



## Regular Meeting Agenda

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN 55337  
June 7, 2012  
6:30 PM

- I. Call to Order
  - A. Welcome
  - B. Pledge of Allegiance
  - C. Public Recognition
    - 1. 2011-2012 Employees of the Year
    - 2. BHS Student Advisor
- II. Business Meeting
  - A. Approval of Agenda
  - B. 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. Meeting Minutes 3
    - 2. Human Resources Report 9
    - 3. Donations 11
    - 4. Environmental Health & Safety Policy 22
    - 5. Schedule a Board Retreat on Leadership Development 25
- III. New Business
  - A. Receive ESL Report (40 minutes) (Funston) 26
  - B. Receive the Proposed 2012-2013 Budget (15 minutes) (Rider) 27
  - C. Approve agreements with non-school district sponsored clubs providing programs for high school lettering opportunities (10 minutes) (Rider) 28
  - D. Future Cost Reduction Possibilities (5 minutes) (Hill) 57
  - E. Receive a report on ISD 191 Professional Development (20 minutes) (Lindholm) 58
  - F. Approve mathematics textbook adoption (20 minutes) (Funston)

G. Approve Kindergarten Late Start for the 2012-2013 SY (10 minutes) (Lindholm)	80
H. Approve five Late Start professional development days (10 minutes) (Lindholm)	81
I. Approve the 2013-2014 Academic Calendar (10 minutes) (Lindholm)	83
J. Approve, on a first reading basis, Policy 102, <i>Equal Educational Opportunity</i> and Policy 214, <i>Out-of-State Travel by School Board Members</i> (5 minutes) (VandenBoom)	85
K. Approve the BEST Student/Parent Handbook for 2012-2013 (5 minutes) (Corbey)	90
L. Approve the ECSE Parent Handbook for 2012-2013 (5 minutes) (Corbey)	99
M. Approve a resolution terminating Educational Assistants (5 minutes) (Sovine)	110
N. Approve collective bargaining agreement with the Burnsville Association of Educational Assistants (5 minutes) (Sovine)	111
O. Approve the 2011-2013 employment agreement with Operations & Maintenance Supervisors (5 minutes) (Sovine)	112
P. Approve collective bargaining agreement with SEIU Local #284 Custodial Employees (5 minutes) (Sovine)	113
Q. Approve Exclusive Brokerage Listing Agreement for potential sale or lease of Administrative Services Center (10 minutes) (Rider)	115
IV. Reports	
A. Student Advisor	
B. Board Members	
V. Adjourn to Board Workshop on Alignment of Magnet Schools to District Strategic Roadmap	

School Board Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 May 17, 2012

The meeting of the Board of Education was called to order by Chair Hill at 6:30 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center.

Call to Order

Members present: Directors Currier, Luth, Schmid, Sweep, Teiken, VandenBoom and Chair Hill. Others in attendance were Superintendent Clegg, administrators and staff.

Attendance

Chair Hill welcomed the audience and asked Director VandenBoom to lead the Pledge of Allegiance.

Pledge of Allegiance

Board members recognized BHS students for their recent successes in science competitions. Laura Landgraf and Maggie Green were selected to present their research at the Intel International Science and Engineering Fair in Pittsburgh and Krista Bain and Scott Svare were selected to attend as alternates. Carissa Klonecz and Taylor Swingle attended the International ISWEEEP competition; Ryan Pinkalla and Carissa Klonecz were selected to represent Minnesota at the National Youth Science Camp this year; and, Katherine Carman described her role in STEM and in getting Metcalf students to enter science research projects.

Public Recognition

Moved by Director Teiken, seconded by Director Schmid, to approve the agenda. Motion carried unanimously (7,0).

Agenda

Moved by Director Luth, seconded by Director Currier, to approve the consent items as follows:

Consent Agenda

- Minutes of the May 3, 2012 board meeting
- Personnel changes for J. Johnshoy, K. Aars, J. Boyle, M. Ruhland, S. Wintz, M. Muchow, M. Ward, A. Larson, M. Thompson
- Donation of \$414.98 from the Harriet Bishop PTO to Harriet Bishop Elementary to assist with Technology and music education; \$1,000 from the Burnsville Lions Club for student eye exams and glasses; Chess Club banner valued at \$50 from the Rennich family and The Bernard Group; \$538.44 from William Haugen through the Wells Fargo Foundation to Sioux Trail Elementary
- Approve April payroll checks numbered 716477-716538, and Direct Deposit notices numbered 463632-466430, in the net amount of \$3,970,979.99. April and May claims to date

Minutes  
 HR Report

Donations

Payroll, Claims  
 and Receipts

<p>represented by checks numbered 415888-416467, 100635-100645, 1005003-1005240 and wire transfers and adjustments totaling \$4,976,098.07. Also, that the Board accepts April receipts of \$6,640,305.05 and investments for Alt. Facilities and OPEB of \$22,541,469.00 as of April 30, 2012</p>	
<ul style="list-style-type: none"> <li>- Accept the Budget Analysis for the Month ending April 30, 2012</li> <li>- Approve the Joint Powers Agreement between the City of Savage and ISD 191 for the purpose of funding a school resource officer</li> <li>- Schedule a Closed Session following the regularly scheduled board meeting on May 17, 2012 at the Burnsville High School Senior Campus</li> </ul>	<p>Budget Analysis Joint Powers Agreement  Closed Session</p>
<p>Chair Hill made special mention of the generous donations. Motion carried unanimously (7,0).</p>	
<p>Moved by Director Currier, seconded by Director VandenBoom, to approve the K-12 Parent/Student Handbook for 2012-2013. Motion carried unanimously (7,0).</p>	<p>K-12 Parent/Student Handbook</p>
<p>An overview of the re-written ProPay plan was presented to the Board by David Bernard, Director of Instruction, and Libby Duethman, BEA President. The intent is to support formal professional growth opportunities for teachers that will tie into our student achievement goals. Re-entering the state's Q-Comp program is a way to support those efforts. The ProPay plan must be approved by the BEA membership before the Board can take action.</p>	<p>ProPay Update</p>
<p>Kathy Funston, Director of Curriculum, provided a progress report detailing the efforts to implement the comprehensive Curriculum Management System approved by the Board last year. She addressed this year's goals, emerging results and plans for 2012-2013.</p>	<p>Curriculum Update</p>
<p>Moved by Director VandenBoom, seconded by Director Sweep, to approve the purchase of the "Parent Engagement Education Program" and the "Early Childhood Development Program" published by PIQE (Parent Institute for Quality Education). Motion carried unanimously (7,0).</p>	<p>PIQE</p>
<p>Moved by Director Currier, seconded by Director Luth, to adopt the following resolution: <b>BE IT RESOLVED</b>, by the School Board 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 2011-2012 school year. <u>Elementary:</u></p>	<p>Termination and Nonrenewal of Teaching Contracts of Probationary Certified</p>

Cynthia Arle, Cyrena Beaumont, Rebecca Brandt, Jeff Clear, Melissa Deuel, Kristin Longanecker, Crystal Nurmela, Chrisse Olsson, Ryan Roy, Sarah Schletty, Jean Schow, Jamie Sheeran, Sarah Singleton, Leah Wheeler

SPED: Beverly Bliss, Robin Debronsky, Amy Dunning, Jane Hall-Dayle, Shannon Hart, Jessica Kotfis, Jami Lemire, Sharelle Petersen, Jennifer Purdy-Erhadi

Secondary: Anna Becker, Sarah Bennek, Nicole Blake, Mary Chapman, Ryan Czapar, Angela Flynn, Angela Halama, Isaac Hamilton, Carlondrea Hines, Melody Ide, Jody Pfeiffer, Luke Podmers, Perry Ruedy, Ellen Stevens, Pamela Strawn, Gregory Sylvester, Stephen Szczodroski, Willie Taylor, Ashley Welke, Matthew Wieland, Krishna Yuvaraj. **BE IT FURTHER RESOLVED** that written notice is sent to teachers regarding termination and nonrenewal of his/her contract as provided by law.

A roll call vote was taken and the motion carried unanimously (7,0) with Directors Currier, Luth, Schmid, Sweep, Teiken, VandenBoom, and Chair Hill voting yes.

Moved by Director Currier, seconded by Director Schmid, to approve a five-year lease agreement with Intermediate 917 for space at our Cedar School location. Motion carried unanimously (7,0).

Moved by Director Schmid, seconded by Director Sweep, to finalize FY Budget Unit Options and direct development for FY13 Adopted Line Item Budget.

Amendments:

- (1) Moved by Director Sweep to amend the above motion by restoring the funding for two dean positions at Burnsville Senior High School (Item #17021) to the FY13 Budget. Motion to amend failed due to lack of a second.
- (2) Moved by Director Sweep, seconded by Director Teiken, to amend the above motion by restoring \$124,500 funding for 1.5 FTEs to the English Second Language Learner program (Item #07060-1) to the FY13 Budget.
  - Director Sweep called the question to close discussion and vote on the amendment, Director Teiken seconded. Motion carried unanimously (7,0). Motion to amend carried (4,3 with Luth, Teiken, Sweep and VandenBoom in favor and Directors Schmid, Currier and Hill opposed).

Personnel

Cedar Lease Agreement

Budget Unit Options

- (3) Moved by Director Teiken, seconded by Director Sweep, to amend the above motion by restoring \$485,376 funding for 5.0 FTEs K-6 Resource Teachers (Item #07050-1) to the FY13 Budget. Motion to amend failed (2,5 with Directors Teiken and Sweep voting in favor and Directors Luth, Currier, Schmid, VandenBoom and Hill opposed).

Original motion as amended (to restore funding for 1.5 FTEs to the English Second Language Learner program) carried (6,1 with Directors Luth, Teiken, Currier, Schmid, VandenBoom and Hill voting in favor and Director Sweep opposed).

Board members recessed to Closed Session at 9:54 p.m. and reconvened the meeting at 12:15 a.m.

Recess/  
Reconvene

Moved by Director Luth, seconded by Director Schmid, to adjourn at 12:15 a.m.

Adjourn

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Jim Schmid, Clerk

**Closed Session Notes**  
**INDEPENDENT SCHOOL DISTRICT 191**  
**May 17, 2012**

The School Board Closed Session was called to order by Chair Hill at 10:05 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center.

Call to Order

Members present: Directors Currier, Luth, Schmid, Sweep, Teiken, VandenBoom and Chair Hill

Attendance

Others in Attendance:  
Maggie Wallner, Attorney, Kennedy & Graven

The following item(s) were discussed:

Agenda

Attorney-client privileged communications regarding (1) an appeal to the Minnesota Court of Appeals from a Dakota County District Court decision related to an employee discharge by a Veterans Preference Panel and (2) a matter at the Minnesota Department of Labor and Industry regarding a workers compensation claim.

The Closed Session adjourned at 12:14 a.m.

Adjourn

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Jim Schmid, Clerk

Special School Board Meeting Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 May 29, 2012

The meeting of the Board of Education was called to order by Chair Hill at 7:30 a.m. at the Administrative Services Center. Call to Order

Members present: Directors Currier, Luth, Schmid, Sweep, Teiken, VandenBoom and Chair Hill Attendance

Chair Hill welcomed the audience and the Pledge of Allegiance was recited. Pledge of Allegiance

Moved by Director Teiken, seconded by Director VandenBoom, to approve the agenda. Motion carried unanimously (7,0). Agenda

Moved by Director Schmid, seconded by Director Currier, to approve the Q-Comp/ProPay plan Memorandum of Understanding with the Burnsville Education Association. Motion carried unanimously (7,0). ProPay

Moved by Director Currier, seconded by Director Teiken, to adjourn at 7:43 a.m. Adjourn

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Jim Schmid, Clerk

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

TO: Members, Board of Education  
Randall Clegg, Superintendent

FROM: Stacey Sovine, Human Resources Administrator

DATE: June 7, 2012

RE: Recommended Personnel Changes

**Administrative  
Appointment**

Bradley Robb

\*Replacement-Interim Elementary Principal, VV, 8 days/day, 12 months/year, effective 7/2/12

**Certified  
Appointment**

Matthew Newby

\*Replacement-Cluster Psychologist, 1.0 FTE, effective 8/21/12

Brianna Nierengarten

\*Replacement-Cluster Psychologist, 1.0 FTE, effective 8/21/12

Carol Sherer

\*Replacement-Licensed School Nurse, .6 FTE, MWS, effective 8/21/12

Mary Ellen Smith

\*Replacement-Licensed School Nurse, .6 FTE, GP, effective 8/21/12

Megan Splittstoesser

-Replacement-Long term substitute, 1.0 FTE, ESL,SO, effective 2/16/12

**Change in Assignment**

Heather Alvey

\*School Psychologist, assignment increases with the addition of .3 FTE, for a total of .8 FTE, effective 8/27/12

Julie Lautigar-Beutz

\*School Psychologist, assignment increases with the addition of .1 FTE, for a total of .6 FTE, effective 8/27/12

**Leave of Absence**

Nichole Holden

-Teacher, MWS, requests a .5 FTE general leave of absence, working .5 FTE, effective 2012/13 school year

Amanda Lutz

-Teacher, SO, requests a .25 FTE general leave of absence, working .75 FTE, effective 2012/13 school year

Kristina Robertson

-Teacher, GP, requests a 1.0 FTE general leave of absence, effective 2012/13 school year

\*added to original report  
Burnsville-Eagan-Savage #191  
Board Meeting – 06/07/2012

Jodi Sullivan

-Teacher, Central Cluster, requests a .5 FTE general leave of absence, working .5 FTE, effective 2012/13 school year

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**Recall from Layoff**

Sarah Schletty

\*Teacher, .5 FTE, Grade 6, Rahn, effective 2012/13 school year

Willie Taylor

\*Teacher, 1.0 FTE, Math, ERJH, effective 2012/13 school year

Ashley Welke

\*Counselor, 1.0 FTE, BHS, effective 2012/13 school year

**Resignation**

Jacqueline Anderson

-Teacher, SO, effective 6/8/12

Kathryn Mulvahill

\*Teacher, ST, effective 6/8/12

Lisa Roen

-Teacher, NJH, effective 6/8/12

**Classified**

**Appointment**

Brady Hoffman

\*Replacement-Director of Accounting, ASC, 8 hrs/day, 261 days/year, effective 6/18/12

Robert Romansky

\*Replacement-Network Systems Coordinator, ASC, 8 hrs/day, 261 days/year, effective 6/4/12

**Change in Assignment**

Tamera Mayerhofer

\*2nd Cook, assignment increases to 3.75 hrs/day, NJH, effective 5/29/12

**Community Education**

**Position Ended**

Kimberly Adamson

-Kindergarten Plus, 1 year position ended, effective 6/7/12

Barbara Smith

-Kindergarten Plus, 1 year position ended, effective 6/7/12

Sarah Raichert

-Kindergarten Plus, 1 year position ended, effective 6/7/12

To: Randy Clegg, Superintendent of Schools

II.B.3  
June 7, 2012

From: Jon Bonneville, Principal

Date: May 17, 2012

RE: PTO Donation

It is my recommendation that the School Board of Independent School District #191 accept a check for \$69.00 to help with the busing expenses for the Hidden Valley Environmental Club field trip.

The staff very much appreciates the continued support of our school community and the hard work of our PTO members.

To: Randy Clegg, Superintendent of Schools

II.B.3  
June 7, 2012

From: Jon Bonneville, Principal

Date: May 17, 2012

RE: PTO Donation

It is my recommendation that the School Board of Independent School District #191 accept a check for \$730.00 to purchase books for the Media Center. The money was proceeds from the Book Fair.

The staff very much appreciates the continued support of our school community and the hard work of our PTO members.

To: Dr. Randy Clegg

II.B.3

From: Rob Nelson

CC: Rose Herrmann (Code – 01-491-260-000-096-000)

Date: May 14, 2012

Memo: Wells Fargo Community Support Campaign

I am pleased to inform you that Harriet Bishop Elementary School has received a Wells Fargo Community Support charitable donation in the amount of \$210.00. I would like to recognize and thank Kathleen Volner, a parent, who recognized Harriet Bishop for this contribution.

I recommend that the School Board accept this gift from Kathleen Volner in the amount of \$210.00.

Kathleen Volner  
14538 Natchez Circle  
Savage, MN 55378

RN/jh

# Memo

To: Dr. Randall Clegg II.B.3  
From: Rob Nelson  
Date: May 21, 2012  
Re: Birthday Book Club Donations / Recognition

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Another successful year for Harriet Bishop's Birthday Book Club for the 2011-2012 school year! This program enables a parent to donate a book to the Media Center in honor of his or her child's birthday. The child receives recognition of the donation and has the honor of being the first to check the book out! The Birthday Book Club would not be possible without the help of Media Center Education Assistant Sarah Becker and parent Michelle Potter. 272 books, valued at \$2,112, were donated to the school's media center!

**Diamondhead Education Center**

200 West Burnsville Parkway - Burnsville, MN 55337 - 952-707-4110  
Fax 952-707-4166

To: Members, ISD 191 Board of Education  
Randy Clegg, Superintendent

Agenda Item II.B.3  
June 7, 2012

From: Tom Umhoefer, Community Education Director

Date: May 25, 2012

Re: BrainPower in a Backpack Donations

Recommendation: That the Board of Education accept cash and in-kind donations totaling \$13,518.35 to the *BrainPower in a Backpack* program.

The Community Education program would like to thank all those who generously donated to our BrainPower in a Backpack program.

Donor	Amount	Noncash	Est. Value
Nelson's Apple Farm		apples	\$50
Sharon Najafalipour	\$10.00		
Disney Store c/o Sayleen Schmeling		food & books	\$50
Lori Standafer	\$25.00	online	
BHS Student Council - Neon Dance		food	\$25
BHS Student Council	\$500.00	transfer	
Sheryl R. Burkhardt	\$50.00		
Howard and Mary Hall	\$1,000.00		
Girls Basketball Game Collection		food	\$50
Gideon Pond Food Collection		food	\$300
Harriet Bishop Food Collection		food drive	\$500
Tim Hammes	\$25.00		
Anonymous		gift card	\$10
Pamela Hansen	\$50.00		
Monica Dorow	\$100.00	online	
Burnsville Noon Rotary Club	\$1,500.00		
Mike and Sheryl Burkhardt	\$50.00		
Jennifer R. Scott	\$10.00		
Annette Hardt	\$10.00		

Alexis A. Schuster	\$250.00		
Mike and Sheryl Burkhardt	\$50.00		
Pamela Hansen	\$50.00		
Project KIDS - Stacey Konopa		food	\$50
Kathryn Wendling's Class Food Drive		food	\$200
Empty Bowls Deposit	\$6,254.35		
Anonymous	\$8.00		
Louise Anderson	\$20.00		
Susan Stachowski	\$15.00		
Nancy Peralta	\$15.00		
Lorrie Kaiser	\$100.00	online	
budget transfer - Campus Cup for Empty Bowls	\$883.00		
Christy Lovlie	\$50.00		
Pottery Sale - checks and cash	\$487.00		
BHS Student Council (9th gr. dance, Mr..B)		food	\$50
BHS Prom Ticket Sales		food	\$200
Anonymous	\$30.00		
Nancy Lazio-Berry	\$50.00		
360 Communities Food Shelf		food	\$100
New Spirit UCC	\$341.00		

Total Cash and checks	<u>\$11,933.35</u>	
Total Food (estimated value)		<u>\$1,585.00</u>
Total Donated	<u>\$13,518.35</u>	

TO: Board of Education II.B.3  
Dr. Randall Clegg, Superintendent

FROM: Taber Akin, Principal – Sioux Trail School

DATE: May 25, 2012

RE: Donation

Sioux Trail received the following donation from Rose Machelski to be used for library books for the Sioux Trail media center.

I request that the following donation be accepted by our district for Sioux Trail Elementary School:

Rose & Russell Machelski \$100.00

To: Dr. Randall Clegg

II.B.3

From: Jon Bonneville, Principal

Date: May 30, 2012

RE: Donation

It is my recommendation that the School Board of Independent School District #191 accept this check from Friends of McColl Pond donation in the amount \$748.06. These funds were used to cover transportation costs for the Hidden Valley all school field trip, which was held on May 18, 2012.

Hidden Valley appreciates Friends of McColl Pond's support.

Friends of McColl Pond  
Community Park  
13550 Dakota Ave.  
Savage, MN 55378



II.B.3

**TO:** Dr. Clegg  
**FROM:** Dave Helke  
**DATE:** June 4, 2012  
**RE:** Donations

Please accept the following donations to the Burnsville Senior High School Scholarship Fund for a total of \$57,500.00 from the following individuals, families, and organizations.

Dick Hanson	\$4,000
Fairview Ridges Hospital	\$1,500
Burnsville Breakfast Rotary	\$3,000
Burnsville Noon Rotary	\$3,000
Burnsville Lion's Club	\$6,000
Burnsville Education Association	
Class Acts	\$10,000
District 191 Employees	\$5,000
Kopp Family Foundation	\$3,000
Lifetouch	\$3,000
Family of Renae Gutafson	\$1,000
Dakota Electric Association	\$3,500
Burnsville Association of	
Educational Assistants	\$500
Burnsville Principal's Association	\$500
Burnsville High School	
Student Council	\$1,000
Harriet Bishop PTO	\$500
Family of Jenny Sandquist	\$500
Family of Lon Hitch	\$1,000
Marion W. Savage PTO	\$500
Metcalf PTO	\$1,000
Family of Robert Naffziger	\$500
Dakota County Technical College	\$1,000
Burnsville Athletic Club	\$5,000
Burnsville High School National	
Honor Society	\$2,500



II.B.3

**TO: Dr. Randy Clegg**  
**FROM: Dave Helke**  
**DATE: June 4, 2012**  
**RE: Donation**

Please accept the donation of a 1988 Jeep Wrangler to the BHS Tech. Ed. department from:

Mr. & Mrs. Stanley and Kathy Novey  
12405 Allan Dr.  
Burnsville Mn 55337

This vehicle will either be disassembled in the consumer auto class to give the students the opportunity to work with the tools of the trade, and to demonstrate and explain the subsystems of the automobile or used in the Auto Body class to give students the opportunity to remove, replace, and repair panels to provide real industry experience.

To: Dr. Randy Clegg II.B.3  
From: Rob Nelson  
CC: Rose Herrmann (Code – 01-491-260-000-096-000)  
Date: June 1, 2012  
Memo: Wells Fargo Foundation Educational Matching Gift

I am pleased to inform you that Harriet Bishop Elementary School has received a Wells Fargo Foundation Educational Matching Gift in the amount of \$75.00. I recommend that the School Board accept this charitable match.

Wells Fargo Foundation  
Educational Matching Gift Program  
P.O. Box 2157  
Princeton, NJ 08543-2157

RN/jh



TO: Members, Board of Education  
FROM: Lisa Rider, Executive Director of Business Services  
DATE: May 31,2012  
RE: Environmental Health & Safety Policy

Agenda Item II.B.4  
June 7, 2012

**RECOMMENDATION:** That the Board of Education direct the district administration to submit an update to the board policy committee of School Board Policy EB.

As part of the approval process for Health & Safety funding through Minn Stat. 123B.57, Minnesota Department of Education is requiring school districts to adopt a Health & Safety Policy. This requirement eliminates the need for the annual attachment 99 document that was approved in the past. ISD 191 has a Health & Safety Policy (EB). The administration will, with a positive review, submit an updated policy to the Policy Review Committee at their next meeting on June 18, 2012.

## I. Purpose

The purpose of this policy is to provide a safe and healthful environment for employees, students and the public in all district buildings and on district grounds.

## II. General Statement of Policy

It is the policy of the Burnsville-Eagan-Savage Public Schools to have a District Health & Safety program in place to protect the health and safety of employees, students and the visiting public. All employees must follow safe working practices, obey rules and regulations and work in a way that maintains the high safety and health standards developed and sanctioned by the school.

## III. Policy

The Health and Safety Program will assist administration, supervisors, and staff in controlling hazards and risks which will minimize employee injuries and illnesses. This policy is designed to encourage all employees to promote the safety of their fellow employees. To accomplish health and safety goals, all administrators and supervisors are responsible and accountable for implementing this policy, and to insure it is followed. The policy of the district is to provide a safe work environment, adequate tools and training, and the necessary personal protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and protection of others, and to use the protective devices provided by the district. The following written management plans have been established to assist in reducing or eliminating hazards to persons and facilities. The district expects that staff will fulfill their individual responsibilities toward achieving safety excellence and environmental responsiveness by abiding by the requirements set forth in the health & safety programs listed below.

- Asbestos
- AWAIR (Safety Committee)
- Bloodborne Pathogens
- Chemical Hygiene (Lab Safety Standards)
- Community Right to Know
- Compressed Gas
- Fire Prevention & Protection
- First Aid/CPR
- Hearing Conservation
- Indoor Air Quality
- Integrated Pest Management
- Lead In Water and Paint
- Lockout/Tag out
- OSHA Inspections & Compliance
- Playground Safety
- Personal Protective Equipment
- Aerial Lifts
- Propane Tank Safety
- Industrial Arts Safety Officer
- *Cross References:*
- Radon Respiratory Protection
- Underground and Above Ground Storage Tanks
- Fork Lift Operations
- Hazardous Waste
- Confined Space
- Emergency Action Plan
- Employee Right To Know
- Electrical Safety
- Machine Guarding
- Fall Protection
- Respiratory Protection

### Legal Reference

**Minn. Stat. 123B.57**

**Minn Stat. 182 (Occupational Health & Safety)**

## E- Support Services

24

Descriptor Term: **Safety Program**

Descriptor Code: **EB**

Issued Date: **7/94**

Reviewed Date:

Revised Date: **3/05**

Rescinds:

In recognition of the school district's obligation to provide a safe and healthy workplace for employees, it is the policy of Independent School District #191, to designate a Safety Director.

The Safety Director, in cooperation with district administration and the district safety committee, shall develop occupational/environmental safety and health programs that meet requirements set forth in state and federal health and safety standards.

These programs shall address regulatory requirements relating to training, procedures, personal protective equipment, medical examinations and documentation, enforcement, employee/employer responsibilities and all other compliance issues contained in the relevant standard.

The district's Occupational/Environmental Safety and Health programs are intended to fulfill three fundamental requirements:

1. The district shall provide a safe working environment;
2. There will be safe performance by the employee in that environment;
3. And, both the district and the employee shall strive to prevent injuries and illnesses.

The district and all employees are expected to comply with the State and Federal Occupational Safety and Health regulations. Specific regulations are detailed in the district health and safety regulatory compliance documentation, that includes written plans in the following compliance areas:

- Bloodborne Pathogens Exposure Control
- Lockout/Tagout Hazardous Energy Control
- Employee Right-to-Know
- A Workplace Accident and Injury Reduction Program
- Respiratory Protection
- Confined Space Entry
- Hearing Conservation
- Chemical Hygiene Laboratory Standards
- Asbestos Hazard Management
- Indoor Air Quality

Legal References:

Minn. Stat. 182 (Occupational Health and Safety)

TO: Members, Board of Education Agenda II.B.5  
June 7, 2012  
FROM: Randy Clegg, Superintendent  
DATE: May 30, 2012  
RE: Board Retreat

**Recommendation:** That the Board of Education schedule a Board Retreat on Leadership Development for Friday, June 22, 2012 from 8:00 a.m. to 4:00 p.m. at the Oak Ridge Conference Center in Chaska, MN.





**Agenda III-B  
June 07, 2012**

**INDEPENDENT SCHOOL DISTRICT 191  
Burnsville-Eagan-Savage  
Business Office**

**TO: Members, Board of Education**

**FROM: Lisa Rider, Executive Director of Business Services**

**DATE: June 07, 2012**

**RE: Proposed 2012-2013 Adopted Budget**

Below is a summary of the Proposed 2012/2013 Adopted Budget for your review. A full summary of the General Fund budget units and their narratives and details are available at the June 7, 2012 meeting for review prior to action for adoption at the June 21, 2012 board meeting.

<u>Fund</u>	<u>Revenue</u>	<u>Expenditure</u>
General	\$ 108,587,757	\$ 110,895,911
Food Service	4,441,168	4,607,055
Community Service	5,056,562	5,048,259
Capital Projects	25,000	6,142,095
Debt Service	9,016,014	9,187,656
Total Governmental	127,126,501	135,880,976
Trust & Agency	878,250	890,025
Internal Service	18,511,800	19,668,800
All Funds	<u>\$ 146,516,551</u>	<u>\$ 156,439,801</u>

I am available for any questions you may have on this proposed 2012-2013 Adopted Budget.



**Agenda III.C  
June 7, 2012**

**To: Members, Board of Education**

**From: Lisa K. Rider, Executive Director of Business Services**

**Date: June 6, 2012**

**Re: Approve agreements with non-school district sponsored clubs providing for high school lettering opportunities.**

**RECOMMENDATION: that the Board of Education approve the separate agreements with Minnesota State High School Clay Target League, Minneapolis Gun Club, Inc., Elite Gymnastics, Gleason's Gymnastics, and Minnesota Valley Gymnastics Center allowing for the awarding of high school letters when students have met the requirements for a varsity letter.**

Beginning in School Year 2005, the Board of Education approved an agreement with the Burnsville-Minnesota Valley Figure Skating Club providing for the opportunity for Burnsville High School enrolled and active students to be awarded high school varsity letter for completion of the necessary requirements as established.

Since then, in addition, a similar agreement was approved in January, 2011 with the American Legion Post 435 which provides opportunities for Burnsville High School students in the area of Rifle Target Shooting.

Attached are four agreements of similar nature. One is with the Minnesota State High School Clay Target League which provides the opportunity for Burnsville High School students to earn a varsity letter when meeting established requirements in Clay Target Shooting at the Minneapolis Gun Club. The other three are with gymnastics studios that reside within our district boundaries and provide the opportunity for Burnsville High School students to earn a varsity letter when meeting established requirements in gymnastics. Gymnastic studios include: Elite Gymnastics Academy, Gleason's Gymnastics, and MN Valley Gymnastics Center.

These agreements allow for the following:

- They meet the Board's goal of increasing enrichment opportunities
- They provide additional activities at no cost to the District.
- They do not duplicate any current School District program.

- They honor the commitment and skill of student athletes.
- They enable students to earn an important recognition – a varsity letter.

Below are a few highlights out of the agreements:

**Insurance:** Outside entities agree to carry insurance and the outside entities agree to indemnify the district.

**Costs:** There are no direct costs to the district, and the district may charge a fee to those who choose to seek a letter.

**Participation:** Only team members who are District 191 students and who meet the criteria for participation in District 191 sports programs may earn a letter under these agreements.

**Eligibility:** Students participating in this program must adhere to all rules, policies, and requirements of the District and the State High School League.

Given the timing of these agreements being presented we request the agreements allow for the awarding of the letter for accomplishments of students completed during the 2011-2012 school year. The agreements are written to extend through 2012-2013 school year at which time the program will be reviewed to determine if renewal is appropriate.

I recommend approval of the attached agreements.

Attachments: four (4) separate agreements one for clay target shooting, three for area gymnastic clubs.

**AGREEMENT BETWEEN MINNEAPOLIS GUN CLUB, INC. AND INDEPENDENT SCHOOL DISTRICT #191**  
**REGARDING CERTAIN INFORMATION RELATED TO AWARD OF LETTERS**

THIS AGREEMENT, is entered into by and between Minneapolis Gun Club, Inc. ("Minneapolis Gun Club"), the Minnesota State High School Clay Target League ("Clay Target League") and Burnsville-Eagan-Savage School District, Independent School District #191 ("School District") and is effective April 1, 2012 through June 15, 2013.

**PURPOSE OF THE AGREEMENT**

The Minnesota State High School Clay Target League operates qualified services relating to Clay Target Shooting through Community Ed 191 extracurricular programs and has requested that members of the programs be eligible to receive athletic letters from Burnsville High School upon achievement of certain athletic accomplishments. The School District does not offer Clay Target Shooting at Burnsville High School but would like to recognize the accomplishments of its students who participate in competitive Clay Target Shooting at clubs in the community. This Agreement is not intended to, and does not, create an interscholastic Clay Target Shooting program at Burnsville High School.

**AGREEMENT**

In consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. The School district agrees to award a varsity letter to each student enrolled in and attending secondary schools within the Burnsville-Eagan-Savage School District in grades 7-12 who achieve the athletic accomplishments in clay target shooting required by the school board and set forth in Attachment A. When a member of the Minnesota State High School Clay Target League who is a student enrolled and attending in Burnsville-Eagan-Savage School District achieves the athletic accomplishments set forth in Attachment A, the Minnesota State High School Clay Target League will prepare and submit documentation of the accomplishments. The documentation will be submitted to the Burnsville High School Athletic Director and will be provided on a form as shown in Attachment A. The Burnsville High School Athletic Director will review the documentation to ensure the student has met the requirements for a varsity letter. If the Athletic Director determines that the student has met the requirements for a varsity letter as set forth in Attachment A, the student will be awarded a varsity letter for clay target shooting.
2. Neither the Minnesota State High School Clay Target League nor the Minneapolis Gun Club is an agent or independent contractor of the School District and shall make no such representation at any time or in any manner whatsoever.
3. The Minnesota State High School Clay Target League is not a program or activity of the School District or Burnsville High School and shall make no such representation at any time or in any manner whatsoever.

4. Neither the Minnesota State High School Clay Target League nor the Minneapolis Gun Club shall have the authority to bind the School district for the performance of any services or contract or otherwise obligate the School District in any manner whatsoever.
5. Upon registration of a child and at least annually thereafter, the Minnesota State High School Clay Target League shall provide written notice to families that the Minnesota State High School Clay Target League is not a program or activity of Burnsville High School or I.S.D. #191, and that the School District has no liability for injuries sustained with the Minnesota State High School clay Target League at the Minneapolis Gun Club.
6. Minneapolis Gun Club employees are employees of Minneapolis Gun Club solely and employees of the Minnesota State High School Clay Target League are employees of the Minnesota State High School Clay Target League solely and shall gain no employment status with the School District through this Agreement. No Minneapolis Gun Club or Minnesota State High School Clay Target League employee, volunteer, or agent shall accrue employment status or continuing contract rights with the School District through this Agreement.
7. Minneapolis Gun Club, its employees, volunteers and agents shall not be eligible for or provided any benefits from the School District, including, but not limited to, worker's compensation and unemployment benefits, health, medical, dental, life, and disability insurance. Minnesota State High School Clay Target League, its employees, volunteers and agents shall not be eligible for or provided any benefits from the School District, including, but not limited to, worker's compensation and unemployment benefits, health, medical, dental, life, and disability insurance.
8. The School District shall not be liable for the acts or omissions of Minneapolis Gun Club or the Minnesota State High School Clay Target League, its employees, volunteers, or agents.
9. Minneapolis Gun Club shall provide the School District with a certificate of insurance evidencing commercial general liability insurance coverage of the following:
  - Premises – Operation;
  - Blanket Contractual – including any indemnification provisions;
  - Broad Form Property Damage;
  - Personal Injury;
  - Operations of Independent Contractors;
  - Automobile;
  - Worker's Compensation;
 Such general liability insurance coverage shall have the following policy limits:
  - General Aggregate: \$2,000,000.00
  - Personal/Advertising Injury: \$2,000,000.00
  - Bodily Injury / Property Damage: \$2,000,000.00
  - Each Occurrence: \$2,000,000.00
  - Umbrella Liability: \$2,000,000.00
  - Automobile: \$1,000,000.00 combined single limit including Hired/Non-owned Automobile

Worker's Compensation: Employer's limits of \$500,000/\$500,000/\$500,000

Minneapolis Gun Club shall name the School District as an additional insured on its general liability insurance on a primary, non-contributory basis to any insurance of the School District. The additional insured obligation shall continue for the duration of the Agreement.

10. Hold Harmless and Indemnify Minneapolis Gun Club and the Minnesota State High School Clay Target League agree to hold harmless, indemnify and defend the School District and its board members, its administrators, its employees, its officers, its attorneys, insurers, agents, consultants, and representatives from any and all damages and claims that may arise out of Minneapolis Gun Club and Minnesota State High School Clay Target League operations or provision of services. For any action commenced against the School District or any of its board members, its administrators, its employees, its officers, its attorneys, insurers, agents, consultants, and representatives, Minneapolis Gun Club and Minnesota State High School Clay Target League shall assume full responsibility and shall hold harmless, indemnify, and defend the School District and its board members, its administrators, its employees, its officers, its attorneys, insurer, agents, consultants, and representatives from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments including costs, attorney fees, witness fees and related expenses.
11. This Agreement shall commence April 1, 2012 and will terminate on June 15, 2013. This Agreement may be terminated by either party upon 30 days written notice.
12. Notices and communications under this Agreement shall be sent to the following address:
- To the School District: Independent School District no. 191  
Burnsville High School  
Attention: Athletic Director  
600 East Highway 13  
Burnsville, MN 55337
- To Minneapolis Gun Club: Mark Cameron  
20006 Judicial Road  
Prior Lake, MN 55372
- To Minnesota State High School Clay Target League:  
Jim Sable  
Executive Director  
4710 Harbor Lane N.  
Plymouth, MN 55446
13. Privacy of Student Information Minneapolis Gun Club and Minnesota State High School Clay Target League agree that any information or data received by it from the School District shall be treated and maintained by Minneapolis Gun Club and Minnesota State High School Clay Target

League according to federal and state data privacy laws including the Minnesota Government Data Practices Act and the Federal Family Educational Rights and Privacy Act.

INDEPENDENT SCHOOL DISTRICT #191

By \_\_\_\_\_

Date \_\_\_\_\_

Its:

MINNEAPOLIS GUN CLUB , INC.

By \_\_\_\_\_

Date \_\_\_\_\_

Its: Executive Director

MINNESOTA STATE HIGH SCHOOL CLAY TARGET LEAGUE

By \_\_\_\_\_

Date \_\_\_\_\_

Its: Executive Director

**Burnsville Trap League**  
**High School Lettering Program**  
**Student-Parent Agreement**  
**For Competition Season, April 2012 through June 2012**

**SIGNATURE PAGE**

The signature page must be signed and turned in to the High School Lettering Chair no later than June 30, 2012. A copy will be provided to ISD 191.

1. **ELIGIBILITY** – I understand that I must be a student of the Burnsville High School, Eagle Ridge Junior High, Nicollet Junior High or Metcalf Junior High and have completed all the necessary forms required by Community Ed District 191 as well as from the MN State High School Clay Target League (MSHSCTL) and the Minneapolis Gun Club, in order to be eligible to earn a High School Letter. I understand that if I fail to meet **any** of the eligibility requirements, including but not limited to my failure to adhere to all MSHSCTL and MGC rules, policies and requirements, that I forfeit my eligibility to earn a varsity letter – even if I have met all other criteria. A copy of the Consent & Waiver Form must be signed by Student and Parent in order to be eligible for Lettering consideration.
2. **COSTS** – I understand that I am responsible for all costs associated with the High School Lettering Program including but not limited to fees paid to Community Ed 191, competition fees and transportation costs.
3. **TRANSPORTATION** – I understand that I am responsible for my own transportation to and from all Trap League practices and competition events.
4. **COACHING/TRAINING** – I understand that I must train under the supervision of an approved Coach.
5. **LETTERING REQUIREMENTS** – I understand that in addition to Eligibility Requirements, I must meet one of the following criteria to earn a varsity letter for the period of April , 2012 through June 2012 (whenever the State Competition date is set):
  1. A competitive season average of 20 or higher. Average being determined by weekly-recorded scores during scheduled competition. Recorded scores must be obtained during competition. Recorded scores as a result of additional practice, outside club practice and events will not be considered towards lettering.
  2. A score of 24 or 25 at any virtual meet or state meet where the Team is officially registered as a competitive squad. (A virtual meet is where each Team shoots at their respective Gun Club and the scores are logged into the computer to determine status each week)
  3. Any shooter who scores a 25 at any scheduled practice or meet, will automatically be awarded a Letter.

4. Three or more years of participation in the club with no more than one unexcused absence in a season. Unexcused absence is defined as: 1. Failure to notify the Head Coach or designated assistant of your absence due to illness or family/personal issues. 2. Academic or disciplinary suspension as determined by the District 191 Activities/Athletic Director.

5. Coaches discretion where they recognize a shooter based on his/her commitment to the team, displays the qualities of a good teammate and obeys all the rules of the team, Gun Club and Trap League even though they fall short of the objective criteria noted above.

**Notes:**

1. Head Coach reserves the right to withhold letters from athletes who display conduct and attitude detrimental to the team, regardless of shooting score status during the season.

2. District 191 students, who participated in the State High School Trap Shooting Championship in the 2011 inaugural season, will be counted toward their three years of participation.

3. A Two Strike Rule will be applied for any student who is found to be in violation of the following rules.

a. Upon a first violation the student will be sent home immediately and it will be the coach's responsibility to call the parents of the athlete and address the concerns before the athlete can return to the team.

b. If a second violation occurs the student will be removed from the team with no refund and will not be able to return as a member of the Trap League Team.

I have read the requirements in the High School Lettering Student-Parent Agreement for this shooting season. I understand that I must abide by these rules and requirements to earn a varsity letter. I also understand that the consequence in the event of my failure to meet these said rules is ineligibility to receive a varsity letter for this shooting season.

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Student Signature

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Parent Signature

**Attachment A**

**Burnsville Trap League**  
**High School Lettering Program**  
**Student-Parent Agreement**

**For Competition Season, April 2012 through June 2012**

The objective of the Independent Provider contract between the Minneapolis Gun Club and ISD 191 is to offer high school athletic status to trap shooting competitors and offer an opportunity to recognize these students for their participation and dedication to their sport.

Additionally, the purpose of the High School Lettering Program is to recognize the accomplishment and time commitment of participants with a Varsity Letter awarded to those who meet established criteria. Official high school athletic recognition is important to college applicants. The time demands of participating often prevent a student's participation in much of the regular high school varsity sports programs. Varsity participation is often viewed as a measure of success by colleges and universities.

There are rules and procedures to follow to maintain the integrity of this program. Each student must comply with the following requirements:

**Eligibility**

- a. All students participating in this program must be currently enrolled students of Burnsville High School, grades 10, 11, or 12, or an ISD 191 junior high school, grades 7, 8 or 9.
- b. The student must have successfully completed the Firearms Safety Course and provide a copy of the Firearms Hunter Safety Education Certificate.
- c. All students must complete the necessary forms required by the Minneapolis Gun Club and the Minnesota State High School Clay Target League. (copies attached)
- d. Each student must pay the participation fee in the amount of \$210 (estimate and subject to change each season) to Community Ed District 191.
- e. Each student must adhere to all rules, policies, and requirements as spelled out by the Minneapolis Gun Club and the Minnesota State High School Clay Target League as this information will be made accessible to the Activities/Athletic Director of the Burnsville High School.

**Costs**

Costs associated with this program will be borne by the participants, including, but not limited to, Community Ed registration fees, competition fees, transportation costs, etc.

**Liability Insurance**

The Trap League is covered under the policy from the Minneapolis Gun Club. The Trap League has provided to the School District proof of adequate liability insurance to provide safety of the student participants. (verification of Mpls Gun Club Insurance attached)

**Transportation**

As is customary with our competitions, each student/family is responsible for their own transportation to and from the Minneapolis Gun Club and any other Trap Shooting events, including, but not limited to the State Shoot in June 2012.

**Coaching/Training**

The Trap League participants train under the supervision of an approved/certified Coach. Each Coach may be required to complete a Background Check as required by the District. Coaches/Trainers are involved as a non-paid position.

**Lettering Criteria**

To be eligible to receive a Letter, shooters must meet any of the following criteria:

1. A competitive season average of 20 or higher. Average being determined by weekly-recorded scores during scheduled competition. Recorded scores must be obtained during competition. Recorded scores as a result of additional practice, outside club practice and events will not be considered towards lettering.
2. A score of 24 or 25 at any virtual meet or state meet where the Team is officially registered as a competitive squad. (A virtual meet is where each Team shoots at their respective Gun Club and the scores are logged into the computer to determine status each week)
3. Any shooter who scores a 25 at any scheduled practice or meet, will automatically be awarded a Letter.
4. Three or more years of participation in the club with no more than one unexcused absence in a season. Unexcused absence is defined as: 1. Failure to notify the Head Coach or designated assistant of your absence due to illness or family/personal issues. 2. Academic or disciplinary suspension as determined by the District 191 Activities/Athletic Director.
5. Coaches discretion where they recognize a shooter based on his/her commitment to the team, displays the qualities of a good teammate and obeys all the rules of the team, Gun Club and Trap League even though they fall short of the objective criteria noted above.

**Notes:**

1. Head Coach reserves the right to withhold letters from athletes who display conduct and attitude detrimental to the team, regardless of shooting score status during the season.

2. District 191 students, who participated in the State High School Trap Shooting Championship in the 2011 inaugural season, will be counted toward their three years of participation.
3. A Two Strike Rule will be applied for any student who is found to be in violation of the following rules.
  - a. Upon a first violation the student will be sent home immediately and it will be the coach's responsibility to call the parents of the athlete and address the concerns before the athlete can return to the team.
  - b. If a second violation occurs the student will be removed from the team with no refund and will not be able to return as a member of the Trap League Team.

### **Location**

The activities of the program will be conducted at the Minneapolis Gun Club in Prior Lake. Practice weeks and virtual competitions will be at the Minneapolis Gun Club once a week. The location of the State High School Trap Shooting Championship is yet to be totally determined. This will be decided once the MN State High School Clay Target League knows the number of Schools participating in the 2012 season.

### **Communication**

All communications regarding the trap league shall be conducted through the designated parent, Kathy Jarnagin, as well as any/all of the Coaches. We will provide to the school a list of those students who have completed all requirements for awards and provide documented proof for each eligible student, when requested. Only ISD 191 students will be eligible for BHS awards. The letters will be awarded annually during a year-end banquet. (Time to be determined at a later date)

**AGREEMENT BETWEEN ELITE GYMNASTICS ACADEMY AND INDEPENDENT SCHOOL DISTRICT #191**  
**REGARDING CERTAIN INFORMATION RELATED TO AWARD OF LETTERS**

THIS AGREEMENT, is entered into by and Elite Gymnastics Academy and Burnsville-Eagan-Savage School District, Independent School District #191 ("School District") and is effective for the 2011-2012 School Year and the 2012-2013 School Year.

**PURPOSE OF THE AGREEMENT**

Elite Gymnastics Academy operates an elite gymnastics program and has requested that members of the programs be eligible to receive athletic letters from Burnsville High School upon achievement of certain athletic accomplishments. The School District does not offer interscholastic gymnastics at Burnsville High School but would like to recognize the accomplishments of its students who participate in competitive gymnastics at clubs in the community. This Agreement is not intended to, and does not, create an interscholastic gymnastics program at Burnsville High School.

**AGREEMENT**

In consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. The School district agrees to award a varsity letter to each student enrolled in and attending Burnsville High School who achieves the athletic accomplishments in gymnastics required by the school board and set forth in Attachment A. When a member of Elite Gymnastics Academy who is a student enrolled in and attending Burnsville High School achieves the athletic accomplishments set forth in Attachment A, Elite Gymnastics Academy will prepare and submit documentation of the accomplishments. The documentation will be submitted to the Burnsville High School Athletic Director and will be provided on a form as shown in Attachment A. The Burnsville High School Athletic Director will review the documentation to ensure the student has met the requirements for a varsity letter. If the Athletic Director determines that the student has met the requirements for a varsity letter as set forth in Attachment A, the student will be awarded a varsity letter for gymnastics.
2. Elite Gymnastics Academy is not an agent or independent contractor of the School District and shall make no such representation at any time or in any manner whatsoever.
3. Elite Gymnastics Academy is not a program or activity of the School District or Burnsville High School and shall make no such representation at any time or in any manner whatsoever.
4. Elite Gymnastics Academy shall have no authority to bind the School district for the performance of any services or contract or otherwise obligate the School District in any manner whatsoever.
5. Upon registration of a child and at least annually thereafter, Elite Gymnastics Academy shall provide written notice to families that Elite Gymnastics Academy is not a program or activity of

Burnsville High School or I.S.D. #191, and that the School District has no liability for injuries sustained with Elite Gymnastics Academy.

6. Elite Gymnastics Academy employees are employees of Elite Gymnastics Academy solely and shall gain no employment status with the School District through this Agreement. No Elite Gymnastics Academy employee, volunteer, or agent shall accrue employment status or continuing contract rights with the School District through this Agreement.
7. Elite Gymnastics Academy, its employees, volunteers and agents shall not be eligible for or provided any benefits from the School District, including, but not limited to, worker's compensation and unemployment benefits, health, medical, dental, life, and disability insurance.
8. The School District shall not be liable for the acts or omissions of Elite Gymnastics Academy, its employees, volunteers, or agents.
9. Elite Gymnastics Academy shall provide the School District with a certificate of insurance evidencing commercial general liability insurance coverage of the following:
  - Premises – Operation;
  - Blanket Contractual – including any indemnification provisions;
  - Broad Form Property Damage;
  - Personal Injury;
  - Operations of Independent Contractors;
  - Automobile;
  - Worker's Compensation;
 Such general liability insurance coverage shall have the following policy limits:
  - General Aggregate: \$2,000,000.00
  - Personal/Advertising Injury: \$2,000,000.00
  - Bodily Injury / Property Damage: \$2,000,000.00
  - Each Occurrence: \$2,000,000.00
  - Umbrella Liability: \$2,000,000.00
  - Automobile: \$1,000,000.00 combined single limit including Hired/Non-owned Automobile
  - Worker's Compensation: Employer's limits of \$500,000/\$500,000/\$500,000

Elite Gymnastics Academy shall name the School District as an additional insured on its general liability insurance on a primary, non-contributory basis to any insurance of the School District. The additional insured obligation shall continue for the duration of the Agreement.

10. Hold Harmless and Indemnify Elite Gymnastics Academy agrees to hold harmless, indemnify and defend the School District and its board members, its administrators, its employees, its officers, its attorneys, insurers, agents, consultants, and representatives from any and all damages and claims that may arise out of Elite Gymnastics Academy operations or provision of services. For any action commenced against the School District or any of its board members, its administrators, its employees, its officers, its attorneys, insurers, agents, consultants, and representatives, Elite Gymnastics Academy shall assume full responsibility and shall hold harmless, indemnify, and

defend the School District and its board members, its administrators, its employees, its officers, its attorneys, insurer, agents, consultants, and representatives from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments including costs, attorney fees, witness fees and related expenses.

11. This Agreement shall be effective for the 2011-2012 School Year and the 2012-2013 School Year and will terminate on June 15, 2013. This Agreement may be terminated by either party upon 30 days written notice.

12. Notices and communications under this Agreement shall be sent to the following address:

To the School District: Independent School District no. 191  
Burnsville High School  
Attention: Athletic Director  
600 East Highway 13  
Burnsville, MN 55337

To Elite Gymnastics Academy:  
Oksana Balakirev  
Elite Gymnastics Academy  
12500 Chowen Avenue S.  
Burnsville, MN 55337

13. Privacy of Student Information Elite Gymnastics Academy agrees that any information or data received by it from the School District shall be treated and maintained by Elite Gymnastics Academy according to federal and state data privacy laws including the Minnesota Government Data Practices Act and the Federal Family Educational Rights and Privacy Act.

INDEPENDENT SCHOOL DISTRICT #191

By \_\_\_\_\_

Date \_\_\_\_\_

Its: Board of Education , Clerk

ELITE GYMNASTICS ACADEMY

By \_\_\_\_\_

Date \_\_\_\_\_

Its: Executive Director

**USAG Gymnastics: Gleason's - Elite - MN Valley**

**High School Lettering Program**

**Student-Parent Agreement**

**For Competition Season, December 2011 through May 2012**

**SIGNATURE PAGE**

The signature page must be signed and turned in to the High School Lettering Chair no later than May 30, 2012. A copy will be provided to ISD 191.

1. **ELIGIBILITY** – I understand that I must meet all of the eligibility requirements set forth for the High School Lettering Program. I understand that if I fail to meet **any** of the eligibility requirements, including but not limited to my failure to adhere to all school district rules, policies and requirements concerning student activities including but not limited to attendance, conduct, scholastic standing and other eligibility requirements as required of all Burnsville High School athletes, that I forfeit my eligibility to earn a varsity letter – even if I have met all other criteria.
2. **COSTS** – I understand that I am responsible for all costs associated with the High School Lettering Program including but not limited to membership fees, coaches fees, competition fees, testing fees, transportation costs, school athletic fees, and costs of physical examination.
3. **TRANSPORTATION** – I understand that, as is customary with USAG gymnastics meets, I am responsible for my own transportation to and from sanctioned gymnastics events.
4. **COACHING/TRAINING** – I understand that I must train under the supervision of an approved USAG certified/trained Coach.
5. **LETTERING REQUIREMENTS** – I understand that in addition to Eligibility Requirements, I must meet all of the following criteria to earn a varsity letter for the period of December 1, 2011 through May, 2012:
  - a. Practice a minimum of 150 hours per year.
  - b. Participate in at least 3 USAG sanctioned competitions per year.
  - c. Score an average AA of 34 or a 9.0 at level 8 or higher.
  - d. Complete 20 hours of community service.
  - e. Show good sportsmanship and safety at all times.

I have read the requirements in the High School Lettering Student-Parent Agreement for this shooting season. I understand that I must meet all of these requirements to earn a varsity letter and will abide by these rules and requirements. I also understand that the consequence in the event of my failure to meet all these said rules is ineligibility to receive a varsity letter for this shooting season.

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Student Signature

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Parent Signature

## High School Lettering Program

### Student-Parent Agreement

#### For Competition Season, December 2011 through May 2012

The objective of the Independent Provider contract between **USAG Gymnastics: Gleason's Elite-MN Valley** and ISD 191 is to offer high school athletic status to competitive Gymnastics competitors and offer an opportunity to recognize these students by their teachers and peers for their years of participation and dedication to their sport.

Additionally, the purpose of the High School Lettering Program is to recognize the accomplishment and time commitment of participants with a Varsity Letter awarded to those who meet established criteria. Official high school athletic recognition is important to college applicants. The time demands of participating often prevent a student's participation in much of the regular high school varsity sports programs. Varsity participation is often viewed as a measure of success by colleges and universities.

There are rules and procedures to follow to maintain the integrity of this program. Each student must comply with the following requirements:

#### Eligibility

- a. All students participating in this program must be currently enrolled students of Burnsville High School, grades 10, 11, or 12, or an ISD 191 junior high school, grade 9.
- b. The student must be a current member of USAG along with their private gymnastics club. All memberships must be in good standing.
- c. All students must complete an Eligibility Form/Card as required by Burnsville High School.
- d. Each student must have a current Sports Qualifying Physical Form on file at the school.
- e. Each student must pay the activity fee in the amount of \$45 to Burnsville High School.
- f. Each student must attend any applicable meeting as deemed appropriate by the school.
- g. Each student must adhere to all school district rules, policies, and requirements concerning student activities, including, but not limited to, attendance, conduct, scholastic standing, and other eligibility requirements as required of all Burnsville High School athletes.

#### Costs

Costs associated with this program will be borne by the participants, including, but not limited to, membership fees, coaches fees, competition fees, testing fees, transportation costs, school athletic fees, cost of physical examination, etc.

**Liability Insurance**

The club is covered under the Private gymnastics club. Each private club School District proof of adequate liability insurance to provide safety of the student participants.

**Transportation**

As is customary with our competitions, each student/family is responsible for their own transportation to and from USAG sanctioned events.

**Coaching/Training**

The competitors train under the supervision of an approved/certified Club Coach.

**Lettering Criteria**

To be eligible to receive a varsity letter, all students must meet the following criteria:

1. Practice a minimum of 150 hours per year.
2. Participate in at least 3 USAG sanctioned competitions per year.
3. Score an average AA of 34 or a 9.0 at level 8 or higher.
4. Complete 20 hours of community service.
5. Show good sportsmanship and safety at all times.

**Location**

The activities of the program will be conducted at each private gymnastics club. Competitions will be at the facilities of those entities hosting competitions.

**Communication**

All communications with the school shall be conducted through the designated member of the USAG, private club representation. This season, the designated liaison will be Beth Ann Cavanor. She will provide to the school a list of those students who have completed all requirements for awards and provide documented proof for each eligible student, when requested. Only ISD 191 students will be eligible for BHS awards. The letters will be awarded annually at each USAG team banquet.

**AGREEMENT BETWEEN GLEASON'S GYMNASTICS AND INDEPENDENT SCHOOL DISTRICT #191 REGARDING  
CERTAIN INFORMATION RELATED TO AWARD OF LETTERS**

THIS AGREEMENT, is entered into by and between Gleason's Gymnastics School, Inc. ("Gleason's Gymnastics") and Burnsville-Eagan-Savage School District, Independent School District #191 ("School District") and is effective for the 2011-2012 School Year and the 2012-2013 School Year.

**PURPOSE OF THE AGREEMENT**

Gleason's Gymnastics operates an elite gymnastics program and has requested that members of the programs be eligible to receive athletic letters from Burnsville High School upon achievement of certain athletic accomplishments. The School District does not offer interscholastic gymnastics at Burnsville High School but would like to recognize the accomplishments of its students who participate in competitive gymnastics at clubs in the community. This Agreement is not intended to, and does not, create an interscholastic gymnastics program at Burnsville High School.

**AGREEMENT**

In consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. The School district agrees to award a varsity letter to each student enrolled in and attending Burnsville High School who achieves the athletic accomplishments in gymnastics required by the school board and set forth in Attachment A. When a member of Gleason's Gymnastics who is a student enrolled in and attending Burnsville High School achieves the athletic accomplishments set forth in Attachment A, Gleason's Gymnastics will prepare and submit documentation of the accomplishments. The documentation will be submitted to the Burnsville High School Athletic Director and will be provided on a form as shown in Attachment A. The Burnsville High School Athletic Director will review the documentation to ensure the student has met the requirements for a varsity letter. If the Athletic Director determines that the student has met the requirements for a varsity letter as set forth in Attachment A, the student will be awarded a varsity letter for gymnastics.
2. Gleason's Gymnastics is not an agent or independent contractor of the School District and shall make no such representation at any time or in any manner whatsoever.
3. Gleason's Gymnastics is not a program or activity of the School District or Burnsville High School and shall make no such representation at any time or in any manner whatsoever.
4. Gleason's Gymnastics shall have no authority to bind the School district for the performance of any services or contract or otherwise obligate the School District in any manner whatsoever.
5. Upon registration of a child and at least annually thereafter, Gleason's Gymnastics shall provide written notice to families that Gleason's Gymnastics is not a program or activity of Burnsville High

School or I.S.D. #191, and that the School District has no liability for injuries sustained with Gleason's Gymnastics.

6. Gleason's Gymnastics employees are employees of Gleason's Gymnastics solely and shall gain no employment status with the School District through this Agreement. No Gleason's Gymnastics employee, volunteer, or agent shall accrue employment status or continuing contract rights with the School District through this Agreement.
7. Gleason's Gymnastics, its employees, volunteers and agents shall not be eligible for or provided any benefits from the School District, including, but not limited to, worker's compensation and unemployment benefits, health, medical, dental, life, and disability insurance.
8. The School District shall not be liable for the acts or omissions of Gleason's Gymnastics, its employees, volunteers, or agents.
9. Gleason's Gymnastics shall provide the School District with a certificate of insurance evidencing commercial general liability insurance coverage of the following:
  - Premises – Operation;
  - Blanket Contractual – including any indemnification provisions;
  - Broad Form Property Damage;
  - Personal Injury;
  - Operations of Independent Contractors;
  - Automobile;
  - Worker's Compensation;
 Such general liability insurance coverage shall have the following policy limits:
  - General Aggregate: \$2,000,000.00
  - Personal/Advertising Injury: \$2,000,000.00
  - Bodily Injury / Property Damage: \$2,000,000.00
  - Each Occurrence: \$2,000,000.00
  - Umbrella Liability: \$2,000,000.00
  - Automobile: \$1,000,000.00 combined single limit including Hired/Non-owned Automobile
  - Worker's Compensation: Employer's limits of \$500,000/\$500,000/\$500,000

Gleason's Gymnastics shall name the School District as an additional insured on its general liability insurance on a primary, non-contributory basis to any insurance of the School District. The additional insured obligation shall continue for the duration of the Agreement.

10. Hold Harmless and Indemnify Gleason's Gymnastics agrees to hold harmless, indemnify and defend the School District and its board members, its administrators, its employees, its officers, its attorneys, insurers, agents, consultants, and representatives from any and all damages and claims that may arise out of Gleason's Gymnastics operations or provision of services. For any action commenced against the School District or any of its board members, its administrators, its employees, its officers, its attorneys, insurers, agents, consultants, and representatives, Gleason's Gymnastics shall assume full responsibility and shall hold harmless, indemnify, and defend the

School District and its board members, its administrators, its employees, its officers, its attorneys, insurer, agents, consultants, and representatives from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments including costs, attorney fees, witness fees and related expenses.

11. This Agreement shall be effective for the 2011-2012 School Year and the 2012-2013 School Year and will terminate on June 15, 2013. This Agreement may be terminated by either party upon 30 days written notice.

12. Notices and communications under this Agreement shall be sent to the following address:

To the School District: Independent School District no. 191  
Burnsville High School  
Attention: Athletic Director  
600 East Highway 13  
Burnsville, MN 55337

To Gleason’s Gymnastics: Beth Ann Cavanor – Head Coach Gleason’s  
2015 Silver Bell Road, Suite 180  
Eagan, MN 55122

13. Privacy of Student Information Gleason’s Gymnastics agrees that any information or data received by it from the School District shall be treated and maintained by Gleason’s Gymnastics according to federal and state data privacy laws including the Minnesota Government Data Practices Act and the Federal Family Educational Rights and Privacy Act.

INDEPENDENT SCHOOL DISTRICT #191

By \_\_\_\_\_

Date \_\_\_\_\_

Its:

GLEASON’S GYMNASTICS SCHOOL, INC.

By \_\_\_\_\_

Date \_\_\_\_\_

Its: Executive Director

**USAG Gymnastics: Gleason's - Elite - MN Valley**

**High School Lettering Program**

**Student-Parent Agreement**

**For Competition Season, December 2011 through May 2012**

**SIGNATURE PAGE**

The signature page must be signed and turned in to the High School Lettering Chair no later than May 30, 2012. A copy will be provided to ISD 191.

1. **ELIGIBILITY** – I understand that I must meet all of the eligibility requirements set forth for the High School Lettering Program. I understand that if I fail to meet **any** of the eligibility requirements, including but not limited to my failure to adhere to all school district rules, policies and requirements concerning student activities including but not limited to attendance, conduct, scholastic standing and other eligibility requirements as required of all Burnsville High School athletes, that I forfeit my eligibility to earn a varsity letter – even if I have met all other criteria.
2. **COSTS** – I understand that I am responsible for all costs associated with the High School Lettering Program including but not limited to membership fees, coaches fees, competition fees, testing fees, transportation costs, school athletic fees, and costs of physical examination.
3. **TRANSPORTATION** – I understand that, as is customary with USAG gymnastics meets, I am responsible for my own transportation to and from sanctioned gymnastics events.
4. **COACHING/TRAINING** – I understand that I must train under the supervision of an approved USAG certified/trained Coach.
5. **LETTERING REQUIREMENTS** – I understand that in addition to Eligibility Requirements, I must meet all of the following criteria to earn a varsity letter for the period of December 1, 2011 through May, 2012:
  - a. Practice a minimum of 150 hours per year.
  - b. Participate in at least 3 USAG sanctioned competitions per year.
  - c. Score an average AA of 34 or a 9.0 at level 8 or higher.
  - d. Complete 20 hours of community service.
  - e. Show good sportsmanship and safety at all times.

I have read the requirements in the High School Lettering Student-Parent Agreement for this shooting season. I understand that I must meet all of these requirements to earn a varsity letter and will abide by these rules and requirements. I also understand that the consequence in the event of my failure to meet all these said rules is ineligibility to receive a varsity letter for this shooting season.

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Student Signature

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Parent Signature

## High School Lettering Program

### Student-Parent Agreement

#### For Competition Season, December 2011 through May 2012

The objective of the Independent Provider contract between **USAG Gymnastics: Gleason's Elite-MN Valley** and ISD 191 is to offer high school athletic status to competitive Gymnastics competitors and offer an opportunity to recognize these students by their teachers and peers for their years of participation and dedication to their sport.

Additionally, the purpose of the High School Lettering Program is to recognize the accomplishment and time commitment of participants with a Varsity Letter awarded to those who meet established criteria. Official high school athletic recognition is important to college applicants. The time demands of participating often prevent a student's participation in much of the regular high school varsity sports programs. Varsity participation is often viewed as a measure of success by colleges and universities.

There are rules and procedures to follow to maintain the integrity of this program. Each student must comply with the following requirements:

#### Eligibility

- a. All students participating in this program must be currently enrolled students of Burnsville High School, grades 10, 11, or 12, or an ISD 191 junior high school, grade 9.
- b. The student must be a current member of USAG along with their private gymnastics club. All memberships must be in good standing.
- c. All students must complete an Eligibility Form/Card as required by Burnsville High School.
- d. Each student must have a current Sports Qualifying Physical Form on file at the school.
- e. Each student must pay the activity fee in the amount of \$45 to Burnsville High School.
- f. Each student must attend any applicable meeting as deemed appropriate by the school.
- g. Each student must adhere to all school district rules, policies, and requirements concerning student activities, including, but not limited to, attendance, conduct, scholastic standing, and other eligibility requirements as required of all Burnsville High School athletes.

#### Costs

Costs associated with this program will be borne by the participants, including, but not limited to, membership fees, coaches fees, competition fees, testing fees, transportation costs, school athletic fees, cost of physical examination, etc.

**Liability Insurance**

The club is covered under the Private gymnastics club. Each private club School District proof of adequate liability insurance to provide safety of the student participants.

**Transportation**

As is customary with our competitions, each student/family is responsible for their own transportation to and from USAG sanctioned events.

**Coaching/Training**

The competitors train under the supervision of an approved/certified Club Coach.

**Lettering Criteria**

To be eligible to receive a varsity letter, all students must meet the following criteria:

1. Practice a minimum of 150 hours per year.
2. Participate in at least 3 USAG sanctioned competitions per year.
3. Score an average AA of 34 or a 9.0 at level 8 or higher.
4. Complete 20 hours of community service.
5. Show good sportsmanship and safety at all times.

**Location**

The activities of the program will be conducted at each private gymnastics club. Competitions will be at the facilities of those entities hosting competitions.

**Communication**

All communications with the school shall be conducted through the designated member of the USAG, private club representation. This season, the designated liaison will be Beth Ann Cavanor. She will provide to the school a list of those students who have completed all requirements for awards and provide documented proof for each eligible student, when requested. Only ISD 191 students will be eligible for BHS awards. The letters will be awarded annually at each USAG team banquet.

**AGREEMENT BETWEEN MN VALLEY GYMNASTICS CENTER AND INDEPENDENT SCHOOL DISTRICT #191**  
**REGARDING CERTAIN INFORMATION RELATED TO AWARD OF LETTERS**

THIS AGREEMENT, is entered into by and MN Valley Gymnastics Center and Burnsville-Eagan-Savage School District, Independent School District #191 ("School District") and is effective for the 2011-2012 School Year and the 2012-2013 School Year.

**PURPOSE OF THE AGREEMENT**

MN Valley Gymnastics Center operates an elite gymnastics program and has requested that members of the programs be eligible to receive athletic letters from Burnsville High School upon achievement of certain athletic accomplishments. The School District does not offer interscholastic gymnastics at Burnsville High School but would like to recognize the accomplishments of its students who participate in competitive gymnastics at clubs in the community. This Agreement is not intended to, and does not, create an interscholastic gymnastics program at Burnsville High School.

**AGREEMENT**

In consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. The School district agrees to award a varsity letter to each student enrolled in and attending Burnsville High School who achieves the athletic accomplishments in gymnastics required by the school board and set forth in Attachment A. When a member of MN Valley Gymnastics Center who is a student enrolled in and attending Burnsville High School achieves the athletic accomplishments set forth in Attachment A, MN Valley Gymnastics Center will prepare and submit documentation of the accomplishments. The documentation will be submitted to the Burnsville High School Athletic Director and will be provided on a form as shown in Attachment A. The Burnsville High School Athletic Director will review the documentation to ensure the student has met the requirements for a varsity letter. If the Athletic Director determines that the student has met the requirements for a varsity letter as set forth in Attachment A, the student will be awarded a varsity letter for gymnastics.
2. MN Valley Gymnastics Center is not an agent or independent contractor of the School District and shall make no such representation at any time or in any manner whatsoever.
3. MN Valley Gymnastics Center is not a program or activity of the School District or Burnsville High School and shall make no such representation at any time or in any manner whatsoever.
4. MN Valley Gymnastics Center shall have no authority to bind the School district for the performance of any services or contract or otherwise obligate the School District in any manner whatsoever.
5. Upon registration of a child and at least annually thereafter, MN Valley Gymnastics Center shall provide written notice to families that MN Valley Gymnastics Center is not a program or activity of

Burnsville High School or I.S.D. #191, and that the School District has no liability for injuries sustained with MN Valley Gymnastics Center.

6. MN Valley Gymnastics Center employees are employees of MN Valley Gymnastics Center solely and shall gain no employment status with the School District through this Agreement. No MN Valley Gymnastics Center employee, volunteer, or agent shall accrue employment status or continuing contract rights with the School District through this Agreement.
7. MN Valley Gymnastics Center, its employees, volunteers and agents shall not be eligible for or provided any benefits from the School District, including, but not limited to, worker's compensation and unemployment benefits, health, medical, dental, life, and disability insurance.
8. The School District shall not be liable for the acts or omissions of MN Valley Gymnastics Center, its employees, volunteers, or agents.
9. MN Valley Gymnastics Center shall provide the School District with a certificate of insurance evidencing commercial general liability insurance coverage of the following:
  - Premises – Operation;
  - Blanket Contractual – including any indemnification provisions;
  - Broad Form Property Damage;
  - Personal Injury;
  - Operations of Independent Contractors;
  - Automobile;
  - Worker's Compensation;
 Such general liability insurance coverage shall have the following policy limits:
  - General Aggregate: \$2,000,000.00
  - Personal/Advertising Injury: \$2,000,000.00
  - Bodily Injury / Property Damage: \$2,000,000.00
  - Each Occurrence: \$2,000,000.00
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MN Valley Gymnastics Center shall name the School District as an additional insured on its general liability insurance on a primary, non-contributory basis to any insurance of the School District. The additional insured obligation shall continue for the duration of the Agreement.

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harmless, indemnify, and defend the School District and its board members, its administrators, its employees, its officers, its attorneys, insurer, agents, consultants, and representatives from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments including costs, attorney fees, witness fees and related expenses.

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12. Notices and communications under this Agreement shall be sent to the following address:

To the School District: Independent School District no. 191  
Burnsville High School  
Attention: Athletic Director  
600 East Highway 13  
Burnsville, MN 55337

To MN Valley Gymnastics Center:  
Reid Gysland  
8103 W. 126<sup>th</sup> Street  
Savage, MN 55378

13. Privacy of Student Information MN Valley Gymnastics Center agrees that any information or data received by it from the School District shall be treated and maintained MN Valley Gymnastics Center according to federal and state data privacy laws including the Minnesota Government Data Practices Act and the Federal Family Educational Rights and Privacy Act.

INDEPENDENT SCHOOL DISTRICT #191

By \_\_\_\_\_

Date \_\_\_\_\_

Its:

MN Valley Gymnastics Center

By \_\_\_\_\_

Date \_\_\_\_\_

Its: Executive Director

**USAG Gymnastics: Gleason's - Elite - MN Valley**

**High School Lettering Program**

**Student-Parent Agreement**

**For Competition Season, December 2011 through May 2012**

**SIGNATURE PAGE**

The signature page must be signed and turned in to the High School Lettering Chair no later than May 30, 2012. A copy will be provided to ISD 191.

1. **ELIGIBILITY** – I understand that I must meet all of the eligibility requirements set forth for the High School Lettering Program. I understand that if I fail to meet **any** of the eligibility requirements, including but not limited to my failure to adhere to all school district rules, policies and requirements concerning student activities including but not limited to attendance, conduct, scholastic standing and other eligibility requirements as required of all Burnsville High School athletes, that I forfeit my eligibility to earn a varsity letter – even if I have met all other criteria.
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---

Student Signature

---

Parent Signature

**High School Lettering Program****Student-Parent Agreement****For Competition Season, December 2011 through May 2012**

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**Location**

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---

To: Randy Clegg

Agenda Item III.D  
June 7, 2012

From: Board Agenda Committee

Date: May 31, 2012

Re: Future Cost Reduction Possibilities

**Recommendation:** That the Board of Education direct the Superintendent to prepare a recommendation for presentation on or prior to September 6, 2012 that identifies possible operational cost reductions that could be implemented during the 2013-14 fiscal year. The items assessed should include, but not be limited to, the following:

- Closing an elementary school
- Closing a junior high school
- Closing the Administrative Services Center
- Consolidating the use of district facilities
- Modifying the school calendar and/or school day
- Reducing transportation services
- Eliminating specific programs and/or services
- Reducing the district's organizational and staffing structure

### Discussion

While developing the 2012-13 budget, public and employee input was solicited and numerous suggestions for reducing the district's operational costs were received. Many of these suggestions are worth further consideration. However, each suggestion could also have significant implications for the total school district that should be carefully considered and understood prior to making any decisions. This information will provide a starting point for crucial conversations regarding future budgets and district operations.



TO: Members, Board of Education  
Randy Clegg, Superintendent

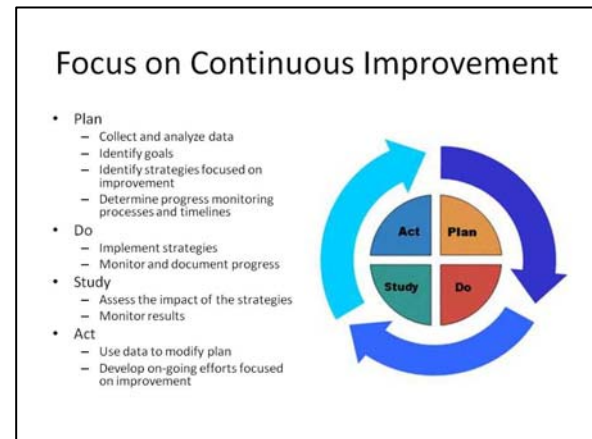
Agenda Item III.E  
June 7, 2012

FROM: Chris Lindholm, Assistant Superintendent

DATE: May 31, 2012

RE: Report on ISD 191 Professional Development

The 2011-12 school year included the launch of the District Leadership Team, Building Leadership Teams in all schools, and the implementation of School Improvement Plans supported by Professional Development Plans at each school site. Two administrative meetings each month were focused on building the capacity of principals to lead continuous improvement work and aligning our efforts across all levels, programs, and sites. The year also included establishing district-wide collaborative teams (CTs) focused on clarifying our district responses to the 4 questions of a Professional Learning Community. Each CT is in a different place along the journey of being a true PLC, yet all teams have made noticeable progress.



The report shared on June 7<sup>th</sup> will include a presentation addressing how the ISD 191 Strategic Roadmap is driving our focus on results and continuous improvement. The school board will also receive updates in the fall from school principals regarding results from 2011-12 and improvement plans developed over the summer for 2012-13.

The following items are included in the board packet with this recommendation:

- Slides to be shared at the board meeting
- 2011-12 Curriculum Workshop Schedule
- Chapter 4 of *Aligning Districts as PLCs* by Clay, Soldwedel, and Many (2011)

# Professional Development Focused On *Results, Learning, and Collaboration*



ISD191 SCHOOL BOARD MEETING  
JUNE 7, 2012



# Implementing Strategic Directions

2

ISD 191 Strategic Roadmap <small>Adopted March 1, 2012</small>	
<small>Mission</small>	<small>Our Core Purpose</small>
<p><i>Our Schools will Empower Learning, Energize Achievement, Embrace Community</i></p> <p><b>Each Student Real-World-Ready</b></p>	<p><b>District Core Values</b></p> <p><small>Drivers of our Words and Actions</small></p> <p>Expectations: <i>I will set a high bar for myself and others in learning, behavior, commitment to do one's best and service to others and community</i></p> <p>Respect: <i>I will honor the uniqueness of myself and others</i></p> <p>Integrity: <i>I will do the right thing...even when no one is looking</i></p> <p>Partnership: <i>I will engage in relationships and action which empowers learning for ALL</i></p>
<small>Vision 2015</small>	<small>Strategic Directions</small>
<p><small>What We Intend to Create and Experience</small></p> <p>ISD 191 will become the leading and preferred source of learning and education for its students and adult learners because we:</p> <ul style="list-style-type: none"> <li>• Serve the unique needs of our students, families and communities first and foremost</li> <li>• Provide relevant and engaging student learning and enrichment leading to college and career readiness for all</li> <li>• Develop innovative, attractive and aligned academic programs, support services, and opportunities</li> <li>• Invest and engage in real partnership across those with differing interests, talents, assets and opportunities aligned with district mission and core values</li> <li>• Energize and leverage our community diversity in all forms as unique and valued assets for developing true real-world-ready learners and citizens</li> <li>• Attract, value, retain and develop the very best employees in education and operations to serve our students and families</li> </ul>	<p><small>Focused Allocation of Resources</small></p> <p>A. Increase student engagement and learning, dramatically reduce the achievement gap and improve the process of teaching and learning based on relevancy to students and results</p> <p>B. Redesign for equitable allocation of district human, financial, and physical resources based meeting specific student needs for learning, support, services and development</p> <p>C. Develop staff capacity to engage in the Mission and Vision work of the District through professional development and professional evaluation / feedback</p> <p>D. Implement continuous improvement across all aspects of District programming, operations and services through the development and use of leading data, analysis, feedback and application systems and practices</p> <p>E. Fast-track the development of a compelling and competitive District brand and message increasingly backed by student, staff and family experience and performance</p> <p>F. Reframe and redefine the district partnership practices, preferences and performance across those who govern, those who manage and those who consult.</p>



## Measuring the Vision

3

**Vision Card B: Excellence In Teaching**

**Teachers and instructional staff in ISD191:**

- embrace equity and implement tightly aligned written, taught, and assessed district curriculum in all academic areas
- implement the work of a professional learning community with fidelity, ensuring a high level of learning for all students
- are fully engaged in the work of alignment, continuous improvement, and professional development

Curriculum management system accessible to and implemented by instructional staff	25%	< 50 % of licensed staff will use district created curricula to guide their instructional planning	< 60 % of licensed staff will use district created curricula to guide their instructional planning	> 70 % of licensed staff will use district created curricula to guide their instructional planning	> 80 % of licensed staff will use district created curricula to guide their instructional planning
Implementation of an aligned, balanced assessment system to guide curricular and instructional decisions at district, school, team, and individual levels	20%	< 50 % of licensed staff will implement district assessment practices and results to guide their instructional planning	< 60 % of licensed staff will implement district assessment practices and results to guide their instructional planning	> 70 % of licensed staff will implement district assessment practices and results to guide their instructional planning	> 80 % of licensed staff will implement district assessment practices and results to guide their instructional planning
Systems of interventions and enrichments that are equitable and accessible for all students	20%	< 40 % of licensed staff will implement district developed instructional interventions and enrichments	< 50 % of licensed staff will implement district developed instructional interventions and enrichments	< 60 % of licensed staff will implement district developed instructional interventions and enrichments	< 70 % of licensed staff will implement district developed instructional interventions and enrichments
Aligned, sustainable, and differentiated professional development that improves student learning	15%	< 40 % of licensed who participate in professional development will apply new learning	< 50 % of licensed who participate in professional development will apply new learning	> 60 % of licensed who participate in professional development will apply new learning	> 70 % of licensed who participate in professional development will apply new learning

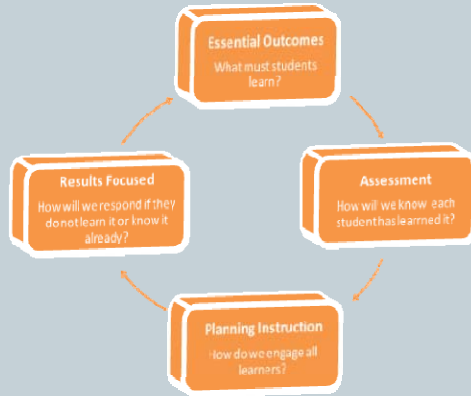
DRAFT!!

## Building Common Understanding

4

# What Does a PLC Actually Do?

5

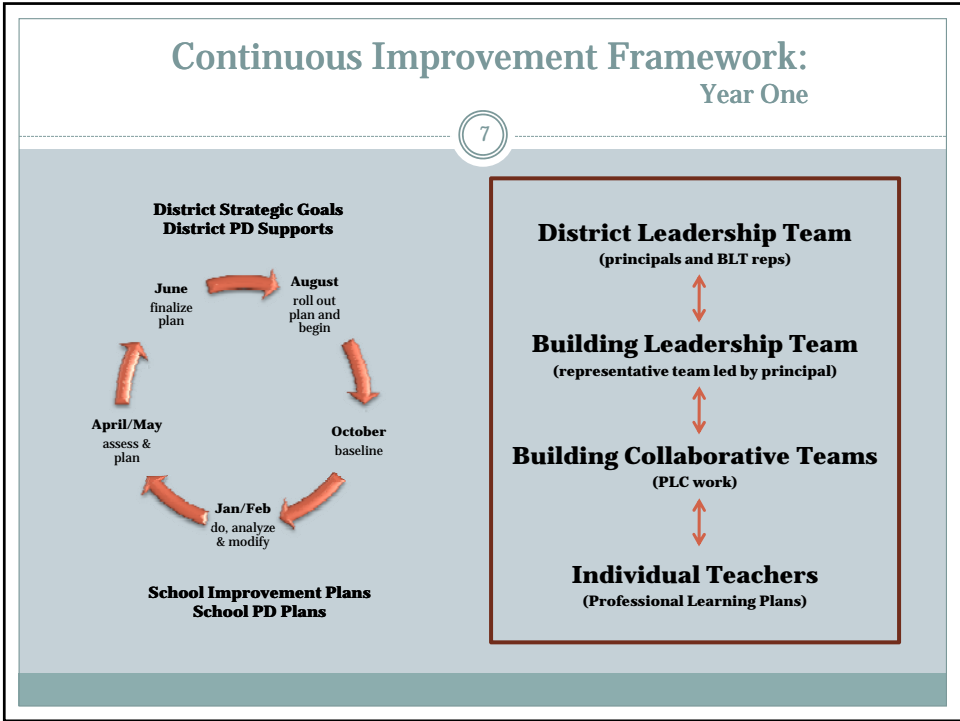


**“These highly effective superintendents avoided initiative fatigue by stipulating that building the capacity of staff to function as professional learning communities was not one of many strategies for improving student achievement but instead represented THE district strategy for accomplishing that goal.”**

*Pg. 209 of Learning By Doing, 2010*

# The 3 Big Ideas of a Professional Learning Community





### District Collaborative Teams (grade level or subject)

8

<b>MATH</b>	6*	September 20 October 27 December 14 February 23	8:00 AM-3:00 PM	Great Room	01-100-216-401-311-640
	7*	November 21	8:00 AM-3:00 PM	TBD	01-100-204-414-303-000
	7*-8*	Region 11	See website: <a href="http://region11mathandscience.org/">http://region11mathandscience.org/</a>	Various	01-200-610-000-311-000
	9*-12*	October 5 December 8 February 9 March 20	8:00 AM-3:00 PM	Great Room	01-100-204-414-303-000
<b>ENGLISH LANGUAGE ARTS</b>	7*-12*	October 11 December 1 February 7 April 24	8:00 AM-3:00 PM	Great Room	01-100-204-414-303-000
<b>SCIENCE</b>	7*-12*	October 12 December 6 February 9 April 11	8:00 AM-3:00 PM	Great Room	01-100-204-414-303-000
<b>ELL</b>	K-12	September 19 November 9 (7-12) January 31** February 15 (2-12) February 22 (K-6) March 21* May 3-4 (conference)	8:00 AM-3:00 PM	Great Room	01-200-205-417-311-000

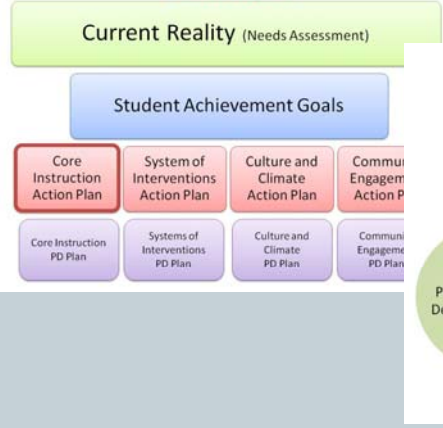
\* Late Start-Workshop begins at 10:00 AM  
\*\*8:00-11:00 K-12 at schools; 12:00-3:00 All staff involved in site visit to review MDE site visit protocols

# SIPs, PD Plans, and Aligning our Work

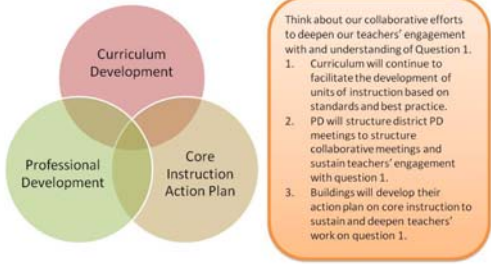
9

## The School Improvement Plan Framework

*(Initially Shared: 8/18/2011)*

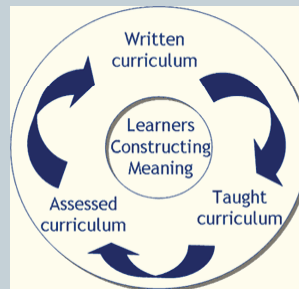
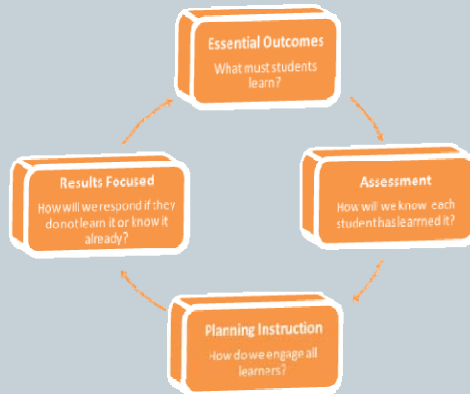


## Aligning Our Efforts



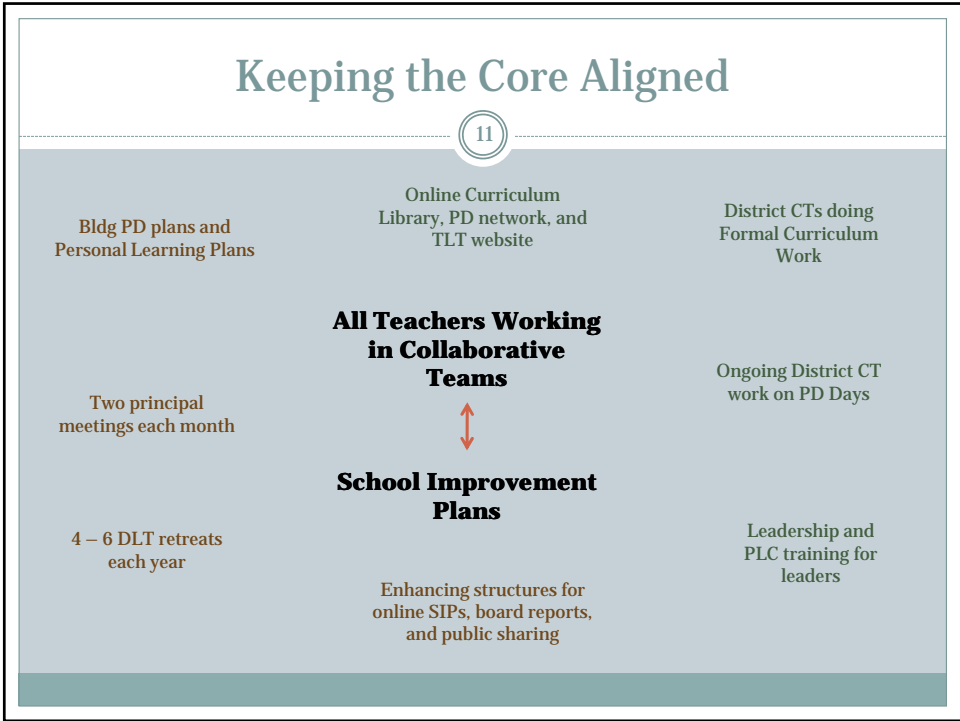
# District Alignment Work

10



### District PD Days:

**The same work, just bigger groups focused on district alignment**



## Core Instruction: What's Happened or Happening?

Principal Meeting: 12/15/11 Initially shared: 11/10/11

- The units of instruction (based on standards and essential learning outcomes) through our district curriculum meetings
- The essential learning outcomes (and essential knowledge, skills, and vocabulary) being articulated through our district PD days (including Jan. 23 & Feb. 20)
- The work of your collaborative teams dedicated to the 4 PLC questions, not building PD topics
- The PD being led in your building to support teachers' understanding of question 1
- The meetings related to reading, math, team or department meetings that support the focus of question 1

## The Meat and Potatoes...

13

In Place / Accomplished	Coming Up
Establishing a common understanding of the real work of a Professional Learning Community	PLC Institute and augmentation of DLT work
Implementation of Continuous Improvement Framework with school SIPs, PD plans, and common expectations for collaborative teams	Transparent and public sharing of results through web pages and reports to the school board
Launch of Building Leadership Teams and the District Leadership Team	Launch of Instructional Coaches to enhance this work with individual teachers and CTs
Launch of District Collaborative Teams focused on Essential Learning Outcomes	Launch of Curriculum Leads who will lead the work of each district Collaborative Team
Tight focus on Question #1	Tight focus on Qstn #1 and Qstn #2 for 2012-13
Common Assessment Training for teacher leads	Development of Common Assessments in CTs
PRTI training for interventionists and leads	District-wide System of Interventions clarified and implemented
Site based PD allocations to support school PD plans	Launch of the district PD Academy to support development of individual teachers and Coll. Teams
Implementation of the Curriculum Management System and development of the TLT website, digital curriculum library, & online PD network	Development of a Balanced Assessment System

## Results Orientation

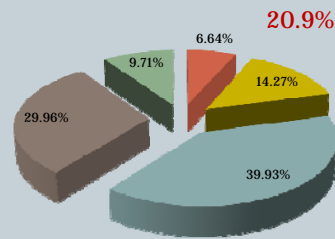
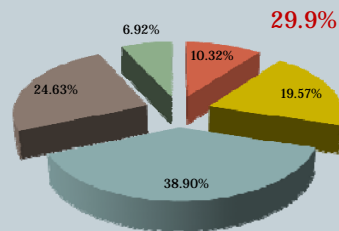


2011

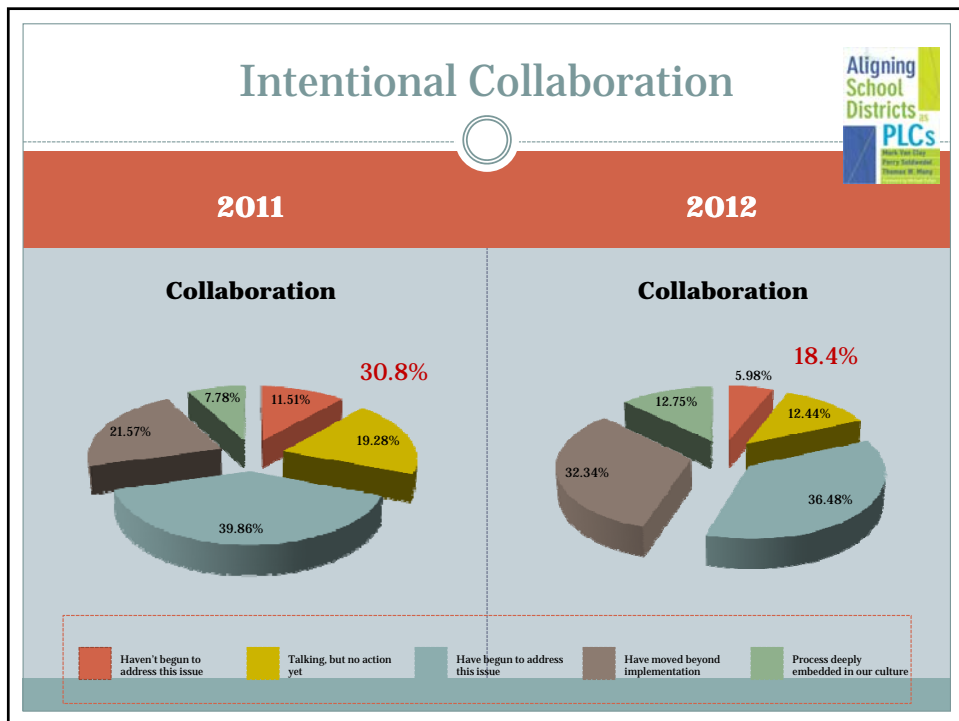
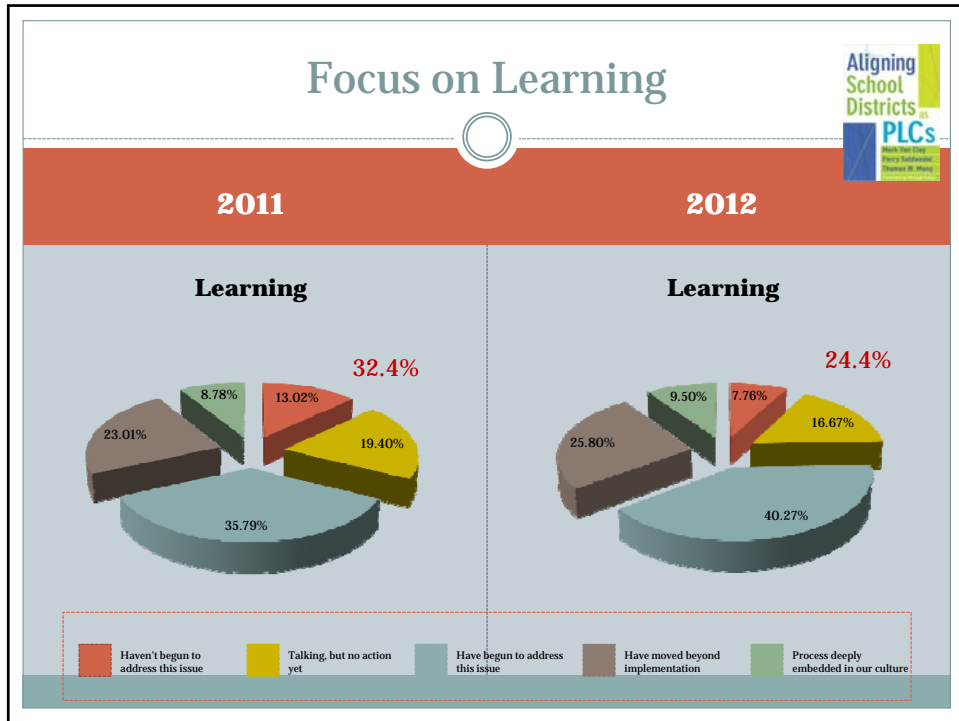
2012

Results

Results



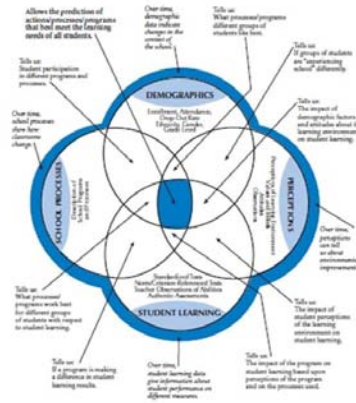
■ Haven't begun to address this issue    
 ■ Talking, but no action yet    
 ■ Have begun to address this issue    
 ■ Have moved beyond implementation    
 ■ Process deeply embedded in our culture



# 2012-13: Capacity with Data and Results

17

## Getting Clearer: Multiple Measures



# Back to Our Roadmap

18

### Vision Card B: Excellence In Teaching

**Teachers and instructional staff in ISD191:**

- embrace equity and implement tightly aligned written, taught, and assessed district curriculum in all academic areas
- implement the work of a professional learning community with fidelity, ensuring a high level of learning for all students
- are fully engaged in the work of alignment, continuous improvement, and professional development

**DRAFT!!**

Curriculum management system accessible to and implemented by instructional staff	25%	< 50% of licensed staff will use district created curricula to guide their instructional planning	< 60% of licensed staff will use district created curricula to guide their instructional planning	> 70% of licensed staff will use district created curricula to guide their instructional planning	> 80% of licensed staff will use district created curricula to guide their instructional planning
Implementation of an aligned, balanced assessment system to guide curricular and instructional decisions at district, school, team, and individual levels	20%	< 50% of licensed staff will implement district assessment practices and results to guide their instructional planning	< 60% of licensed staff will implement district assessment practices and results to guide their instructional planning	> 70% of licensed staff will implement district assessment practices and results to guide their instructional planning	> 80% of licensed staff will implement district assessment practices and results to guide their instructional planning
Systems of interventions and enrichments that are equitable and accessible for all students	20%	< 40% of licensed staff will implement district developed instructional interventions and enrichments	< 50% of licensed staff will implement district developed instructional interventions and enrichments	> 60% of licensed staff will implement district developed instructional interventions and enrichments	> 70% of licensed staff will implement district developed instructional interventions and enrichments
Aligned, sustainable, and differentiated professional development that improves student learning	15%	< 40% of licensed staff will participate in professional development	< 50% of licensed staff will participate in professional development	> 60% of licensed staff will participate in professional development	> 70% of licensed staff will participate in professional development

### 2011-2012 Curriculum Workshops

Content	Grade(s)	Workshop Date	Time	Location	Sub Code
<b>MATH</b>	K	September 28* November 17 January 19 March 13	8:00 AM-3:00 PM   * Late Start--Workshop begins at 10:00 AM	Great Room	01-100-216-401-311-640
	1 <sup>st</sup>	October 4 November 16* January 18 March 8	8:00 AM-3:00 PM   * Late Start--Workshop begins at 10:00 AM	Great Room	01-100-216-401-311-640
	2 <sup>nd</sup>	September 29 November 15 January 12 March 7	8:00 AM-3:00 PM	Great Room	01-100-216-401-311-640
	3 <sup>rd</sup>	September 27 November 8 January 11 March 6	8:00 AM-3:00 PM	Great Room	01-100-216-401-311-640
	4 <sup>th</sup>	September 22 November 2 January 10 March 1	8:00 AM-3:00 PM	Great Room	01-100-216-401-311-640
	5 <sup>th</sup>	September 21 November 1 December 15 February 21	8:00 AM-3:00 PM	Great Room	01-100-216-401-311-640

<b>MATH</b>	6 <sup>th</sup>	September 20 October 27 December 14 February 23	8:00 AM-3:00 PM	Great Room	01-100-216-401-311-640
	7 <sup>th</sup>	November 21	8:00 AM-3:00 PM	TBD	01-100-204-414-303-000
	7 <sup>th</sup> -8 <sup>th</sup>	Region 11	See website: <a href="http://region11mathandscience.org/">http://region11mathandscience.org/</a>	Various	01-200-610-000-311-000
	9 <sup>th</sup> -12 <sup>th</sup>	October 5 December 8 February 8 March 20	8:00 AM-3:00 PM	Great Room	01-100-204-414-303-000
<b>ENGLISH LANGUAGE ARTS</b>	7 <sup>th</sup> -12 <sup>th</sup>	October 11 December 1 February 7 April 24	8:00 AM-3:00 PM	Great Room	01-100-204-414-303-000
	<b>SCIENCE</b>	7 <sup>th</sup> -12 <sup>th</sup>	October 12 December 6 February 9 April 11	8:00 AM-3:00 PM	Great Room
<b>ELL</b>		K-12	September 19 November 9 (7-12) January 31** <del>February 15 (7-12)</del> <del>February 22 (K-6)</del> March 21* May 3-4 (conference)	8:00 AM-3:00 PM	Great Room
	* Late Start--Workshop begins at 10:00 AM **8:00-11:00 K-12 all schools; 12:00-3:00 All staff involved in site visit to review MDE site visit protocols				

<b>WRITING (TENTATIVE)</b>	K-12	February 1* April 5	8:00 AM-3:00 PM	Great Room	01-100-216-401-311-640
<b>LITERACY</b>	K-12	September 26 December 13 February 16	* Late Start--Workshop begins at 10:00 AM 12:30 PM-3:00 PM 8:00 AM-11:00 AM 8:00 AM-11:00 AM	Great Room	01-100-216-401-311-640
<b>SOCIAL STUDIES</b>	7 <sup>th</sup> -12 <sup>th</sup>	April 18	8:00 AM-3:00 PM	Great Room	01-100-204-414-303-000
<b>ELEMENTARY PRtI</b>	K-6	February 3 February 10	8:00 AM-3:00 PM	Great Room	01-100-216-401-311-640
		February 27 February 28	8:00 AM-3:00 PM	Great Room	
<b>ELEMENTARY BUILDING COMMON ASSESSMENTS</b>	K-6	May 1 May 2	8:00 AM-3:00 PM	Great Room	01-100-216-401-311-640
<b>SECONDARY PRtI</b>	7-12	February 13 February 14	8:00 AM-3:00 PM	Great Room	01-005-610-315-311-000
<b>SECONDARY BUILDING COMMON ASSESSMENTS</b>	7-12	May 22 May 23	8:00 AM-3:00 PM	Great Room	01-005-610-315-311-000
<b>ALL DISTRICT PBIS PLANNING MEETING</b>	K-12	January 30 April 11	12:00-3:00 PM 8:00-11:30 AM	Great Room ASC	01-005-610-315-311-000

<b>ALL DISTRICT PD</b>		October 17 January 23 February 20		NO SUB NEEDED
<b>SUMMER CURRICULUM WRITING</b>	<i>Tentatively Scheduled</i>	June 12-14 June 19-21	K-6 English Language Arts K-6 Science K-12 Social Studies K-12 Writing	Diamondhead Stipend provided

Please contact Kathy Funston (ext. 6276) OR David Bernard (ext. 6277) with questions.

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TO: Members, Board of Education  
Randy Clegg, Superintendent  
Agenda Item III.F  
June 7, 2012

FROM: Chris Lindholm, Assistant Superintendent

DATE: May 31, 2012

RE: Math Textbook Adoption

**Recommendation:** That the Board of Education approve the purchase of *Math in Focus* for grades K – 5 and *Mathematics, Course 1* for grade 6 to be used as districtwide instructional resources for teaching elementary mathematics.

Dr. Kathy Funston, Director of Curriculum, will outline the two year curriculum development process she has led resulting in a recommendation to purchase new instructional materials for elementary math. All elementary teachers responsible for core instruction have been invited to participate in the process of clarifying the ISD 191 scope and sequence for elementary math, developing grade specific curriculum, and identifying the resources that support mastery learning. After an extensive review, professional dialogue, and criterion-based selection processes, two instructional resources are being presented to the Board for adoption to support districtwide elementary math curricula:

Grades K-5 [Math in Focus](#) published by Houghton Mifflin Harcourt

Total Cost of Proposal: \$422,982.80  
(includes all teacher resources, technology, student materials, and professional development)

Grade 6 [Mathematics Course 1](#) published by Holt McDougal

Total Cost of Proposal: \$50,895.00  
(includes all teacher resources, technology, student materials, and professional development)

The selection process and staff voting results can be reviewed on the Teaching and Learning site at [K-6 Math Vote](#).

# ELEMENTARY MATHEMATICS TEXT ADOPTION

June 7, 2012

# Beginning the Process

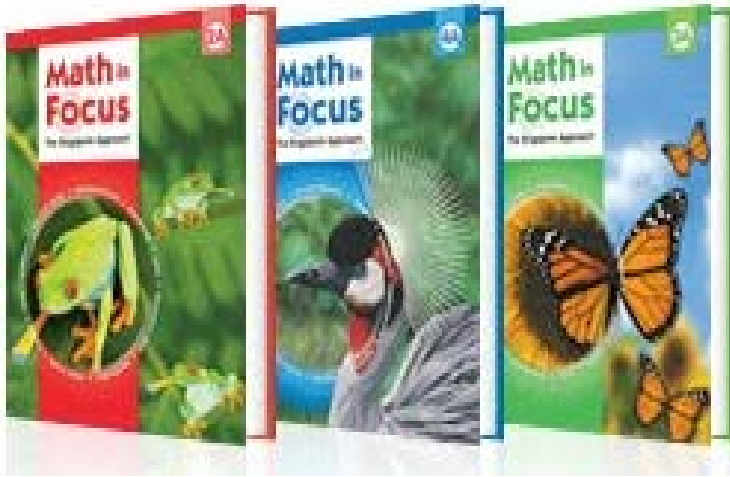
- All publishers invited to present instructional materials for review
  
- Seven instructional materials met district criteria
  - Alignment with standards-based curricula
  - Criteria included content and program structure, assessments, equity, technology, and resources
  - Bias review

# Staff Collaboration

- All elementary core staff invited to participate
- Multiple stages/votes to winnow selections
  - ▣ Separate review of teacher materials, student materials
- Publisher presentations
- Final vote

## Kindergarten to Grade 5

### □ Math in Focus

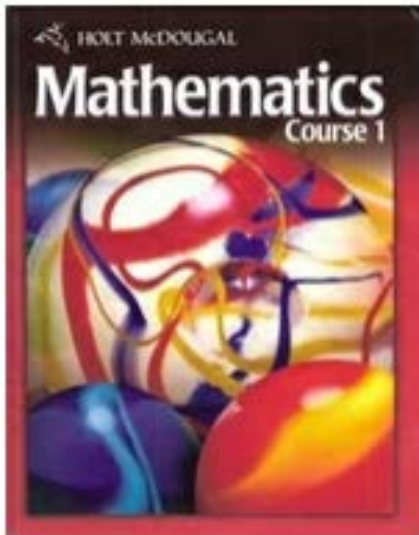


### **Math in Focus: The Singapore Approach**

is an innovative mathematics program for Grades K–5 that focuses on **problem solving** and the use of **model drawing** to drive the **acquisition and application** of mathematical skills. The principles underlying this program are drawn from a **solid base of foundational research** that has identified effective approaches to mathematics teaching.

## Grade 6

### □ Mathematics, Course 1



*Holt McDougal Mathematics* for middle school provides complete and comprehensive coverage of the Common Core State Standards with **content and standards** of mathematical practices documented throughout every lesson. The unique **integrated assessment and intervention** features demonstrate if the students have the **prerequisite depth of knowledge to proceed** with the chapter content.

# Materials Cost

## Math in Focus

\$422,982.00

- Total value of materials: \$769,886
- Savings of: \$346,904

## Mathematics, Course 1

\$50,895.00

- Total value of materials: \$177,220
- Savings of: \$126,325

## Next Steps

- Presentation to the Student Achievement and Systems Improvement Advisory Council (SASIAC)
- Board of Education approval
- Ongoing professional development for staff
- Monitoring implementation and student achievement results



**Assistant Superintendent**

TO: Members of the Board of Education  
Randy Clegg, Superintendent

Agenda Item III.G  
June 7, 2012

FROM: Chris Lindholm, Assistant Superintendent

DATE: May31, 2012

RE: Kindergarten Adjusted Schedule for 2012-13

**RECOMMENDATION:** That the Board approve an adjusted kindergarten schedule for 2012-13 whereas kindergarten students would begin school on September 6, 2012 instead of September 4, 2012

A two day delay in the start of kindergarten classes has been implemented for the past two schools years to support the efforts of our kindergarten teachers to differentiate instruction and meet the needs of individual learners. Our administrators and teachers overwhelmingly support continuing to implement this practice for the FY13 school year. Teachers will schedule a 30 minute appointment with each incoming kindergarten student on September 4 and 5 to survey readiness and development. The data from these observations will then drive decisions made regarding instructional strategies and supports for learning without delay.

Each kindergarten student will be scheduled for a 30 minute appointment on September 4 **OR** September 5, 2012. All parents of kindergarten students will be contacted in August to schedule a time for the survey to be completed. Fee-based childcare through Project Kids for either September 4 or 5 may also be an option, but space will be limited. Parents who wish to explore this childcare option will be asked to contact the school secretary by August 17.

The survey that will be administered before school starts is one portion of the data that will be gathered throughout the first semester of school. Kindergarten teachers will continue to observe and collect information about each child's development and needs throughout the entire school year and will share this information with parents through conferences, written communication, and regular ongoing communications.

Our kindergarten teachers are excited to meet personally with students on these first days of school and to spend some time talking about school while asking students to do some school activities. We believe our teachers can better serve students when they are equipped with information about the students' readiness and development levels.



TO: Members, Board of Education  
Randy Clegg, Superintendent

Agenda Item III.H  
June 7, 2012

FROM: Chris Lindholm, Assistant Superintendent

DATE: May 31, 2012

RE: Professional Day late start dates for SY2012-13

**RECOMMENDATION:**

The Board of Education approve five late start dates in SY2012-2013 (September 26, November 14, February 13, March 13, and May 15) for collaborative team work and professional development.

Actualizing the district's strategic directions focused on implementing continuous improvement and developing staff capacity requires allocating time and staff energy to this work. The five late starts are led by principals and building leadership teams to coordinate the work of collaborative teams, analyze results, develop action plans, and participate in the professional development components of those plans. The work at each school is mapped out and evaluated in school improvement plans driving our district wide focus on the four questions of a Professional Learning Community:

- What is it we want our students to learn?
- How will we know if each student has learned it?
- How will we respond when some students do not learn it?
- How can we extend and enrich the learning for students who have demonstrated proficiency?

**The School Improvement Plan Framework**

(Initially Shared: 8/18/2011)



Dates for the late starts are driven by the continuous improvement cycle, the availability of data, and by an effort to minimize impact on testing and other high impact events (such as homecoming or final exams).

*Learning By Doing 2010, DuFour, DuFour, Eaker, and Many*

# ISD #191 School Calendar 2012 – 2013 – Late Starts

**T = 4 AUGUST**

M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27 P	28 P	29 P	30 P	31

**T=15 DECEMBER S=15**

M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24 H	25 H	26 H	27 H	28 H
31 H				

**T=22 APRIL S=21 <sup>82</sup>**

M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15 P	16	17	18	19
22	23	24	25	26
29	30			

**T=19 SEPTEMBER S=19**

M	T	W	R	F
3 H	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26 LS	27	28

**T= 21 JANUARY S=20**

M	T	W	R	F
	1 H	2 H	3	4
7	8	9	10	11
14	15	16	17	18
21 P	22 S2	23	24	25
28	29	30	31	

**T=22 MAY S=22**

M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15 LS	16	17
20	21	22	23	24
27 H	28	29	30	31

**T=21 OCTOBER S=18**

M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15 P/C	16 C	17 C	18 H	19 H
22	23	24	25	26
29	30	31		

**T= 19 FEBRUARY S=19**

M	T	W	R	F
				1
4	5	6	7	8
11	12	13 LS	14	15
18 H	19	20	21	22
25	26	27	28	

**T= 5 JUNE S=4**

M	T	W	R	F
3	4	5	6	7 P

**T=20 NOVEMBER S=20**

M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14 LS	15	16
19	20	21	22 H	23 H
26	27	28	29	30

**T=16 MARCH S=14**

M	T	W	R	F
				1
4	5	6	7	8
11	12	13 LS	14	15
18	19	20 C	21 C	22 C
25 H	26 H	27 H	28 H	29 H

**172 Student Contact Days**

**1<sup>st</sup> Semester = 84 Days (Ends 1/18/13)**

**2<sup>nd</sup> Semester = 88 Days**

**Semester 1 = 91 Days (Teachers)**

**Semester 2 = 93 Days (Teachers)**

**(Teachers)=184**

MLK is a professional day

President's Day 2-18 holiday for students and staff



TO: Members, Board of Education  
Randy Clegg, Superintendent

FROM: Chris Lindholm, Assistant Superintendent

DATE: May 31, 2012

RE: 2013-14 Academic Calendar Approval

Agenda Item III.I  
June 7, 2012

**RECOMMENDATION: That the Board of Education approve the 2013-14 academic calendar.**

The District Calendar Committee, comprised of staff and parent representatives from across the district developed three calendar options for the 2013-14 school year in January. Staff at each school voted and overwhelmingly selected option 3. This calendar begins school the day after Labor Day, ends school for students on June 5, includes a one week spring break and a winter break lasting a week and a half.

# ISD191 Academic Calendar 2013-14 Draft 3

JULY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

New Teachers 8/20 - 8/22  
Fall Workshop 8/26 - 8/29

Labor Day 9/2  
First Student Day 9/3

Professional Day 10/14  
Conferences 10/15 - 10/16  
Fall Break 10/17 - 10/18

Thanksgiving 11/28 - 11/29

Winter Break 12/23 - 1/3

SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

MARCH				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

OCTOBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

NOVEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JUNE				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Winter Break 12/23 - 1/1

Sem 1 Ends 1/17  
Professional Day 1/20

12 s1 & 9 s2

Holiday - Presidents Day 2/17

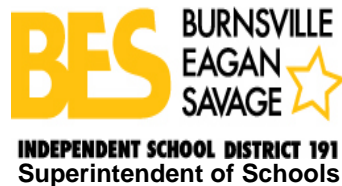
Conferences 3/20 - 3/21  
Spring Break 3/24 - 3/28

Professional Day - 4/18

Holiday - Memorial Day 5/26

Last Student Day 6/5  
Professional Day 6/6

84 Sem 1  
88 Sem 2  
172 Student Contact Days  
4 Fall workshop  
4 Professional Days  
4 Conference Days  
184 Teacher Days



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TO: Members, Board of Education Agenda Item III.J  
June 7, 2012

FROM: Randy Clegg, Superintendent

DATE: May 31, 2012

RE: Board Policy

**Recommendation:** That the Board of Education approve, on a first reading basis, Policy 102, *Equal Educational Opportunity* and Policy 214, *Out-of-State Travel by School Board Members*.

#### Discussion

In March, the Board of Education approved a recommendation by the Policy Review Committee to transition to MSBA's numeric classification system of indexing policies as we begin the next policy review cycle.

The first two policies reviewed under the MSBA numeric classification system are Board Policy 102 and 214. Both Board Policy 102 and Policy 214 are required policies under Minnesota Statute, have been reviewed by the Board Policy Committee and are presented to the full Board for consideration and first reading. Policy 102 establishes as policy that equal educational opportunities are provided for all students of the district. Policy 214 is intended to control out-of-state travel by school board members.

BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT

Policy 102 Equal Educational Opportunity

I. PURPOSE

The purpose of this policy, which is mandated by state and federal regulations, is to ensure that equal educational opportunity is provided for all students of the school district.

II. SCOPE

This policy applies to all areas of education including academics, coursework, cocurricular and extracurricular activities, or other rights or privileges of enrollment.

III. DEFINITIONS

*Equal Opportunity* – The principle of non-discrimination which emphasizes that opportunities in education should be freely available to all students irrespective of their race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age, or any other individual or group characteristic unrelated to ability, performance, and qualification.

IV. POLICY STATEMENT

- A. It is the school district’s policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence.
- C. Any student, parent or guardian having any questions regarding this policy should discuss it with the building principal or supervising school district official. In the absence of a specific designee, an inquiry or a complaint should be referred to the Assistant Superintendent for Teaching and Learning.

V. RESPONSIBILITIES

It is the responsibility of every school district employee to comply with and ensure compliance with this policy.

VI. EXCLUSIONS

None

History: Issued October 1999, Revised 2009, Under Review 2012		
Approved by: Board of Education	Clerk’s Signature:	Date:

**VII. CONTACTS**

<u>Office/Department</u>	<u>Telephone Number</u>
Assistant Superintendent – Teaching & Learning	(952) 707-2015

**VIII. LEGAL REFERENCES**

- Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
- 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act).

BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT

Policy 214 Out-of-State Travel by School Board Members

I. PURPOSE

The purpose of this policy, which is mandated by Minnesota statute, is to control out-of-state travel by school board members as required by law.

II. SCOPE

This policy applies to elected members of the Board of Education serving in their official capacity.

III. DEFINITIONS

None.

IV. POLICY STATEMENT

Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations. Travel outside the state is appropriate when it will contribute to school board members acquiring the knowledge and information necessary to more effectively carry out their responsibilities as school board members. Travel to out-of-state meetings, such as regional or national meetings of the National School Boards Association, for which the member intends to seek reimbursement from the school district must be preapproved by the Board of Education at a regularly scheduled meeting of the board.

Requests for reimbursement must adhere to the district's expense reimbursement regulations, be itemized on the appropriate school district form and submitted to the Superintendent. Reimbursable expenses may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

Amounts to be reimbursed for board member out-of-state travel, including registration fees, shall be within the school board's approved budget allocations.

V. RESPONSIBILITIES

*Board Chair* – Ensure out-of-state travel for board members is preapproved at a regularly scheduled meeting of the board.

*Superintendent* – Assist board members in securing registrations, housing and travel accommodations for board approved out-of-state travel. Receive and review requests for reimbursement in accordance with district regulations.

VI. EXCLUSIONS

This policy does not apply to employees of the school district.

History: Issued October 1999, Revised 2009, Under Review 2012		
Approved by: Board of Education	Clerk's Signature:	Date:

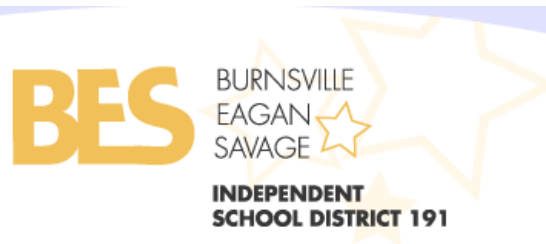
**VII. CONTACTS**

Offices that can be contacted regarding the policy:

<u>Office/Department</u>	<u>Telephone Number</u>
Superintendent	(952) 707-2001

**VIII. LEGAL REFERENCES**

- Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
- Minn. Stat. § 471.661 (Out-of-State Travel)
- Minn. Stat. § 471.665 (Mileage Allowances)
- Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
- Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)



**OFFICE OF INDIVIDUALIZED STUDENT SERVICES**

Agenda Item III. K  
June 7, 2012

**TO:** Members of the School Board  
Superintendent Randall Clegg

**FROM:** Stephanie Corbey, Executive Director  
Individualized Student Services

**DATE:** May 30, 2012

**RE:** 2012-13 BEST Services Program  
Student/Parent Handbook

**RECOMMENDATION:** That the school board approve the 2012-13 student/parent handbook for the BEST Services Program

The BEST Services Program educates approximately 40-50 students with Individual Education Program (IEP) plans annually. These students, 18-21 years of age, develop skills to successfully transition from school- to-adult life while earning their high school diplomas. The BEST Services student/parent handbook for the 2012-13 school year has been revised to incorporate updated information on transportation, school times, and a site change for CORE (Career and Occupational Readiness Education).

# BEST Services Burnsville-Eagan-Savage Transition



## Student Handbook

2012-2013

501 East Highway 13, Suite 106  
Burnsville, MN 55337  
(952)-746-7520



"Innovative Schools, Extraordinary Opportunities"

[www.isd191.org](http://www.isd191.org)

Dear Students:

The BEST Services Handbook is written to you as an adult student. Please share this with your parents and/or other supports as a way to enhance the line of communication between you and your program. There are services, program guidelines and policies discussed in these pages. For a more detailed description of District policy, consult with the program staff or visit our district website at [www.isd191.org](http://www.isd191.org).

Many of your questions have been anticipated and are discussed in this handbook. We are always available to clarify any school matter. Close cooperation between home and school is essential to promote your best interests. You are encouraged to communicate regularly with your IEP manager and teachers as you work toward achieving your post school desired outcomes or exit criteria as determined by your IEP. Your parents/guardians and other agency supports are encouraged to attend meetings to support you in the purposeful planning of your transition services. Students benefit when there is a meaningful exchange of information between all stakeholders.

It is our hope that this handbook will be helpful to you. We strongly encourage the team approach in the provision of your transition services with you as a key member of the team. Best wishes for a successful school year!

Sincerely,

Jennifer O'Neill-Mager  
Secondary Special Education Supervisor

# BEST Services

## Burnsville-Eagan-Savage Transition

**Mission**  
 To educate young adults with Individual Education Plans (IEP's) ages 18-21 so that they may transition to adult life and become productive members of their family and community.

**Access**  
 Students will have access to the programs below based on Individual Education Plans.

**LIFE SKILLS CENTER**  
 Burnsville Life Skills Site  
 501 Highway 13 E  
 Burnsville, MN 55337  
 952.746.7520

**CORE**  
 Career and Occupational Readiness  
 Education Site  
 TBD  
 612.490.2512

**DCSTC**  
 Dakota County Secondary  
 Technical Center  
 1300 -145th St. E.  
 Rosemount, MN 55068  
 651.423.8458

**LIFE SKILLS CENTER**

- Housing the main office, classroom seminar areas, meeting rooms and independent living skills instruction areas.
- Students with IEP goals in independent living will participate in seminars, community based instruction and recreation and leisure activities.

**CORE**

- District wide work experience program serving students in the areas of career and employment.
- Students with IEP goals in jobs and job training will have opportunities to develop their skills in all aspects of employment. Emphasis is placed on coaching students to reach their full employment potential.

**DCSTC**

- Secondary technical training programs.
- Students with IEP goals in jobs and job training will have opportunities for job specific training and career exploration through programs at DCSTC.

- Personal Finance
- Home Management
- Personal Needs
- Family Living
- Food
- Clothing
- Citizenship
- Recreation and Leisure
- Mobility in the Community

- Assessment
- Job training
- Job support
- Community work sites
- Soft skills of employment
- Job & career exploration
- Job search skills
- Career interests & investigation

- CISCO Networking Academy
- Computer Service and Repair
- Food Industry Careers
- Fundamental Chef Training
- Geometry in Construction
- Construction Trades
- Graphic Communications I&II
- Heavy Duty Truck Diesel Technology I&II
- Medical Careers I&II
- Total Auto Care
- Video Game Animation & Design

**Transition Partnerships with ISD 191**

- Community Transition Interagency Committee (CTIC)
- Community Employers
- Vocational Rehabilitation Services (VRS)
- Social Services
- Adult Service Providers
- Non-Profit Agencies
- 191Community Education

**ANIMALS IN SCHOOL**

Service Animals: A student with a disability may be accompanied by a service animal in public places within District 191 consistent with Minnesota Statutes 256C.

Non-Service Animals: A student with a disability who wishes to be accompanied in a school building including a classroom, lunchroom or other area within the school building by a non-service animal should request that the student's Individual Education Program (IEP) team or Section 504 team consider whether the non-service animal is necessary to provide the student with a free appropriate public education.

Refer to the district website: [www.isd191.org](http://www.isd191.org) to details of the policies.

**ATTENDANCE & SCHOOL HOURS**

The student day is from 8:00 a.m. to 2:30 p.m. unless otherwise determined by the IEP team. Student attendance is determined by the IEP team on an individual basis. Students are expected to attend and follow their schedule each day unless they are ill or there is an emergency. **Attendance is important for making progress on IEP goals and Transition needs.** The student is encouraged to call in their own absence. Parents and students have a responsibility to notify BEST at 952-746-7520 about an expected absence and also to notify Durham at 952-894-3460 to cancel transportation services when there is an absence.

**BUS AND VAN BEHAVIOR**

The majority of students behave well in school and on the school bus. Students will be expected to remain respectful to others and property at all times.

**COMMUNICATION: HOME AND SCHOOL**

Students are more successful in school when the IEP team works together to support the student. IEP meetings, conferences, open house, progress reports, phone call or email are some of the methods used to facilitate communication. Students are encouraged to speak with teachers regularly to address questions, or concerns.

**COMMUNITY BASED INSTRUCTION**

Specialized instruction is conducted at various district locations and in many different community settings. Students may walk or be transported by bus or van to community destinations.

**CONFERENCES**

IEP and progress conferences are scheduled individually throughout the school year. The conferences are scheduled to review each student's program and to make plans for future programming.

**DISCIPLINE - CODE OF CONDUCT**

Behavior, centering on self-discipline and consideration for others and property, is encouraged and expected. Maintaining an atmosphere conducive to learning is a priority for everyone at school. Contact the building administrator to review the complete Code of Conduct Policy.

**DISCRIMINATION/HARASSMENT/VIOLENCE/BULLYING**

According to district policy, all students have a right to work and learn in an environment free from harassment and violence. District 191 will not tolerate any form of discrimination, harassment or violence. This also includes students who bully other students. Students will be informed of these policies and the procedures for reporting violations. Copies of the policy will be posted in the main office and all classrooms. All district policies are posted on the district website: [www.isd191.org](http://www.isd191.org)

**DRESS CODE**

We expect students to use good judgment in choosing proper school attire. Students are expected to dress according to work place standards.

**DRUGS AND ALCOHOL (JFCH-R)**

District 191 will not tolerate any form of consuming, using, possessing, or furnishing alcohol or mood-altering substances or drug paraphernalia on school grounds or at school activities. The same penalties apply regardless of the amount consumed or where the consumption took place. District 191 will not tolerate the sale of illegal mood-altering substances on school property.

**EARLY DEPARTURE/LATE ARRIVAL**

Students must communicate with staff in the event of arriving late or leaving early and consider the impact of this behavior on achieving IEP/transition goals.

**E-FORMANT**

E-Formant is the district's e-mail news service. To subscribe, just go online to <http://www.isd191.org>. Look under "Sign Up for Electronic News" (on the left-hand side of the page) and click on the eFormant link for instructions. Then select from the following information options:

- **News Releases** - Meet the people, mark the progress and take pride in the performance of District 191. Frequency – Once per week.
- **Calendars** – Check dates; plan your schedules, etc. Frequency – As needs arise.

**ELECTRONIC DEVICES**

Possession of pagers, cell phones and other electronic communication devices are permitted, but the **use of** such devices may not disrupt the learning environment. The use of such devices may be restricted depending on the instructional or work place setting.

**EMERGENCY SCHOOL CLOSINGS**

It may be necessary to close school due to severe weather or for other reasons. Closings will be announced for **the Burnsville-Eagan-Savage Schools** using the following media:

*Radio on WCCO AM 830  
Television on KARE Channel 11, WCCO Channel 4, KSTP Channel 5  
ISD 191 Website at [www.isd191.org](http://www.isd191.org)*

Please make contingency plans for emergency situations.

**EMERGENCY PROCEDURES**

Schools are required by law to conduct fire drills and lockdown drills during the school year. Unannounced drills take place in order to reinforce safety practices to reduce anxiety in emergency situations. In the unlikely event of a bomb threat, the proper officials will determine if the building is to be evacuated. Specific procedures also will be followed for severe weather drills and other emergencies.

**FOOD POLICY**

The State Department of Health requires that the food served in schools be obtained from the appropriate sources. Food prepared in a home shall not be used in school during the school day. Baked goods for parties, birthday treats, etc., must be purchased from a store.

**FREE/REDUCED MEAL PROGRAM**

This program is offered to families that meet the established income guidelines of the program. While not mandatory, this process can lead to a reduced financial burden on families throughout the school year. Schools receive additional funding based on their free or reduced lunch population. Applications are available through the school office or by contacting the Food Service Department at 952-707-2031 or 952-707-2032.

**FOOD SERVICE PROGRAM**

Students are encouraged as part of the curriculum to shop for and prepare their lunches at BEST. Bag lunches are available for purchase by students for \$2.40. Students have a choice of a sandwich or a salad. School staff needs one day advance notice for students to purchase a bag lunch. The bag lunches are prepared at Metcalf Junior High School and are delivered to BEST Services.

**HAZING**

Hazing activities are not acceptable behavior and are prohibited by the Burnsville-Eagan-Savage Schools. Hazing means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization or for any other purpose. Any student involved in or present at an incident where a student is hazed may receive disciplinary consequences as outlined in Board policy. This includes observers and willing victims as well as those aggressively hazing other students.

**HEALTH SERVICES**

Students do their best work when they are physically and emotionally healthy. Students are encouraged to be self-advocates for their own health care. School health services are available as needed.

*Illness/Accidents* - In case of illness or an accident at school, parents are notified. Transportation home and all medical care is the responsibility of the parent. If you cannot be contacted, the person(s) whom you list as an emergency contact will be called. This person should be able and willing to provide transportation and supervision for your young adult. Be sure that the school has this information by filling out the Health Office Emergency Information form.

If you will be absent from school, please call the school. If you should become ill with a communicable disease, please notify the school. In most cases, students should stay at home for 24 hours after antibiotics have been started. Students should be free of fever for 24 hours before returning to school.

*Immunization Records* – In order for students to enroll or remain enrolled in a secondary school, Minnesota State Law requires documentation of required immunization or written proof of exemption. Students are required to be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella (chickenpox). Your young adult will not be allowed to start school until this information or an appropriately signed legal exemption is provided. The entire ISD #191 policy (JHCB) and immunization forms are available in the school health office or on your school website as follows: Go to the “Schools” tab, click on a school, click on “The Office”, click on “Health” or “Nurse’s Office” and then click on “Health Forms”.

*Health Records* – As required by State Law, a health record is kept for each student. Please report any additional immunization(s) or significant health condition(s) to the school nurse for recording in your health record.

*Homebound Instruction* – A student is eligible for homebound instruction if he/she is ill or hospitalized and will miss 10 consecutive school days or more.

*Medications* – If your young adult needs to take medicine at school, please contact the school nurse. Teachers should not be asked to be responsible for a student’s medication. The district’s medication policy requires that ALL medications (prescription and non-prescription) administered at school must have written parent/guardian permission and a written order signed by a licensed prescriber. Medication must be provided in an original container or prescription bottle that is properly labeled. Copies of the medication authorization form can be obtained from the school nurse on the district website.

### **HOMEWORK**

Based on Individual Education Plans, students will be asked to follow through with assignments and activities to attain their individual goals.

### **INTERNET**

The Internet is a powerful educational tool. In accordance with ISD #191 policy, computers must be used in a responsible, ethical, and legal manner. Inappropriate use will lead to the loss of computer privileges and possible disciplinary action. The complete Internet policy is available in each office and on the district website ([www.isd191.org](http://www.isd191.org)).

### **PERSONAL ITEMS**

Personal items that distract from students’ learning or hinder students’ safety are not allowed in the school and may be confiscated by staff and returned at the end of the school day.

### **REGISTRATION**

Our district uses a central registration process. **All new students need to register at the Welcome Center, 200 West Burnsville Parkway, Burnsville.** The office is in the lower level of Diamondhead, on the east side of the building when you drive on Pillsbury Drive. Please contact the Welcome Center at (952) 707-4180 to schedule an appointment and to find out the hours of service. You will be required to provide information when registering your child. You can download registration forms by selecting the links found on the district’s website, [www.isd191.org](http://www.isd191.org) or by calling the Welcome Center to request registration materials be mailed to you. Registration forms are also available at all school sites. After completing registration at the Welcome Center, an appointment with your child’s school will be scheduled. **Students cannot begin classes on the day they enroll.**

### **RELEASE OF SCHOOL INFORMATION**

District 191 complies with state and federal laws governing the release of student record information. These laws permit us to release directory information: a student’s name, address and telephone number, gender, dates of attendance, and similar information. Directory information does not include individual grades, test results, race, religion, social position or other personal facts. Parents can request that part or all of this information not be disclosed without prior written consent, except to school officials or as provided under federal law. For more information regarding student records, contact the Planning and Technology Office at 952-707-2065.

**REPORTING CHILD ABUSE/NEGLECT**

District 191 will seek to protect students whose health and welfare may be jeopardized through physical abuse, neglect, truancy or sexual abuse. All district employees are required by State law to report suspected misconduct toward children and maintain the confidentiality of such data.

**REPORTING STUDENT PROGRESS**

Student achievement is reported through progress reports and IEP meetings, grades, formal and informal feedback from employers, teachers, and job coaches.

**SCHOOL BOARD**

The ISD #191 School Board sets educational policies and budgets for all district schools. School Board members like to have input from district residents. The board meets twice monthly and the public is welcome to attend.

**SCHOOL HOURS**

BEST Services provides life skills courses, community-based instruction, work experience, job coaching, and support as needed in selected secondary classes at Dakota County Technical College. Each student's school hours and daily schedule is unique and varies based on individual needs. On site programming is scheduled between 8:00 a.m. and 2:30 p.m.

**SPECIAL EDUCATION ADVISORY (SEAC)**

The Special Education Advisory Committee seeks participation and input from students, parents, and community members into the decisions that affect the education environment and learning opportunities for students in the district's special education programs and services.

<http://www.isd191.org/se3bin/clientgenie.cgi?butName=Special%20Ed.%20Advisory%20Council%28SEAC%29&cId=0&permission=3&username=>

**SCHOOL SOCIAL WORKER SERVICES:**

BEST Services has a School Social Worker who may help students and families to access community resources and disability related services. To contact the social worker, please call (952) 746-7520.

**TELEPHONE CALLS**

Calls to teachers and students during class time are discouraged. Contact with teachers prior to or after classes is encouraged. Instructors communicate with students or parents on a regular basis regarding students' programs. In case of an

emergency, calls should be made to 952-746-7520 and a message will be delivered to the student. Students will not be permitted to use the phones during the day without permission from the student's IEP manager

**TOBACCO POLICY**

It is illegal for anyone under the age of 18 to possess tobacco products. Additionally, ISD 191 is a tobacco free district, which means no tobacco products are permitted on school grounds. Any student under the age of 18 found using any tobacco product might be reported to the police for violation of the law.

**TRANSPORTATION**

It is the responsibility of ISD 191 to furnish transportation for students. Durham Transportation will contact parents/student regarding the time students will be picked up for school. Students will be picked up and delivered to a consistent location. Buses do not leave the school without students unless special arrangements for transportation home have been made. If a student will not be attending school the transportation office should be notified. Any student wishing to ride the bus to or from school with a friend must have prior approval signed by a lead teacher or the building administrator.

**VEHICLES**

There is limited parking in the BEST parking lot; therefore, only a limited number of students are permitted to drive vehicles to school. Students who meet criteria for a driving contract may be permitted to drive a vehicle to school. Students with driving privileges are not permitted to transport other students. Students must sign and follow the contract or driving privileges will be revoked.

**VISITORS**

All visitors are required by state law to check in with staff when entering the building. The practice of students bringing a visitor to school is generally discouraged. However, under special circumstances, administration may grant permission on an individual basis.

**WEAPONS**

Use or possession of weapons is prohibited in all district buildings and on all district property, in all district vehicles, and at other buildings or premises

where students are present in connection with a school activity.

A student who finds a weapon on the way to school or in the school building or who discovers that he or she accidentally has a weapon in his or her possession and takes the weapon immediately to any staff member or to the principal's office, shall not be considered in possession of a weapon. A complete copy of this policy is available in the school office and on the district website.

### **STUDENT POLICIES**

District 191's Student Policies and Procedures are summarized here to meet the federal requirement that parents are notified of the policies. The complete policies are available in the principal's office or online at the district website ([www.isd191.org](http://www.isd191.org)).

### **RESPECTFUL BEHAVIOR POLICY**

We recognize the contributions of all individuals in achieving our mission of providing an exceptional education for every student. We also believe that creating a positive climate for students, staff, and community is critical to the achievement of the District's mission. To create this positive climate, every individual must act with respect.

### **SCHOOL DISCIPLINE POLICY**

The School Discipline Policy summarized here is intended to comply with the Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Act, and current School Board policies. Written rules governing student conduct, prepared by the administration and consistent with School Board policy, shall be published and distributed annually to each student. If there is a serious violation of District 191's School Discipline Policy, the student's Individualized Education Plan (IEP) team will meet to determine the need for further assessment and/or the development of or revision of a behavior support plan and completion of a restorative process.



**OFFICE OF INDIVIDUALIZED STUDENT SERVICES**

Agenda Item III. L  
June 7, 2012

**TO:** Members of the School Board  
Superintendent Randall Clegg

**FROM:** Stephanie Corbey, Executive Director  
Individualized Student Services

**DATE:** May 30, 2012

**RE:** 2012-13 Early Childhood Special Education Program  
(ECSE) Parent Handbook

**RECOMMENDATION:** That the school board approve the 2012-13 parent handbook for the ECSE Program

The Early Childhood Special Education (ECSE) Program serves over 200 students (children ages birth to 5) in a variety of community settings in our school district. Diamondhead Education Center is the primary educational site for children 3-5 years of age. The parent handbook for 2012-13 school year has been updated to include a few minor changes. The following sections have been revised: speech therapy services, interagency services, emergency school closings, electronic news bulletins, parent teacher organizations/ supports and transportation.



**EARLY**

**CHILDHOOD**

**SPECIAL**

**EDUCATION**

**2012-2013 PARENT HANDBOOK**

**Early Education Program and Services  
202 West Burnsville Parkway  
Burnsville, MN 55337  
(952) 895-6610**



Dear Parents and Guardians:

Welcome to the Burnsville-Eagan-Savage School District # 191. The Early Childhood Special Education (ECSE) program is part of the Individualized Student Services Department. This handbook has been prepared for families with children who are receiving services through the ECSE program. Many of your questions have been anticipated and are covered in this handbook. While the handbook contains general information regarding the ECSE program, we understand that it may not provide answers to all of the questions you might have regarding your child's education and services while attending the ECSE program. We are always available to clarify information and respond to your specific questions.

We like to work together with parents to promote their child's education and early learning. Parents are encouraged to visit the ECSE program and to attend scheduled conferences and participate in parent learning classes and other programs designed to meet your needs.

It is our hope that this handbook will be helpful to you. We strongly encourage and support the team approach in our educational program, with you as a key member of the team. We greatly appreciate it when parents visit and share their experiences with us.

Best wishes for a successful school year.

Sincerely,

Jackie Smith  
ECSE Supervisor

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## **Early Childhood Special Education (ECSE) Program Overview**

A variety and continuum of special education services are provided to children and families through the ECSE program. These services are designed to meet the individual needs of the children who attend and participate in the ECSE program. The birth – three year old services are primarily provided in the children’s natural setting which is either the home or the childcare setting.

Children ages three – five years of age have a variety of classes and services available to meet their needs which are provided in both the mornings (9-11:30) and the afternoons (12:30-3:00), on Monday, Tuesday, Wednesday, Thursday and/or Friday. Services may be provided in ECSE center-based classrooms, community based settings and/or in the home. Based on each child’s individual needs and determined by their IEP team, children may receive ECSE services 1, 2, 3, 4, or 5 days per week. Below is a brief description of the services provided by the ECSE program.

**Home Based Services:** ECSE teachers and therapists may provide services in the child’s home. These services focus on the individual needs of the child and related needs of the entire family. Home visits include direct services to the child as well as time for parent involvement and consultation.

**Itinerant ECSE Services:** Itinerant services are designed for children who may have needs in different areas of development and are already in a preschool or daycare setting that is appropriate for them. An ECSE teacher or educational speech and language pathologist travel to the community based setting. Direct service to the child as well as consultation to the preschool/daycare staff is provided. The frequency and amount of services provided in these settings is based on the individual needs of each child and determined by the child’s IEP team, including parents.

**Community Based Services:** ISD 191’s ECSE program partners with the District’s Community Education Preschool programs and Head Start Program to provide services in inclusive settings with typically developing peers. Children receiving services in these programs receive support from both licensed and non-licensed ECSE staff.

**Center Based Services:** Some children receive services in an ECSE classroom at Diamondhead Education Center with children who are working on individual goals in various areas of development. The center based class hours are:

**Morning Session: 9:00-11:30 AM**

**Afternoon Session: 12:30-3:00 PM**

**Parent-Child Groups/Parenting Sessions:** Group activities for children and their parents are scheduled throughout the year. During parenting sessions, parents have the opportunity to meet as a group to discuss practical and emotional concerns regarding their child's disability and participate in informational sessions regarding specific disabilities.

**Autism Services:** This program provides intensive services to meet the needs of children whose primary disability is most often Autism Spectrum Disorders. The emphasis in these classrooms is on the introduction to the classroom experience, communication, development of play, cognition, motor, imitation, social, independent work, and self-care skills. Staff provides families with information regarding specific research based strategies and methods for working with children with Autism Spectrum Disorders.

**Speech Therapy Services:** Speech Therapy may be provided in a variety of ways. Therapy services may be any combination of: a community setting, within a small group, or on an individual basis. These services help in the development of communication skills such as vocabulary, sentence structure, and speech sounds.

**Transition to Kindergarten:** In the year before kindergarten, parents will be invited to a transition group where they will have an opportunity to hear about the transition process. This group will also include a parent panel of former ECSE parents with children now in elementary school. There will be a time for question & answer with this panel. In the spring, families will have a transition meeting with staff from the elementary school. These meetings will be held at the elementary school that your child will be attending. Parents can share information and hear about kindergarten school services at that time.

**Interagency Services:** **Help Me Grow** is an interagency resource that supports services for children Birth to Five on a state and county level. The membership of **Help Me Grow** includes: ISD 191, County Social Services, Public Health, Mental Health Providers, parents and ARC. Through interagency teamwork, Help Me Grow provides: parent support, staff education, interagency planning, and childfind materials. For more information: [www.helpmegrowdakotaco.com](http://www.helpmegrowdakotaco.com)

## **GENERAL INFORMATION**

**Calendar:** All families with children in the Burnsville-Eagan-Savage School District are provided with a Calendar/Answer Book prior to the first day of school. The calendar lists the major events at each of the fifteen schools. In addition you will be provided with a calendar for your ECSE student.

**Clothing:** Play type clothing is suggested. Activities in the ECSE classrooms are many, varied and sometimes messy. Additionally, we encourage you to select clothing for your child that he/she can manage independently. When weather permits, children spend time outdoors. Please dress your child in outdoor clothing appropriate for the weather. Clearly label all outdoor clothing with your child's name. Also, please send an extra set of clothing for your child (including socks and underwear) clearly labeled with your child's name.

**Communications in School District 191:** There are several ways to be "in the loop" and know what's happening in your child's school and school district. Here are some new (and improved) ways that communication is expanding.

Instant Parent Notification System: The school district has a new instant notification system that can contact families by phone (home, work, cell), e-mail and text message in case of an emergency. Please make sure your child's school always has your up-to-date contact information. An easy way to update is through SchoolView, the online parent portal. Sign up by clicking on "SchoolView" on the left color bar on the district website at [www.isd191.org](http://www.isd191.org) or any school site.

Follow the district on Twitter: Are you using social media to keep in touch with others? Then, add ISD 191 to those you follow and you will receive emergency information as well as on-going news. Sign up at [www.twitter.com](http://www.twitter.com).

Electronic news bulletins: Sign up to get e-mail news at home, work or PDA by going to the district website at [www.isd191.org](http://www.isd191.org) or a any school site. Click on "Sign up for electronic news" and select the news bulletins you would like to receive. Check out the news on the Early Childhood Special Education website at [www.isd191.org](http://www.isd191.org)

**Community Learning Experiences:** Students take both bus and walking community learning experiences. Parents are invited to accompany their child on these outings. An information letter and permission form will be sent home for parent approval.

**Conferences:** Two scheduled conferences to discuss your child's Individual Education Program (IEP) Plan, or Individual Family Service Plan (IFSP) are held each year. Your child's progress and goals will be reviewed and new goals may be developed. The first conference is held in the fall and the second in the spring. These face-to-face exchanges are an integral part of the reporting system. Additional conferences may be held at the request of the parent or teacher.

**Emergency Numbers:** An emergency card is given to each family. The emergency card needs to be filled out completely, returned to school immediately, and updated when changes occur. It is very important that we have parent's current home, work, daycare, telephone number numbers and the number of a friend or neighbor who may be contacted in case of an emergency. This information is kept in the Health Office.

**Emergency Procedures:** Schools are required by law to conduct fire, evacuation and lock-down drills during the school year. Unannounced drills take place in order to reinforce safety practices to reduce anxiety in the event of an actual emergency. Specific procedures will be followed for severe weather drills and other emergencies.

**Emergency School Closings:** It may be necessary to close school due to severe weather or for other reasons. Closings will be announced for the Burnsville-Eagan-Savage Schools via the Instant Parent Notification System and over the following local radio and television stations:

***Radio on WCCO/AM 830***

***Television on KARE Channel 11, WCCO Channel 4, and KSTP Channel 5.***

***ISD 191 website, [www.isd191.org](http://www.isd191.org)***

It may not be possible to provide advance notice to parents in the event the schools need to close early. Parents should be alert to such a possibility, particularly during severe weather.

**Food Policy:** Snack time is a part of your child's school program. The State Department of Health requires that the food served in schools be obtained from appropriate sources. Food items for school parties must be purchased from a store; home prepared food items are not permitted. Individual classrooms may have limitations on food items due to students with food allergies. If you do not wish to have your child participate in any parties, please inform your child's teacher. If you would like to have your child occasionally bring a snack to share with classmates you may do so if it is store bought.

**Health Information:** Children learn best when they are physically and emotionally healthy. Although parents have the primary responsibility for their child's health, a school nurse is available to assist parents in maintaining, improving and promoting the health of the ECSE students. The school nurse is available during regular school day hours to provide care to students.

*Illness/Accidents:* In case of illness or an accident at school, you will be notified. Transportation home and all medical care is the responsibility of the parent. If you cannot be contacted, the person whom you listed as the emergency contact will be called. This person should be willing and able to provide transportation and supervision of your child. Be sure the school has this information by completing the Health Care Information card.

If you child will be absent from school, please call the school.

If your child should become ill with a communicable disease, please notify the school. In most cases, children should be kept at home for at least 24 hours after antibiotics have been started, fever is resolved, and/or primary symptoms have resolved.

For your child's protection, he/she should be free of a fever for 24 hours before returning to school.

*Immunization Records:* It is state law and school district policy that all students must be up to date on their immunizations or show proof of conscientious or medical objection. Your child will not be allowed to start school until this information or an appropriately signed legal exemption is provided. The entire ISD # 191 policy (JHCB) and immunization form are available in the school health office or on the district website as follows: Go to "Our Schools" tab, click on your child's school, click on "The Office", click on "Health" or "Nurses Office" and then click on Health Forms.

*Health Records:* As required by State law, a health record is kept for each child. Please report any additional immunization(s) or significant health condition(s) to the school nurse for recording in your child's health record. Growth results of vision and hearing screening, immunizations and findings from health assessments are entered in children's health records.

**Medications:** If your child needs to take medication at school, please contact the school nurse. Teachers should not be asked to be responsible for children's medication. The district's medication policy requires that ALL medications (prescription and non-prescription) administered at school must have written parent/guardian permission and a written order signed by a licensed prescriber. Medication must be provided in an original container or prescription bottle that is properly labeled. Copies of the medication authorization form can be obtained from the school nurse on the district website.

**Newsletter (ECSE):** One key feature of effective schools is good communication between school and home. The ECSE school newsletter will be sent home regularly with your child. This newsletter is also posted on the program webpage where it is available online to families who do not wish a hardcopy. We encourage you to let us know if our communications efforts meet your needs.

**Parent Teacher Organization/Supports:**

The District's *Special Education Advisory Committee* (SEAC) meets five times per year in the evening from 6:00-8:00 P.M. Parents, teachers and community members advise the district special education department regarding services for infants, preschool, children, and young adults who receive special education services. If you are interested in serving on the SEAC, contact Stephanie Corbey at 952-707-6261. Watch the newsletter for information about meeting times and dates. Everyone is welcome to attend.

**School Social Work Services:** The ECSE program has a School Social Worker who may help families to access community resources and services. To contact the social worker, please call **(952) 895-6610**.

**Reporting Child Abuse/Neglect**

District 191 will seek to protect children whose health and welfare may be jeopardized through physical abuse, neglect, or sexual abuse. All district employees are required by State law to report suspected misconduct toward children and are bound to maintain the confidentiality of such data.

**School Supplies:**

- School Bag: Your child should bring a school bag, large enough to bring home items made in school, notebook, and notes from the teacher and school. Please label the bag with your child's name.
- Journal: Because communication with families is important to us we ask that you utilize the "journal" pages that are provided by your child's teacher. The "journal" pages are a valuable tool for parents to provide information regarding events and new learning that occurs at home and for teachers to provide information regarding children's school activities.

**Transportation:** Transportation for your child is provided throughout District 191 to children attending the district ECSE program sites. An Emergency Bus card must be completed and received by the school prior to the start of transportation.

Staff members meet the children at the bus when they arrive at school and accompany them to the bus at the end of the school day. Parent or daycare providers are responsible for walking children to the bus when they leave home and meeting the bus upon his/her arrival home.

Please contact your child's teacher if you have concerns or questions regarding transportation. All children sit on a star seat when transported by the school district.

When your child is sick or will not be attending school please notify the bus company and your child's teacher.

**Durham School Services Phone Number: (952) 894-3460**

**Visitors/Volunteers:** Adult visitors and volunteers are always welcome at school. Visitors must make arrangements with the teacher and the ECSE coordinator prior to the visit. All visitors and volunteers must check in at the front desk upon entering the building. Each visitor/volunteer will be given a badge or sticker that allows access to the building.

### **Notes**

*If you have any barriers to understanding this information such as language or a disability, please contact 952-895-6610 for assistance.*

To: Members, Board of Education  
 Randy Clegg, Superintendent  
 Agenda Item III.M  
 June 7, 2012

From: Stacey Sovine  
 Human Resources Administrator

Date: June 7, 2012

RE: Resolution Terminating Educational Assistants

**RECOMMENDATION:** That the Board of Education adopt the following resolution:

**BE IT RESOLVED,** by the School Board of Independent School District 191, that the following educational assistants are hereby terminated at the end of the 2011 - 2012 school year

**POSITIONS ELIMINATED/LAYOFF**

<b><u>LEVEL 2A</u></b>	<b><u>Elementary</u></b> Sarah Erbes	GP
<b><u>LEVEL 4</u></b>	<b><u>Elementary</u></b> Adria Akerson Laurie Koechlein Joann Olsen	ECSE Wm. Byrne Wm. Byrne
<b><u>LEVEL 4</u></b>	<b><u>Secondary</u></b> Jann Adrian James Ashley Erik Chrissis Jennifer Lyngstad Kelli Meyer Angela Pond Robert Thompson	BEST ERJH BHS ERJH MJH BEST NJH

**BURNSVILLE EAGAN SAVAGE**  
**Independent School District 191**  
**Human Resources**

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To: Members of the Board of Education  
Superintendent Randy Clegg

Agenda Item III.N  
June 7, 2012

From: Stacey Sovine  
Human Resources Administrator

Date: June 7, 2012

RE: **Proposed Revisions in the Collective Bargaining Agreement with the Burnsville Association of Educational Assistants and Independent School District 191**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE REVISIONS AND READOPT THE UNCHANGED LANGUAGE IN THE 2011 - 2013 COLLECTIVE BARGAINING AGREEMENT WITH THE BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSISTANTS**

The District reached a tentative agreement on a new two-year contract with the Education Assistants on April 30, 2012. There are 217 assistants within the unit. Work on a new two year agreement started on April 16, 2011 and extended over three bargaining sessions. The union was represented by Union Stewards, Diana Rasinen, Sue Campbell, Carol Bengtson, Denise Wolff and Union Organizer, Zaidee Martin. The district was represented by Scott Brown and Stacey Sovine. During the collective bargaining process, 13 language items were on the table for discussion. BAEA ratified the agreement on May 18, 2012.

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

- Establishing holidays based upon national / state holidays to assure non-student contact alignment
- Seniority / probationary / preferential hiring list (recall list) language refinement.
- Paycheck installments all aligned to 24 pay periods
- Combined family illness with personal illness into one (1) sick leave bank.
- An attendance incentive was added.
- Longevity was streamlined to three tiers verses four and represents consistent units based upon \$ .25 increments.
- 403(b) language clarified and total contributions capped at \$20,000 maximum.
- Steps both years.

**Economic terms agreed to include:**

Total

- 2 year increased cost \$289,000.
- MSBA 2 year package increase is 2.79%

**BURNSVILLE EAGAN SAVAGE**  
**Independent School District 191**  
**Human Resources**

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To: Members of the Board of Education  
Superintendent Randy Clegg

Agenda Item III.O  
June 7, 2012

From: Stacey Sovine  
Human Resources Administrator

Date: June 7, 2012

RE: **Proposed Revisions in the Employment Agreement with Operation and Maintenance Supervisors and Independent School District #191**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE 2011 - 2013 EMPLOYMENT AGREEMENT WITH OPERATION AND MAINTENANCE SUPERVISORS AND INDEPENDENT SCHOOL DISTRICT #191**

There are five Operations and Maintenance Supervisors that supervise the custodians and ensure our buildings are clean and safe, and well maintained. The district appreciates their work. The following agreement will be in place from July 1, 2011 through June 30, 2013.

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

- Modifying family illness leave and rolling it into one sick leave bank
- Family illness language aligned with other units.
- A wellness/attendance incentive was added.
- Modifying the vacation accrual process
- Discontinuing position elimination pay for new hires
- Total costs for two years: \$17,400. 2.91% MSBA.

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**BURNSVILLE EAGAN SAVAGE**  
**Independent School District 191**  
**Human Resources**

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To: Members of the Board of Education  
Superintendent Randy Clegg

Agenda Item III.P  
June 7, 2012

From: Stacey Sovine  
Human Resources Administrator

Date: June 7, 2012

RE: **Collective Bargaining Agreement with SEIU Local #284 Custodial Employees**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2011-2013 MASTER AGREEMENT WITH SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL #284 CUSTODIAL EMPLOYEES**

District and Union Negotiators reached a tentative agreement on April 23, 2012. The union ratified the agreement on May 24, 2012. The union was represented by Union Stewards, Lon Strauss, Don Kuplic, Andrew McChesney, Kathi Schallenberg, Myron Schuur, and Scott Wurdeman and Union Organizer, Scott Anderson. The district was represented by Scott Brown and Stacey Sovine.

The process was collaborative throughout.

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

- Clarifying custodian duties during building use by outside contracts
- Seniority bumping process.
- Removing outdated overtime language.
- Emergency closing process.
- Job postings.
- Reformatting the vacation process--current practice is difficult and confusing for employees and processing. New system allows monthly accrual and is now three tiered verses four. An increase of two days is possible annually, but the total available at anytime decreased by three days.
- Family illness language aligned with other units.
- A wellness/attendance incentive was added.
- Longevity was streamlined to three tiers verses four and represents consistent units based upon \$ .25 increments. The bulk of the salary package increase was placed into longevity.
- Steps both years. The only schedule improvement was \$ .15 added on the top step for the Master Electrician only.
- Uniforms allocation was increased by one for first year employees and decreased by one for continuing employees.

**Economic terms agreed to include:**

Total

- 2 year increased cost \$195,000
- .98% increase on the salary schedule over 2 years including longevity.
- MSBA 2 year package increase is 3.03%



**Agenda III.Q  
June 7, 2012**

**To: Members, Board of Education**

**From: Lisa K. Rider, Executive Director of Business Services**

**Date: June 6, 2012**

**Re: Approve the Exclusive Brokerage Listing Agreement**

**RECOMMENDATION: that the Board of Education approve the Exclusive Brokerage Listing Agreement for potential sale or lease of Administrative Services Center.**

Over the past few months some conversations have been held regarding the possibility of the relocating of staff within the Administrative Services Center (ASC) to another of our district owned buildings and potentially selling or leasing of the ASC.

We have worked with Northmarq Real Estate Brokerage LLC, in our initial inquiries as to the possibility of marketing the ASC. This past month we have received calls of interest regarding the ASC. Should the Board of Education be interested in exploring the marketability of the building beyond a point of inquiry, the next step is to approve a Broker to handle the calls of inquiry from interested entities.