



Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN 55337
November 1, 2012
6:30 PM

- I. Call to Order
 - A. Welcome
 - B. Pledge of Allegiance
- 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 2
 - 2. Human Resources Report 4
 - 3. Donations 6
- III. Unfinished Business
- IV. New Business
 - A. Enrollment Projections Report (Rider) (30 min.) 24
 - B. 2012-13 Integration Plan Report (Bernard) (10 min.) 25
 - C. Transportation Routing Contract (Rider) (20 min.) 26
- V. Reports
 - A. Student Advisor
 - B. Superintendent
 - C. Board Members
- VI. Adjourn to Board Workshop for Guiding Change and Decision Making frameworks applied to budget decisions

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 October 11, 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 Student Alex Jensen, Superintendent Clegg, administrators and staff.

Attendance

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

Pledge of Allegiance

Board members recognized Greg Amell who received the 3M Community Volunteer Award. Greg has been volunteering in the Burnsville schools since his children were young. 3M Foundation donated \$1,000 to Amell's choice and he requested the funds go to science and math programs at William Byrne and Sky Oaks Elementary Schools.

Public Recognition

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

Agenda

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

Consent Agenda

- Minutes of the October 4, 2012 Board Meeting
- Personnel changes for A. Keding, K. Vogt
- Donations of \$100 from Dave Dylla from Alerus Mortgage Group "Refer a Friend, Build Your Community" to Gideon Pond;\$31.50 from Mrs. Yolanda Raichert and an anonymous donor through the Blue Cross Blue Shield United Way Campaign to Gideon Pond; \$438.52 from Ms. Deborah Johnson through the Wells Fargo Community Support Campaign to Gideon Pond;\$1,150 from Blaine's Custom Landscaping to Hidden Valley; 1977 Chrysler New Yorker from Sherrie Chancellor to Burnsville High School for the Consumer Auto Class;Continental Breakfast for the Burnsville High School Staff by Joy Lewis of ITT Technical Institute;\$63.47 from Debra Anderson through the Wells Fargo Community Support Campaign to Burnsville High School;\$200 from Robert Lattery Jr. to the Burnsville High School Hall of Fame;\$500 grant from Brad and Nancy Fowler on behalf of Robert and Mary Jane Haugh Trust Fund of the Saint Paul Foundation to Burnsville High School for the C2G Fund; \$11,727.51 from Target Corporation's Take Charge of Education Program to Burnsville Senior High School Blaze Fund;\$100 from Kenneth Storm Jr. to Burnsville Senior High Hall of Fame;\$100 from Mark and Michelle Prairie through Alerus Mortgage "Refer

Minutes
 HR Report
 Donations

a Friend, Build Your Community" to Burnsville Senior High School; \$87.50 from Cornerstone Copy Burnsville to Burnsville Senior High School Hall of Fame of Programs.

- Approve September payroll checks numbered 716778-716819, and Direct Deposit notices numbered 477953-480693, in the net amount of \$3,800,088.60. September & October claims to date represented by checks numbered 419095-419653, 1005911-1006077, and 100723-100726 and wire transfers and adjustments totaling \$4,964,331.81. Also, that the Board accepts September receipts of \$17,452,541.03 and investments for the General Fund, Alt. Facilities, and OPEB of \$35,497,095.72 as of September 30, 2012.

Chair Hill made special mention of the generous donations.
Motion carried unanimously (7, 0).

No unfinished business.

Unfinished
Business

Board members received a preliminary report from Lisa Rider, Executive Director of Business Services, on the 2012-2013 school enrollment.

Preliminary
Enrollment
Report

Moved by Director Luth, seconded by Director Currier, to approve the lease for bid of construction documents related to Diamondhead Alternative Facilities Project. Motion carried unanimously (7, 0).

Diamondhead
Alternative
Facilities Project

Moved by Director Sweep, seconded by Director VandenBoom to approve the release for bid of construction documents related to BHS Phase II Alternative Facilities Project. Motion carried unanimously (7, 0).

BHS Phase II
Alternative
Facilities Project

Board members received the preliminary guidelines and assumptions for developing the 2013-2014 General Fund Budget.

Preliminary
2013-2014
Budget
Assumptions

Moved by Director Luth, seconded by Director Currier, to adjourn to a Board Workshop for School Improvement Plans: BHS, MJH, NJH, ERJH at 8:00 p.m. Motion carried unanimously (7, 0).

Adjourn

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, Director of Labor Relations

DATE: November 1, 2012

RE: Recommended Personnel Changes

**Certified
Appointment**

Kiel Des Jarlais -New-Guidance counselor, .4 FTE, NJH, effective 10/15/12

Jesamine Groeneweg -Replacement-Teacher, ESL, .5 FTE, HV, effective 10/22/12

Mary Grzesiak -Replacement-Long term substitute, ESL, 1.0 FTE, MWS, effective 10/22/12 - 12/21/12

Change in Assignment

Jamie Banken -Assignment increases with the addition of .5 FTE, Interventionist, Byrne, effective 10/22/12

Leave of Absence

Brianna Benson -Teacher, MWS, requests a 1.0 FTE parental leave of absence, effective 11/30/12 - 12/21/12

**Classified
Appointment**

Jann Adrian -New-Revised start date-Jr. FEST EA, 6.75 hrs/day, MJH, effective 9/13/12

Amy Borchert -Replacement-2nd Cook, 3.5 hrs/day, MJH, effective 10/22/12

Jeffrey Butorac -Replacement-Long term substitute, EA Level IV, 6.5 hrs/day, BHS, effective 10/22/12

Pam Reiher -Replacement-Secretary Level 7, BALC, 8 hrs/day, 261 days/yr, effective 10/29/12

Nathan Smith -New-MEA Level 4, 6.5 hrs/day, West Cluster, effective 10/22/12

Change in Assignment

Ashley Gilpin -Assignment changes to 2nd Cook, 3.25 hrs/day, ERJH, effective 10/22/12

*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 11/01/2012

Kelly Miszkiewicz

-Assignment changes to MEA Level 4, 6.5 hrs/day,
Byrne, effective 10/22/12

Michelle Schroeder

-Assignment changes to 2nd Cook, 3.5 hrs/day, ERJH,
effective 10/22/12

5

Resignation

Samantha Springer

-EA, GP, effective 10/17/12

Retirement

Stephen Mead

-Custodian, HB/MWS, after 24 years in the District,
effective 10/31/12

Community Education

Leave of Absence

Rebecca Richardson

-Program Supervisor, DEC, requests an 8 hrs/wk
parental leave of absence, working 32 hrs/wk, effective
11/19/12 for a period of two years

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

FROM: Taber Akin, Principal – Sioux Trail School

DATE: October 17, 2012

RE: Donation

Sioux Trail received the following donation from the Eagan Office Max to honor Alex Tofte being honored with "A Day Made Better". I request that the following donation be accepted by our district for Alex Tofte's classroom at Sioux Trail.

See Attached List \$1,088.10

Contact Information:

Office Max
1271 Promenade Place
Eagan, MN 55121

To: Dr. Randall Clegg

From: Jon Bonneville, Principal

Date: October 16, 2012

RE: Award

It is my recommendation that the School Board of Independent School District #191 accept this check from the Fox 9 Super Science Award made out to Hidden Valley/Pat Mosey in the amount \$900.00

Patricia Mosey was awarded this money as part of the Fox 9 Super Science Award she received. Pat will be purchasing two I-pads for her science room.

Meghan Flaagan

Community Services Coordinator/Producer
Fox 9 KMSP/My 29 WFTC
11358 Viking Dr.
Eden Prairie, MN 55344

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke *KF*
Date: 10/16/2012
Re: Donation

I recommend that the Board of Education accept the donation of 10 iPads from the Sky Oaks PTO to Sky Oaks Elementary School, valued at \$5,000.00. The donation will be used by the teachers for the students of Sky Oaks.

We are grateful for their generous support of education and Sky Oaks School.

Memorandum

To: Dr. Randall Clegg

CC: Rose Hermann

From: Kay Fecke *KLF*

Date: 10/16/2012

Re: Donation

I recommend that the Board of Education accept the donation of \$400.00 from Peter and Monica Dorow (39 Marcin Hill, Burnsville, MN 55337) to Sky Oaks Elementary School. The donation will be used toward the 6th grade extended field trip to Eagle Bluff Environmental Learning Center.

We are grateful for their generous support of education and Sky Oaks School.

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke *KLF*
Date: 10/15/2012
Re: Donation

I recommend that the Board of Education accept the donation of school supplies from Ms. Lori Standafer and her daughter, Rebekka Schrank, 609 132nd Circle East, Burnsville, MN 55337 to Sky Oaks Elementary School valued at \$50.00.

We are grateful for their generous support of education and Sky Oaks School.

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke
Date: 10/15/2012
Re: Donation

I recommend that the Board of Education accept the donation of school supplies from St. John the Baptist Catholic Church, 4625 W 125th Street, Savage, MN 55378 valued at \$100.00.

The donation will be used for the students of Sky Oaks. We are grateful for their generous support of education and Sky Oaks School.

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke *KLF*
Date: 10/15/2012
Re: Donation

I recommend that the Board of Education accept the donation of school supplies and hand-made blankets from the Young-Church family, c/o Mr. Thomas Church and Mrs. Joanne Young, 13636 Krestwood Drive, Burnsville, MN 55337 to Sky Oaks Elementary School valued at \$250.00.

We are grateful for their generous support of education and Sky Oaks School.

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke *KLF*
Date: 10/15/2012
Re: Donation

I recommend that the Board of Education accept the donation of \$200.00 from the Walker Art Center, c/o Rachel Dubke, 1750 Hennepin Avenue, Minneapolis, MN 55403 to Sky Oaks Elementary School. The donation was a reimbursement from the "Walker Art Center Tour Guide Bus Fund" for our Art Club's fieldtrip on May 29, 2012.

We are grateful for their generous support of education and Sky Oaks School.

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke *KLF*
Date: 10/15/2012
Re: Donation

I recommend that the Board of Education accept the donation of dictionaries for our 3rd grade students from the Burnsville Lions Club (c/o Mr. Richard Bonin, 996 Stratford Lane West, Burnsville, MN 55337) valued at \$450.00.

The donation will be used for the students of Sky Oaks. We are grateful for their generous support of education and Sky Oaks School.

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke *KLF*
Date: 10/15/2012
Re: Donation

I recommend that the Board of Education accept the donation of \$50.00 to be used for student calculators from Mr. and Mrs. Joe Frette, 3304 West 134th Street, Burnsville, MN 55337.

The donation will be used for the students of Sky Oaks. We are grateful for her generous support of education and Sky Oaks Elementary School.

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke *KRF*
Date: 10/15/2012
Re: Donation

I recommend that the Board of Education accept the following donations from the Sky Oaks PTO to Sky Oaks Elementary School. The donations will be used for the students of Sky Oaks.

- A donation of \$2,077.95 for the literacy library and the field trip scholarships from the 2011-2012 school year.
- A donation of \$545.39 for mini grants for grades 1 and 2 for the 2011-2012 school year.

We are grateful for their generous support of education and Sky Oaks School.

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke *KF3*
Date: 10/15/2012
Re: Donation

I recommend that the Board of Education accept the donation of 1047 children's books from Mr. Jim Swindal, c/o The Sebring-Swindal Families, 117 E 135th Street, Burnsville, MN 55337 valued at \$2,252.00.

The donation will be used for the students of Sky Oaks. We are grateful for their generous support of education and Sky Oaks School.

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke *KRF*
Date: 10/15/2012
Re: Donation

I recommend that the Board of Education accept the donation of 300 blue padfolios and 300 white binders from MHC Companies (Attn: Jenny Peterson, 11900 Portland Ave S, Burnsville, MN 55337) valued at \$3,900.00.

The donation will be used for the students of Sky Oaks. We are grateful for their generous support of education and Sky Oaks Elementary School.

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke *KLF*
Date: 10/15/2012
Re: Donation

I recommend that the Board of Education accept the donation of 124 hand-knitted winter hats from Mr. and Mrs. David Gustafson, 308 Brandywine Dr, Burnsville, MN 55337-4085 valued at \$155.00.

The donation will be used for the students of Sky Oaks. We are grateful for her generous support of education and Sky Oaks Elementary School.

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke *Kay Fecke*
Date: 10/15/2012
Re: Donation

I recommend that the Board of Education accept the donation of handmade fleece clothing items from Mrs. Jeana Windhorn, 17774 Icon Trail, Lakeville, MN 55044 valued at \$400.00.

The donation will be used for the students of Sky Oaks. We are grateful for her generous support of education and Sky Oaks Elementary School.

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke *KLF*
Date: 10/15/2012
Re: Donation

I recommend that the Board of Education accept the donation of school supplies from Fairview Ridges Hospital (c/o Ms. Lynn Benson, School Supply Drive Coordinator, 201 E Nicollet Boulevard, Burnsville, MN 55337) valued at \$150.00.

The donation will be used for the students of Sky Oaks. We are grateful for their generous support of education and Sky Oaks School.

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke *KRF*
Date: 10/15/2012
Re: Donation

I recommend that the Board of Education accept the donation of school supplies from the Presbyterian Church of the Apostles (c/o Mrs. Marjean McGuire, 701 E 130th Street, Burnsville, MN 55337) valued at \$150.00.

The donation will be used for the students of Sky Oaks. We are grateful for their generous support of education and Sky Oaks School.

Memorandum

To: Dr. Randall Clegg
CC: Rose Hermann
From: Kay Fecke *KFJ.*
Date: 10/15/2012
Re: Donation

I recommend that the Board of Education accept the donation of \$50.00 from US Federal Bank (1400 Riverwood Drive, Burnsville, MN 55337) to Sky Oaks Elementary School. The donation was a gift to the Burnsville elementary schools that participated in the "I Love Burnsville Third Grade Essay Contest". The name of the student from Sky Oaks who won the contest was Sylvia Larson.

We are grateful for their generous support of education and Sky Oaks School.



**Agenda IV.A.
November 1, 2012**

To: Members, Board of Education

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

Date: November 1, 2012

Re: Receive Enrollment Projection Report

A report on the Enrollment Projection Report will be presented the evening of November 1, 2012. The actual report will be available prior to the meeting after Tuesday October 30.



TO: Board of Education
Dr. Randall Clegg

FROM: Chris Lindholm

DATE: October 25, 2012

RE: Report on 2012-13 Integration Plan

Agenda IV.B.
November 1, 2012

Dr. David Bernard, Director of Instruction, will update the school board on the ISD 191 2012-13 integration plan including the status of our data submission to the MN Department of Education and current efforts taking place.



**Agenda IV.C.
November 1, 2012**

To: Members, Board of Education

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

Date: November 1, 2012

Re: Approve Transportation Routing Contract

RECOMMENDATION: That the Board of Education approve the contract with Center for Efficient School Operations effective November 2, 2012.

During the past two months we have attempted to hire additional support in the area of Transportation. We were unable to find an individual with sufficient routing experience to meet our routing needs. At the same time we interviewed, we also requested proposals from three different organizations for transportation support. Proposals were received from Durham School Services, TIES (WATS Transportation), and CESO (Center for Efficient School Operations). Our request was open to variations of Director level support as well as router support. We have analyzed the proposals, interviewed each of the organizations and have settled on the need for us to have support in the area of Special Education Routing, General Education Routing, and Director level support. In our discussions with the vendors, we feel confident that each of the vendors' prices were reflective of what we were requesting and the market in which we are operating. So there are many factors we considered in making a choice of which vendor to recommend.

The fact is, this fall we did not serve our population of students as intended, particularly in the area of Special Education routing of buses. Our issues did not allow for a smooth start to school for some of our families. This we consider unacceptable and feel we must address.

- 1) Special Education routing is something we took on internally July 1, 2012 and have since realized we are not prepared for this work. It is a specialized area that takes time to learn well and we are not yet prepared.
- 2) In filling our Director of Operations and Properties with our Project Management Supervisor, we have budgetary options available to us to support Transportation more fully.
- 3) We anticipate a need to utilize expertise in the area of transportation demographic work, boundary planning, bell time studies, and transportation efficiency studies as needed.

BUSINESS OFFICE • 100 River Ridge Court • Burnsville, MN 55337

www.isd191.org



The analysis of the proposed contract is as follows:

	FTE	Annual Salary and Benefit Avg
2011-2012 and prior		
Router A-Gen Ed Routing & Clerical	1.00	62,784
Router B-Gen Ed Routing & Clerical	1.00	62,784
First Student Spec Ed Routing	1.00	Part of total cost
2012-2013 until Resignation of Router		
Durham Contract did not include routing at District choice		
Router A-Spec Ed Routing & Clerical	1.00	62,784
Router B- Gen Ed Routing & Clerical	1.00	62,784
Consideration of Transportation Coord.	1.00	93,600
	3.00	\$ 219,168
2012-2013 after November 1, 2012 if contract approved		
Durham Contract does not include routing by District choice		
Router A - Clerical and Routing assistant	1.00	62,784
Contract CESO - Special Ed Router	1.00	-
Contract CESO - General Ed Router	1.00	-
Contract CESO - Director Support/ Consulting	1.00	180,000
	4.00	\$ 242,784
Additional Cost with Transportation Contract in place		\$ 23,616

As you can see above, through the contracted services we expect to spend approximately \$24,000 more than we anticipate we would spend if we were to fill both the vacant router position and a Transportation Coordinator position internally. However, through the contracted services, we are gaining a full FTE in the process and consulting services which we would likely be requiring regardless. The additional cost would likely be used in paying for these additional consulting services. We would anticipate the use of this contracted service through June 30, 2015. This will allow for two complete school year starts and time for us to either gear up our knowledge base for Special Education routing or make other decisions in conjunction with any transportation service contract renewal.

I recommend the Board of Education approve the contract with Center for Efficient School Operations.