



## Regular Meeting Agenda

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN 55337  
January 9, 2014  
6:30 PM

6:00 PM Board Listening Session with Directors DeeDee Currier and Ron Hill	
I. Call to Order	
A. Welcome Public	
B. Pledge of Allegiance	
II. Annual Organization of the Board of Education	3
A. Election of Chair	
B. Election of Vice Chair	
C. Election of Clerk	
D. Election of Treasurer	
E. Salaries of Board Members	
F. Regular Meeting of the Board	
G. Authorization of Electronic (telephone) Fund Transfers	9
H. Authorization for Use of Facsimile Signatures	13
I. Designation of Official Depositories	14
J. Appointment to Committees	
III. Business Meeting	
A. Approval of Agenda	
B. Consent Agenda	
<b>Description:</b> 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 of board meetings held on December 19, 2013	15
2. Human Resources	19
3. Donations	20
IV. New Business	

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

A. Adopt a Resolution to Form a Student Performance and Achievement Committee

24

**Speaker(s):** Superintendent Joe Gothard

V. Reports

A. Student Advisor

B. Superintendent

C. Board Members

VI. Move to a Closed Session to Discuss Negotiation Strategies

VII. Adjourn

**BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT 191**

**TO: Members, Board of Education**

**FROM: Joe Gothard, Superintendent  
Lisa K. Rider, Executive Director of Business Services**

**DATE: January 3, 2014**

**RE: Annual Organization of the Board of Education**

**Recommendation: That the School Board adopt the resolutions shown below to accomplish organization of the Board of Education for 2014.**

The items listed below must be addressed by the School Board at its organizational meeting on January 9, 2014.

In order of rank, the previous year's officers are responsible for calling the organizational meeting to order. This individual, or someone elected as temporary chair, should preside until a new chair is elected.

Prior to the election of officers, the Board should determine the method to be used in selecting its new officers. A recommended method is that of majority vote on the candidate or candidates nominated for each position. Policy 202 provides further direction with respect to selection of officers and officer's responsibilities. Policy 202: *School Board Officers* is attached to this recommendation.

The annual organization of the School Board occurs in January to conform to the term of office for School Board members. Some matters of School Board organization are more readily conducted on a fiscal year basis and will be presented in July.

The items that follow pertain to Board organization for 2014.

**A. Election of Chair**

Annotation: The Chair presides at all School Board meetings and works with the Superintendent on calling Board meetings and establishing meeting agendas. At times the Chair is called upon to serve in a ceremonial capacity as the ranking elected representative of the School District. The Chair countersigns all checks drawn by the Treasurer.

Recommendation: Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, that Director \_\_\_\_\_ be nominated and elected Chair of the Board for 2014.

(It is recommended that the newly elected Chair assume the chair and conduct the balance of the meeting.)

**B. Election of Vice-Chair**

Annotation: The Board created the Vice-Chair position in 1989 for the purpose of easing the ever-increasing workload of the Chair. The Vice-Chair serves as Chair when the Chair is absent, assists with board operations and plans the annual evaluation of the Superintendent.

Recommendation: Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, that Director \_\_\_\_\_ be nominated and elected Vice-Chair of the Board for 2014.

**C. Election of Clerk**

Annotation: The Clerk presides at Board meetings in the absence of the Chair and Vice-Chair, and from a legal standpoint, is responsible for Board minutes, signing Board approved contracts and calling School Board elections. The clerk also countersigns all District checks. The routine duties of the clerk are performed by the superintendent's office and business office.

Recommendation: Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, that Director \_\_\_\_\_ be nominated and elected Clerk of the Board for 2014.

**D. Election of Treasurer**

Annotation: The treasurer is legally responsible for the deposit and withdrawal of all District funds and reporting same to the School Board. Checks drawn on School District accounts are signed by the Treasurer. The routine duties of the Treasurer are performed by the business office.

Recommendation: Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, that Director \_\_\_\_\_ be nominated and elected Treasurer of the Board for 2014.

**E. Salaries of Board Members**

Annotation: Salaries of School Board members are set annually. In January 2008, the salaries were set at \$500 per month for each director plus an additional stipend of \$50 for the Chair in recognition of increased expenses associated with that office.

Recommendation: That salaries of Board members be set at \$500 per month and that the Chair receive an additional \$ 50 per month in recognition of additional duties and expenses associated with the position.

## **F. Regular Meetings of the Board**

Annotation: Regular meetings of the School Board are traditionally held on the first and third Thursdays of each month. Beginning in September 2014, the regular board meetings will be held on the second and fourth Thursday of the month. Meeting on the second and fourth Thursdays of the month aligns better with reporting requirements so that most business items can be addressed during the second meeting and fewer board meetings will need to be scheduled. Board meetings will be scheduled on the second and third weeks during the months of November and December 2014 due to national holidays. Only one board meeting will be scheduled during the month of March 2015 due to spring break. The June meetings are scheduled to facilitate budget adoption and to eliminate the need for meetings in July. All regular meetings will be held at Diamondhead Education Center Senior Campus Commons.

Recommendation: That all regular meetings of the Board of Education commence at 6:30 p.m. on the dates noted below with meetings conducted at the Diamondhead Education Center Senior Campus Commons and cable cast.

January 16, 2014	November 13, 2014
February 6, 2014	November 20, 2014*
February 20, 2014	December 11, 2014
March 6, 2014	December 18, 2014*
March 13, 2014	January 8, 2015
April 3, 2014	January 22, 2015
April 17, 2014	February 12, 2015
May 1, 2014	February 26, 2015
May 15, 2014	March 12, 2015
June 5, 2014	April 9, 2015
June 19, 2014	April 23, 2015
August 7, 2014	May 14, 2015
August 21, 2014	May 28, 2015
September 11, 2014	June 11, 2015
September 25, 2014	June 25, 2015
October 9, 2014	August 13, 2015
October 23, 2014	August 27, 2015

The following items pertain to calendar year 2014. They are of a routine nature and although Board action is required, discussion is usually unnecessary. I recommend approval of all resolutions as a single consent agenda. In the event a Board member wishes to discuss any item, it should be removed from the list so that it may receive individual attention.

## **G. Authorization for Electronic (telephone) Fund Transfers**

Annotation: The telephone transfer of funds between approved depositories is important to the efficient management of School District deposits. Board authorization is requested to allow the Business Manager to enter into electronic fund transfer agreements with official depositories as provided in Chapter 334, Minnesota Statutes. (See Attached Resolution)

Recommendation: That the School Board adopt the attached resolution which authorizes the Business Manager to enter into electronic (telephone) fund transfer agreements with the District's official depositories per Chapter 334 of the

**H. Authorization for Use of Facsimile Signatures**

Annotation: The use of facsimile signatures on School District checks must be authorized by Board resolution. Facsimile signatures are also used on individual personnel contracts covered by master agreements. Obviously, this is the only practical method of handling this task. (See Attached Information)

Recommendation That the School Board adopt the attached resolution authorizing the use of facsimile signatures on payroll and claim checks as prescribed in M.S. 47.41 and furthermore that the use of facsimile signatures be authorized for individual personnel contracts covered by Board adopted Master Agreements.

**I. Designation of Official Depositories**

Annotation: The Business Office maintains a current list of financial institutions to be used for depositing School District funds. The recommended list of depositories for 2014 is shown in the motion.

Recommendation: That the institutions shown below be designated as official depositories of the District for the 2014 calendar year per M.S. 124.05.

U.S. Bank of Minneapolis  
Minnesota School Districts Liquid Asset Fund Plus  
MN Trust  
Associated Bank, WI

**J. Appointment to Committees**

Committee appointments will be made by the Chair in February. Board members are requested to review the list of appointments and to indicate their interests to the chair.

**BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT**

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**Policy 202 School Board Officers**

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**I. PURPOSE**

School Board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management and control of the public schools of the school district.

**II. SCOPE**

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

**III. DEFINITIONS**

None

**IV. POLICY STATEMENT**

The Board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, vice chair, a clerk and a treasurer. These officers shall hold office until the next organizational meeting or until their successors are elected and qualify. The selection of board officers shall be by majority vote of the Board. Any vacancy may be filled at any meeting of the Board

**V. RESPONSIBILITIES**

Chair: Preside at all meetings of the Board, provide leadership in carrying out the powers and duties of the Board, act as public spokesperson for the Board except when this responsibility has been delegated to others, countersign all orders upon the treasurer for claims allowed by the school board, oversee all Board members' appointments to committees and outside organizations and bring such appointments to the Board for approval, to preserve order and ensure all business before the Board is conducted with propriety and dispatch, to perform such other duties as may be prescribed by law or by action of the Board.

Vice Chair: Perform the duties of the chair in the event the chair is absent; assist the chair in the performance of his/her responsibilities, plan and coordinate the Board's annual evaluation of the Superintendent.

Clerk: Under their supervision and signature, the clerk shall ensure the following:

- A record of all meetings is kept in the books provided, within three days after an election.
- The clerk shall notify all persons elected of their election.
- On or before August 15 of each year, the clerk shall: a) file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year; b) make and transmit to the commissioner certified reports, showing:
  - condition and value of school property,
  - revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner,
  - length of school term and enrollment and attendance by grades, and
  - other items of information as called for by the commissioner.
- Enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.

**History:**

Issued 8/08 as Policy BCB; Revised 5/10, Revised 12/12 as Policy 202

**Approved by:**

Board of Education

**Clerk's Signature:**

/s/ Jim Schmid

**Date:**

December 2012

- Furnish to the county auditor, on or before October 10, an attested copy of the clerk's record, showing the amount of money voted by the school district or the school board for school purposes.
- Draw and sign all orders upon the treasurer for the payment of money for bills allowed by the Board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
- Perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

Treasurer: Under their supervision and signature, authorize the deposit of school district funds in the official depository, authorize all reports which may be called for by the Board and perform all duties a treasurer usually performs, in the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. 123B.12.

#### VI. EXCLUSIONS

None

#### VII. CONTACTS

Offices that can be contacted regarding this policy.

Office/Department

Telephone Number

Superintendent

952-707-2001

#### VIII. LEGAL REFERENCES

Minn. Stat. § 130D (Open Meeting Law)

Minn. Stat. § 123B.14 (Officers)

Minn. Stat. § 123B.12 (Finance)

Minn. Stat. § 126C.17 (Referendum Revenue)

Minn. Stat. Ch. 205A (School District Elections)

**INDEPENDENT SCHOOL DISTRICT 191**  
**RESOLUTION AUTHORIZING TRANSFER OF FUNDS**

From time to time, Independent School District 191 orally requests Associated Bank, WI to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with Associated Bank, WI providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2014, whichever is earlier.

I, \_\_\_\_\_, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; Noticed and held, and at which time was present a quorum of said Board on January 9, 2014, and that said resolution is in full force and effect.

I have hereunto subscribed my name this  
9th day of January, 2014.

Clerk \_\_\_\_\_

Chairperson \_\_\_\_\_

**INDEPENDENT SCHOOL DISTRICT 191**

**RESOLUTION AUTHORIZING TRANSFER OF FUNDS**

From time to time, Independent School District 191 orally requests Minnesota School Districts Liquid Asset Fund Plus to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with Minnesota School Districts Liquid Asset Fund Plus providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2014, whichever is earlier.

I, \_\_\_\_\_, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; Noticed and held, and at which time was present a quorum of said Board on January 9, 2014, and that said resolution is in full force and effect.

I have hereunto subscribed my name this  
9th day of January, 2014.

Clerk \_\_\_\_\_

Chairperson \_\_\_\_\_

**INDEPENDENT SCHOOL DISTRICT 191**  
**RESOLUTION AUTHORIZING TRANSFER OF FUNDS**

From time to time, Independent School District 191 orally requests MN Trust to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with MN Trust providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2014, whichever is earlier.

I, \_\_\_\_\_, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; Noticed and held, and at which time was present a quorum of said Board on January 9, 2014, and that said resolution is in full force and effect.

I have hereunto subscribed my name this  
9th day of January, 2014.

Clerk \_\_\_\_\_

Chairperson \_\_\_\_\_

**INDEPENDENT SCHOOL DISTRICT 191**

**RESOLUTION AUTHORIZING TRANSFER OF FUNDS**

From time to time, Independent School District 191 orally requests U.S. Bank of Minneapolis to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with U.S. Bank of Minneapolis providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2014, whichever is earlier.

I, \_\_\_\_\_, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; Noticed and held, and at which time was present a quorum of said Board on January 9, 2014, and that said resolution is in full force and effect.

I have hereunto subscribed my name this  
9th day of January, 2014.

Clerk \_\_\_\_\_

Chairperson \_\_\_\_\_

**CERTIFIED RESOLUTION  
USE OF FACSIMILE SIGNATURES  
BY PUBLIC OFFICIALS**

I \_\_\_\_\_ Clerk \_\_\_\_\_  
(name of certifying official) (title or position)

of Independent School District #191  
(name of governing body)

do hereby certify that the following resolution was duly adopted by said governing body at a meeting thereof duly convened and held on January 9, 2014, and is in full force and effect:

**RESOLVED:** That the use of facsimile signatures by the following named

public officers \_\_\_\_\_

Chair                      Treasurer                      Clerk

on checks, drafts, warrants, warrant-checks, vouchers or other orders on public funds deposited in U.S. Bank of Minneapolis and Associated Bank, WI and hereby is approved, and that each said named person may authorize said depository bank to honor any such instrument bearing his/her facsimile signature in such form as he/she may designate and to charge the same to the account in said depository bank upon which drawn, as fully as though it bore his/her manually written signature, and that instruments so honored shall be wholly operative and binding in favor of said depository bank although such facsimile signature shall have been affixed without his/her authority.

**IN WITNESS WHEREOF,** I have hereunto set my hand this 9th day of January, 2014 .

CLERK \_\_\_\_\_  
(certifying official)

**INDEPENDENT SCHOOL DISTRICT 191****WIRE TRANSFER AGREEMENT****AUTHORIZED REPRESENTATIVES****January 1, 2014 through December 31, 2014**

1. <u>Lisa K. Rider</u>	_____	<u>Executive Director of Business Services</u>	<u>707-2050</u>
2. <u>Brady Hoffman</u>	_____	<u>Dir/Accounting Services</u>	<u>707-2055</u>
3. <u>Rosina Herrmann</u>	_____	<u>Accounting Clerk</u>	<u>707-2056</u>

**Account Name**

Independent School District 191

School Board Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 December 19, 2013

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

Call to Order

Members present: Directors VandenBoom, Luth, Schmid, Hill, Currier, Alt, and Chair Sweep. Others in attendance were Superintendent Gothard, Student Advisor Shreedaran, administrators and staff.

Attendance

Sweep welcomed the public and asked Alt to lead the Pledge of Allegiance.

Welcome and Pledge

The Board recognized the Girls' Cross Country Team, Blazing Cats, and the 2013 Inclusive Education Practices Award.

Public recognition

Chair Sweep appointed Vice-Chair Schmid to oversee the Truth and Taxation Hearing.

Truth and Taxation Hearing

The Truth and Taxation Hearing began at 6:57 p.m. Protocols for the Public Hearing were given by Schmid.

Executive Business Director Rider provided an overview of the district's current budget and proposed property tax information.

There were no comments from the public.

The Truth and Taxation Hearing concluded at 7:14 p.m.

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

Agenda

Moved by Hill, seconded by Schmid, to approve the consent agenda as follows:

Consent Agenda/ Minutes/

- Approved minutes of December 5, 2013, regular board meeting and closed session.
- Approved personnel changes for J. Willemssen, M. Young, B. Mason, S. Franssen, K. Lopez, D. Watkins, R. Reuder, J. Elvestad, M. Grant, C. Lund, and R. Ziskovsky.
- Adopted a resolution to approve and accept donations as presented. A complete list of donations is on the district's

Human Resources/

Donations

website.

- Approved November payroll checks numbered 717472-717513, and direct deposit notices numbered 518179-521084, in the net amount of \$3,522,898.37. November and December claims to date represented by checks numbered 428702-429314, 1008787-1008990, and 100887-100893 and wire transfers and adjustments totaling \$8,016,669.45. Accepted November receipts of \$15,928,295.77 and investments for the General Fund, 2012A Alt Facilities, and OPEB of \$64,751,326.40 as of November 30, 2013.
- Accepted the Budget Analysis for the month ending November 30, 2013.
- Approved an extended field trip for BHS Band and Choir students to travel to Italy in March of 2014.
- Approved an extended field trip for BHS International Travel Club to travel to London, Paris, Florence, and Rome June 10-21, 2014.
- Approved change order #1 for the 2013 Eagle Ridge Locker Replacement Project  
Motion carried (7, 0).

Payroll,  
deposits and  
investments

Budget  
Analysis  
Field Trips

Change Order  
# 1

Moved by Alt, seconded by VandenBoom, to certify the final property tax levy for taxes payable in 2014 as follows:

Certify Tax  
Levy

General RMV Voter Approval	\$11,747,829.28
General RMV Other	5,446,409.08
General NTC Other	5,108,321.84
Community Service	1,084,995.23
General Debt Voter Approved	4,738,686.87
General Debt Other	3,840,671.00
OPEB/Pension Other	1,617,942.00
Total	\$33,584,855.30

The final levy recommended for approval is in the amount of \$33,584,855.30. This represents the District's maximum levy authority and reflects a 2.18% decrease from the payable 2013 property tax levy. Motion carried (7, 0).

Moved by Currier, seconded by Schmid, to approve changes to the 2014-2015 Burnsville High School Registration Guide. Motion carried (7, 0).

High School  
Registration  
Guide

Director Luth gave an oral report for the Legislative Committee and

Committee  
Reports

the Ad Hoc Technology Committee.

Moved by Schmid, seconded by VandenBoom, to adjourn to a closed session at 7:32 p.m. to receive an update on school security measures and future planning as permitted by Minnesota State Statutes 13D.05 Subd. 3. Motion carried (7, 0).

Adjourn to a closed session

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Clerk 1/9/2014  
Date Approved

DRAFT

**Closed Session Notes  
INDEPENDENT SCHOOL DISTRICT 191  
December 19, 2013**

This meeting will be closed to receive an update on school security measures and future planning as permitted by Minnesota Statutes 13D.05 Subd. 3.

Preliminary

The closed session was called to order by Chair Sweep at 7:42 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center.

Call to Order

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

Attendance

Others in Attendance: Joe Gothard, Lisa Rider, Stacey Sovine, Ruth Dunn, Tom Umhoefer, Jami Kenney, Cindy Amoroso, Glenn Simon, Jeff Klingfus, Bruce Simon, Jef Behnken, Patrick Miller, Mike Fineran, and Kurt Bratulich. Stephanie Corbey joined the meeting at approximately 7:45 p.m.

The following information was discussed:

Agenda

- Update on school security measures and future planning.

The closed session adjourned at 9:04 p.m.

Adjourn

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Clerk

Date Approved

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

TO: Members, Board of Education  
Joe Gothard, Superintendent

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: January 9, 2014

RE: Recommended Personnel Changes

**Certified  
Appointment**

Caroline Hendrickson -Replacement-Teacher, Title 1, 1.0 FTE, ST, effective 1/2/14

Aaron Provancha \*Replacement-Long term substitute, Physics, 1.0 FTE, BHS, effective 1/20/14 - 6/6/14

**Leave of Absence**

Melissa Smith \*Teacher, Wm Byrne, requests a .5 FTE general leave of absence, working .5 FTE, effective 2014/15 school year

**Classified  
Appointment**

Melissa Lawler -Replacement-Food Service Associate, 3.75 hrs/day, BHS, effective 1/2/14

Debra Scherer \*New-Office Assistant, 8 hrs/day, 12 mo/yr, BHS, effective 1/20/14

**Change in Assignment**

Laurie Thurber -Assignment changes to Temporary Day Custodian, 8 hrs/day, Rahn, effective 12/18/13

Denise Wolff \*Assignment changes to MEA, 7 hrs/day, BHS, effective 1/21/14

**Resignation**

Adria Akerson \*MEA, ECSE, effective 1/10/14

Amy Brunelle -Food Service Associate, BHS, effective 11/1/13

Michelle Powers -Food Service Associate, MJH, effective 12/20/13

Janet Robinson -Food Service Associate, ERJH, effective 1/17/14

Roxanne Williams \*Director of Food Service, ASC, effective 1/16/14

\*added to original report  
Burnsville-Eagan-Savage #191  
Board Meeting -01/09/2014



**Agenda III.B.3.  
January 9, 2014**

**To: Members, Board of Education**  
**From: Lisa K. Rider, Executive Director of Business Services**  
**Date: January 9, 2014**  
**Re: Donations**

**RECOMMENDATION: to adopt a resolution to approve and accept the 2013 donations as presented.**

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RESOLUTION TO APPROVE AND ACCEPT DONATIONS

**WHEREAS,**

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

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

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

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

Members in favor of the motion:

Members opposed:

Whereupon said Resolution was declared duly passed and adopted on January 9, 2014.

\_\_\_\_\_  
Chair - Board of Education

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

Date Received	Donor	Recipient of donation	Purpose	Donation
12/16/2013	Glendale United Methodist Women	BrainPower in a Backpack	BrainPower in a Backpack	\$500.00
12/12/2013	Bradley and Alice Sonnicksen	BrainPower in a Backpack	BrainPower in a Backpack	\$10.00
12/12/2013	Virginia Yahnke	BrainPower in a Backpack	BrainPower in a Backpack	\$25.00
12/12/2013	Tara Kruger and friends	BrainPower in a Backpack	BrainPower in a Backpack	\$31.01
12/5/2013	Mr. and Mrs. Richard Hardegger	BrainPower in a Backpack	BrainPower in a Backpack	\$300.00
12/3/2013	Christine Larson	BrainPower in a Backpack	BrainPower in a Backpack	\$20.00
12/15/2013	Burnsville High School	BrainPower in a Backpack	BrainPower in a Backpack	food valued at \$500.00
12/3/2013	Illumination Church	BrainPower in a Backpack	BrainPower in a Backpack	food valued at \$200.00
10/31/2013	Internal Giving	BrainPower in a Backpack	BrainPower in a Backpack	\$363.65
10/15/2013	Internal Giving	BrainPower in a Backpack	BrainPower in a Backpack	\$363.65
12/5/2013	Sonja Langsjoen	BrainPower in a Backpack	BrainPower in a Backpack	\$50.00
12/1/2013	Sheryl and Mike Burkhardt	BrainPower in a Backpack	BrainPower in a Backpack	\$50.00
11/1/2013	Sheryl and Mike Burkhardt	BrainPower in a Backpack	BrainPower in a Backpack	\$50.00
11/21/2013	Daffodil Garden Club	BrainPower in a Backpack	BrainPower in a Backpack	\$200.00
11/22/2013	MW Savage PTO	BrainPower in a Backpack	BrainPower in a Backpack	\$1,000.00
11/21/2013	Vjsta View Elementary PTO	BrainPower in a Backpack	BrainPower in a Backpack	\$1,000.00
11/18/2013	Burnsville Rotary Foundation	BrainPower in a Backpack	BrainPower in a Backpack	\$5,000.00
11/7/2013	Sky Oaks Elementary School	BrainPower in a Backpack	BrainPower in a Backpack	food valued at \$100.00
9/30/2013	Internal Giving	BrainPower in a Backpack	BrainPower in a Backpack	\$288.57
9/15/2013	Internal Giving	BrainPower in a Backpack	BrainPower in a Backpack	\$155.02

11/7/2013	Anonymous Bowl Donor	BrainPower in a Backpack	BrainPower in a Backpack	\$30.00
10/25/2013	Eagle Ridge Junior High, Kathy Cleveland	BrainPower in a Backpack	BrainPower in a Backpack	food valued at \$100.00
10/23/2013	Joyce Arneson	BrainPower in a Backpack	BrainPower in Backpack	\$25.00
10/23/2013	Doris Hanson	BrainPower in a Backpack	BrainPower in a Backpack	\$40.00
10/23/2013	Kathryn Knoblauch	BrainPower in a Backpack	BrainPower in a Backpack	\$25.00
10/3/2013	Sheryl and Mike Burkhardt	BrainPower in a Backpack	BrainPower in a Backpack	\$50.00
10/2/2013	Stanley Gaffin	BrainPower in a Backpack	BrainPower in a Backpack	\$500.00
10/1/2013	Dakota Electric Assoc.	BrainPower in a Backpack	BrainPower in a Backpack	\$250.00
10/3/2013	Alerus Mortgage/James Bosholm	BrainPower in a Backpack	BrainPower in a Backpack	\$100.00
9/9/2013	360 Communities	BrainPower in a Backpack	BrainPower in a Backpack	Food estimated value \$684.00
9/6/2013	Jerome Melhouse	BrainPower in a Backpack	BrainPower in a Backpack	\$30.00
9/3/2013	Howard and Mary Hall	BrainPower in a Backpack	BrainPower in a Backpack	\$1,000.00
9/1/2013	Sheryl and Mike Burkhardt	BrainPower in a Backpack	BrainPower in a Backpack	\$2,050.00
8/23/2013	1 Mile Walk for Hunger, Pam Lanhart	BrainPower in a Backpack	BrainPower in a Backpack	\$851.17 and food valued at \$250.00
8/12/2013	Jerome Melhouse	BrainPower in a Backpack	BrainPower in a Backpack	\$149.00
8/11/2013	Barbara Jensen	BrainPower in a Backpack	BrainPower in a Backpack	\$25.00
7/17/2013	Jerome Melhouse	BrainPower in a Backpack	BrainPower in a Backpack	\$100.00
12/20/2013	LAURA BROWN	Sioux Trail Elementary	ORGAN FOR MUSIC PROGRAM	\$250.00

12/18/2013	Hidden Valley Elementary School Food Drive	BrainPower in a Backpack	BrainPower in a Backpack	many boxes of food (non-cash)
12/19/2013	Christopher Morton		For Art Department	300 lbs of Clay
12/19/2013	Sue and David Martin	BrainPower in a Backpack	BrainPower in a Backpack	\$250.00
12/19/2013	Sky Oaks PTO	BrainPower in a Backpack	BrainPower in a Backpack	\$1,000.00
12/19/2013	Sioux Trail students and families	Sioux Trail Elementary	READING FOR RECESS - FUNDS TO GO TO RECESS/PHY ED SUPPLIES	\$2310.14
12/18/2013	Cheryl Haberlack (POA)	Harriet Bishop Elementary	To go towards families that are in need of clothing, food, or other items.	\$1,000.00
12/16/2013	Razoo Foundation	Sioux Trail Elementary	Razoo Foundation - Online Donations school use	\$365.11
12/16/2013	Lester Temple and Sue Householder	Sioux Trail Elementary	reading for recess	\$50.00

Total monetary contributions to accept: **\$19,607.32**



**TO:** Members, Board of Education  
Agenda IV.A  
January 3, 2014

**FROM:** Joe Gothard, Superintendent

**DATE:** January 9, 2014

**RE:** Student Performance and Achievement Committee

**Recommendation:** That the Board adopts a resolution to establish a standing Student Performance and Achievement Committee.

THEREFORE, BE IT RESOLVED by the School Board of ISD 191 to establish a standing Student Performance and Achievement Committee with three appointed Board Members, who meet monthly to review process and long-range planning recommendations; to develop and recommend policies; to meet and work with the Assistant Superintendent and members of the Teaching and Learning Team regarding curriculum, instruction and assessment related issues; and to review program evaluation with a mission to ensure a meaningful and relevant program of studies for all students in ISD 191.

**BURNSVILLE-EAGAN-SAVAGE**  
**Independent School District 191**  
**Burnsville, Minnesota**  
**BOARD OF EDUCATION**

Member \_\_\_\_\_ moved for the adoption of the following resolution:

RESOLUTION TO ESTABLISH A STANDING  
STUDENT PERFORMANCE AND ACHIEVEMENT COMMITTEE

WHEREAS,

1. Board Policy BCE: *School Board Committees* provides for the structure and operation of committees or subcommittees of the School Board,

2. The School Board has determined that establishing a standing Student Performance and Achievement Committee will help with the efficient management of Board affairs,

3. The Student Performance and Achievement Committee will consist of three School Board members appointed by the Board Chair, in consultation with the Vice Chair.

4. The purpose of the committee is to review process and long-range planning recommendations; to develop and recommend policies; to meet and work with the Assistant Superintendent and members of the Teaching and Learning Team regarding curriculum, instruction and assessment related issues; and to review program evaluations.

5. The Student Performance and Achievement Committee will meet monthly as determined by the Committee Chair.

6. The mission of the Student Performance and Achievement Committee is to ensure a meaningful and relevant program of studies for all students in ISD 191.

THEREFORE, BE IT RESOLVED by the School Board of ISD 191 to establish a standing Student Performance and Achievement Committee with three appointed Board Members, who meet monthly to review process and long-range planning recommendations; to develop and recommend policies; to meet and work with the Assistant Superintendent and members of the Teaching and Learning Team regarding curriculum, instruction and assessment related issues; and to review program evaluation with a mission to ensure a meaningful and relevant program of studies for all students in ISD 191.

The motion for the adoption of the foregoing Resolution was duly seconded by member \_\_\_\_\_ and upon a vote being taken thereon, the following voted in favor of the motion:

and the following voted against the motion:

Whereupon said Resolution was declared duly passed and adopted on January 9, 2014.

\_\_\_\_\_  
Chair - Board of Education

\_\_\_\_\_  
Joe Gothard  
Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date