiana	\$228,800.00	\$249,859.51	\$228,800.00	4.509
CD	CD-1366311-1	08/08/2024	01/26/2026	24888	WEST VIRGINIA CENTRAL FEDERAL CREDIT UNION	\$234,600.00	\$249,852.38	\$234,600.00	4.427
CD	CD-1373354-1	01/28/2025	01/26/2026	58626	GBank	\$239,800.00	\$249,760.08	\$239,800.00	4.176
CD	CD-1373355-1	01/28/2025	01/26/2026	29209	NexBank	\$240,000.00	\$249,887.52	\$240,000.00	4.143
CD	CD-1373356-1	01/28/2025	01/26/2026	29510	Affinity Bank, National Association	\$239,900.00	\$249,758.64	\$239,900.00	4.132
TS	TS-1370875-1	11/15/2024	01/26/2026		MNTrust TERM SERIES	\$3,500,000.00	\$3,677,954.82	\$3,500,000.00	4.247
TS	TS-1373353-1	01/30/2025	01/26/2026		MNTrust TERM SERIES	\$1,750,000.00	\$1,820,963.70	\$1,750,000.00	4.100
SEC	SEC-63786-1	03/20/2024	03/20/2026	57565	UBS BANK USA	\$248,684.57	\$248,000.00	\$248,000.00	4.655
SEC	SEC-63789-1	03/20/2024	03/20/2026	27572	COMMUNITY WEST BANK NA	\$248,685.17	\$248,000.00	\$248,000.00	4.605
SEC	SEC-63785-1	03/26/2024	03/26/2026	58311	COMMUNITY BANK DELAWARE	\$244,662.69	\$244,000.00	\$244,000.00	4.656

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Lower of Cost/Par	Rate
SEC	SEC-63787-1	03/27/2024	03/27/2026	34603	MVB BANK INC	\$248,684.57	\$248,000.00	\$248,000.00	4.655
CD	CD-1371332-1	12/03/2024	06/01/2026	33686	Bank Hapoalim B.M.	\$235,300.00	\$249,880.54	\$235,300.00	4.150
CD	CD-1366309-1	08/08/2024	07/27/2026	31840	Financial Federal Bank	\$230,200.00	\$249,898.18	\$230,200.00	4.3556
CD	CD-1366310-1	08/08/2024	07/27/2026	57993	ServisFirst Bank	\$229,150.00	\$249,850.26	\$229,150.00	4.592
CD	CD-1366595-1	08/15/2024	07/27/2026	34966	First Capital Bank	\$231,900.00	\$249,925.70	\$231,900.00	3.990
TS	TS-298442-1	08/21/2024	07/27/2026		MN TRUST TERM SERIES	\$1,250,000.00	\$1,345,368.16	\$1,250,000.00	3.950
SEC	SEC-67357-1	12/04/2024	11/30/2026		US TREASURY N/B	\$1,998,730.47	\$2,110,000.00	\$1,998,730.47	4.036
SEC	SEC-68076-1	01/29/2025	01/15/2027		US TREASURY N/B	\$1,496,833.48	\$1,499,000.00	\$1,496,833.48	4.077
					Sub Totals →	\$58,475,137.06	\$76,680,630.22	\$74,944,358.79	
					Totals →	\$58,475,137.06	\$76,680,630.22	\$74,944,358.79	

**Time and Dollar Weighted Average Portfolio Yield:** 4.42%

**Weighted Average Portfolio Maturity:** 243.30 Days

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

### Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
SDA	15.87	\$12,152,453.93	SDA Account
CD	7.18	\$5,495,954.43	Certificate of Deposit
SEC	9.41	\$7,207,302.97	Securities
TS	28.39	\$21,748,880.95	Term Series
IS	17.64	\$13,514,633.94	IS Account
LTD	21.51	\$16,477,706.97	LTD Account

### Index

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

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

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

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

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

# Total Portfolio Report CAR

Report as of 2/28/2025

PMA Financial Network  
 2135 CityGate Lane  
 7th Floor  
 Naperville, IL 60563 58  
 Phone: 630-657-6400  
 Fax: 630-718-8701

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

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Lower of Cost/Par	Rate
MMA	MMA-1360995-1	02/04/2025			MMA Balance	\$438,860.31	\$438,860.31	\$438,860.31	
CD	CD-1345485-1	12/27/2022	11/17/2025	29657	Great Midwest Bank, S.S.B.	\$222,800.00	\$249,847.31	\$222,800.00	4.196
CD	CD-1345555-1	12/28/2022	11/28/2025	33306	CIBC Bank USA	\$180,000.00	\$201,871.17	\$180,000.00	4.160
<b>Sub Totals →</b>						<b>\$841,660.31</b>	<b>\$890,578.79</b>	<b>\$841,660.31</b>	
<b>Totals →</b>						<b>\$841,660.31</b>	<b>\$890,578.79</b>	<b>\$841,660.31</b>	

**Time and Dollar Weighted Average Portfolio Yield:** 4.18%

**Weighted Average Portfolio Maturity:** 266.92 Days

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

### Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
MMA	49.28	\$438,860.31	MMA Account
CD	50.72	\$451,718.48	Certificate of Deposit

### Index

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

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

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

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

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



**Burnsville ISD 191 OPEB  
Investment Review**

February 1 - February 28, 2025

**CLIENT**  
Burnsville ISD 191 OPEB

**INCEPTION DATE**  
11/01/2014

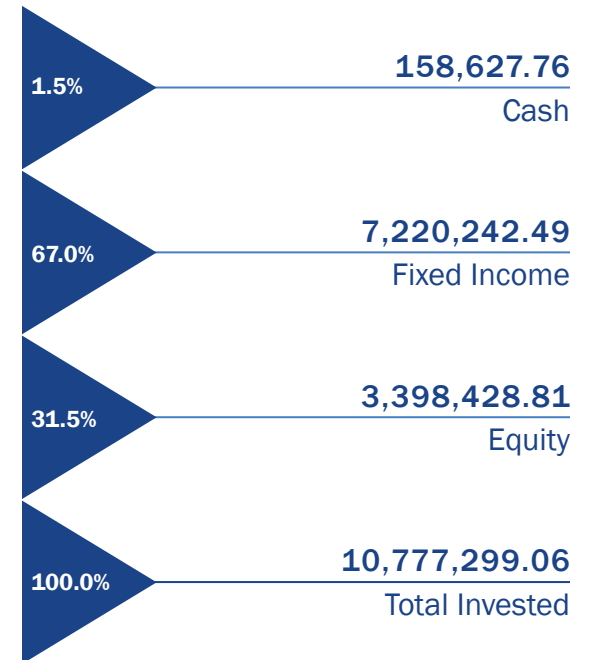
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VP, Investment Services  
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## PORTFOLIO OVERVIEW

	Value
<b>Beginning Market Value</b>	<b>10,711,395.89</b>
Contributions	0.00
Withdrawals	0.00
Net Investment Income	20,504.57
Unrealized Gain/Loss	45,398.60
Realized Gain/Loss	0.00
<b>Ending Market Value</b>	<b>10,777,299.06</b>

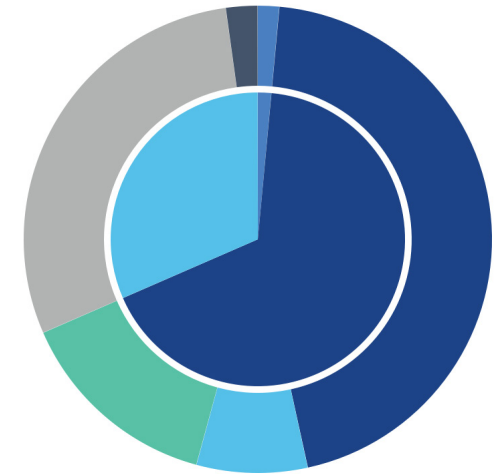
Compliance	Status
As of 02/28/2025	Compliant



## INVESTMENT ALLOCATION

Sector	Amount	Allocation	Change	%
<b>Cash</b>				
<b>TOTAL Cash</b>	<b>158,627.76</b>	<b>1.47%</b>	<b>20,504.57</b>	<b>14.85%</b>
<b>Fixed Income</b>				
<b>TOTAL Credit</b>	<b>4,861,224.09</b>	<b>45.11%</b>	<b>73,101.39</b>	<b>1.53%</b>
Funds - Corporate	4,861,224.09	45.11%	73,101.39	1.53%
<b>TOTAL Below Investment Grade</b>	<b>825,499.26</b>	<b>7.66%</b>	<b>4,223.82</b>	<b>0.51%</b>
Funds - Below Investment Grade	825,499.26	7.66%	4,223.82	0.51%
<b>TOTAL Mortgage Backed Security</b>	<b>1,533,519.14</b>	<b>14.23%</b>	<b>29,357.54</b>	<b>1.95%</b>
Funds - MBS	1,533,519.14	14.23%	29,357.54	1.95%
<b>TOTAL Fixed Income</b>	<b>7,220,242.49</b>	<b>66.99%</b>	<b>106,682.75</b>	<b>1.50%</b>
<b>Equity</b>				
<b>TOTAL Domestic Equity</b>	<b>3,162,142.41</b>	<b>29.34%</b>	<b>(65,587.19)</b>	<b>(2.03%)</b>
Funds - Large Cap	2,948,503.00	27.36%	(53,799.00)	(1.79%)
Funds - Small Cap	213,639.41	1.98%	(11,788.19)	(5.23%)
<b>TOTAL International Equity</b>	<b>236,286.40</b>	<b>2.19%</b>	<b>4,303.04</b>	<b>1.85%</b>
Funds - International	236,286.40	2.19%	4,303.04	1.85%
<b>TOTAL Equity</b>	<b>3,398,428.81</b>	<b>31.53%</b>	<b>(61,284.15)</b>	<b>(1.77%)</b>
<b>TOTAL Invested</b>	<b>10,777,299.06</b>	<b>100.00%</b>	<b>65,903.17</b>	<b>0.62%</b>

## CURRENT PERIOD ALLOCATION



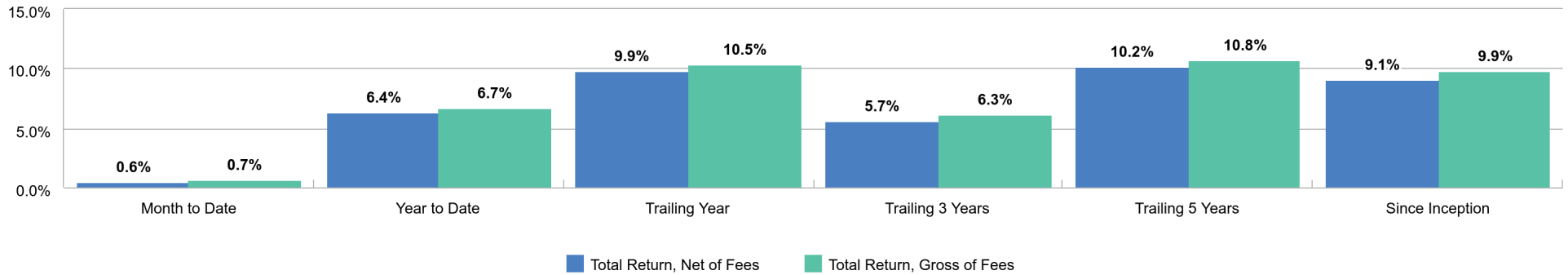
**Asset Class**

- Cash - 1.5%
- Fixed Income - 67.0%
- Equity - 31.5%

**Sector**

- Cash - 1.5%
- Credit - 45.1%
- Below Investment Grade - 7.7%
- Mortgage Backed Security - 14.2%
- Domestic Equity - 29.3%
- International Equity - 2.2%

## HISTORICAL PERFORMANCE



## HISTORICAL PERFORMANCE

	Month to Date	Year to Date	Trailing Year	Trailing 3 Years	Trailing 5 Years	Since Inception
Total Return, Net of Fees	0.62%	6.36%	9.91%	5.73%	10.20%	9.08%
Total Return, Gross of Fees	0.66%	6.72%	10.47%	6.26%	10.83%	9.89%

Since Inception Date: November 01, 2014

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

## PERFORMANCE BY ASSET CLASS

Asset Class	Ending Market Value	Weight	Gross Total Return	Contribution
Cash	158,627.76	1.49%	0.32%	0.00%
Fixed Income	7,220,242.49	66.31%	1.85%	1.22%
Equity	3,398,428.81	32.20%	(1.77%)	(0.57%)
<b>Portfolio Total</b>	<b>10,777,299.06</b>	<b>100.00%</b>	<b>0.66%</b>	<b>0.66%</b>



# Transaction and Interest Summary

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February 1 - February 28, 2025

Trade Date	Settle Date	Quantity	Security	Ticker	Identifier	Unit Price	Amount	Gain / Loss
<b>Cash</b>								
<i>Management Fee</i>								
02/18/2025	02/18/2025	(4,463.08)	US DOLLAR	USD	CCYUSD	—	(4,463.08)	0.00
—	—	<b>(4,463.08)</b>	<b>Total Management Fee</b>	—	—	—	<b>(4,463.08)</b>	<b>0.00</b>
<i>Money Market Fund Interest</i>								
02/28/2025	02/28/2025	0.00	GOLDMAN:FS GOVT INST	FGTX	38141W273	—	516.00	—
—	—	<b>0.00</b>	<b>Total Money Market Fund Interest</b>	—	—	—	<b>516.00</b>	<b>—</b>
<b>Funds - Corporate</b>								
<i>Equity Dividend</i>								
02/03/2025	02/05/2025	0.00	VANGUARD SH-TM B ETF	BSV	921937827	—	3,895.88	—
02/03/2025	02/05/2025	0.00	VANGUARD TOT BD ETF	BND	921937835	—	11,574.47	—
—	—	<b>0.00</b>	<b>Total Equity Dividend</b>	—	—	—	<b>15,470.35</b>	<b>—</b>
<b>Funds - Below Investment Grade</b>								
<i>Equity Dividend</i>								
02/03/2025	02/06/2025	0.00	ISHARES:IBOXX \$HY CORP	HYG	464288513	—	3,710.14	—
—	—	<b>0.00</b>	<b>Total Equity Dividend</b>	—	—	—	<b>3,710.14</b>	<b>—</b>
<b>Funds - MBS</b>								
<i>Equity Dividend</i>								
02/03/2025	02/05/2025	0.00	VANGUARD MTG-BK IDX ETF	VMBS	92206C771	—	5,271.16	—
—	—	<b>0.00</b>	<b>Total Equity Dividend</b>	—	—	—	<b>5,271.16</b>	<b>—</b>

Ticker	Identifier	Current Units	Description	Rating	Coupon Rate	Effective Maturity	Final Maturity	Original Cost	Market Price	Market Value + Accrued	Interest / Dividend Income	Dividend Yield	Yield	Book Yield
<b>Cash</b>														
<b>Cash</b>														
FGTXX	38141W273	158,111.76	GOLDMAN:FS GOVT INST	AAA	4.26%	02/28/2025	02/28/2025	158,111.76	1.0000	158,111.76	5,300.18	—	4.28%	4.28%
USD	CCYUSD	516.00	Receivable	AAA	0.00%	02/28/2025	02/28/2025	516.00	1.0000	516.00	0.00	—	0.00%	0.00%
—	—	<b>158,627.76</b>	—	<b>AAA</b>	<b>4.25%</b>	—	—	<b>158,627.76</b>	—	<b>158,627.76</b>	<b>5,300.18</b>	—	<b>4.27%</b>	<b>4.27%</b>
<b>Fixed Income</b>														
<b>Mortgage Backed Security</b>														
<b>Funds – MBS</b>														
VMBS	92206C771	32,986.00	VANGUARD MTG-BK IDX ETF	—	—	—	—	1,486,923.12	46.4900	1,533,519.14	40,478.55	3.56%	—	—
—	—	<b>32,986.00</b>	—	<b>NA</b>	—	—	—	<b>1,486,923.12</b>	—	<b>1,533,519.14</b>	<b>40,478.55</b>	<b>3.56%</b>	—	—
<b>Credit</b>														
<b>Funds - Corporate</b>														
BND	921937835	49,295.00	VANGUARD TOT BD ETF	—	—	—	—	3,870,395.62	73.6600	3,631,069.70	90,688.97	3.61%	—	—
BSV	921937827	15,749.00	VANGUARD SH-TM B ETF	—	—	—	—	1,216,188.16	78.1100	1,230,154.39	14,464.66	3.41%	—	—
—	—	<b>65,044.00</b>	—	<b>NA</b>	—	—	—	<b>5,086,583.78</b>	—	<b>4,861,224.09</b>	<b>105,153.63</b>	<b>3.56%</b>	—	—
<b>Below Investment Grade</b>														
<b>Funds - Below Investment Grade</b>														
HYG	464288513	10,302.00	ISHARES:IBOXX \$HY CORP	—	—	—	—	792,026.00	80.1300	825,499.26	36,288.44	5.87%	—	—
—	—	<b>10,302.00</b>	—	<b>NA</b>	—	—	—	<b>792,026.00</b>	—	<b>825,499.26</b>	<b>36,288.44</b>	<b>5.87%</b>	—	—
<b>Equity</b>														
<b>Domestic Equity</b>														
<b>Funds - Large Cap</b>														
ESGU	46435G425	22,700.00	ISHARES:ESG A MSCI USA	—	—	—	—	2,666,294.33	129.8900	2,948,503.00	20,183.67	1.17%	—	—
—	—	<b>22,700.00</b>	—	—	—	—	—	<b>2,666,294.33</b>	—	<b>2,948,503.00</b>	<b>20,183.67</b>	<b>1.17%</b>	—	—
<b>Funds - Small Cap</b>														

Ticker	Identifier	Current Units	Description	Rating	Coupon Rate	Effective Maturity	Final Maturity	Original Cost	Market Price	Market Value + Accrued	Interest / Dividend Income	Dividend Yield	Yield	Book Yield
VTWO	92206C664	2,461.00	VANGUARD RUS 2000 ID ETF	—	—	—	—	201,512.84	86.8100	213,639.41	1,593.95	1.25%	—	—
—	—	<b>2,461.00</b>	—	—	—	—	—	<b>201,512.84</b>	—	<b>213,639.41</b>	<b>1,593.95</b>	<b>1.25%</b>	—	—
<i>International Equity</i>														
<i>Funds - International</i>														
VXUS	921909768	3,808.00	VANGUARD TOT I S ETF	—	—	—	—	234,168.01	62.0500	236,286.40	5,384.22	3.20%	—	—
—	—	<b>3,808.00</b>	—	—	—	—	—	<b>234,168.01</b>	—	<b>236,286.40</b>	<b>5,384.22</b>	<b>3.20%</b>	—	—
<b>Total Invested</b>		<b>295,928.76</b>	—	<b>AAA</b>	<b>4.25%</b>	—	—	<b>10,626,135.84</b>	—	<b>10,777,299.06</b>	<b>214,382.64</b>	<b>3.02%</b>	<b>4.27%</b>	<b>4.27%</b>

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This report is intended to detail investment advisory activity through your PMA advisory separately managed account (hereinafter "Account"). The information in this report is confidential and is intended for existing client use only. All transactions are reflected as of trade date. Information derived from sources other than PMA (including market value and market analytics), is believed to be accurate, but is not independently verified nor guaranteed to be accurate or complete. Accounting settings on PMA's accounting and reporting platform, provided by Clearwater Analytics, may not reflect your internal accounting methodology.

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**Past performance is not a guarantee of future results. As with all strategies, there is a risk of loss of all or portion of the amount invested.**

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Please note this report is not intended for clients to use as a replacement for custodial statements, which should be considered the official record for the Account. The custodian bank maintains control of all account assets, executes/settles all investment transactions and is the official record of securities, investments, cash holdings and transactions in the account. The custodian bank will provide you customer statements of your account and you are encouraged to compare PMA's statement to the custodian's statement and reconcile any differences. Many custodian banks use a settlement date basis which may result in the need to reconcile due to a timing difference. The custodian may also provide accounting information for all account assets, which may differ from your records or accounting information provided by PMA. The custodian may use different pricing sources or a different pricing hierarchy than PMA, which also may contribute to differences in the market value of your Account.

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#### **Account Assets, Cost, Valuation and Performance**

In computing the market value of any asset of the Account, each security listed on any national securities exchange shall be valued at the last quoted sale price on the valuation date on the principal exchange on which such security is traded. The market values of many fixed income securities are provided by pricing services companies which utilize pricing evaluations based on various market and industry inputs. A hierarchy of pricing sources, which may include prices provided by PMA, is used to provide a price for each security on this report. Although PMA believes the price to be reliable, the values of the investments do not always represent the prices at which the investments could have been bought or sold. Performance is calculated for positions managed by PMA only. Market values for Unmanaged Assets are shown based on information provided by you or your custodian.

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#### **Account Control**

PMA does not have the authority to withdraw funds from the Client's account with the custodian bank, except in limited circumstances as authorized by the client for the payment of the investment advisory fee. Our clients retain responsibility for their internal account policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

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In order to better serve you, we request that you promptly notify us of any material change in your investment policy, investment objective or financial situation.

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#### **Affiliated Entities**

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#### **Review of Report**

Please review the pages of this report carefully. If you think there are any errors, missing account information or if you need more information about transactions, please contact PMA within 60 days of receipt. If you have other questions or concerns, you should contact your Institutional Portfolio Manager.



**PMA Asset Management, LLC**

**2135 CityGate Lane, 7th Floor**

**Naperville, IL 60563**

**630-657-6400**

**For more information visit [www.pmanetwork.com](http://www.pmanetwork.com)**

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## AP Check Register

AP Run: 20250204 AP — Post Date: 2025-02-04 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/04/2025	494809	Check	A.J. Moore Electric Inc	928491	AP Merch	3,190.30
02/04/2025	494810	Check	Acer Service Corporation - Attn: Finance Dept.	929434	AP Merch	12,778.00
02/04/2025	494811	Check	All Strings Attached, Inc	930543	AP Merch	179.42
02/04/2025	494812	Check	Alpha Video and Audio Inc	900216	AP Merch	2,850.00
02/04/2025	494813	Check	Amergis Healthcare Staffing Inc	931201	AP Merch	16,560.40
02/04/2025	494814	Check	Barbeln, Brian	929728	AP Merch	134.00
02/04/2025	494815	Check	Berg, Jason	929291	AP Merch	95.00
02/04/2025	494816	Check	Bix Produce Company	900477	AP Merch	8,338.81
02/04/2025	494817	Check	Breitlow, Jeffrey	927506	AP Merch	134.00
02/04/2025	494818	Check	Brin Glass Service	928124	AP Merch	519.00
02/04/2025	494819	Check	Brown, Chris	925016	AP Merch	95.00
02/04/2025	494820	Check	Buddha Birdie	931156	AP Merch	250.00
02/04/2025	494821	Check	Burnsville Chamber of Commerce	900706-1	AP Merch	445.00
02/04/2025	494822	Check	Burnsville Ice Center	900435	AP Merch	2,433.00
02/04/2025	494823	Check	Burnsville Rotary Breakfast Club	908957-1	AP Merch	125.00
02/04/2025	494824	Check	Cantone, Mike	923663	AP Merch	95.00
02/04/2025	494825	Check	Capernaum Pediatric Therapy	930712	AP Merch	8,191.56
02/04/2025	494826	Check	Captivate Media + Consulting	929000	AP Merch	2,851.00
02/04/2025	494827	Check	Chanhassen High School Boosters Speech	929976	AP Merch	129.00

## AP Check Register

AP Run: 20250204 AP — Post Date: 2025-02-04 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/04/2025	494828	Check	City of Burnsville	900673	AP Merch	3,645.00
02/04/2025	494829	Check	Conney Safety Products	900552-1	AP Merch	328.70
02/04/2025	494830	Check	Crowley, Shon	928006	AP Merch	134.00
02/04/2025	494831	Check	Crown Rental Inc	900647	AP Merch	76.65
02/04/2025	494832	Check	Dakota County Property Taxation & Records	901016-2	AP Merch	3,282.52
02/04/2025	494833	Check	Dakota County Treasurer Auditor	924217-1	AP Merch	284.12
02/04/2025	494834	Check	Dakota Printing Inc	926840	AP Merch	1,294.00
02/04/2025	494835	Check	Dewald, Rina C	920524	AP Merch	120.00
02/04/2025	494836	Check	Dotas, Gene	930086	AP Merch	268.00
02/04/2025	494837	Check	Driver Vehicle Services	900930-2	AP Merch	15.00
02/04/2025	494838	Check	Ecolab	908846-2	AP Merch	2,712.16
02/04/2025	494839	Check	Education Minnesota	928531	AP Merch	74.00
02/04/2025	494840	Check	EF Educational Tours	925053	AP Merch	17.98
02/04/2025	494841	Check	Electro Watchman Inc	901078	AP Merch	835.12
02/04/2025	494842	Check	Enpointe	929863	AP Merch	698.00
02/04/2025	494843	Check	Fagerness, Joyce	924275	AP Merch	559.00
02/04/2025	494844	Check	Farmington High School	902495-1	AP Merch	135.00
02/04/2025	494845	Check	Fastenal	923054-1	AP Merch	21.72
02/04/2025	494846	Check	Fedex	901463	AP Merch	43.13
02/04/2025	494847	Check	Ferguson Enterprises # 1657	908698-1	AP Merch	212.78

## AP Check Register

AP Run: 20250204 AP — Post Date: 2025-02-04 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/04/2025	494848	Check	Foundation 191	928202	AP Merch	125.66
02/04/2025	494849	Check	Freeberg, Ryan	930815	AP Merch	95.00
02/04/2025	494850	Check	Gustafson, Zachary	927714	AP Merch	95.00
02/04/2025	494851	Check	Hayes, Isiah	931364	AP Merch	112.00
02/04/2025	494852	Check	Hemphill, Trevor	930388	AP Merch	134.00
02/04/2025	494853	Check	HL Corporation	908148	AP Merch	675.75
02/04/2025	494854	Check	Hooks, Desmond	930379	AP Merch	95.00
02/04/2025	494855	Check	Horizon Equipment LLC	901324	AP Merch	2,493.19
02/04/2025	494856	Check	Hughes, Dennis Scott	927986	AP Merch	95.00
02/04/2025	494857	Check	Imperial Dade	904186-1	AP Merch	6,219.15
02/04/2025	494858	Check	Indiana State Central Collection Unit	931335	AP Merch	48.59
02/04/2025	494859	Check	J & D Trophy	904113	AP Merch	100.00
02/04/2025	494860	Check	Johnson Controls Fire Protection LP	903587	AP Merch	1,926.61
02/04/2025	494861	Check	Keystone Interpreting Solutions Inc	924514	AP Merch	3,524.40
02/04/2025	494862	Check	Klein, Ian	930376	AP Merch	70.00
02/04/2025	494863	Check	Knepper, Moira	930853	AP Merch	70.00
02/04/2025	494864	Check	Link Interpret	929933	AP Merch	2,748.30
02/04/2025	494865	Check	Minnesota Valley Electric Cooperative	907448	AP Merch	15,630.57
02/04/2025	494866	Check	Mission Filtration	931116	AP Merch	3,476.91
02/04/2025	494867	Check	MN Highway Safety & Research Center	926466	AP Merch	455.00

## AP Check Register

AP Run: 20250204 AP — Post Date: 2025-02-04 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/04/2025	494868	Check	Munoz, Maribel	924243	AP Merch	60.00
02/04/2025	494869	Check	Muska Electric Co	931233	AP Merch	2,751.67
02/04/2025	494870	Check	National Enrollment Partners LLC	931351	AP Merch	1,175.00
02/04/2025	494871	Check	NCPERS Group Life Ins	908769	AP Merch	32.00
02/04/2025	494872	Check	Office of MNIT Services	906477	AP Merch	1,966.65
02/04/2025	494873	Check	Olive, Matt	931114	AP Merch	95.00
02/04/2025	494874	Check	Owatonna Wrestling Association	909636	AP Merch	200.00
02/04/2025	494875	Check	Perez, Melissa M	924879	AP Merch	364.00
02/04/2025	494876	Check	Peterson, David P	903099	AP Merch	95.00
02/04/2025	494877	Check	Quadient Inc	930262	AP Merch	853.56
02/04/2025	494878	Check	RAK Construction Inc	929749	AP Merch	16,798.74
02/04/2025	494879	Check	Regents of The University of Minnesota	908798-12	AP Merch	3,000.00
02/04/2025	494880	Check	Rekstad, Bradley	924947	AP Merch	95.00
02/04/2025	494881	Check	Rochester Century High School	901567-4	AP Merch	250.00
02/04/2025	494882	Check	Rudolph, Michael	931365	AP Merch	134.00
02/04/2025	494883	Check	Ryan Mechanical Inc	923241	AP Merch	18,393.41
02/04/2025	494884	Check	Sanneh, Salieu	931362	AP Merch	112.00
02/04/2025	494885	Check	Schmit, Jeff	904844	AP Merch	95.00
02/04/2025	494886	Check	School Services Employees Local 284	907382	AP Merch	3,074.01
02/04/2025	494887	Check	Second Harvest Heartland	928183	AP Merch	1,978.04

## AP Check Register

AP Run: 20250204 AP — Post Date: 2025-02-04 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/04/2025	494888	Check	Shibley, Jeremy	928797	AP Merch	95.00
02/04/2025	494889	Check	SNA Depository	926552	AP Merch	64.50
02/04/2025	494890	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	1,975.64
02/04/2025	494891	Check	Struzyk, Todd	931046	AP Merch	268.00
02/04/2025	494892	Check	Sysco Western Minnesota, Inc	931067	AP Merch	3,978.20
02/04/2025	494893	Check	Tahar, Anis	931164	AP Merch	134.00
02/04/2025	494894	Check	The Hartford	924486	AP Merch	58,240.84
02/04/2025	494895	Check	Thurrow, Bennett	931113	AP Merch	134.00
02/04/2025	494896	Check	Transportation Plus, Inc.	906215	AP Merch	2,117.70
02/04/2025	494897	Check	Twin Cities Regional Science Fair (TCRSF)	903469	AP Merch	2,295.00
02/04/2025	494898	Check	University Of Minnesota	908798-10	AP Merch	500.00
02/04/2025	494899	Check	Upper Lakes Foods Inc	929826	AP Merch	314.28
02/04/2025	494900	Check	Viking Electric Supply Inc	904243	AP Merch	215.46
02/04/2025	494901	Check	Wand Enterprises	931129	AP Merch	425.00
02/04/2025	494902	Check	Washington, Robert	930364	AP Merch	95.00
02/04/2025	494903	Check	Wayzata High School	909814	AP Merch	119.00
02/04/2025	494904	Check	Wiese USA, Inc.	930549	AP Merch	493.51
<b>Total:</b>						<b>\$235,328.71</b>

# AP Check Register

AP Run: 20250204 AP — Post Date: 2025-02-04 — AP Run Type: R

<u>Check Date</u>	<u>Check Number</u>	<u>Payment Type</u>	<u>Name</u>	<u>Vendor Number</u>	<u>Bank Account Code</u>	<u>Check Amount</u>
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### 20250204 AP Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	96	235,328.71
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>96</b>	<b>\$235,328.71</b>

## AP Check Register

AP Run: 20250204 AP2 — Post Date: 2025-02-04 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/04/2025	494905	Check	Bix Produce Company	900477	AP Merch	5,996.48
02/04/2025	494906	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	4,552.08
02/04/2025	494907	Check	Upper Lakes Foods Inc	929826	AP Merch	49,034.60
<b>Total:</b>						<b>\$59,583.16</b>

### 20250204 AP2 Summary

Type	Count	Amount
Regular	3	59,583.16
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>3</b>	<b>\$59,583.16</b>

## AP Check Register

AP Run: 20250214 AP — Post Date: 2025-02-14 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/14/2025	494908	Check	Advanced Commercial Kitchens	930100	AP Merch	3,861.50
02/14/2025	494909	Check	Advanced Imaging Solutions	928551-1	AP Merch	5,924.63
02/14/2025	494910	Check	Amergis Healthcare Staffing Inc	931201	AP Merch	28,365.20
02/14/2025	494911	Check	Apple Computer Inc	900249	AP Merch	329.00
02/14/2025	494912	Check	Arvig	928649	AP Merch	2,853.95
02/14/2025	494913	Check	Backupify Inc	928803	AP Merch	1,595.70
02/14/2025	494914	Check	Bimbo Bakeries USA	902333-1	AP Merch	5,432.69
02/14/2025	494915	Check	Bix Produce Company	900477	AP Merch	9,800.16
02/14/2025	494916	Check	Bro-Tex Inc	900397	AP Merch	4,825.44
02/14/2025	494917	Check	Brown's Ice Cream Co	904655	AP Merch	1,777.56
02/14/2025	494918	Check	Burnsville Chamber of Commerce	900706-1	AP Merch	9,500.00
02/14/2025	494919	Check	Central McGowan, Inc.	931080	AP Merch	74.36
02/14/2025	494920	Check	CESO Communications LLC	930130	AP Merch	2,775.00
02/14/2025	494921	Check	Charpentier Enterprises LLC	931223	AP Merch	95.55
02/14/2025	494922	Check	City of Burnsville - Utilities	904226	AP Merch	11,291.06
02/14/2025	494923	Check	City of Savage - Utilities	909588	AP Merch	4,494.56
02/14/2025	494924	Check	Comcast	926565-1	AP Merch	5,259.33
02/14/2025	494925	Check	Community Education Prior Lake-Savage Area Schools	921458-2	AP Merch	240.00
02/14/2025	494926	Check	Cottens NAPA Main Office	929846	AP Merch	26.86

## AP Check Register

AP Run: 20250214 AP — Post Date: 2025-02-14 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/14/2025	494927	Check	Dakota Outdoors LLC	922059	AP Merch	11,565.00
02/14/2025	494928	Check	Dakota Printing Inc	926840	AP Merch	90.00
02/14/2025	494929	Check	Dewald, Rina C	920524	AP Merch	120.00
02/14/2025	494930	Check	Dialog One LLC	927732	AP Merch	1,205.00
02/14/2025	494931	Check	Digital Insurance, LLC	929385	AP Merch	6,250.00
02/14/2025	494932	Check	Dose, Benjamin	930042	AP Merch	145.00
02/14/2025	494933	Check	Edwards, Daniel	931347	AP Merch	70.00
02/14/2025	494934	Check	Electro Watchman Inc	901078	AP Merch	12,215.75
02/14/2025	494935	Check	FP Mailing Solutions	929857	AP Merch	40.00
02/14/2025	494936	Check	Gathje, Peter	931369	AP Merch	134.00
02/14/2025	494937	Check	Goring, Zach	930838	AP Merch	134.00
02/14/2025	494938	Check	Gregory, Loris Sofia	927443	AP Merch	15.00
02/14/2025	494939	Check	Hanson, Michael	930828	AP Merch	70.00
02/14/2025	494940	Check	Hanuschak, Oksana	930258	AP Merch	720.00
02/14/2025	494941	Check	Hastings Bus Company	907139	AP Merch	2,461.99
02/14/2025	494942	Check	Heartland Tire, Inc.	930160	AP Merch	2,109.36
02/14/2025	494943	Check	Ideal Services Inc	927693	AP Merch	1,136.25
02/14/2025	494944	Check	Imperial Dade	904186-1	AP Merch	13,977.42
02/14/2025	494945	Check	Industrial Arts Supply Company	901182	AP Merch	715.73
02/14/2025	494946	Check	Jimenez, Karen G	021259	AP Merch	170.00

## AP Check Register

AP Run: 20250214 AP — Post Date: 2025-02-14 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/14/2025	494947	Check	Johnson Controls Fire Protection LP	903587	AP Merch	2,231.83
02/14/2025	494948	Check	JTM Provisions Co Inc	928622	AP Merch	7,495.60
02/14/2025	494949	Check	Kafka, Kim	931092	AP Merch	204.80
02/14/2025	494950	Check	Knepper, Moira	930853	AP Merch	70.00
02/14/2025	494951	Check	Kuseske, Grant	930859	AP Merch	268.00
02/14/2025	494952	Check	Merry, Vanessa	929912	AP Merch	435.00
02/14/2025	494953	Check	Midwest Educational Consultants Inc	927440	AP Merch	6,600.00
02/14/2025	494954	Check	Minnesota Energy Resources	903029	AP Merch	9,521.27
02/14/2025	494955	Check	Minnesota HOSA	929977	AP Merch	100.00
02/14/2025	494956	Check	Minnesota Indian Education Association	902977	AP Merch	2,200.00
02/14/2025	494957	Check	Mission Filtration	931116	AP Merch	1,150.43
02/14/2025	494958	Check	MN Assoc of Secretaries to the Principal - MASP	908014	AP Merch	40.00
02/14/2025	494959	Check	MN Dept of Labor and Industry	907914-2	AP Merch	100.00
02/14/2025	494960	Check	Mros, Richard	903216	AP Merch	2,025.00
02/14/2025	494961	Check	Mueller, Anthony	931370	AP Merch	95.00
02/14/2025	494962	Check	Per Mar Security Services	930354	AP Merch	962.50
02/14/2025	494963	Check	Perez, Melissa M	924879	AP Merch	2,470.00
02/14/2025	494964	Check	Pioneer SecureShred	930098	AP Merch	465.00
02/14/2025	494965	Check	Prior Lake High School	921458	AP Merch	119.00

## AP Check Register

AP Run: 20250214 AP — Post Date: 2025-02-14 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/14/2025	494966	Check	QBS LLC	930033	AP Merch	156.00
02/14/2025	494967	Check	Raspberry, Jamel	931341	AP Merch	402.00
02/14/2025	494968	Check	Reichon, Brent	931366	AP Merch	287.50
02/14/2025	494969	Check	Rowe, Leah	501350	AP Merch	52.40
02/14/2025	494970	Check	Russell, Bridget	930703	AP Merch	270.00
02/14/2025	494971	Check	Rutt, James	930608	AP Merch	70.00
02/14/2025	494972	Check	Ryder Truck Rental, Inc	930646	AP Merch	164.43
02/14/2025	494973	Check	Safeway Driving School	926796	AP Merch	3,500.00
02/14/2025	494974	Check	Schmitt & Sons - Contract	909331-2	AP Merch	1,201,346.18
02/14/2025	494975	Check	Schmitt & Sons Inc	909331	AP Merch	36,767.44
02/14/2025	494976	Check	Second Harvest Heartland	928183	AP Merch	1,385.52
02/14/2025	494977	Check	SFM	923848	AP Merch	26,524.82
02/14/2025	494978	Check	Skyward Inc	929759	AP Merch	250.00
02/14/2025	494979	Check	Southwest Metro - Dean Lakes Education Center	928611	AP Merch	330.00
02/14/2025	494980	Check	Spitznagle, Kathleen	500216	AP Merch	483.88
02/14/2025	494981	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	4,103.00
02/14/2025	494982	Check	State of Minnesota Dept of Public Safety	906710-1	AP Merch	325.00
02/14/2025	494983	Check	Struzyk, Todd	931046	AP Merch	134.00
02/14/2025	494984	Check	Sullivan, Thomas	929418	AP Merch	134.00
02/14/2025	494985	Check	Sunbelt Staffing LLC	930586	AP Merch	17,182.14

## AP Check Register

AP Run: 20250214 AP — Post Date: 2025-02-14 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/14/2025	494986	Check	T-Mobile	929345	AP Merch	18,595.27
02/14/2025	494987	Check	Transportation Plus, Inc.	906215	AP Merch	567.00
02/14/2025	494988	Check	Trustees of the Hamline University of Minnesota	926048	AP Merch	135.00
02/14/2025	494989	Check	United Rentals (North America) Inc	908379	AP Merch	790.92
02/14/2025	494990	Check	Upper Lakes Foods Inc	929826	AP Merch	37,859.02
02/14/2025	494991	Check	Vestis Services LLC	901365	AP Merch	1,011.63
02/14/2025	494992	Check	Washburn Center for Children	931077	AP Merch	52,333.33
02/14/2025	494993	Check	Xcel Energy	902776	AP Merch	12,773.22
<b>Total:</b>						<b>\$1,606,354.18</b>

### 20250214 AP Summary

Type	Count	Amount
Regular	86	1,606,354.18
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>86</b>	<b>\$1,606,354.18</b>

## AP Check Register

AP Run: 20250224 AP — Post Date: 2025-02-24 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/24/2025	494994	Check	A&J Outdoor Power, LLC	930748	AP Merch	519.99
02/24/2025	494995	Check	Anchor Solar Investments LLC	929704	AP Merch	2,204.80
02/24/2025	494996	Check	Andraschko, Neil	930840	AP Merch	190.00
02/24/2025	494997	Check	Apple Ford Lincoln Apple Valley	931260	AP Merch	16,097.05
02/24/2025	494998	Check	Audio Logic Systems	926245	AP Merch	6,002.76
02/24/2025	494999	Check	BHS Swim and Dive Boosters	909039	AP Merch	1,750.00
02/24/2025	495000	Check	Bix Produce Company	900477	AP Merch	11,193.49
02/24/2025	495001	Check	Blick Art Materials	900172-1	AP Merch	99.99
02/24/2025	495002	Check	Bloomington Friends of Forensics	900722-4	AP Merch	161.00
02/24/2025	495003	Check	Brin Glass Service	928124	AP Merch	1,047.00
02/24/2025	495004	Check	Centerpoint Energy	902519	AP Merch	106,085.93
02/24/2025	495005	Check	CESO Communications LLC	930130	AP Merch	2,775.00
02/24/2025	495006	Check	CESO HR, LLC	930763	AP Merch	3,125.00
02/24/2025	495007	Check	CESO Transportation LLC	930220	AP Merch	16,177.08
02/24/2025	495008	Check	Charpentier Enterprises LLC	931223	AP Merch	1,768.00
02/24/2025	495009	Check	City of Burnsville	900673	AP Merch	104,279.00
02/24/2025	495010	Check	Cottens NAPA Main Office	929846	AP Merch	292.63
02/24/2025	495011	Check	Dakota Electric Association	900809	AP Merch	74,697.24
02/24/2025	495012	Check	DeBaker, Matt	930222	AP Merch	95.00

## AP Check Register

AP Run: 20250224 AP — Post Date: 2025-02-24 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/24/2025	495013	Check	Dewald, Rina C	920524	AP Merch	300.00
02/24/2025	495014	Check	Dotas, Gene	930086	AP Merch	268.00
02/24/2025	495015	Check	Eagan High School	904069	AP Merch	25.00
02/24/2025	495016	Check	Edina Athletic Boosters	901006	AP Merch	150.00
02/24/2025	495017	Check	Education Minnesota	928531	AP Merch	74.00
02/24/2025	495018	Check	Educators Benefit Consultants LLC	926262-1	AP Merch	850.27
02/24/2025	495019	Check	Ehlers	920802-1	AP Merch	620.00
02/24/2025	495020	Check	Electro Watchman Inc	901078	AP Merch	2,209.15
02/24/2025	495021	Check	Elliot, Matthew	930570	AP Merch	95.00
02/24/2025	495022	Check	Enpointe	929863	AP Merch	4,544.00
02/24/2025	495023	Check	Fedex	901463	AP Merch	12.12
02/24/2025	495024	Check	Field Environmental Consulting Inc	926109	AP Merch	2,750.00
02/24/2025	495025	Check	Foundation 191	928202	AP Merch	125.66
02/24/2025	495026	Check	Freeberg, Ryan	930815	AP Merch	95.00
02/24/2025	495027	Check	Froebe, Bianca	931375	AP Merch	70.00
02/24/2025	495028	Check	Gateway Music Festivals & Tours Inc	927831	AP Merch	557.08
02/24/2025	495029	Check	Gerber, Joshua	926844	AP Merch	95.00
02/24/2025	495030	Check	GreatAmerica Financial Services	929729	AP Merch	621.00
02/24/2025	495031	Check	Gunderson, Emily	931371	AP Merch	254.00
02/24/2025	495032	Check	Gurstel Law Firm PC	920324	AP Merch	122.86

## AP Check Register

AP Run: 20250224 AP — Post Date: 2025-02-24 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/24/2025	495033	Check	Hemphill, Trevor	930388	AP Merch	134.00
02/24/2025	495034	Check	Holiday Stationstores LLC	930483	AP Merch	33.00
02/24/2025	495035	Check	Imagine Learning LLC	930781	AP Merch	2,100.00
02/24/2025	495036	Check	Imperial Dade	904186-1	AP Merch	15,419.47
02/24/2025	495037	Check	Indiana State Central Collection Unit	931335	AP Merch	48.59
02/24/2025	495038	Check	Innovational Water Solutions, Inc.	930169	AP Merch	4,275.58
02/24/2025	495039	Check	Johnson Controls Fire Protection LP	903587	AP Merch	6,382.23
02/24/2025	495040	Check	Kanda, Peter	931374	AP Merch	70.00
02/24/2025	495041	Check	Karnas, Matt	926862	AP Merch	95.00
02/24/2025	495042	Check	Karnas, Mike	908922	AP Merch	95.00
02/24/2025	495043	Check	Knepper, Moira	930853	AP Merch	70.00
02/24/2025	495044	Check	Korba, Jerry	906519	AP Merch	268.00
02/24/2025	495045	Check	Korte, Steve	903225	AP Merch	134.00
02/24/2025	495046	Check	Kraus-Anderson Ins Agency Inc	902102	AP Merch	16,047.00
02/24/2025	495047	Check	Kuseske, Grant	930859	AP Merch	134.00
02/24/2025	495048	Check	Last, Daniel	930837	AP Merch	95.00
02/24/2025	495049	Check	Link Interpret	929933	AP Merch	430.40
02/24/2025	495050	Check	Magic School Inc	931307	AP Merch	16,224.00
02/24/2025	495051	Check	Marshall, James	908647	AP Merch	284.00
02/24/2025	495052	Check	Marshall, Jen	926427	AP Merch	82.00

## AP Check Register

AP Run: 20250224 AP — Post Date: 2025-02-24 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/24/2025	495053	Check	Mayerhofer, Kim	931346	AP Merch	134.00
02/24/2025	495054	Check	Mcgraw Hill LLC	906563-1	AP Merch	3,716.64
02/24/2025	495055	Check	MEI Total Elevator Solutions	908999-1	AP Merch	3,671.10
02/24/2025	495056	Check	Minnesota Indian Education Association	902977	AP Merch	550.00
02/24/2025	495057	Check	Minnesota School Boards Association - MSBA	902540	AP Merch	535.00
02/24/2025	495058	Check	MN DECA	927788-1	AP Merch	2,743.86
02/24/2025	495059	Check	Mn High School Weightlifting Organization	928367	AP Merch	200.00
02/24/2025	495060	Check	Mn Landscape Arboretum	903870	AP Merch	6,500.00
02/24/2025	495061	Check	MRI Software LLC	929957	AP Merch	181.00
02/24/2025	495062	Check	Murtha, William	930927	AP Merch	134.00
02/24/2025	495063	Check	Muska Electric Co	931233	AP Merch	5,687.21
02/24/2025	495064	Check	National Raisin Company	931232	AP Merch	4,174.24
02/24/2025	495065	Check	NE Metro ISD 916	902440	AP Merch	5,760.00
02/24/2025	495066	Check	Nelson, David Allen	904724	AP Merch	82.00
02/24/2025	495067	Check	Nena's Design LLC	931373	AP Merch	240.00
02/24/2025	495068	Check	New Dominion School	924335	AP Merch	7,725.48
02/24/2025	495069	Check	Norcostco Inc	902765	AP Merch	109.37
02/24/2025	495070	Check	North American Traditional Indigenous Food Systems	931353	AP Merch	1,000.00
02/24/2025	495071	Check	Office of MNIT Services	906477	AP Merch	1,937.25
02/24/2025	495072	Check	Olive, Matt	931114	AP Merch	95.00

## AP Check Register

AP Run: 20250224 AP — Post Date: 2025-02-24 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/24/2025	495073	Check	Painters Gear Inc	920591	AP Merch	270.02
02/24/2025	495074	Check	Pape, John	929981	AP Merch	95.00
02/24/2025	495075	Check	Per Mar Security Services	930354	AP Merch	760.22
02/24/2025	495076	Check	Perez, Melissa M	924879	AP Merch	1,596.00
02/24/2025	495077	Check	Peterson Farms Fresh Inc	930338	AP Merch	8,939.52
02/24/2025	495078	Check	Phoenix School Counseling LLC	930806	AP Merch	8,148.72
02/24/2025	495079	Check	Pioneer Midwest LLC	930403	AP Merch	1,122.21
02/24/2025	495080	Check	RAK Construction Inc	929749	AP Merch	2,335.20
02/24/2025	495081	Check	Raspberry, Jamel	931341	AP Merch	134.00
02/24/2025	495082	Check	Red Wing Business Advantage Account	921851-1	AP Merch	340.74
02/24/2025	495083	Check	Rodriguez Embroidery	930774	AP Merch	150.63
02/24/2025	495084	Check	Ryan Mechanical Inc	923241	AP Merch	70,059.50
02/24/2025	495085	Check	Ryder Truck Rental, Inc	930646	AP Merch	455.96
02/24/2025	495086	Check	Schmitt & Sons Inc	909331	AP Merch	764.72
02/24/2025	495087	Check	School Services Employees Local 284	907382	AP Merch	3,116.76
02/24/2025	495088	Check	SNA Depository	926552	AP Merch	191.50
02/24/2025	495089	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	3,548.24
02/24/2025	495090	Check	Sullivan, Lamarr	928589	AP Merch	95.00
02/24/2025	495091	Check	Sunbelt Staffing LLC	930586	AP Merch	26,399.85
02/24/2025	495092	Check	Tahar, Anis	931164	AP Merch	134.00

## AP Check Register

AP Run: 20250224 AP — Post Date: 2025-02-24 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/24/2025	495093	Check	The Boelter Companies Inc	931345	AP Merch	2,835.50
02/24/2025	495094	Check	The Food Group	928651	AP Merch	2,032.00
02/24/2025	495095	Check	Total Filtration Services Inc	922123-1	AP Merch	839.59
02/24/2025	495096	Check	Two Rivers High School	906408-4	AP Merch	56.00
02/24/2025	495097	Check	United Rentals (North America) Inc	908379	AP Merch	361.33
02/24/2025	495098	Check	Upper Lakes Foods Inc	929826	AP Merch	40,353.68
02/24/2025	495099	Check	Viking Electric Supply Inc	904243	AP Merch	94.88
<b>Total:</b>						<b>\$645,227.29</b>

### 20250224 AP Summary

Type	Count	Amount
Regular	106	645,227.29
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>106</b>	<b>\$645,227.29</b>

## AP Check Register

AP Run: 20250228 Voids Merch — Post Date: 2025-02-28 — AP Run Type: V

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/28/2025	494928	Check	Dakota Printing Inc	926840	AP Merch	-90.00
<b>Total:</b>						<b>-\$90.00</b>

### 20250228 Voids Merch Summary

Type	Count	Amount
Regular	1	-90.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>-\$90.00</b>

## AP Check Register

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<b>Fund</b>	<b>Total</b>
01 - General	1,050,351.35
02 - Food Service	223,975.42
03 - Transportation	1,219,985.25
04 - Community Service	34,063.29
16 - Facility Rental	165.49
22 - Internal Service - Health Insurance	1,175.00
50 - Student Activity Fund	16,687.54
	<hr/>
	<b>\$2,546,403.34</b>

## AP Check Register

AP Run: 20250203 EACH — Post Date: 2025-02-03 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/03/2025	9000006992	ACH	Jimenez, Karen G	021259	AP Merch	170.00
<b>Total:</b>						<b>\$170.00</b>

### 20250203 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	1	170.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$170.00</b>

## AP Check Register

AP Run: 20250207 VACH — Post Date: 2025-02-07 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/07/2025	9000006993	ACH	Carlson, Gerri	929243	AP Merch	748.80
02/07/2025	9000006994	ACH	Delshad, Shilan	930153	AP Merch	88.50
02/07/2025	9000006995	ACH	Richert Speech Therapy LLC	931202	AP Merch	1,868.75
02/07/2025	9000006996	ACH	Teachers On Call	929847	AP Merch	70,120.45
02/07/2025	9000006997	ACH	VITAL WorkLife, Inc.	930974	AP Merch	8,901.12
<b>Total:</b>						<b>\$81,727.62</b>

### 20250207 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	5	81,727.62
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>5</b>	<b>\$81,727.62</b>

## AP Check Register

AP Run: 20250207 EACH — Post Date: 2025-02-07 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/07/2025	9000006998	ACH	Albersheim-Carter, Marcina	018646	AP Merch	39.69
02/07/2025	9000006999	ACH	Anderson, Rachel L	021495	AP Merch	133.87
02/07/2025	9000007000	ACH	Battle, Theresa F	019927	AP Merch	175.00
02/07/2025	9000007001	ACH	Broge, Dawndra S	020951	AP Merch	43.54
02/07/2025	9000007002	ACH	Cloutier, Dana	016633	AP Merch	68.32
02/07/2025	9000007003	ACH	Coddington, Bronwyn M	021393	AP Merch	47.81
02/07/2025	9000007004	ACH	Coleman, Colleen M	013413	AP Merch	35.56
02/07/2025	9000007005	ACH	Contreras, Kodi C	018537	AP Merch	41.81
02/07/2025	9000007006	ACH	Discher, Tracy L	016311	AP Merch	49.00
02/07/2025	9000007007	ACH	Erbes, Sarah L	017283	AP Merch	101.97
02/07/2025	9000007008	ACH	Ewert, Casey B	019158	AP Merch	73.57
02/07/2025	9000007009	ACH	Flesche, Jennifer B	021549	AP Merch	14.00
02/07/2025	9000007010	ACH	Flogio-Stamper, Justyne K	021490	AP Merch	69.16
02/07/2025	9000007011	ACH	Funston, Kathy L	017175	AP Merch	12.88
02/07/2025	9000007012	ACH	Hagen, Aimee E	016614	AP Merch	32.27
02/07/2025	9000007013	ACH	Hall, Tony J	021254	AP Merch	34.16
02/07/2025	9000007014	ACH	Harrold, Stacey L	011361	AP Merch	1,140.00
02/07/2025	9000007015	ACH	Harsted, Tiffany K	021413	AP Merch	120.40
02/07/2025	9000007016	ACH	Howe, Jaimie K	020412	AP Merch	25.27
02/07/2025	9000007017	ACH	Hubbard, Gabriel T	020507	AP Merch	88.13

## AP Check Register

AP Run: 20250207 EACH — Post Date: 2025-02-07 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/07/2025	9000007018	ACH	Janey, Karen A	021241	AP Merch	19.88
02/07/2025	9000007019	ACH	Johnson, Ronna E	014613	AP Merch	498.57
02/07/2025	9000007020	ACH	Kennedy, Jennifer K	013375	AP Merch	25.90
02/07/2025	9000007021	ACH	Kirchner, Amy	014600	AP Merch	18.62
02/07/2025	9000007022	ACH	Kolstad, Michele M	007847	AP Merch	10.43
02/07/2025	9000007023	ACH	Lake, David	017436	AP Merch	244.30
02/07/2025	9000007024	ACH	Lake, Lisa L	017600	AP Merch	34.72
02/07/2025	9000007025	ACH	Lorincz, Kristen L	018602	AP Merch	58.52
02/07/2025	9000007026	ACH	Meyer, Tanya L	012306	AP Merch	23.94
02/07/2025	9000007027	ACH	Middendorf, Jennifer L	019196	AP Merch	36.72
02/07/2025	9000007028	ACH	Nemeth, Heather	014991	AP Merch	24.99
02/07/2025	9000007029	ACH	Niesen, Elizabeth A	015962	AP Merch	35.70
02/07/2025	9000007030	ACH	Niffenegger, Kamala N	018055	AP Merch	19.46
02/07/2025	9000007031	ACH	O'Laughlin, John M	020956	AP Merch	36.12
02/07/2025	9000007032	ACH	Orth, Steven D.	008627	AP Merch	115.84
02/07/2025	9000007033	ACH	Petersen, Holly M	018849	AP Merch	28.56
02/07/2025	9000007034	ACH	Queen, LeVar A	020237	AP Merch	166.60
02/07/2025	9000007035	ACH	Risteau, Joseph S	007763	AP Merch	20.65
02/07/2025	9000007036	ACH	Robb, Brad E	013654	AP Merch	1,590.00
02/07/2025	9000007037	ACH	Sampers, Karen M	015925	AP Merch	14.70

## AP Check Register

AP Run: 20250207 EACH — Post Date: 2025-02-07 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/07/2025	9000007038	ACH	Sweeney, Michael J	016376	AP Merch	125.79
02/07/2025	9000007039	ACH	Thomas, John S	020221	AP Merch	2.10
02/07/2025	9000007040	ACH	Torres, Hector R	019804	AP Merch	629.58
02/07/2025	9000007041	ACH	Troldahl, Monica L	020519	AP Merch	5.04
02/07/2025	9000007042	ACH	Wakal, Kimberly B	020416	AP Merch	28.21
02/07/2025	9000007043	ACH	Warmka, Cheri R	007858	AP Merch	31.50
02/07/2025	9000007044	ACH	Wesley, Janet M	018000	AP Merch	29.40
02/07/2025	9000007045	ACH	Wolfram, Michael	018192	AP Merch	296.10
02/07/2025	9000007046	ACH	Yost, Molly M	019831	AP Merch	56.56
<b>Total:</b>						<b>\$6,574.91</b>

### 20250207 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	49	6,574.91
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>49</b>	<b>\$6,574.91</b>

## AP Check Register

AP Run: 20250219 VACH — Post Date: 2025-02-19 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/19/2025	9000007047	ACH	Association Of Clerical Employees	904895	AP Merch	444.00
02/19/2025	9000007048	ACH	Burnsville Association of Educational Assistants	909991	AP Merch	936.00
02/19/2025	9000007049	ACH	Casperson, Julie	928973	AP Merch	501.50
02/19/2025	9000007050	ACH	CDW Government Inc	920289-1	AP Merch	24,718.00
02/19/2025	9000007051	ACH	Teachers On Call	929847	AP Merch	57,902.45
<b>Total:</b>						<b>\$84,501.95</b>

### 20250219 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	5	84,501.95
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>5</b>	<b>\$84,501.95</b>

## AP Check Register

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AP Run: 20250220 EACH — Post Date: 2025-02-20 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/20/2025	9000007052	ACH	Blandin, Melissa	011821	AP Merch	84.49
02/20/2025	9000007053	ACH	Cantolla, Kaitlin M	019617	AP Merch	22.75
02/20/2025	9000007054	ACH	Carroll, Michele	008784	AP Merch	9.66
02/20/2025	9000007055	ACH	Challgren, Peg Ten	006842	AP Merch	23.97
02/20/2025	9000007056	ACH	Daoud, Hamde	019100	AP Merch	162.00
02/20/2025	9000007057	ACH	Dykstra, Bryan G.	012673	AP Merch	30.00
02/20/2025	9000007058	ACH	Edmonson, Susan L	017464	AP Merch	162.00
02/20/2025	9000007059	ACH	Erickson, Kayla M	020006	AP Merch	163.08
02/20/2025	9000007060	ACH	Henderson, Sean M	017644	AP Merch	236.53
02/20/2025	9000007061	ACH	Hoeschen, Kerry	014601	AP Merch	320.57
02/20/2025	9000007062	ACH	Floback, Courtnee L	019532	AP Merch	162.00
02/20/2025	9000007063	ACH	Johnson, Michael A	018761	AP Merch	40.00
02/20/2025	9000007064	ACH	Jordan, Allison A	016428	AP Merch	162.00
02/20/2025	9000007065	ACH	Martinez, Jose A	020999	AP Merch	1,554.00
02/20/2025	9000007066	ACH	McGraw, Nick K	021415	AP Merch	240.00
02/20/2025	9000007067	ACH	Meuser, Teresa	010805	AP Merch	27.30
02/20/2025	9000007068	ACH	Morris, Alison A	019566	AP Merch	79.00
02/20/2025	9000007069	ACH	Nelson, Katie L	015010	AP Merch	76.86
02/20/2025	9000007070	ACH	O'Laughlin, John M	020956	AP Merch	301.37
02/20/2025	9000007071	ACH	Ontiveros, Eddieca	019147	AP Merch	162.00

## AP Check Register

AP Run: 20250220 EACH — Post Date: 2025-02-20 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/20/2025	9000007072	ACH	Retzlaff, Billie Jean	020995	AP Merch	53.41
02/20/2025	9000007073	ACH	Roehl, Peter A	018624	AP Merch	85.37
02/20/2025	9000007074	ACH	Ronn, Kelly J	014914	AP Merch	249.60
02/20/2025	9000007075	ACH	Sellars, Jason A	019217	AP Merch	403.25
02/20/2025	9000007076	ACH	Sloneker, Angela	014533	AP Merch	249.60
02/20/2025	9000007077	ACH	Tarnofsky, John J	020438	AP Merch	53.34
02/20/2025	9000007078	ACH	Underwood, Jenna E	020820	AP Merch	13.79
02/20/2025	9000007079	ACH	Vogt, Kathrine M	020837	AP Merch	9.45
02/20/2025	9000007080	ACH	Voigt, Pamela M	017183	AP Merch	40.32
02/20/2025	9000007081	ACH	Wollersheim, Christian P	017694	AP Merch	19.00
02/20/2025	9000007082	ACH	Zondag-Hamer, Kimberly	014127	AP Merch	49.84
<b>Total:</b>						<b>\$5,246.55</b>

### 20250220 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	31	5,246.55
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>31</b>	<b>\$5,246.55</b>

## AP Check Register

AP Run: 20250226 VACH — Post Date: 2025-02-26 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/26/2025	9000007083	ACH	CDW Government Inc	920289-1	AP Merch	3,040.85
02/26/2025	9000007084	ACH	Coronado Speech Therapy, LLC	931324	AP Merch	23,040.00
02/26/2025	9000007085	ACH	FaxSIPit Services Inc.	930948	AP Merch	231.00
02/26/2025	9000007086	ACH	Frontline Technologies Group LLC	928988-1	AP Merch	6,302.11
02/26/2025	9000007087	ACH	Solutran, Inc	928660	AP Merch	2,570.12
02/26/2025	9000007088	ACH	Teachers On Call	929847	AP Merch	50,292.83
02/26/2025	9000007089	ACH	Teamworks International Inc	924234	AP Merch	1,400.00
<b>Total:</b>						<b>\$86,876.91</b>

### 20250226 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	7	86,876.91
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>7</b>	<b>\$86,876.91</b>

## AP Check Register

AP Run: 20250227 EACH — Post Date: 2025-02-27 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/27/2025	9000007090	ACH	Battle, Theresa F	019927	AP Merch	500.00
02/27/2025	9000007091	ACH	Bellmont, Chris	014183	AP Merch	200.00
02/27/2025	9000007092	ACH	Bohr, Jennifer L	009302	AP Merch	119.06
02/27/2025	9000007093	ACH	Czapar, Kelly N	017322	AP Merch	16.94
02/27/2025	9000007094	ACH	Dehne, Tyler	020322	AP Merch	200.00
02/27/2025	9000007095	ACH	Erickson, Kayla M	020006	AP Merch	182.70
02/27/2025	9000007096	ACH	Essay, Kenneth P	019131	AP Merch	14.48
02/27/2025	9000007097	ACH	Funston, Kathy L	017175	AP Merch	20.00
02/27/2025	9000007098	ACH	Gorton, Rachel	016735	AP Merch	200.00
02/27/2025	9000007099	ACH	Granda, Erika	021536	AP Merch	85.00
02/27/2025	9000007100	ACH	Helke, David M	014077	AP Merch	123.80
02/27/2025	9000007101	ACH	Lopez Mantuano, Sonia P	021449	AP Merch	85.00
02/27/2025	9000007102	ACH	McGraw, Nick K	021415	AP Merch	48.00
02/27/2025	9000007103	ACH	Niemiec, Alicia	013692	AP Merch	82.60
02/27/2025	9000007104	ACH	Nordeen, Denise M	020415	AP Merch	137.90
02/27/2025	9000007105	ACH	Schut, Jennie A	021071	AP Merch	36.72
02/27/2025	9000007106	ACH	Sovine, Stacey	017487	AP Merch	200.00
02/27/2025	9000007107	ACH	Thompson, Dana K	018310	AP Merch	126.70
02/27/2025	9000007108	ACH	Tinklenberg, Aaron D	017462	AP Merch	200.00
02/27/2025	9000007109	ACH	Zyskowski, Karly M	021041	AP Merch	150.64

# AP Check Register

AP Run: 20250227 EACH — Post Date: 2025-02-27 — AP Run Type: R

<u>Check Date</u>	<u>Check Number</u>	<u>Payment Type</u>	<u>Name</u>	<u>Vendor Number</u>	<u>Bank Account Code</u>	<u>Check Amount</u>
						<b>Total: \$2,729.54</b>

### 20250227 EACH Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	0	0.00
ACH Checks:	20	2,729.54
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>20</b>	<b>\$2,729.54</b>

## AP Check Register

100

AP Run: 20250228 Voids Merch — Post Date: 2025-02-28 — AP Run Type: V

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/28/2025	9000006992	ACH	Jimenez, Karen G	021259	AP Merch	-170.00
<b>Total:</b>						<b>-\$170.00</b>

### 20250228 Voids Merch Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	1	-170.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>-\$170.00</b>

## AP Check Register

---

<b>Fund</b>	<b>Total</b>
01 - General	260,537.33
02 - Food Service	223.81
04 - Community Service	3,632.81
22 - Internal Service - Health Insurance	2,570.12
50 - Student Activity Fund	693.41
	<hr/>
	<b>\$267,657.48</b>

## AP Check Register

AP Run: 20250220 Virtual — Post Date: 2025-02-20 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/20/2025	6000002040		Advanced Imaging Solutions	928551	AP Merch	6,437.91
02/20/2025	6000002041		American Mailing Machines	929771	AP Merch	431.65
02/20/2025	6000002042		Aramark Refreshment Services	900428	AP Merch	153.98
02/20/2025	6000002043		Barnes & Noble Inc	900386	AP Merch	98.18
02/20/2025	6000002044		Business Essentials	908358	AP Merch	1,316.00
02/20/2025	6000002045		Cintas Corp	903681	AP Merch	485.82
02/20/2025	6000002046		Cornerstone Copy Center	900502	AP Merch	934.25
02/20/2025	6000002047		Cummins Sales & Service	929228-1	AP Merch	3,266.59
02/20/2025	6000002048		Dicks Sanitation Service Inc	900641	AP Merch	10,778.49
02/20/2025	6000002049		Distributed Website Corporation	922061-1	AP Merch	188.00
02/20/2025	6000002050		ECM Publishers Inc	909272	AP Merch	1,037.05
02/20/2025	6000002051		Game One	928417	AP Merch	2,088.90
02/20/2025	6000002052		Grainger	904387-1	AP Merch	5,007.40
02/20/2025	6000002053		Groth Music Company	900575	AP Merch	25.99
02/20/2025	6000002054		Horizon Commercial Pool Supply	904818	AP Merch	1,900.15
02/20/2025	6000002055		Kelleher Helmrich and Associates Inc	908955	AP Merch	523.50
02/20/2025	6000002056		Kully Supply Inc	901434	AP Merch	234.84
02/20/2025	6000002057		Literacy Resources, LLC	930694	AP Merch	538.92
02/20/2025	6000002058		Mackin Educational Resources	902196	AP Merch	8,568.71

## AP Check Register

103

AP Run: 20250220 Virtual — Post Date: 2025-02-20 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/20/2025	6000002059		Meca Sportswear	924921	AP Merch	63.25
02/20/2025	6000002060		Northern Air Corporation	920320	AP Merch	1,658.00
02/20/2025	6000002061		Occupational Health of MN, PC	929919	AP Merch	203.00
02/20/2025	6000002062		Professional Wireless Communications	924681	AP Merch	106.45
02/20/2025	6000002063		Schmitt Music	903532	AP Merch	2,001.93
02/20/2025	6000002064		The Language Banc	924523	AP Merch	180.00
02/20/2025	6000002065		Trio Supply	903802	AP Merch	5,947.10
<b>Total:</b>						<b>\$54,176.06</b>

### 20250220 Virtual Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	26	54,176.06
<b>Total:</b>	<b>26</b>	<b>\$54,176.06</b>

## AP Check Register

AP Run: 20250226 — Post Date: 2025-02-26 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/26/2025	6000002066		Cornerstone Copy Center	900502	AP Merch	266.09
02/26/2025	6000002067		Game One	928417	AP Merch	2,404.98
02/26/2025	6000002068		Grainger	904387-1	AP Merch	391.30
02/26/2025	6000002069		Kully Supply Inc	901434	AP Merch	324.56
02/26/2025	6000002070		Lakeshore Learning Materials	902203	AP Merch	246.03
02/26/2025	6000002071		Learning A-Z	927439	AP Merch	675.00
02/26/2025	6000002072		Mackin Educational Resources	902196	AP Merch	566.94
02/26/2025	6000002073		MakeMusic Inc	924898	AP Merch	3,437.58
02/26/2025	6000002074		Professional Wireless Communications	924681	AP Merch	160.45
02/26/2025	6000002075		Tobii Dynavox LLC	903317	AP Merch	2,348.64
02/26/2025	6000002076		Trane US Inc	904045	AP Merch	36,619.00
02/26/2025	6000002077		Trio Supply	903802	AP Merch	9,081.19
<b>Total:</b>						<b>\$56,521.76</b>

### 20250226 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	12	56,521.76
<b>Total:</b>	<b>12</b>	<b>\$56,521.76</b>

## AP Check Register

105

AP Run: 20250228 Voids Merch — Post Date: 2025-02-28 — AP Run Type: V

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/28/2025	6000002047		Cummins Sales & Service	929228-1	AP Merch	-3,266.59
<b>Total:</b>						<b>-\$3,266.59</b>

### 20250228 Voids Merch Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	1	-3,266.59
<b>Total:</b>	<b>1</b>	<b>-\$3,266.59</b>

## AP Check Register

<b>Fund</b>	<b>Total</b>
01 - General	90,085.00
02 - Food Service	15,639.51
04 - Community Service	1,706.72
	<b>\$107,431.23</b>

## Monthly Void/Wire Report

107

AP Run: 20250214 Wires PR — Post Date: 2025-02-14 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
02/14/2025	8000001186	Wire Transfer	Commissioner Of Revenue	142,909.68
02/14/2025	8000001187	Wire Transfer	Educators Benefit Consultants	190,559.26
02/14/2025	8000001188	Wire Transfer	Internal Revenue Service	838,091.45
02/14/2025	8000001189	Wire Transfer	ISD 191 Flex Account	46,084.63
02/14/2025	8000001190	Wire Transfer	ISD 191 Self Insurance Account	1,060,537.06
02/14/2025	8000001191	Wire Transfer	MN Child Support	3,229.10
02/14/2025	8000001192	Wire Transfer	MN Dept of Revenue	119.16
02/14/2025	8000001193	Wire Transfer	Mn Teachers Retirement Assoc	474,456.17
02/14/2025	8000001194	Wire Transfer	PERA	120,038.79
02/14/2025	8000001195	Wire Transfer	Teachers Federal Credit Union	37,080.26
<b>Total:</b>				<b>\$2,913,105.56</b>

20250214 Wires PR Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	10	2,913,105.56
Epayables:	0	0.00
<b>Total:</b>	<b>10</b>	<b>\$2,913,105.56</b>

## Monthly Void/Wire Report

108

AP Run: 20250228 Wires PR — Post Date: 2025-02-28 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
02/28/2025	8000001199	Wire Transfer	Commissioner Of Revenue	136,429.06
02/28/2025	8000001200	Wire Transfer	Educators Benefit Consultants	190,867.90
02/28/2025	8000001201	Wire Transfer	Internal Revenue Service	802,647.79
02/28/2025	8000001202	Wire Transfer	ISD 191 Flex Account	46,062.80
02/28/2025	8000001203	Wire Transfer	ISD 191 Self Insurance Account	1,058,078.18
02/28/2025	8000001204	Wire Transfer	MN Child Support	3,095.10
02/28/2025	8000001205	Wire Transfer	MN Dept of Revenue	100.00
02/28/2025	8000001206	Wire Transfer	Mn Teachers Retirement Assoc	455,848.75
02/28/2025	8000001207	Wire Transfer	PERA	117,488.75
02/28/2025	8000001208	Wire Transfer	Teachers Federal Credit Union	37,283.69
<b>Total:</b>				<b>\$2,847,902.02</b>

### 20250228 Wires PR Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	10	2,847,902.02
Epayables:	0	0.00
<b>Total:</b>	<b>10</b>	<b>\$2,847,902.02</b>

## Monthly Void/Wire Report

109

AP Run: 20250228 Wires 20 S.Ins — Post Date: 2025-02-28 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
02/28/2025	215	Wire Transfer	Further	127,159.10
02/28/2025	216	Wire Transfer	Paydhealth	2,332.52
02/28/2025	217	Wire Transfer	UMR, Inc	1,968,621.87
<b>Total:</b>				<b>\$2,098,113.49</b>

### 20250228 Wires 20 S.Ins Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	3	2,098,113.49
Epayables:	0	0.00
<b>Total:</b>	<b>3</b>	<b>\$2,098,113.49</b>

## Monthly Void/Wire Report

110

AP Run: 20250228 Wires Main — Post Date: 2025-02-28 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
02/28/2025	8000001221	Wire Transfer	Delta Dental Plan Of Minnesota	63,300.60
02/28/2025	8000001222	Wire Transfer	FP Mailing Solutions	100.00
02/28/2025	8000001223	Wire Transfer	MN Dept of Revenue-Sales Tax	761.00
02/28/2025	8000001224	Wire Transfer	Mn UI Fund	11,752.30
<b>Total:</b>				<b>\$75,913.90</b>

### 20250228 Wires Main Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	4	75,913.90
Epayables:	0	0.00
<b>Total:</b>	<b>4</b>	<b>\$75,913.90</b>

## Monthly Void/Wire Report

111

AP Run: 20250228 Wires 8 Flex — Post Date: 2025-02-28 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
02/28/2025	78	Wire Transfer	Further	42,833.46
<b>Total:</b>				<b>\$42,833.46</b>

### 20250228 Wires 8 Flex Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	42,833.46
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$42,833.46</b>

## Monthly Void/Wire Report

112

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - General	5,506,659.76
02 - Food Service	113,548.94
04 - Community Service	187,850.81
16 - Facility Rental	8,394.83
20 - Internal Service - Dental	63,300.60
22 - Internal Service - Health Insurance	2,098,113.49
	<b>\$7,977,868.43</b>

#### 4. Accept the Budget Analysis

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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.4  
April 24, 2025**

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

**From: Tyler Dehne, Director of Finance**

**Date: April 11, 2025**

**Re: Budget Analysis for the Month Ending February 28, 2025**

**Recommendation:** That the Board accepts the Budget Analysis for the month ending February 28, 2025.

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

	<u>Year-to-Date Revenue</u>	<u>% of Adopted Budget</u>	<u>Year-to-Date Expenditures</u>	<u>% of Adopted Budget</u>
All Funds	\$ 111,229,079	51.14%	\$ 128,683,130	59.61%
General Fund	\$ 78,601,059	48.52%	\$ 89,828,083	56.33%

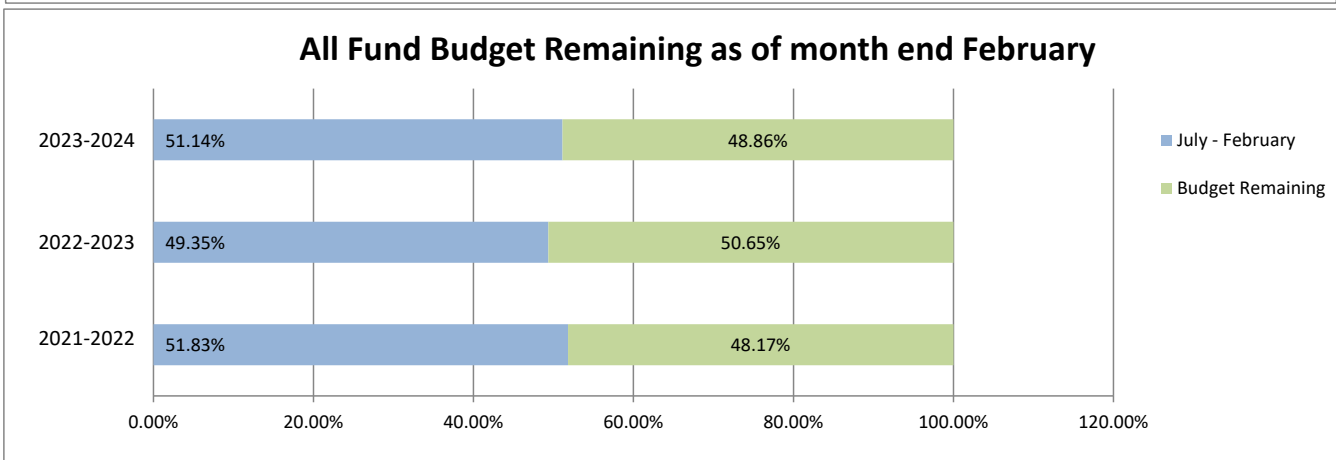
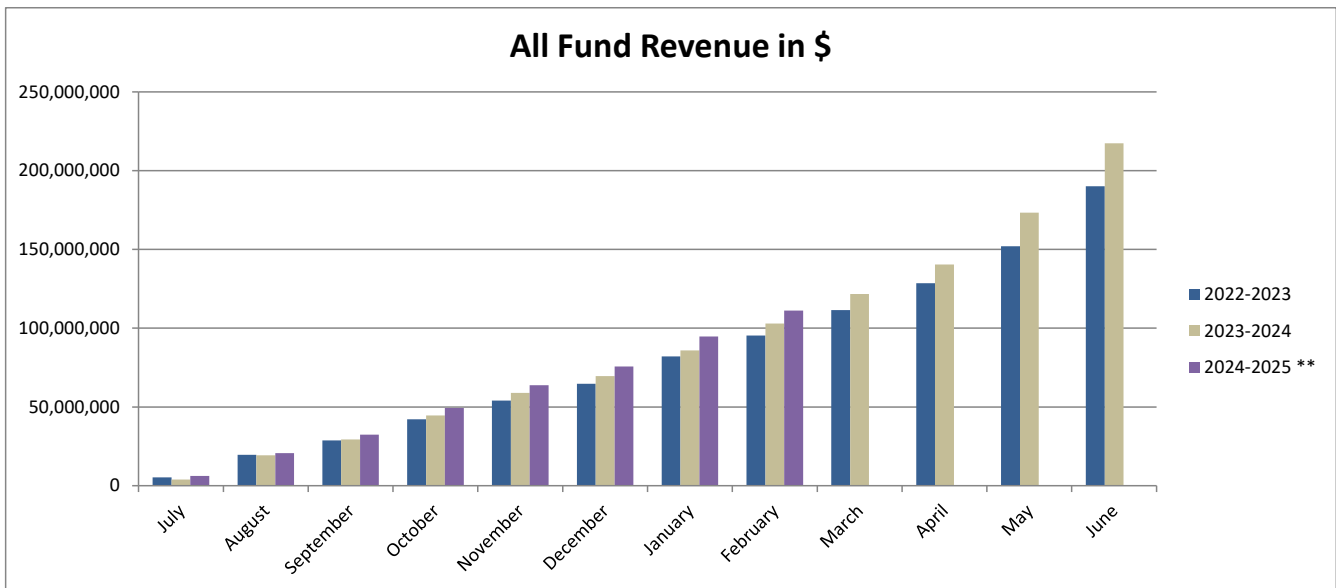
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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

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

**REVENUE COMPARISON  
ALL FUNDS**

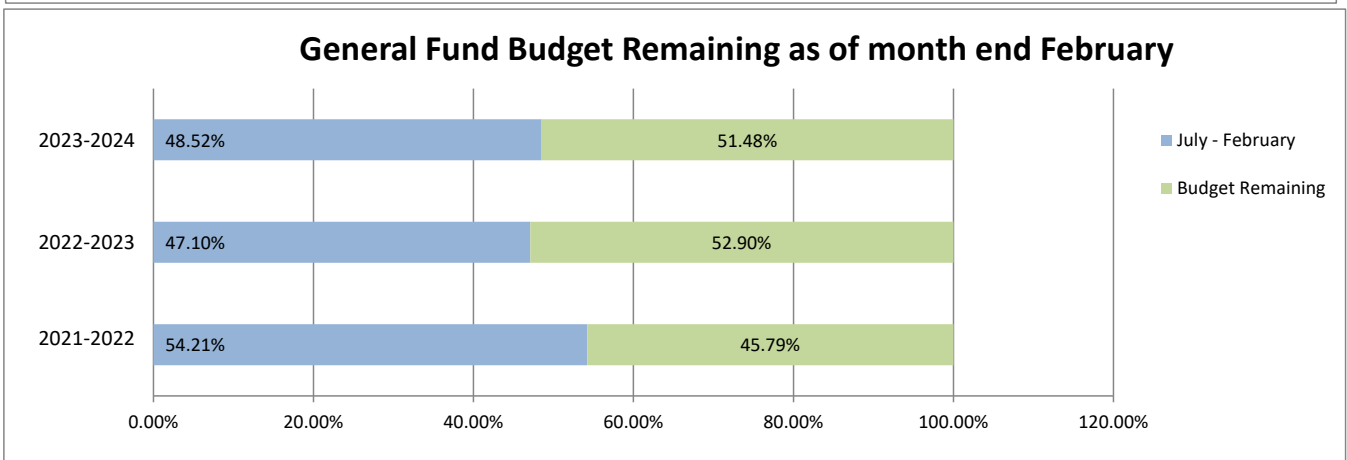
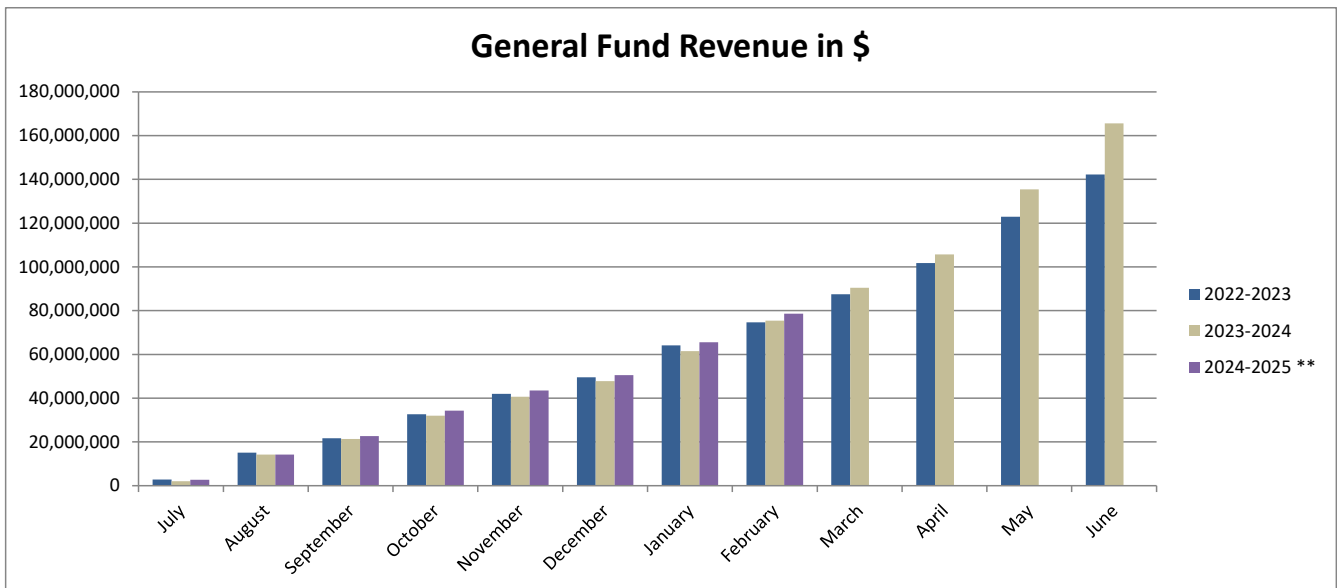
	2022-2023		2023-2024		2024-2025 **	
	\$	%	\$	%	\$	%
July	5,211,222	2.83%	3,923,767	1.88%	6,225,705	2.86%
August	19,546,851	10.63%	19,367,531	9.29%	20,740,144	9.53%
September	28,812,784	15.67%	29,426,322	14.11%	32,399,332	14.89%
October	42,091,259	22.89%	44,587,953	21.38%	49,364,366	22.69%
November	54,008,523	29.37%	58,912,738	28.25%	63,757,139	29.31%
December	64,648,180	35.15%	69,535,132	33.34%	75,701,192	34.80%
January	82,067,715	44.62%	85,949,535	41.22%	94,669,296	43.52%
February	95,325,754	51.83%	102,919,054	49.35%	111,229,079	51.14%
March	111,508,111	60.63%	121,657,811	58.34%	0	0.00%
April	128,551,918	69.90%	140,495,577	67.37%	0	0.00%
May	152,059,166	82.68%	173,364,073	83.13%	0	0.00%
June	190,043,786	103.33%	217,399,399	104.26%	0	0.00%
<b>BUDGET</b>	<b>183,913,084</b>	<b>100.00%</b>	<b>208,539,165</b>	<b>100.00%</b>	<b>217,519,765</b>	<b>100.00%</b>



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

**REVENUE COMPARISON  
GENERAL FUND**

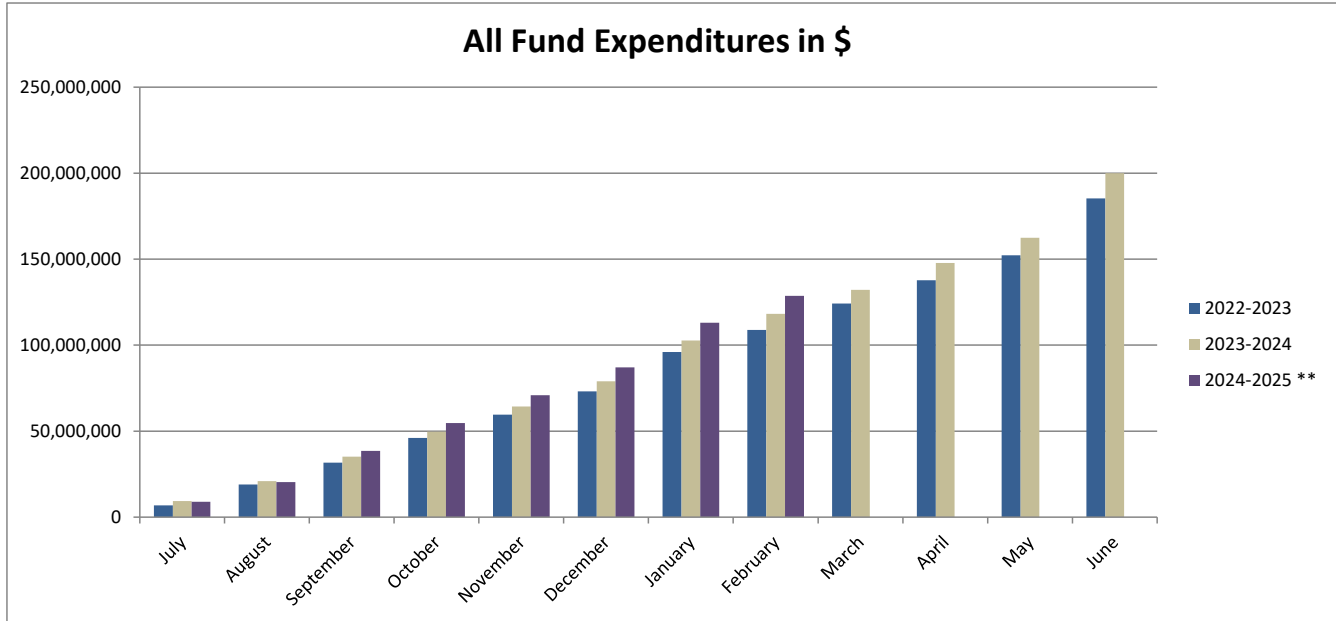
	2022-2023		2023-2024		2024-2025 **	
	\$	%	\$	%	\$	%
July	2,782,571	2.02%	2,054,035	1.28%	2,730,267	1.69%
August	15,069,992	10.94%	14,217,775	8.88%	14,246,069	8.79%
September	21,696,447	15.75%	21,337,010	13.32%	22,663,634	13.99%
October	32,616,003	23.68%	31,945,444	19.94%	34,311,930	21.18%
November	42,025,977	30.51%	40,706,009	25.41%	43,485,919	26.85%
December	49,535,706	35.96%	47,800,679	29.84%	50,561,608	31.21%
January	64,158,526	46.57%	61,461,736	38.37%	65,590,521	40.49%
February	74,679,348	54.21%	75,447,748	47.10%	78,601,059	48.52%
March	87,518,465	63.53%	90,432,887	56.45%	0	0.00%
April	101,791,548	73.89%	105,750,808	66.02%	0	0.00%
May	122,924,136	89.23%	135,431,731	84.55%	0	0.00%
June	142,274,703	103.28%	165,587,981	104.32%	0	0.00%
<b>BUDGET</b>	<b>137,755,710</b>	<b>100.00%</b>	<b>160,186,251</b>	<b>100.00%</b>	<b>161,980,777</b>	<b>100.00%</b>



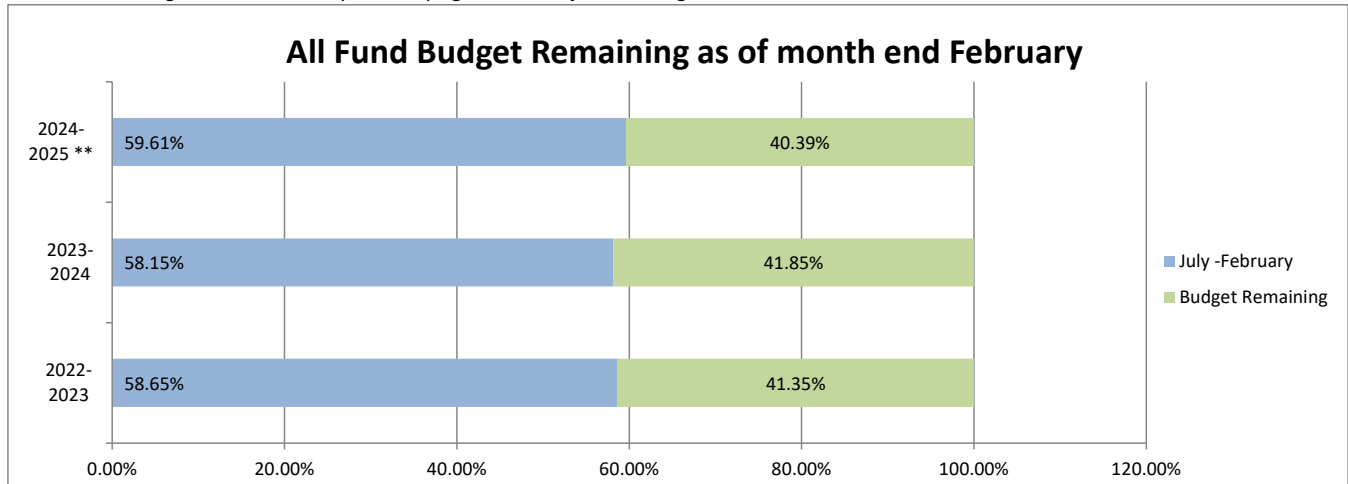
\*\* The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON  
ALL FUNDS**

	2022-2023		2023-2024		2024-2025 **	
	\$	%	\$	%	\$	%
July	6,846,145	3.69%	9,311,625	4.58%	8,925,532	4.13%
August	18,979,577	10.22%	20,942,388	10.30%	20,436,074	9.47%
September	31,646,042	17.05%	35,122,008	17.27%	38,557,636	17.86%
October	46,123,533	24.85%	49,720,835	24.45%	54,696,951	25.34%
November	59,574,576	32.09%	64,276,579	31.61%	70,880,340	32.84%
December	73,187,172	39.43%	78,945,654	38.82%	87,062,371	40.33%
January	96,054,702	51.75%	102,672,354	50.49%	112,978,978	52.34%
February	108,872,180	58.65%	118,252,837	58.15%	128,683,130	59.61%
March	124,261,557	66.94%	132,146,998	64.98%	0	0.00%
April	137,800,461	74.24%	147,830,013	72.69%	0	0.00%
May	152,188,528	81.99%	162,388,218	79.85%	0	0.00%
June	185,336,975	99.85%	200,012,729	97.47%	0	0.00%
<b>BUDGET</b>	<b>185,621,470</b>	<b>100.00%</b>	<b>203,361,619</b>	<b>100.00%</b>	<b>215,865,457</b>	<b>100.00%</b>

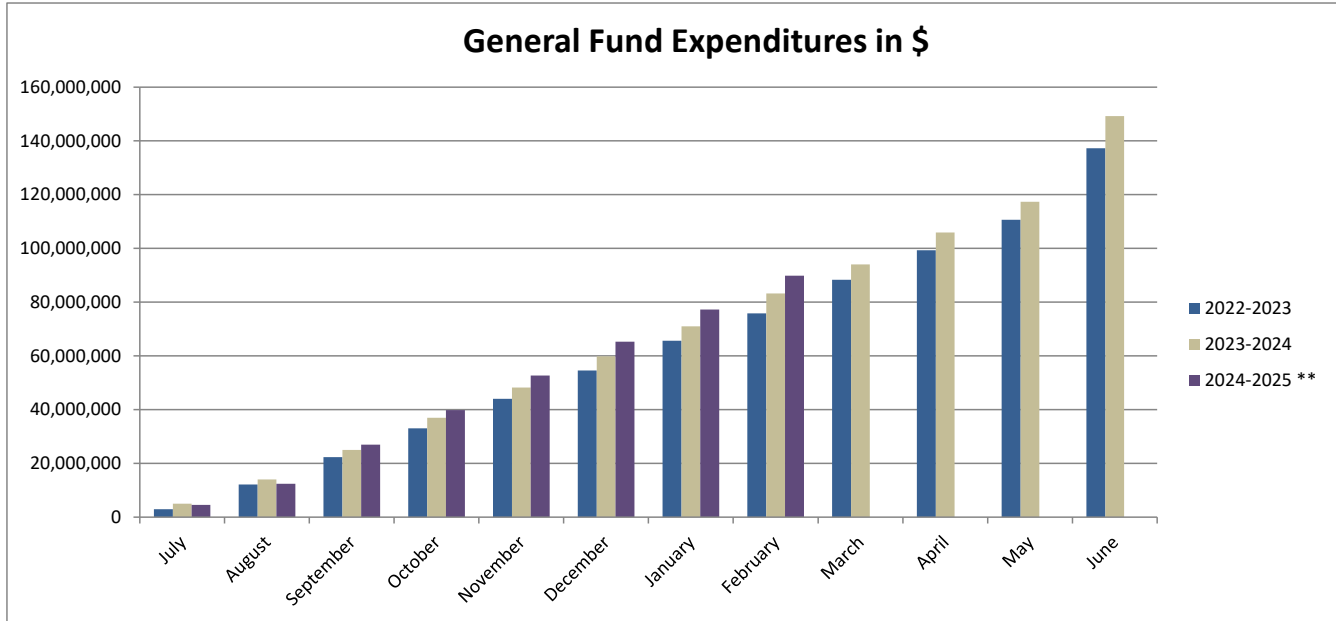


\*\*based on timing of financial activity, monthly figures are subject to change

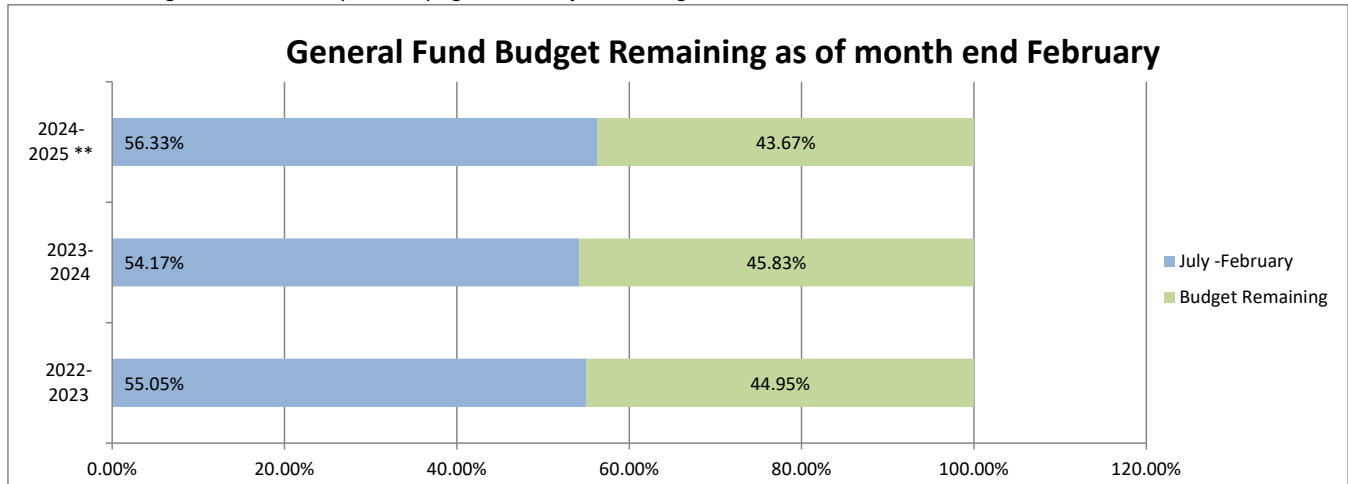


**EXPENDITURE COMPARISON  
GENERAL FUND**

	2022-2023		2023-2024		2024-2025 **	
	\$	%	\$	%	\$	%
July	2,991,235	2.17%	5,034,065	3.28%	4,587,428	2.88%
August	12,150,968	8.82%	14,041,027	9.14%	12,396,981	7.77%
September	22,316,375	16.19%	24,985,208	16.27%	26,951,894	16.90%
October	33,077,014	24.00%	36,953,232	24.06%	39,837,090	24.98%
November	44,001,209	31.93%	48,220,445	31.40%	52,681,856	33.04%
December	54,594,640	39.62%	59,804,086	38.94%	65,257,054	40.92%
January	65,687,324	47.67%	70,996,511	46.23%	77,227,031	48.43%
February	75,861,166	55.05%	83,195,216	54.17%	89,828,083	56.33%
March	88,349,602	64.11%	94,048,702	61.24%	0	0.00%
April	99,274,558	72.04%	105,915,624	68.96%	0	0.00%
May	110,663,496	80.31%	117,328,149	76.39%	0	0.00%
June	137,313,387	99.64%	149,279,289	96.75%	0	0.00%
<b>BUDGET</b>	<b>137,803,486</b>	<b>100.00%</b>	<b>153,581,253</b>	<b>100.00%</b>	<b>159,461,338</b>	<b>100.00%</b>



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



## 5. 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.5.  
April 24, 2025**

**To:** Board of Education  
**From:** Dr. Theresa Battle, superintendent  
**Date:** April 10, 2025  
**Re:** Report about the Listening Session

**Recommendation:** Receive a report about the Listening Session on April 10, 2025

The following speakers spoke at the Board of Education Listening Session on April 10, 2025:

<b>Speaker</b>	<b>Relationship to School District</b>	<b>Topic</b>
Ron McCarthy	District Resident	Burnsville High School Graduation Date
Antonia Waters	District Parent and Resident	Burnsville High School Graduation Date
Maryan Ugas	District student, parent, resident and taxpayer	Burnsville High School Graduation Date
Amina Hussein	District parent, resident and taxpayer	Burnsville High School Graduation Date
Dr. Salma Hussein	District parent and staff	Eid
Theresa Gomez	District resident and taxpayer	Listening Session

## 6. Revised Purchase Agreement for Metcalf Middle School

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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 24, 2025**

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

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

**Date:** April 24, 2025

**Re:** Revised Purchase Agreement for Metcalf Middle School

**Recommendation:** That the Board of Education approve the revised Metcalf Purchase Agreement.

## SECOND AMENDMENT TO AMENDED AND RESTATED PURCHASE AGREEMENT

THIS SECOND AMENDMENT TO AMENDED AND RESTATED PURCHASE AGREEMENT (the “**Amendment**”) is made as of the **Effective Date** by and between INDEPENDENT SCHOOL DISTRICT NO. 191 (BURNSVILLE, EAGAN, SAVAGE), a body corporate and politic in the State of Minnesota, as seller (“**Seller**”) and PULTE HOMES OF MINNESOTA LLC, a Minnesota limited liability company, as buyer (“**Buyer**”).

### RECITALS:

- A. Seller and Syndica, LLP, a North Dakota limited liability partnership (“**Original Buyer**”) have executed that certain Amended and Restated Purchase Agreement with an effective date of May 9, 2024, as subsequently amended by that certain First Amendment to Amended and Restated Purchase Agreement with an effective date of September 26, 2024 (collectively, the “**Contract**”), pursuant to which Original Buyer has agreed to purchase certain real property located in the City of Eagan, Dakota County, State of Minnesota (the “**City**”), as further described in the Contract.
- B. Buyer is the successor in interest to Original Buyer as the buyer under the Contract pursuant to that certain Assignment and Assumption of Purchase Agreement dated \_\_\_\_\_ 2025 between Original Buyer, as assignor, and Buyer, as assignee.
- C. Seller and Buyer have agreed to amend the Contract as provided below.

NOW, THEREFORE, in consideration of the promises and agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and confessed, Seller and Buyer hereby agree as follows:

- 1.) **Capitalized Terms.** Except as otherwise defined herein, all capitalized terms shall have the meaning given them in the Contract.
- 2.) **Extension of Approvals Period.** The Approvals Period is hereby extended and shall now expire at 5:00 PM CDT on June 30, 2025.
- 3.) **Closing Date.** The Closing Date is hereby extended and shall now occur on June 30, 2026, or on such earlier date as may be mutually agreed to by the parties hereto.
- 4.) **Payment of Additional Earnest Money.** In consideration of Seller’s agreement to execute this Amendment, Buyer has deposited two (2) installments of the Additional Extension Earnest Money totaling, in the aggregate, \$50,000, with the Title Company contemporaneously with the execution of this Amendment. Upon the Buyer receiving necessary approvals from the City, County and State that are required for the Buyer’s intended use of the Property, Buyer shall deposit an additional \$100,000 (the “**Approval Earnest Money**”) with the Title Company. All of the Earnest Money and the Additional Extension Earnest Money totaling, in the aggregate, \$100,000, plus any accrued interest thereon, is non-refundable. The Approval Earnest Money shall become nonrefundable to Buyer if Buyer does not terminate the Contract on or before the expiration of the Approvals Period (as extended above); provided, however that all of the Approval Earnest Money shall remain fully refundable to Buyer: (i) in the event that Buyer terminates the Contract pursuant to Section 20 of the Contract (Condemnation); (ii) in the event that the City adopts a moratorium resulting in a prohibition on the issuance of buildings permits for Buyer’s intended use of the Property; or (iii) in the event of a default by Seller under this Contract. All of the Earnest Money, the Additional Extension Earnest Money and the Approval Earnest Money, including any accrued interest thereon, shall be credited against the Purchase Price at the Closing.

- 5.) **Ratification.** Except as expressly amended or otherwise modified by this Amendment, all terms, covenants, conditions and provisions set forth in the Contract shall remain in full force and effect.
- 6.) **Binding Effect.** This Amendment amends the Contract. If there is a conflict between the provisions of the Contract and this Amendment, the provisions of this Amendment shall control. This Amendment shall be binding upon and inure to the benefit of Seller, Buyer and their respective successors and permitted assigns.
- 7.) **Counterparts.** This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Email (PDF format), DocuSign or other electronically delivered signatures shall be deemed and treated as originals.
- 8.) **Effective Date.** The “**Effective Date**” of this Agreement shall be the date of the final execution of this Amendment by Buyer and Seller, as evidenced by the last date following their respective signatures below.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

IN WITNESS OF THE FOREGOING, the parties hereto have caused this Amendment to be executed as of the Effective Date.

**SELLER:**

INDEPENDENT SCHOOL DISTRICT NO. 191  
(BURNSVILLE, EAGAN, SAVAGE), a body  
corporate and politic in the State of Minnesota

By: \_\_\_\_\_  
Anna Werb, Board Chair

Signature date: \_\_\_\_\_

**BUYER:**

PULTE HOMES OF MINNESOTA LLC, a  
Minnesota limited liability company

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Signature date: \_\_\_\_\_

By: \_\_\_\_\_  
Scott Hume, Clerk

Signature date: \_\_\_\_\_

7. Approve, on a First and Final Reading, Non-substantive Changes to Policy 423: *Employee-Student Relationships*

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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 24, 2025**

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

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

**Date:** April 24, 2025

**Re:** Approve, on First and Final Reading, Non-substantive Changes to Policy 423:  
*Employee-Student Relationships*

**Recommendation:** That the Board of Education approve, on a first and final reading, non-substantive changes to Policy 423: *Employee-Student Relationships*

This policy was reviewed at the Policy Review Committee Meeting on April 15, 2025.

**Summary of Changes:**

- **423** - MSBA Non-substantive changes - Updates to legal references

*Adopted:* 4/2001 *Burnsville-Eagan-Savage School District Policy 423*  
*Reviewed:* 4/14/2022PRC April 2025  
*Revised:* 4/28/2022  
*Rescinds:* GBEAB, 423-R

## **423 EMPLOYEE-STUDENT RELATIONSHIPS**

### **I. PURPOSE**

The purpose of this policy is to establish and clarify school district standards and expectations regarding employee-student relationships. The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

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

- A. This policy applies to all school district employees at all times, whether on or off duty, and while on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
  - 1. Dating students.
  - 2. Having any interaction/activity of a sexual nature with a student.
  - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.
  - G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
  - H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

### **III. REPORTING AND INVESTIGATION**

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with Burnsville-Eagan-Savage School District Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation into alleged violations of this policy.

### **IV. SCHOOL DISTRICT ACTION**

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

### **V. SCOPE OF LIABILITY**

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (~~School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact~~ Personnel Data)  
Minn. Stat. § 122A.20, Subd 2 (~~Mandatory Reporting to Minnesota Professional Educator Licensing and Standards Board or Board of School Administrators~~ Suspension or Revocation of Licenses)  
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (~~Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions~~ Employment; Contracts; Termination)  
Minn. Stat. §§ 609.341-609.352 (~~Defining “intimate parts” and “position of authority” as well as detailing various sex offenses~~ Definitions)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)  
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

**Cross References:** Burnsville-Eagan-Savage School District Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
Burnsville-Eagan-Savage School District Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
Burnsville-Eagan-Savage School District Policy 306 (Administrator Code of Ethics)  
Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)  
Burnsville-Eagan-Savage School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Burnsville-Eagan-Savage School District Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
Burnsville-Eagan-Savage School District Policy 421 (Gifts to Employees)  
Burnsville-Eagan-Savage School District Policy 507 (Corporal Punishment)

8. Approve, on First and Final Reading, No Changes to Policy 407:  
*Employee Right to Know - Exposure to Hazardous Substances*

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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.8.  
April 24, 2025**

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

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

**Date:** April 24, 2025

**Re:** Approve, on First and Final Reading, No Changes to Policy 407: *Employee Right to Know - Exposure to Hazardous Substances*

**Recommendation:** That the Board of Education approve, on a first and final reading, no changes to Policy 407: *Employee Right to Know - Exposure to Hazardous Substances*

These policies were reviewed at the Policy Review Committee Meeting on April 15, 2025.

**Summary of Changes:**

- **407** - Annual Review Rotation – No changes made

*Adopted:* 7/2001  
*Reviewed:* 12/9/2021  
*Revised:* 1/13/2022  
*Rescinds:* GBED

*Burnsville-Eagan-Savage School District Policy 407*

**407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES**

**I. PURPOSE**

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

**III. DEFINITIONS**

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
  1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
  2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
  3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a

significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

#### **IV. TARGET JOB CATEGORIES**

Annual training will be provided to all full- and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

#### **V. TRAINING SCHEDULE**

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where they are determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where they are determined to be “routinely exposed” under the above guidelines.

**Legal References:** Minn. Stat. Ch. 182 (Occupational Safety and Health)  
 Minn. Rules Ch. 5205 (Safety and Health Standards)  
 Minn. Rules Ch. 5206 (Employee Right to Know Standards)  
 29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

**Cross References:** Burnsville-Eagan-Savage School District Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)

Burnsville-Eagan-Savage School District Policy 807 (Health and Safety Policy)

9. Approve, on First and Final Reading, Non-substantive changes to  
Policy 699: *Teaching About Controversial Issues*

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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.9.  
April 24, 2025**

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

**From:** Imina Oftedahl, director of curriculum, instruction, and assessment

**Date:** April 24, 2025

**Re:** Approve, on First and Final Reading, Non-substantive changes to Policy 699:  
*Teaching About Controversial Issues*

**Recommendation:** That the Board of Education approve, on a first and final reading, non substantive changes to Policy 699: *Teaching About Controversial Issues*

This policy was reviewed at the Policy Review Committee Meeting on April 15, 2025.

**Summary of Changes:**

- **699** – Annual Review Rotation - Non-substantive changes to update pronouns

*Adopted:* 6/1986  
*Reviewed:* 5/12/2022  
*Revised:* 5/9/2019  
*Rescinds:* INB

*Burnsville-Eagan-Savage School District Policy 699*

## **699 TEACHING ABOUT CONTROVERSIAL ISSUES**

### **I. PURPOSE**

The development of critical thinking and preparation for citizenship are among the educational goals of the school district. As a result, the school district has a responsibility to include content dealing with current critical issues in various curriculum areas at all grade levels. Some of these issues may be controversial. The purpose of this policy is to recognize the benefit to students of the appropriate study of controversial issues within reasonable parameters. The school board has the final authority to give or withhold consent for any school activity or program.

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

- A. The school district and the individual classroom teachers have a responsibility to give students an opportunity to study controversial issues which have political, economic, or social significance. The course of this study should include access to appropriate, relevant information, including materials that circulate freely in the community, and competent instruction balancing the various points of view in an atmosphere free from bias, prejudice, discrimination, and harassment.
- B. In fulfilling this responsibility, the teacher shall make a deliberate effort to achieve balance within a reasonable period of time in the viewpoints and information to which students are exposed.
- C. Students and parents may express opinions on controversial issues without jeopardizing relations with school staff.
- D. In selecting controversial issues to be included in the instructional program, the staff shall use the following guidelines:
  - 1. The issue should contribute toward helping students develop techniques for examining other controversial issues.
  - 2. The issue should be suitable for students of the maturity and background represented in the class.
  - 3. The issue should be related to the course content and help achieve course objectives.

- E. If a controversial issue that is neither directly related to the course content nor specified as a part of the curriculum unexpectedly arises during a class discussion, for example as the result of a student's questions or comments or in the coverage of current events, the teacher may deal with student interest in the issue by devoting sufficient time to the issue to assure balanced, impartial coverage.

### III. COMPLAINTS

- A. The administration shall establish procedures, subject to school board approval, for handling any complaints relative to the study of controversial issues.
- B. Recognizing the difficult position in which teachers will sometimes be placed in carrying out this policy and in giving students an opportunity to study a controversial issue, the school board places trust and confidence in its employees and will support their actions insofar as possible, from anonymous, unreasonable, or ill-considered complaints.

### IV. TRAINING

- A. Principals and secondary area leaders shall be responsible for informing all staff members of the policy on coverage of controversial issues in the curriculum. In doing so, they shall emphasize the basic assumption that the school is providing an opportunity for students to study controversial issues, not teaching a viewpoint on controversial issues.
- B. A teacher who is in doubt concerning the advisability of discussing certain issues and materials in the classroom shall confer with ~~his/her~~ **their**-principal as to the appropriateness of doing so. If the teacher and principal are unable to agree, the issue shall be referred to the superintendent or superintendent's designee.

#### *Legal References:*

- Cross References:* Burnsville-Eagan-Savage School District Policy 498 (Political Campaigns and Activities)  
 Burnsville-Eagan-Savage School District Policy 606 (Instructional Resources)

10. Approve, on First and Final Reading, No Changes to Policies 605:  
*Alternative Programs*, 546: *Early Admission to Kindergarten*, 611:  
*Homeschooling*

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**Agenda IV.A.10.**  
**April 24, 2025**

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

**From:** Imina Oftedahl, director of curriculum, instruction, and assessment

**Date:** April 24, 2025

**Re:** Approve, on First and Final Reading, No Changes to Policies 605: *Alternative Programs*, 546: *Early Admission to Kindergarten*, 611: *Homeschooling*

**Recommendation:** That the Board of Education approve, on a first and final reading, no changes to policies: 605: *Alternative Programs*, 546: *Early Admission to Kindergarten*, and 611: *Homeschooling*

These policies were reviewed at the Policy Review Committee Meeting on April 15, 2025.

**Summary of Changes:**

- **605** - Annual Review Rotation – No changes
- **546** - Annual Review Rotation – No changes
- **611** - Annual Review Rotation – No Changes

*Adopted:* 12/17/2015  
*Reviewed:* 5/12/2022  
*Revised:* 5/26/2022  
*Rescinds:*

*Burnsville-Eagan-Savage School District Policy 605*

## **605 ALTERNATIVE EDUCATIONAL SERVICES**

### **I. PURPOSE**

The purpose of this policy is to recognize the need for alternative education services for some school district students.

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

The school board recognizes the importance of alternative educational services for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school district that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

### **III. RESPONSIBILITY**

- A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.
- B. It shall be the responsibility of the superintendent or designee to identify alternative educational opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative educational services. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational services to the school board.
- C. The superintendent or designee shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

***Legal References:*** Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)  
Minn. Stat. § 121A.41, Subd. 11 (Definitions – Alternative Educational Services)  
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)

Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)

Minn. Stat. § 124D.66 (Assurance of Mastery Programs)

Minn. Stat. § 124D.68 (Graduation Incentives Programs)

Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)

Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 102 (Equal Educational Opportunity)  
Burnsville-Eagan-Savage School District Policy 603 (Curriculum Development)  
Burnsville-Eagan-Savage School District Policy 604 (Instructional Curriculum)

*Adopted:* 5/11/2017  
*Reviewed:* 6/9/2022  
*Revised:* 6/16/2022  
*Rescinds:*

*Burnsville-Eagan-Savage School District Policy 546*

## **546 EARLY ADMISSION TO KINDERGARTEN**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding early admission to kindergarten. Minnesota state law provides for children to begin kindergarten if they reach the age of five on or before September 1 of the school year. This policy is in compliance with Minn. Stat. §§ 124D.02 and 120B.15.

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

The school board recognizes that every Minnesota child is entitled to an appropriate and challenging education. Minn. Stat. § 124D.02 subdivision 1 permits early admission to kindergarten if a board-adopted early admissions policy describes the process and procedures for comprehensive evaluation in cognitive, social, and emotional developmental domains to help the child's ability to meet kindergarten grade expectations and progress to first grade the subsequent year. The comprehensive evaluation must be a valid and reliable instrument, be aligned with the state kindergarten expectations, and include a parent report and teacher observations of the child's knowledge, skills, and abilities.

### **III. DEFINITION**

**Early Admission to Kindergarten:** Early entrance is the practice of admitting a student to kindergarten who has not yet reached 5 years old by September 1. The purpose is to provide access to appropriately challenging learning opportunities.

### **IV. EARLY ADMISSION PROCESS**

- A. Early entrance to kindergarten should be based upon the premise that each student shall be challenged and supported in the most appropriate placement for learning. To be eligible for kindergarten, a child must be five (5) years old on or before midnight of September 1st of the current school year. There is an exception to this regulation for children born during the month of September and in extremely rare cases, October. The school has a special testing and interview program to determine exceptions to this regulation. Review and/or revision of the testing program will occur at the discretion of district administration. Parents who are interested are advised to contact the principal in their attendance area or the ISD 191 enrollment office. Residents will not be assessed fees for this service.
- B. Students who enroll for 1<sup>st</sup> grade in Independent School District 191, after

completing kindergarten outside of Independent School District 191, prior to their legal eligibility, may be subject to the Independent School District 191 early entrance procedure and qualifying criteria to determine placement.

- C. The process, timeline and application form is available at [www.isd191.org](http://www.isd191.org) or contact the ISD 191 enrollment office.

## V. DECISIONS FINAL

A parent or legal guardian of the referred child may appeal in writing the decision of District team to the Superintendent within fifteen (15) days after being notified of the committee's decision. The Superintendent shall review the appeal and notify the parent or legal guardian who filed the appeal of the final decision within fifteen (15) days of receiving the appeal. The Superintendent's decision shall be final.

***Legal References:*** Minn. Stat. § 124D.02 School Board Powers; Enrollment  
Minn. Stat. § 120B.15 Gifted and Talented Students Programs

***Cross References:*** Form 546

*Adopted:* 12/17/2015  
*Reviewed:* 6/9/2022  
*Revised:* 6/16/2022  
*Rescinds:*

*Burnsville-Eagan-Savage School District Policy 611*

## **611 HOME SCHOOLING**

### **I. PURPOSE**

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

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

The Compulsory Attendance Law (Minnesota Statutes section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

### **III. CONDITIONS FOR HOME SCHOOLING**

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

### **IV. IMMUNIZATION**

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

### **V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS**

Upon formal request as required by law, the school district will provide textbooks, (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

## **VI. PUPIL SUPPORT SERVICES**

Upon formal request as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

## **VII. EXTRACURRICULAR ACTIVITIES**

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

## **VIII. SHARED TIME PROGRAMS**

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

## **IX. OPTIONAL COOPERATIVE ARRANGEMENTS**

### **A. Activities**

- 1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
- b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
- c. The home school is responsible for any and all costs associated with

its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.

2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

**B. Transportation Services**

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

***Legal References:*** Minn. Stat. § 120A.22 (Compulsory Instruction)  
 Minn. Stat. § 120A.24 (Reporting)  
 Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
 Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
 Minn. Stat. § 123B.36 (Authorized Fees) Minn. Stat. § 123B.41 (Definitions)  
 Minn. Stat. § 123B.42 (Textbooks, Individual Instruction or Cooperative Learning Material, Standard Tests)  
 Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
 Minn. Stat. § 123B.49 (Extracurricular Activities Insurance)  
 Minn. Stat. § 123B.86 (Equal Treatment - Transportation)  
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
 Minn. Stat. § 124D.03 (Enrollment Options Program)  
 Minn. Rules Ch. 3540 (Nonpublic Schools)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 509 (Enrollment of Nonresident Students)  
 Burnsville-Eagan-Savage School District Policy 510 (School Activities)

## 11. Approve Updates to 2025 Board Committee Assignments

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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.11.  
 April 24, 2025**

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

**From:** Anna Werb, board chair

**Date:** April 24, 2025

**Re:** Approve Updates to 2025 Board Committee Assignments

**Recommendation:** that the Board of Education approves the updated 2025 committee assignments.

**Notes:**

During the March 27, 2025 regular meeting of the Board of Education, the board voted to approve updated Committee, Board Appointment and School Assignments. Unexpected schedule developments have necessitated an update to the Board committee assignments portion of that original recommendation.

**Board Committee Assignments for 2025**

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

## B. New Business

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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 24, 2025 Board Meeting**

Board Members' Questions and Staff Responses regarding BoardBook materials

(Topic)

Board Member Question	Staff Response

(Topic)

Board Member Question	Staff Response

(Topic)

Board Member Question	Staff Response
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## 1. Approve Lease Agreement for Copier Equipment and Service

155

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



**Agenda IV.B.1  
April 24, 2025**

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

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

**Date:** April 24, 2025

**Re:** Approve Lease Agreement for Copier Equipment and Service

**Recommendation:** That the Board of Education approves a new lease for copiers, printers, and an associated support agreement for a term of 60 months with Advanced Imaging Solutions (AIS).

**Notes:**

Our current lease expires on June 30, 2025. On April 10, 2025, we presented information on the process we have used over the past year to evaluate and vet options for our next lease.

We requested and received three quotes and chose Advanced Imaging Solutions (AIS) based on criteria including machine costs, maintenance agreement costs, proposed hardware, implementation plans, company experience, and references.

Estimated annual costs, based on current usage and equipment, are \$150,000. The new lease, if exactly based on this year's costs, would increase the cost by approximately 17.19%. We anticipate the efficiencies in the new equipment, adding a print management system, and training for cost-effective printing practices by staff will offset a portion of this increase.

2. Adopt a Resolution Terminating Non-Licensed Staff Hours at the End  
of the 2024-2025 School Year

157

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



**Agenda IV.B.2.  
April 24, 2025**

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

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

**Date:** April 24, 2025

**Re:** Resolution relating to the Termination Non-Licensed Staff hours 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 Non-Licensed personnel in Independent School District 191 be terminated at the end of the 2024-2025 school year.

Last Name	First Name	School	Position	Hours Per Day
Sexton	Marcia	Burnsville High	Career and College Counselor	3.2

**BE IT FURTHER RESOLVED**, that written notice is sent to said Non-Licensed staff regarding termination of their assignment for 2024-2025 school year as provided by law.

3. Adopt a Resolution Terminating Non-Licensed Staff at the End of the  
2024-2025 School Year

159

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

**Agenda IV.B.3.  
April 24, 2025**

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

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

**Date:** April 24, 2025

**Re:** Resolution relating to the Termination Non-Licensed Staff 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 Non-Licensed personnel in Independent School District 191 be terminated at the end of the 2024-2025 school year.

Last Name	First Name	School	Position
Anderson	Leo	Nicollet Middle School	Dean
Anderson	Nancy	William Byrne	Educational Assistant
DeLeon	Angel	Diamondhead	Student Support Accounts Specialist
Elmi	Morgan	District-Wide	Cultural Liaison
Gangnon	Kathleen	Nicollet Middle School	Licensed Practical Nurse
Ibrahim	Ardo	Diamondhead	Community Connections Coordinator
Lemus	Jeremy	Burnsville High School	Educational Assistant

**BE IT FURTHER RESOLVED**, that written notice is sent to said Non-Licensed staff regarding termination of their assignment for 2024-2025 school year as provided by law.

4. Approve Early Childhood Special Education Stretch Calendar for 2025-  
2026 School Year

161

**Speaker(s):** Kristi Wanzek, Special Education Supervisor

**Agenda IV.B.4.**  
**April 24, 2025**

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

**From:** Kristi Wanzek, special education supervisor

**Date:** April 24, 2025

**Re:** Early Childhood Special Education Stretch Calendar

**Recommendation:** that the Board of Education approves the 2025-2026 Birth-to-Three Early Childhood Special Education Program and Evaluation Team Calendar.

**Notes:**

This calendar affects the Birth-to-Three Early Childhood Special Education Program and Evaluation Team. Services for infants and toddlers are provided through an Individual Family Services Plan (IFSP) and referrals are taken by the Birth-to-Three Early Childhood Special Education Program year-round. Legal mandates require that an evaluation for program eligibility occur within 45 calendar days of the referral and that services start without delay. This calendar has been developed in order for the program staff to meet these timelines. This calendar reflects the same number of contracted staff-work days “stretched” across the entire year to limit the length of breaks. The professional development and conference days have been aligned with the district school calendar to facilitate collaboration with other district programs

# Independent School District 191 Burnsville-Eagan-Savage Birth-3 ECSE Program 2025-2026 Calendar

- School in Session
- No staff/students
- Teacher Workdays  
(No Students)

July 2025						
S	M	T	W	T	F	S
		<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					<del>1</del>	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
	<del>1</del>	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
S	M	T	W	T	F	S
			<del>1</del>	<del>2</del>	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

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

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

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

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

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

# Independent School District 191 Burnsville-Eagan-Savage Birth-3 ECSE Program(T-3) 2025-2026 Calendar

- School in Session
- No staff/students
- Teacher Workdays  
(No Students)

July 2025						
S	M	T	W	T	F	S
		<del>1</del>	2	3	<del>4</del>	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	<del>28</del>	29	30	31		

August 2025						
S	M	T	W	T	F	S
					<del>1</del>	2
3	<del>4</del>	5	6	7	8	9
10	<del>11</del>	12	13	14	15	16
17	<del>18</del>	19	20	21	22	23
24	25	26	27	28	<del>29</del>	30
31						

September 2025						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
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12	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	29
30						

December 2025						
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14	15	16	17	18	19	20
21	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	27
28	<del>29</del>	<del>30</del>	<del>31</del>			

January 2026						
S	M	T	W	T	F	S
				<del>1</del>	<del>2</del>	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	<del>19</del>	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<del>25</del>	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	<del>15</del>	16	17	18	19	20
21	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	27
28	<del>29</del>	<del>30</del>				

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

5. Approve, on a First Reading Basis, Changes to Policy 413:

165

*Harassment and Violence*

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



**Agenda IV.B.5.  
April 24, 2025**

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

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

**Date:** April 24, 2025

**Re:** Approve, on a First Reading Basis, Changes to Policy: 413: *Harassment and Violence*.

**Recommendation:** That the Board of Education approve, on a first reading basis, changes to policy: 413: *Harassment and Violence*.

This policy was reviewed at the Policy Review Committee Meeting on April 15, 2025.

**Summary of Changes:**

- **413** – MSBA Legislative Update - update to definition of "disability" to reflect amended MN Law.

Adopted: 03/94 *Burnsville-Eagan-Savage School District Policy 413*  
 Reviewed: ~~11/19/2024~~ *PRC April 2025*  
 Revised: 01/09/2025  
 Rescinds: JBA-ACA, ACA & ACA-R

## **413 HARASSMENT AND VIOLENCE**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, or disability (Protected Class).

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

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected class, and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel found to have violated this policy.

### **III. DEFINITIONS**

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm

- or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
  3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means, with respect to an individual who:
    - a. has a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;
    - b. has a record of such an impairment; ~~or~~
    - c. is regarded as having such an impairment; or
    - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
  2. “Familial status” means the condition of one or more minors having legal status or custody with:
    - a. the minor’s parent or parents or the minor’s legal guardian or guardians; or
    - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or

guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
  5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. “Sexual orientation” means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.
  7. “Gender identity or expression” means the socially constructed roles, behaviors, activities, and attributes that a given society attaches to femininity or masculinity. The manner in which persons represent or express gender to others, often through behavior, clothing, hair style, activities, voice, or mannerisms. Or a person’s deeply held sense of knowledge of their own sex.
  8. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or

physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of students(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

**IV. REPORTING PROCEDURES**

- A. Any person who believes they have been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall

inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the executive director of administrative services as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s)

against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation

of this policy requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulation.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

### **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

### **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter. 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

### **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness and/or sexual abuse prevention.

- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
 Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
 Minn. Stat. § 121A.031 (School Student Bullying Policy)  
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 Minn. Stat. § 609.341 (Definitions)  
 Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
 29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)  
 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** Burnsville-Eagan-Savage Policy 102 (Equal Educational Opportunity)  
 Burnsville-Eagan-Savage Policy 401 (Equal Employment Opportunity)  
 Burnsville-Eagan-Savage Policy 402 (Disability Nondiscrimination Policy)  
 Burnsville-Eagan-Savage Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 Burnsville-Eagan-Savage Policy 406 (Public and Private Personnel Data)  
 Burnsville-Eagan-Savage Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
 Burnsville-Eagan-Savage Regulation 413 (Gender Inclusion)  
 Burnsville-Eagan-Savage Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
 Burnsville-Eagan-Savage Policy 506 (Student Discipline)  
 Burnsville-Eagan-Savage Policy 514 (Bullying Prohibition Policy)  
 Burnsville-Eagan-Savage Policy 515 (Protection and Privacy of Pupil Records)  
 Burnsville-Eagan-Savage Policy 521 (Student Disability Nondiscrimination)  
 Burnsville-Eagan-Savage Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process )  
 Burnsville-Eagan-Savage Policy 524 (Internet Acceptable Use and Safety Policy)  
 Burnsville-Eagan-Savage Policy 525 (Violence Prevention)  
 Burnsville-Eagan-Savage Policy 526 (Hazing Prohibition)  
 Burnsville-Eagan-Savage Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)  
 Culturally Proficient School System (CPSS) Training

6. Approve, on a First Reading Basis, adding a Regulation to Policy: 601  
*School District Curriculum and Instruction Goals*

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

**Agenda IV.B.6.**  
**April 24, 2025**

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

**From:** Abigail Alt, vice chair

**Date:** April 24, 2025

**Re:** Approve, on a First Reading Basis, adding a Regulation to Policy 601: *School District Curriculum and Instruction Goals*

**Recommendation:** That the Board of Education approve, on a first reading basis, adding a regulation to policy: 601R: *School District Curriculum and Instruction Goals*.

This regulation was reviewed at the Policy Review Committee Meeting on April 15, 2025.

**Summary of Changes:**

- **601** – Adding a regulation around grading changes

## Policy 601 Graduation Regulation – Grading Changes after the Submission Deadline Roles & Responsibilities

### Grade Changes

The teacher of record has total authority over final grade submissions. Any grade changes that occur after the final submission deadline *must include the participation of the teacher of record*, a licensed administrator and a written record. The written record of the change will be required. School counselors, students, caregivers, and other staff are part of the process of advocacy and conversation. Once a written record has been completed the teacher of record and the registrar will be the only ones who have system access for grade change entry. In the event that a teacher of record is unavailable for consultation, the BLT member representing the department will take over the role of a teacher of record. Administration will have oversight of this process and may overturn any grade change that does not follow the correct process or is not an appropriate reason to change a grade, with all details being documented in writing.

	<b>Administrator</b>	<b>Parent/Student</b>	<b>Registrar</b>	<b>School Counseling Department</b>	<b>Teacher of Record</b>
<b>Grade changes after the submission deadline</b>	Oversees and approves all changes, in writing. Ensures there is consistency and systemic coherence.	Provides input and advocacy.	Secondary access to making changes.	Provides input and advocacy. No access to changes.	Primary access to making changes. Provides written documentation, in partnership with the administrator.

*Adopted: 6/1986*

*Burnsville-Eagan-Savage School District Policy 601*

*Reviewed: 3/18/25*

*Revised: 3/27/25*

*Rescinds: IA-AE (rescinded on 9/2012 by Policy 104)*

## **601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS**

### **I. PURPOSE**

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and federal law and are aligned with comprehensive achievement and civic readiness.

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

The policy of the school district is to strive for comprehensive achievement and civic readiness in which all learning in the school district should be directed and for which all school district learners should be held accountable in order to be real-world ready.

### **III. DEFINITIONS**

A. “Academic standard” means a summary description of student learning in a required content area or elective content area.

B. “Antiracist” means actively working to identify and eliminate racism in all forms in order to change policies, behaviors, and beliefs that perpetuate racist ideas and actions

C. “Benchmark” means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

D. “Comprehensive Achievement and Civic Readiness” means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; have all students graduate from high school; and prepare students to be lifelong learners.

E. "Culturally sustaining" means integrating content and practices that infuse the culture and language of Black, Indigenous, and People of Color communities who have been and continue to be harmed and erased through the education system.

F. “Curriculum” means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.

G. “Ethnic studies” as defined in Minnesota Statutes, section 120B.25, has the same

meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.

H. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

I. “Institutional racism” means structures, policies, and practices within and across institutions that produce outcomes that disadvantage those who are Black, Indigenous, and People of Color.

J. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and experiential learning.

K. “Performance measures” are measures to determine school district and school site progress in striving for comprehensive achievement and civic readiness and must include at least the following:

1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, postsecondary enrollment options including concurrent enrollment, other statutorily recognized courses of study or industry certification courses or programs and enrichment experiences by student subgroup;
2. student performance on the Minnesota Comprehensive Assessments;
3. high school graduation rates; and
4. career and college readiness under Minnesota Statutes section 120B.30, subdivision 1.

#### **IV. LONG-TERM STRATEGIC PLAN**

A. The school board, at a public meeting, must adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with striving for comprehensive achievement and civic readiness and includes the following:

1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in Minnesota Statutes, section 120B.345, subdivision 3, paragraph (b)(2).
2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and services and accelerate

their instruction, adopt early-admission procedures consistent with Minnesota Statutes, section 120B.15 and identifying the strengths and weaknesses of instruction affecting students' progress and growth toward career and college readiness and leading to the Comprehensive Achievement and Civic Readiness;

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, subdivision 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minnesota Statutes section 120B.35, Subdivision 3(b)(2), and teacher evaluations under Minnesota Statutes section 122A.40, subdivision 8, or 122A.41, subdivision 5; strategies for improving instruction, curriculum, and student achievement and, where practicable, the native language development and the academic achievement of English learners;
4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
5. a process to examine the equitable distribution of teachers and strategies to ensure children in low-income families, children in families of People of Color, and children in American Indian families are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that
  - a. integrate high-quality instruction, technology, and curriculum that is rigorous, accurate, antiracist, and culturally sustaining;
  - b. ensure learning and work environments validate, affirm, embrace, and integrate cultural and community strengths for all students, families, and employees;
  - c. provide a collaborative professional culture that seeks to retain qualified, racially and ethnically diverse staff effective at working with diverse students while developing and supporting teacher quality, performance, and effectiveness; and;
7. an annual budget for continuing to implement the school district plan; and
8. identifying a list of suggested and required materials, resources, sample curricula, and pedagogical skills for use in kindergarten through grade 12 that

accurately reflect the diversity of the state of Minnesota.

The school district is not required to include information regarding literacy in a plan or report required under this section, except with regard to the academic achievement of English learners.

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
 Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)  
 Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)  
 Minn. Stat. § 120B.12 (Read Act Goal and Interventions)  
 Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
 Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
 Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
 Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
 Minn. Stat. § 123B.147, Subd. 3 (Principals)  
 Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment Referral)  
 20 U.S.C. § 5801, *et seq.* (National Education Goals)  
 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** Burnsville Eagan Savage School District Policy 104 (School District Mission Statement)  
 Burnsville Eagan Savage School District Policy 613 (Graduation Requirements)  
 Burnsville Eagan Savage School District Policy 614 (School District Testing Plan and Procedure)  
 Burnsville Eagan Savage School District Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
 Burnsville Eagan Savage School District Policy 616 (School District System Accountability)

## V. Adjourn

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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.