



## Regular Meeting Agenda

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN 55337  
May 15, 2014  
6:30 PM

6:00 PM Superintendent Listening Session with Joe Gothard and Stephanie Corbey

I. Call to Order

- A. Welcome Public
- B. Pledge of Allegiance
- C. Public Recognition

- 1. State Award for the Service Club at Harriet Bishop Elementary

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. Minutes 3
- 2. Human Resources 6
- 3. Donations 8
- 4. Payroll, Expenditures, Receipts and Investments 10
- 5. Budget Analysis 44

III. New Business

- A. Approve the 2014-2015 Parent/Student Handbook 51  
**Speaker(s):** Cindy Amoroso, assistant superintendent
- B. Approve Request to Revoke Previously Approved Funding for Copier Contracts 86  
**Speaker(s):** Connie Erickson, director of technology and information systems
- C. Adopt a Resolution for Non-Appropriating Funds 87  
**Speaker(s):** Connie Erickson, director of technology and information systems

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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.

|   |    |
|---|----|
| D. Approve the Collective Bargaining Agreement with the Association of Clerical Employees | 92 |
|---|----|

**Speaker(s):** Lisa Rider, executive director of business services

|                       |     |
|-----------------------|-----|
| IV. Committee Reports | 121 |
|-----------------------|-----|

V. Adjourn

**School Board Minutes**  
**INDEPENDENT SCHOOL DISTRICT 191**  
**May 1, 2014**

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

Call to Order

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

Attendance

Schmid welcomed the audience and asked Currier to lead the Pledge of Allegiance.

Pledge of Allegiance

Public recognition was given to the Shrek cast members, Nordic Ski team, Olympic Weight Lifters and recipients of the John Coskran Volunteer Awards.

Public Recognition

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

Agenda

Moved by Luth, seconded by Currier, to approve the consent agenda:

Consent Agenda

- Minutes of the April 17, 2014, regular board meeting
- Minutes of the April 21, 2014, board work session
- Approve personnel recommendations for E. Nesvig, A. Bogdanove, S. Herman, C. Schneck. B. Andrews, S. Erickson, S. Jorgenson, S. Zucolli, S. Gleason, M. Smith, R. Gorton, J. Remsing, S. Stanley, L. Thurber, K. Savage, and S. Kloeckl.
- Adopt a resolution to approve and accept the donations as presented. A complete list of donations is on the website.

Minutes

Personnel

Motion carried (7, 0).

Donation

Moved by Hill, seconded by Alt, to extend the Pupil Transportation Services agreement for the 2014-2015 school year with Durham School Services and a rate increase of 1.5%. Motion carried (7, 0).

Transportation Services Agreement

Student Advisor Shreedaran, Superintendent Gothard and Directors Currier, Sweep, VandenBoom, Alt, Luth (for the Legislative Committee), and Chair Schmid gave verbal reports.

Reports

Moved by Currier, seconded by Luth to adjourn at 7:56 p.m. to a closed session, as permitted by Minn Statutes §13D.03 Subd. to discuss a purchase agreement for the Washburn-McReavy property located along Portland near the Burnsville High School. Motion carried (7, 0).

Adjourn to a closed session

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DeeDee Currier, clerk

Date Approved

DRAFT

**Closed Session Notes**  
**INDEPENDENT SCHOOL DISTRICT 191**  
**May 1, 2014**

The meeting will be closed as permitted by Minnesota Statutes, section 13D.03 Subd. 3 to discuss a purchase agreement for the Washburn-McReavy property located along Portland near the Burnsville High School

Preliminary

The closed session was called to order by Chair Schmid at 8:04 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center.

Call to Order

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

Attendance

Others in Attendance: Joe Gothard, superintendent; Lisa Rider, executive director of business services; and Jami Kenney, executive assistant.

The following item was discussed:

Agenda

- A purchase agreement for the Washburn-McReavy property located along Portland near the Burnsville High School.

The closed session adjourned at 8:36 p.m.

Adjourn

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DeeDee Currier, 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: May 15, 2014

RE: Recommended Personnel Changes

**Certified  
Leave of Absence**

Sarah Vodnick

-Speech Language Pathologist, ECSE, requests a .5 FTE parental leave of absence, following 1.0 FTE FMLA beginning approx. 9/20/14 for the 2014/15 school year

**Recall from Layoff**

Alexander Franks

\*Teacher, Tech Ed, 1.0 FTE, MJH, effective 2014/15 school year

Heidi Magner

\*Speech Pathologist, 1.0 FTE, West Cluster, effective 2014/15 school year

**Resignation**

Sarah Erickson

\*Speech Language Pathologist, (currently on leave), effective 5/14/14

Matthew Wieland

\*Teacher, LA, ERJH, effective 6/6/14

**Classified  
Appointment**

Jennifer Gardner

\*New-CE Enrichment Coordinator, 8 hrs/day, 12 mo/yr, DEC, effective 5/12/14

Heidi Sandell

\*Replacement-Enrollment Secretary, 8 hrs/day, 12 mo/yr, DEC, effective 5/12/14

Tracy Sexton

\*New-2nd Cook, 3 hrs/day, BHS, effective 1/14/14

Bethany Van Osdel

\*Replacement-TLT Coordinator, 8 hrs/day, DEC, effective 7/1/14

Darryl Wick

\*Replacement-B-Shift Custodian, 8 hrs/day, BHS, effective 6/11/14

**Resignation**

Mary Akkerman

\*EA, HV, resigns 2 hr/day lunch room EA position, retaining 4 hr/day media EA position, effective 2014/15 school year

\*added to original report  
Burnsville-Eagan-Savage #191  
Board Meeting – 05/15/2014

Sarah Erbes

-MEA, ECSE, effective 6/5/14

Karla Moulton

\*Clerical, ECSE, effective 6/13/14

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**Community Education**  
**Resignation**

Sally Yakimovich

\*Team Coordinator, SO Project KIDS, effective 5/30/14



**Agenda II.B.3.  
May 15, 2014**

**To: Members, Board of Education**  
**From: Lisa K. Rider, Executive Director of Business Services**  
**Date: May 15, 2014**  
**Re: Donations**

**RECOMMENDATION: to adopt a resolution to approve and accept the 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 May 15, 2014.

\_\_\_\_\_  
Bob VandenBoom  
Vice Chair - Board of Education

\_\_\_\_\_  
DeeDee Currie  
Clerk – Board of Education

| Date Received | Donor   | Recipient of donation    | Purpose   | Donation  |
|---------------|---|--------------------------|---|---|
| 5/1/2014      | Burnsville High School - Pottery Blowout (Bowls for BrainPower) | BrainPower in a Backpack | BrainPower in a Backpack  | \$1,097.00  |
| 4/25/2014     | Pottery Blowout at BHS - Various donors                         | BrainPower in a Backpack | BrainPower in a Backpack Food                                       | \$755.00  |
| 4/29/2014     | Hidden Valley PTO   | BrainPower in a Backpack | BrainPower in a Backpack Food                                       | \$250.00  |
| 4/30/2014     | Sheila Goetsch  | Eagle Ridge Junior High  | Staff Appreciation Dinner   | Donated 2 jumbo garden salads and bread sticks for our staff appreciation dinner before conferences on 4/30 |
| 4/24/2014     |   | BrainPower in a Backpack | Pottery Blowout for Bowls for BrainPower                            | \$755.00  |
| 4/25/2014     | Sioux Trail PTO   | Sioux Trail Elementary   | Donation of money for wrist bands for Fun & Field Day.              | \$382.00  |
| 4/17/2014     | Bowls for BrainPower fundraiser                                 | BrainPower in a Backpack | Bowls for BrainPower donations to BrainPower in a Backpack for food | \$12,316.00   |

Total monetary contributions to accept: **\$15,555.00**



**Agenda II.B.4  
May 15th, 2014**

**TO: Joe Gothard, Superintendent**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: May 15th, 2014**  
**RE: April Payroll, Claims and Receipts**

**RECOMMENDATION:** That the Board approves April payroll checks numbered 717669-717708, and Direct Deposit notices numbered 532834-535811, in the net amount of \$3,635,175.64. April & May claims to date represented by checks numbered 431890-432499, 1009995-1010263, 7-23, and 100919-100924 and wire transfers and adjustments totaling \$6,687,882.87. Also, that the Board accepts March receipts of \$12,049,650.92 and investments for the General Fund, 2012A Alt Facilities, and OPEB of \$53,680,727.84 as of April 30, 2014.

April payroll, wire transfers, claims and receipts have been prepared under the direction of Brady Hoffman, Director of Accounting Services, and are presented for approval by the School Board. I would be glad to answer any questions.

LKR/mw

**INDEPENDENT SCHOOL DISTRICT 191  
FINANCIAL REPORT  
APRIL 2014**

**Cash Receipts**

|                                  |  |                 |                             |
|----------------------------------|--|-----------------|-----------------------------|
| Receipts                         |  | \$12,049,650.92 |                             |
| Miscellaneous Adjustments        |  |                 |                             |
| <b>TOTAL APRIL CASH RECEIVED</b> |  |                 | <u><u>12,049,650.92</u></u> |

**CASH DISBURSEMENTS**

April

|                                   |                 |                   |                             |
|-----------------------------------|-----------------|-------------------|-----------------------------|
| Regular Payroll Checks            | 717669-717708   | \$3,635,175.64    |                             |
| Direct Deposit Notices            | 532834-535811   |                   |                             |
| Mar Payables previously approved: |                 | \$359,081.11      |                             |
| Apr Claims previously approved:   |                 | \$469,480.74      |                             |
| Apr Claims:                       | 431890-432149   | \$1,300,979.38    |                             |
|                                   | 432245-432274   |                   |                             |
|                                   | 7-23            |                   |                             |
|                                   | 1009995-1010263 |                   |                             |
|                                   | 100919-100924   |                   |                             |
| Apr Wire Transfers                |                 | \$4,756,715.06    |                             |
| Miscellaneous Adjustments         |                 | <u>\$5,186.02</u> |                             |
| <b>TOTAL APRIL CASH DISBURSED</b> |                 |                   | <u><u>10,526,617.95</u></u> |

**TOTAL EXPENSES TO BE APPROVED**

|                                 |               |                 |                             |
|---------------------------------|---------------|-----------------|-----------------------------|
| Apr Cash Disbursed              |               | \$10,526,617.95 |                             |
| Less: Items Previously Approved |               | -\$828,561.85   |                             |
| Plus: Apr Payables              | 432150-432244 | \$368,102.87    |                             |
| Checks                          | 432413-432499 |                 |                             |
| May Claims:                     |               |                 |                             |
| Checks                          | 432275-432412 | \$256,899.54    |                             |
| <b>TOTAL TO BE APPROVED</b>     |               |                 | <u><u>10,323,058.51</u></u> |

|                      | <u>Money Market</u>    | <u>(Original Cost)<br/>Investments</u> | <u>Total 4/30/2014</u> |
|----------------------|------------------------|--|------------------------|
| GENERAL FUND         | \$5,076,647.97         | \$22,363,900.00                        | \$27,440,547.97        |
| OPEB                 | \$3,245,827.45         | \$12,101,862.00                        | \$15,347,689.45        |
| 2012A ALT FACILITIES | \$2,051,790.42         | \$8,840,700.00                         | \$10,892,490.42        |
|                      | <u>\$10,374,265.84</u> | <u>\$43,306,462.00</u>                 | <u>\$53,680,727.84</u> |

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



# Total Portfolio Report CAR

As of: 4/30/14

PMA Financial Network, Inc.

2135 CityGate Lane  
7th Floor  
Naperville, Illinois 60563  
Telephone . 630-657-6400  
Facsimile . 630-718-8701

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## BURNSVILLE ISD 191 / GENERAL FUND

2960

| Type | Trans  | SEQ | Purchase | Maturity | Instrument   | Par-Val/Mat. Val. | Original Cost  | Rate  |
|------|--------|-----|----------|----------|--|-------------------|----------------|-------|
| MM   |        |     |          |          | Investment Shares Portfolio                                  | \$5,076,647.97    | \$5,076,647.97 |       |
| TS   | 185406 | 1   | 5/23/13  | 5/22/14  | MN TRUST TERM SERIES   | \$4,758,526.59    | \$4,750,000.00 | 0.180 |
| CD   | 183007 | 1   | 2/25/13  | 7/29/14  | CENTENNIAL BANK / LIBERTY BANK OF ARKANSAS                   | \$249,554.96      | \$249,000.00   | 0.161 |
| CD   | 184105 | 1   | 3/28/13  | 7/29/14  | METROPOLITAN COMMERCIAL BANK                                 | \$249,565.56      | \$248,900.00   | 0.200 |
| CD   | 184106 | 1   | 3/28/13  | 7/29/14  | ROCKFORD B&TC  | \$249,966.63      | \$249,300.00   | 0.200 |
| CD   | 184107 | 1   | 3/28/13  | 7/29/14  | SONABANK   | \$249,966.63      | \$249,300.00   | 0.200 |
| CDR  | 188325 | 1   | 8/1/13   | 7/31/14  | Western Alliance Bank / Alliance Bank of Arizona             | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 10  | 8/1/13   | 7/31/14  | State Bank & Trust Company                                   | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 11  | 8/1/13   | 7/31/14  | Treynor State Bank   | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 12  | 8/1/13   | 7/31/14  | Independence Bank  | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 13  | 8/1/13   | 7/31/14  | Southwest National Bank                                      | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 14  | 8/1/13   | 7/31/14  | Western Alliance Bank / Bank of Nevada                       | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 15  | 8/1/13   | 7/31/14  | Cecil Bank   | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 16  | 8/1/13   | 7/31/14  | Cardinal Bank  | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 17  | 8/1/13   | 7/31/14  | United Bank  | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 18  | 8/1/13   | 7/31/14  | FirstCapital Bank of Texas, N.A. / First National Bank of Mi | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 19  | 8/1/13   | 7/31/14  | Everbank   | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 2   | 8/1/13   | 7/31/14  | Bank 2   | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 20  | 8/1/13   | 7/31/14  | First Bank & Trust Company                                   | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 21  | 8/1/13   | 7/31/14  | InterBank  | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 22  | 8/1/13   | 7/31/14  | Unity Bank   | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 23  | 8/1/13   | 7/31/14  | Western Alliance Bank / Torrey Pines Bank                    | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 24  | 8/1/13   | 7/31/14  | Eclipse Bank, Inc.   | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 25  | 8/1/13   | 7/31/14  | United Community Bank  | \$46,895.06       | \$46,811.03    | 0.180 |
| CDR  | 188325 | 26  | 8/1/13   | 7/31/14  | Team Capital Bank  | \$27,107.67       | \$27,059.05    | 0.180 |
| CDR  | 188325 | 3   | 8/1/13   | 7/31/14  | First United Bank  | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 4   | 8/1/13   | 7/31/14  | Amalgamated Bank   | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 5   | 8/1/13   | 7/31/14  | Tristate Capital Bank  | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 6   | 8/1/13   | 7/31/14  | Heritage Bank National Association                           | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 7   | 8/1/13   | 7/31/14  | Amarillo National Bank                                       | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 8   | 8/1/13   | 7/31/14  | Bank 7   | \$247,365.32      | \$246,922.08   | 0.180 |
| CDR  | 188325 | 9   | 8/1/13   | 7/31/14  | Sierra Vista Bank  | \$247,365.32      | \$246,922.08   | 0.180 |
| TS   | 188437 | 1   | 8/1/13   | 7/31/14  | MN TRUST TERM SERIES   | \$1,001,795.07    | \$1,000,000.00 | 0.180 |
| CDR  | 188549 | 1   | 8/8/13   | 8/7/14   | BBCN Bank  | \$242,337.57      | \$241,903.34   | 0.180 |
| CDR  | 188549 | 2   | 8/8/13   | 8/7/14   | Bank of Sacramento   | \$242,337.57      | \$241,903.34   | 0.180 |
| CDR  | 188549 | 3   | 8/8/13   | 8/7/14   | Signature Bank   | \$242,337.57      | \$241,903.34   | 0.180 |
| CDR  | 188549 | 4   | 8/8/13   | 8/7/14   | First State Bank - Mendota                                   | \$242,337.57      | \$241,903.34   | 0.180 |
| CDR  | 188549 | 5   | 8/8/13   | 8/7/14   | Morris Bank  | \$242,337.57      | \$241,903.34   | 0.180 |
| CDR  | 188549 | 6   | 8/8/13   | 8/7/14   | Banner Capital Bank / Banner County Bank                     | \$242,337.57      | \$241,903.34   | 0.180 |
| CDR  | 188549 | 7   | 8/8/13   | 8/7/14   | CrossFirst Bank  | \$48,667.18       | \$48,579.96    | 0.180 |
| CD   | 188313 | 1   | 7/30/13  | 1/28/15  | FRANKLIN SYNERGY BANK  | \$81,927.49       | \$81,500.00    | 0.350 |
| CD   | 188314 | 1   | 7/30/13  | 1/28/15  | FRANKLIN SYNERGY BANK  | \$83,435.35       | \$83,000.00    | 0.350 |
| CD   | 188315 | 1   | 7/30/13  | 1/28/15  | FRANKLIN SYNERGY BANK  | \$84,440.60       | \$84,000.00    | 0.350 |
| TS   | 195363 | 1   | 4/1/14   | 4/1/15   | MN TRUST TERM SERIES   | \$1,502,700.00    | \$1,500,000.00 | 0.180 |

**BURNSVILLE ISD 191 / GENERAL FUND**

2960  
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| Type | Trans  | SEQ | Purchase | Maturity | Instrument                             | Par-Val/Mat. Val. | Original Cost | Rate  |
|------|--------|-----|----------|----------|--|-------------------|---------------|-------|
| CD   | 195422 | 1   | 4/2/14   | 4/14/15  | BANK OF CHINA                          | \$249,934.88      | \$249,400.00  | 0.208 |
| CD   | 195423 | 1   | 4/2/14   | 4/14/15  | UNITED TEXAS BANK                      | \$249,915.21      | \$249,400.00  | 0.200 |
| CD   | 187971 | 1   | 7/25/13  | 7/29/15  | CAPSTONE BANK - AL                     | \$249,964.95      | \$248,000.00  | 0.394 |
| CD   | 187972 | 1   | 7/25/13  | 7/29/15  | COMMUNITY STATE BANK - OK              | \$249,946.92      | \$248,200.00  | 0.350 |
| CD   | 187973 | 1   | 7/25/13  | 7/29/15  | ONEWEST BANK FSB                       | \$249,939.12      | \$247,900.00  | 0.409 |
| CD   | 188312 | 1   | 7/30/13  | 7/30/15  | BOFI FEDERAL BANK                      | \$249,036.05      | \$247,300.00  | 0.351 |
| CD   | 193379 | 1   | 1/30/14  | 1/27/16  | MECHANICS SAVINGS BANK                 | \$249,928.83      | \$247,700.00  | 0.453 |
| CD   | 195418 | 1   | 4/2/14   | 1/27/16  | ABC BANK / AUSTIN BANK OF CHICAGO      | \$249,991.37      | \$248,700.00  | 0.285 |
| CD   | 195419 | 1   | 4/2/14   | 1/27/16  | NATIONAL BANK OF COXSACKIE             | \$249,992.64      | \$248,900.00  | 0.241 |
| CD   | 195420 | 1   | 4/2/14   | 1/27/16  | EAST WEST BANK                         | \$249,912.05      | \$248,800.00  | 0.246 |
| CD   | 195421 | 1   | 4/2/14   | 1/27/16  | ORRSTOWN BANK                          | \$249,992.66      | \$248,900.00  | 0.241 |
| CD   | 193377 | 1   | 1/30/14  | 2/1/16   | SEASIDE NATIONAL BANK & TRUST          | \$249,934.94      | \$247,700.00  | 0.450 |
| CD   | 193378 | 1   | 1/30/14  | 2/1/16   | PRIVATE BANK - MI                      | \$249,932.47      | \$247,400.00  | 0.510 |
| CDR  | 193423 | 1   | 2/6/14   | 2/4/16   | Landmark Bank, N.A.                    | \$243,372.87      | \$241,235.77  | 0.449 |
| CDR  | 193423 | 2   | 2/6/14   | 2/4/16   | Standing Stone National Bank           | \$243,372.87      | \$241,235.77  | 0.449 |
| CDR  | 193423 | 3   | 2/6/14   | 2/4/16   | First State Bank                       | \$243,372.87      | \$241,235.77  | 0.449 |
| CDR  | 193423 | 4   | 2/6/14   | 2/4/16   | Norway Savings Bank (MHC)              | \$243,372.87      | \$241,235.77  | 0.449 |
| CDR  | 193423 | 5   | 2/6/14   | 2/4/16   | F&M Bank and Trust Company             | \$243,372.87      | \$241,235.77  | 0.449 |
| CDR  | 193423 | 6   | 2/6/14   | 2/4/16   | Citizens Security Bank & Trust Company | \$217,609.47      | \$215,698.61  | 0.449 |
| CDR  | 193423 | 7   | 2/6/14   | 2/4/16   | Southern Bank                          | \$217,291.71      | \$215,383.64  | 0.449 |
| CDR  | 193423 | 8   | 2/6/14   | 2/4/16   | ViewPoint Bank (MHC)                   | \$140,667.23      | \$139,432.01  | 0.449 |
| CDR  | 193423 | 9   | 2/6/14   | 2/4/16   | Mutual of Omaha Bank                   | \$124,399.26      | \$123,306.89  | 0.449 |
| CD   | 194320 | 1   | 3/3/14   | 3/14/16  | POST OAK BANK, NA                      | \$249,914.78      | \$247,900.00  | 0.400 |
| CD   | 194321 | 1   | 3/3/14   | 3/14/16  | PREMIER BANK                           | \$249,927.32      | \$248,100.00  | 0.362 |
| CD   | 194322 | 1   | 3/3/14   | 3/14/16  | INDEPENDENT BANK / BANK OF HOUSTON     | \$249,965.07      | \$248,200.00  | 0.350 |
| CD   | 194323 | 1   | 3/3/14   | 3/14/16  | STATE BANK OF DAVIS                    | \$249,932.51      | \$248,200.00  | 0.348 |
| CD   | 194324 | 1   | 3/3/14   | 3/14/16  | LENA STATE BANK                        | \$249,927.31      | \$248,200.00  | 0.342 |

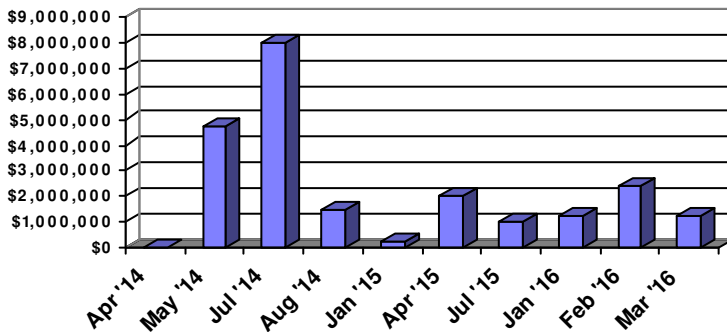
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> **\$27,516,910.96**    **\$27,440,547.97**

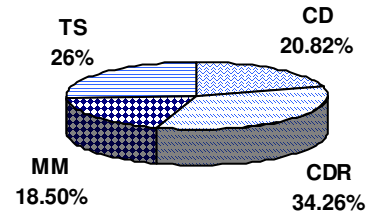
Time and Dollar Weighted Portfolio Yield: **0.324 %**

Weighted Average Portfolio Maturity: **195.61 Days**

**MM: 18.50%**  
**CD's: 20.82%**  
**CP: 0.00%**  
**SEC: 0.00%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 4/30/14

PMA Financial Network, Inc.

2135 CityGate Lane  
7th Floor  
Naperville, Illinois 60563  
Telephone . 630-657-6400  
Facsimile . 630-718-8701

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## BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

| Type | Trans  | SEQ | Purchase | Maturity | Instrument  | Par-Val/Mat. Val. | Original Cost  | Rate  |
|------|--------|-----|----------|----------|---|-------------------|----------------|-------|
| MM   |        |     |          |          | Investment Shares Portfolio                                   | \$3,245,827.45    | \$3,245,827.45 |       |
| SEC  | 25430  | 1   | 11/16/11 | 11/17/14 | Goldman Sachs Bank USA Certificate of Deposit                 | \$248,000.00      | \$248,000.00   | 1.500 |
| SEC  | 25431  | 1   | 11/16/11 | 11/17/14 | Ally Bank Certificate of Deposit                              | \$248,000.00      | \$248,000.00   | 1.355 |
| SEC  | 25434  | 1   | 11/17/11 | 11/17/14 | American Express Centurion Bank Certificate of Deposit        | \$248,000.00      | \$248,000.00   | 1.506 |
| SEC  | 25437  | 1   | 11/16/11 | 11/17/14 | GE Capital Financial Inc Certificate of Deposit               | \$248,000.00      | \$248,000.00   | 1.506 |
| SEC  | 25439  | 1   | 11/16/11 | 11/17/14 | GE Capital Retail Bank / GE Money Bank Certificate of Deposit | \$248,000.00      | \$248,000.00   | 1.506 |
| CD   | 170720 | 1   | 12/23/11 | 12/22/14 | BANK LEUMI USA  | \$249,814.02      | \$242,900.00   | 0.949 |
| CD   | 170721 | 1   | 12/23/11 | 12/22/14 | SAFRA NATIONAL BANK OF NEW YORK                               | \$249,895.82      | \$244,100.00   | 0.791 |
| CD   | 170858 | 1   | 1/4/12   | 1/5/15   | AMERASIA BANK   | \$249,881.55      | \$245,100.00   | 0.649 |
| CD   | 170859 | 1   | 1/4/12   | 1/5/15   | WESBANCO BANK INC   | \$249,953.71      | \$245,900.00   | 0.549 |
| CD   | 170860 | 1   | 1/4/12   | 1/5/15   | FIRST NATIONAL BANK IN SIOUX FALLS                            | \$249,913.19      | \$246,200.00   | 0.502 |
| CD   | 170861 | 1   | 1/4/12   | 1/5/15   | DOLLAR BANK, FEDERAL SAVINGS BANK                             | \$249,930.19      | \$246,600.00   | 0.449 |
| SEC  | 22642  | 1   | 7/15/09  | 2/1/15   | Bemidji Minn Indpt Sch Dist No 031                            | \$310,000.00      | \$310,000.00   | 3.800 |
| SEC  | 23423  | 1   | 6/8/10   | 2/1/15   | Big Lake Minn Indpt Sch Dist # 727 Ref- Ser A                 | \$210,000.00      | \$210,000.00   | 2.750 |
| SEC  | 29288  | 1   | 4/9/13   | 2/1/15   | BECKER ISD 726 B  | \$250,000.00      | \$250,000.00   | 0.500 |
| SEC  | 23103  | 1   | 11/12/09 | 3/1/15   | Red Wing Minn Indpt Sch Dist #256 Taxable OPEB                | \$1,000,000.00    | \$1,000,000.00 | 3.000 |
| CD   | 173316 | 1   | 4/9/12   | 4/9/15   | IDB BANK- NY  | \$148,009.36      | \$145,000.00   | 0.692 |
| SEC  | 22574  | 1   | 6/29/09  | 6/1/15   | CEDAR RAPIDS IOWA REF TAXABLE CAP                             | \$470,000.00      | \$470,000.00   | 3.250 |
| CD   | 181996 | 1   | 1/16/13  | 1/19/16  | BANK OF THE WEST  | \$249,980.28      | \$246,200.00   | 0.510 |
| CD   | 181997 | 1   | 1/16/13  | 1/19/16  | MIDLAND STATES BANK   | \$206,595.48      | \$203,800.00   | 0.456 |
| CD   | 182847 | 1   | 2/19/13  | 2/19/16  | EAST BOSTON SAVINGS BANK                                      | \$249,956.54      | \$245,900.00   | 0.550 |
| CD   | 182848 | 1   | 2/19/13  | 2/19/16  | BRIDGEWATER BANK  | \$249,899.41      | \$245,800.00   | 0.556 |
| CD   | 186939 | 1   | 6/21/13  | 6/21/16  | FIFTH THIRD BANK  | \$155,206.99      | \$152,000.00   | 0.703 |
| CD   | 187204 | 1   | 6/27/13  | 6/27/16  | FIFTH THIRD BANK  | \$92,008.39       | \$90,000.00    | 0.743 |
| SEC  | 29761  | 1   | 6/28/13  | 6/28/16  | BMW Bank Of North America Certificate of Deposit              | \$249,000.00      | \$249,000.00   | 0.753 |
| CD   | 187467 | 1   | 7/2/13   | 7/5/16   | FIRST CAPITAL BANK  | \$249,919.20      | \$244,400.00   | 0.750 |
| CD   | 187468 | 1   | 7/2/13   | 7/5/16   | LUANA SAVINGS BANK  | \$248,891.44      | \$245,200.00   | 0.500 |
| SEC  | 31043  | 1   | 10/23/13 | 10/24/16 | Sallie Mae Bank Certificate of Deposit                        | \$248,000.00      | \$248,000.00   | 1.155 |
| CD   | 187466 | 1   | 7/2/13   | 11/14/16 | DAKOTA COMMUNITY BANK   | \$249,965.13      | \$244,200.00   | 0.700 |
| CD   | 192889 | 1   | 1/13/14  | 1/13/17  | FAR EAST NATIONAL BANK  | \$144,811.46      | \$140,800.00   | 0.949 |
| SEC  | 23783  | 1   | 12/20/10 | 2/1/17   | Woodridge Illinois Taxable                                    | \$150,000.00      | \$150,000.00   | 3.350 |
| SEC  | 30736  | 1   | 9/25/13  | 9/25/17  | Cit Bank Certificate of Deposit                               | \$247,000.00      | \$247,000.00   | 1.508 |
| CD   | 192888 | 1   | 1/13/14  | 1/16/18  | INDUSTRIAL & COMMERCIAL BANK OF CHINA                         | \$210,686.40      | \$200,000.00   | 1.332 |
| CD   | 182782 | 1   | 2/15/13  | 2/15/18  | PLAINS COMMERCE BANK  | \$249,902.70      | \$236,400.00   | 1.142 |
| SEC  | 30731  | 1   | 9/25/13  | 9/25/18  | Discover Bank Certificate of Deposit                          | \$247,000.00      | \$247,000.00   | 2.013 |
| SEC  | 30738  | 1   | 9/25/13  | 9/25/18  | Compass Bank Certificate of Deposit                           | \$247,000.00      | \$247,000.00   | 1.962 |
| CD   | 192886 | 1   | 1/13/14  | 1/14/19  | M.Y. SAFRA BANK   | \$248,142.42      | \$228,500.00   | 1.717 |
| CD   | 192887 | 1   | 1/13/14  | 1/14/19  | STEARNS BANK NA (N)   | \$248,500.88      | \$230,700.00   | 1.542 |
| SEC  | 28287  | 1   | 10/9/12  | 1/15/19  | Lakewood Township NJ Ref                                      | \$630,000.00      | \$630,000.00   | 1.580 |
| SEC  | 28397  | 1   | 11/15/12 | 8/15/19  | DENTON TX INDEP SCH DIST TXBL -REF - SER C                    | \$1,000,000.00    | \$1,000,000.00 | 1.520 |

**BURNSVILLE ISD 191 / 2009 OPEB TRUST**

3596  
15

| Type | Trans | SEQ | Purchase | Maturity | Instrument                                      | Par-Val/Mat. Val. | Original Cost | Rate  |
|------|-------|-----|----------|----------|---|-------------------|---------------|-------|
| SEC  | 28355 | 1   | 10/19/12 | 10/1/19  | COOK CNTY IL HIGH SCH DIST #205<br>THORNTON TWP | \$350,000.00      | \$350,000.00  | 1.939 |
| SEC  | 28316 | 1   | 10/15/12 | 10/15/19 | ABERDEEN TWP NJ REF                             | \$390,000.00      | \$390,000.00  | 1.570 |
| SEC  | 28317 | 1   | 10/16/12 | 12/1/19  | FAIRFIELD & UNION OH LOCAL SCH DIST             | \$330,000.00      | \$294,162.00  | 1.620 |

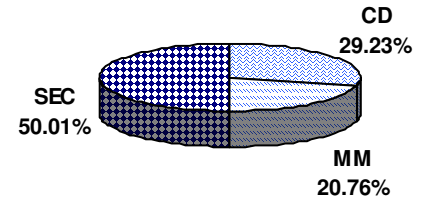
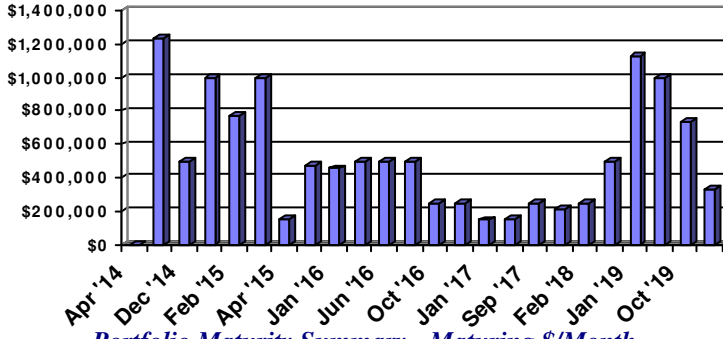
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

**Total Amount --> \$15,515,692.01 \$15,347,689.45**

**Time and Dollar Weighted Portfolio Yield: 1.520 %**

**Weighted Average Portfolio Maturity: 721.37 Days**

**MM: 21.15%**  
**CD's: 29.77%**  
**CP: 0.00%**  
**SEC: 49.08%**



*Portfolio Allocation by Transaction Type*



# Total Portfolio Report CAR

As of: 4/30/14

PMA Financial Network, Inc.

2135 CityGate Lane  
7th Floor  
Naperville, Illinois 60563  
Telephone . 630-657-6400  
Facsimile . 630-718-8701

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## BURNSVILLE ISD 191 / 2012A ALT FACILITY

5070

| Type | Trans  | SEQ | Purchase | Maturity | Instrument                                      | Par-Val/Mat. Val. | Original Cost  | Rate  |
|------|--------|-----|----------|----------|---|-------------------|----------------|-------|
| MM   |        |     |          |          | Investment Shares Portfolio                     | \$2,051,711.52    | \$2,051,711.52 |       |
| TS   | 184919 | 1   | 5/2/13   | 5/1/14   | MN TRUST TERM SERIES                            | \$5,007,479.46    | \$5,000,000.00 | 0.150 |
| SDA  |        |     |          |          | Savings Deposit Account - CITIBANK SDA-C        | \$78.90           | \$78.90        |       |
| CD   | 185097 | 1   | 5/8/13   | 5/8/14   | ONB BANK AND TRUST COMPANY                      | \$249,695.43      | \$249,300.00   | 0.159 |
| CD   | 185098 | 1   | 5/8/13   | 5/8/14   | BAR HARBOR BANK & TRUST                         | \$249,770.88      | \$249,500.00   | 0.109 |
| TS   | 185407 | 1   | 5/23/13  | 5/22/14  | MN TRUST TERM SERIES                            | \$1,001,795.07    | \$1,000,000.00 | 0.180 |
| CD   | 184406 | 1   | 4/5/13   | 5/30/14  | PATRIOT BANK - OK                               | \$249,930.65      | \$249,500.00   | 0.150 |
| CD   | 184405 | 1   | 4/5/13   | 6/6/14   | IDB BANK- NY                                    | \$100,283.70      | \$100,000.00   | 0.243 |
| CD   | 188203 | 1   | 7/29/13  | 7/29/14  | BANCO POPULAR NORTH AMERICA                     | \$82,648.50       | \$82,500.00    | 0.180 |
| CD   | 188204 | 1   | 7/29/13  | 7/29/14  | BANCO POPULAR NORTH AMERICA                     | \$84,151.20       | \$84,000.00    | 0.180 |
| CD   | 188205 | 1   | 7/29/13  | 7/29/14  | BANCO POPULAR NORTH AMERICA                     | \$83,149.40       | \$83,000.00    | 0.180 |
| SEC  | 30096  | 1   | 8/6/13   | 8/6/14   | Bank Of Baroda Certificate of Deposit           | \$249,000.00      | \$249,000.00   | 0.251 |
| SEC  | 29257  | 1   | 2/8/13   | 8/8/14   | Firstbank Of Puerto Rico Certificate of Deposit | \$249,000.00      | \$249,000.00   | 0.418 |
| CD   | 182124 | 1   | 1/23/13  | 10/17/14 | SOUTHSIDE BANK                                  | \$249,665.91      | \$248,800.00   | 0.201 |
| CD   | 188201 | 1   | 7/29/13  | 12/12/14 | BANK OF EAST ASIA                               | \$249,952.52      | \$249,200.00   | 0.220 |
| CD   | 188202 | 1   | 7/29/13  | 12/12/14 | REPUBLIC BANK OF CHICAGO                        | \$249,984.38      | \$249,300.00   | 0.200 |
| CD   | 182434 | 1   | 2/4/13   | 12/26/14 | FIRST COMMONS BANK NA                           | \$249,942.84      | \$248,800.00   | 0.248 |
| CD   | 182435 | 1   | 2/4/13   | 12/26/14 | STATE BANK OF INDIA (NY)                        | \$249,999.35      | \$248,800.00   | 0.255 |

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> **\$10,908,239.71** **\$10,892,490.42**

Time and Dollar Weighted Portfolio Yield: **0.232 %**

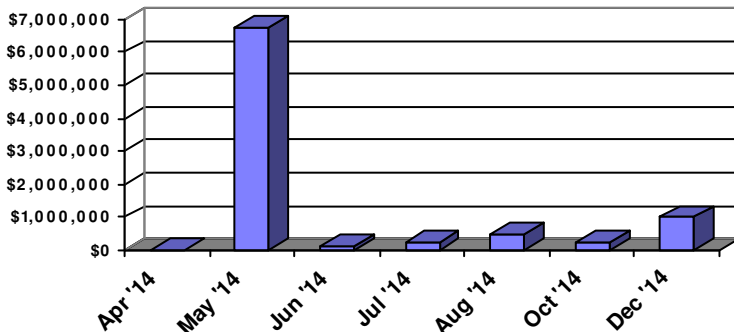
Weighted Average Portfolio Maturity: **35.65 Days**

MM: **18.84%**

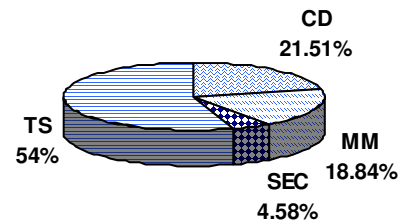
CD's: **21.51%**

CP: **0.00%**

SEC: **4.57%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

**April 2014**  
Wire Transfers

| Date   | From               | To                             | Amount       | For                                     |
|--------|--------------------|--------------------------------|--------------|---|
| 040114 | MSDLAF             | Internal Revenue Service       | 738,711.36   | March 31, 2014 Federal Payroll Taxes    |
| 040114 | MSDLAF             | State of Minnesota             | 123,451.25   | March 31, 2014 State Payroll Taxes      |
| 040114 | MSDLAF             | State of Minnesota             | 2,932.07     | March 31, 2014 Payroll - Child Support  |
| 040214 | MSDLAF             | MN Trust                       | 1,500,000.00 | Investment Purchase                     |
| 040214 | MSDLAF             | Medica                         | 250,730.27   | Health Insurance                        |
| 040314 | State of Minnesota | MSDLAF                         | 5,971.59     | State Wire Payment                      |
| 040414 | MSDLAF             | Delta Dental                   | 34,997.55    | Dental Insurance                        |
| 040414 | MSDLAF             | Corporate Health               | 27,290.64    | Medical Claims                          |
| 040414 | MSDLAF             | Corporate Health               | 14,230.32    | Flex Account Claims                     |
| 040914 | State of Minnesota | MSDLAF                         | 14,032.32    | State Wire Payment                      |
| 040914 | MSDLAF             | Delta Dental                   | 18,891.79    | Dental Insurance                        |
| 040914 | MSDLAF             | Medica                         | 281,646.03   | Health Insurance                        |
| 041014 | MSDLAF             | TRA                            | 316,401.28   | March 31, 2014 Payroll - TRA            |
| 041014 | MSDLAF             | PERA                           | 92,723.48    | March 31, 2014 Payroll - PERA           |
| 041014 | MSDLAF             | Medica                         | 91,847.78    | Health Insurance Claims                 |
| 041114 | MSDLAF             | Corporate Health               | 17,542.39    | Medical Claims                          |
| 041114 | MSDLAF             | Corporate Health               | 7,215.16     | Flex Account Claims                     |
| 041514 | MDE                | MSDLAF                         | 3,789,937.91 | April 15, 2014 State Aid Payment        |
| 041514 | MSDLAF             | State of Minnesota             | 326.00       | Sales Tax                               |
| 041614 | MSDLAF             | Internal Revenue Service       | 677,336.07   | April 15, 2014 Federal Payroll Taxes    |
| 041614 | MSDLAF             | State of Minnesota             | 2,932.07     | April 15, 2014 Payroll - Child Support  |
| 041614 | MSDLAF             | Peoples' Bank                  | 154,142.97   | April 15, 2014 Payroll - TSA Deductions |
| 041614 | MSDLAF             | Teacher Federated Credit Union | 37,298.03    | April 15, 2014 Payroll - Dues           |
| 041614 | MSDLAF             | Delta Dental                   | 14,145.75    | Dental Insurance                        |
| 041614 | MSDLAF             | Medica                         | 339,250.70   | Health Insurance                        |
| 041714 | MSDLAF             | State of Minnesota             | 113,596.17   | April 15, 2014 State Payroll Taxes      |
| 042114 | Dakota County      | MSDLAF                         | 221.00       | County Wire Payment                     |
| 042114 | MSDLAF             | Neopost                        | 4,991.00     | BHS Postage                             |
| 042114 | MSDLAF             | Corporate Health               | 23,172.58    | Medical Claims                          |
| 042114 | MSDLAF             | Corporate Health               | 18,549.04    | Flex Account Claims                     |
| 042214 | State of Minnesota | MSDLAF                         | 9,135.00     | State Wire Payment                      |
| 042314 | Medica             | MSDLAF                         | 7,567.17     | Health Insurance - Stop Loss            |
| 042314 | state of Minnesota | MSDLAF                         | 14,975.70    | State Wire Payment                      |
| 042314 | MSDLAF             | Delta Dental                   | 14,010.71    | Dental Insurance                        |
| 042314 | MSDLAF             | Medica                         | 240,693.85   | Health Insurance                        |
| 042414 | State of Minnesota | MSDLAF                         | 459,803.52   | State Wire Payment                      |
| 042514 | MSDLAF             | TRA                            | 305,514.29   | April 15, 2014 Payroll - TRA            |
| 042514 | MSDLAF             | PERA                           | 91,935.38    | April 15, 2014 Payroll - PERA           |
| 042514 | MSDLAF             | Corporate Health               | 13,603.47    | Medical Claims                          |
| 042514 | MSDLAF             | Corporate Health               | 8,581.65     | Flex Account Claims                     |
| 042814 | State of Minnesota | MSDLAF                         | 365.00       | State Wire Payment                      |

**April 2014**  
Wire Transfers

| <u>Date</u> | <u>From</u> | <u>To</u>                      | <u>Amount</u> | <u>For</u>                              |
|-------------|-------------|--------------------------------|---------------|---|
| 042814      | MSDLAF      | Internal Revenue Service       | 0.18          | Federal Tax Adjustment                  |
| 043014      | MDE         | MSDLAF                         | 6,943,471.28  | April 30, 2014 State Aid Payment        |
| 043014      | MSDLAF      | Peoples' Bank                  | 156,190.87    | April 30, 2014 Payroll - TSA Deductions |
| 043014      | MSDLAF      | Teacher Federated Credit Union | 37,665.71     | April 30, 2014 Payroll - Dues           |
| 043014      | MSDLAF      | Delta Dental                   | 12,661.67     | Dental Insurance                        |
| 043014      | MSDLAF      | Medica                         | 386,468.70    | Health Insurance                        |

# Check Register Report

| Bank Number | Check Number | Check Status | Check Amount | Check Date | Vendor Number | Vendor Address Number | Vendor Name            |
|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|------------------------|
| 1           | 1009995      |              | \$11.76      | 04/09/14   | 88888         | 18104                 | ABBOTT, MARK M         |
| 1           | 1009996      |              | \$21.50      | 04/09/14   | 88888         | 11817                 | ALVEY, HEATHER         |
| 1           | 1009997      |              | \$35.28      | 04/09/14   | 88888         | 9390                  | ANDERSON, BARBARA JEAN |
| 1           | 1009998      |              | \$44.91      | 04/09/14   | 88888         | 16318                 | ANDERSON, SARAH R      |
| 1           | 1009999      |              | \$330.12     | 04/09/14   | 88888         | 13342                 | AVISE, KEVIN F         |
| 1           | 1010000      |              | \$701.73     | 04/09/14   | 88888         | 13342                 | AVISE, KEVIN F         |
| 1           | 1010001      |              | \$419.46     | 04/09/14   | 88888         | 13342                 | AVISE, KEVIN F         |
| 1           | 1010002      |              | \$17.36      | 04/09/14   | 88888         | 4467                  | BARLAGE, SUSAN         |
| 1           | 1010003      |              | \$12.60      | 04/09/14   | 88888         | 7839                  | BARNES, CHERISE C      |
| 1           | 1010004      |              | \$55.41      | 04/09/14   | 88888         | 15394                 | BEAULIEU, KOURTNEY A   |
| 1           | 1010005      |              | \$46.75      | 04/09/14   | 88888         | 15549                 | BECKER, BRENDA S       |
| 1           | 1010006      |              | \$51.58      | 04/09/14   | 88888         | 13957                 | BERRA, ANGELA M        |
| 1           | 1010007      |              | \$250.00     | 04/09/14   | 88888         | 9363                  | BIEN, BERNADETTE L     |
| 1           | 1010008      |              | \$88.92      | 04/09/14   | 88888         | 17563                 | BLACK, KRISTINE C      |
| 1           | 1010009      |              | \$3.79       | 04/09/14   | 88888         | 11821                 | BLANDIN, MELISSA       |
| 1           | 1010010      |              | \$10.74      | 04/09/14   | 88888         | 11821                 | BLANDIN, MELISSA       |
| 1           | 1010011      |              | \$3.80       | 04/09/14   | 88888         | 9960                  | BOEKHOFF, LYNETTE      |
| 1           | 1010012      |              | \$47.94      | 04/09/14   | 88888         | 7298                  | BRENNAN, CAROL ANN     |
| 1           | 1010013      |              | \$179.97     | 04/09/14   | 88888         | 16983                 | BROVIK, ERIN K         |
| 1           | 1010014      |              | \$28.65      | 04/09/14   | 88888         | 4715                  | BROWN, THOMAS G.       |
| 1           | 1010015      |              | \$46.75      | 04/09/14   | 88888         | 16392                 | CHAMBERLAND, TAUSHA    |
| 1           | 1010016      |              | \$61.15      | 04/09/14   | 88888         | 15074                 | CHAMERLIK, KAREN       |
| 1           | 1010017      |              | \$27.94      | 04/09/14   | 88888         | 17216                 | CHOUANARD, MARY E      |
| 1           | 1010018      |              | \$74.93      | 04/09/14   | 88888         | 14949                 | CHRISTENSON, ANNE      |
| 1           | 1010019      |              | \$6.56       | 04/09/14   | 88888         | 5747                  | CORDAHL, AMBER         |
| 1           | 1010020      |              | \$567.32     | 04/09/14   | 88888         | 6482                  | DAHLER, ELOISE J       |
| 1           | 1010021      |              | \$38.25      | 04/09/14   | 88888         | 1779                  | DAILY, LAWRENCE W      |
| 1           | 1010022      |              | \$35.56      | 04/09/14   | 88888         | 16600                 | DAY, MARLYS L          |
| 1           | 1010023      |              | \$25.76      | 04/09/14   | 88888         | 16920                 | DETTLING, AMY LYNN     |
| 1           | 1010024      |              | \$46.03      | 04/09/14   | 88888         | 14970                 | DEUTSCH, MATTHEW R     |
| 1           | 1010025      |              | \$20.16      | 04/09/14   | 88888         | 17497                 | EISENBERG, RACHELLE L  |
| 1           | 1010026      |              | \$113.62     | 04/09/14   | 88888         | 8735                  | GRANT, ANNETTE         |
| 1           | 1010027      |              | \$34.94      | 04/09/14   | 88888         | 14219                 | GRIES, BRENDA J        |
| 1           | 1010028      |              | \$159.77     | 04/09/14   | 88888         | 11818                 | HAMMER, JEFFREY        |
| 1           | 1010029      |              | \$87.92      | 04/09/14   | 88888         | 11818                 | HAMMER, JEFFREY        |
| 1           | 1010030      |              | \$35.00      | 04/09/14   | 88888         | 14501                 | HARRISON, STACY LYNN   |
| 1           | 1010031      |              | \$134.97     | 04/09/14   | 88888         | 14710                 | HARTOG, KARRA L        |
| 1           | 1010032      |              | \$33.60      | 04/09/14   | 88888         | 7255                  | HAUER, PAMELA A        |
| 1           | 1010033      |              | \$74.25      | 04/09/14   | 88888         | 17771                 | HELWIG, KRISTINE K     |
| 1           | 1010034      |              | \$40.43      | 04/09/14   | 88888         | 9777                  | HENRY, JOEL E          |
| 1           | 1010035      |              | \$75.00      | 04/09/14   | 88888         | 8255                  | HILL, KARI L           |
| 1           | 1010036      |              | \$44.52      | 04/09/14   | 88888         | 12301                 | HJERMSTAD, HEATHER     |

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|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|--------------------------|
| 1           | 1010037      |              | \$2,214.64   | 04/09/14   | 88888         | 3547                  | HUGSTAD-VAA, JENNIFER JO |
| 1           | 1010038      |              | \$89.83      | 04/09/14   | 88888         | 18039                 | HUME, LAURIE A           |
| 1           | 1010039      |              | \$12.20      | 04/09/14   | 88888         | 16315                 | JAMISON, DARCIE L        |
| 1           | 1010040      |              | \$12.60      | 04/09/14   | 88888         | 17383                 | JOHNSON, KAREN A         |
| 1           | 1010041      |              | \$23.06      | 04/09/14   | 88888         | 14613                 | JOHNSON, RONNA E         |
| 1           | 1010042      |              | \$52.62      | 04/09/14   | 88888         | 16004                 | JORGENSON, SHANNON E     |
| 1           | 1010043      |              | \$75.00      | 04/09/14   | 88888         | 16667                 | KEULER, LORI J           |
| 1           | 1010044      |              | \$12.26      | 04/09/14   | 88888         | 7847                  | KOLSTAD, MICHELE M       |
| 1           | 1010045      |              | \$59.13      | 04/09/14   | 88888         | 5087                  | LEON, STEVEN F           |
| 1           | 1010046      |              | \$49.32      | 04/09/14   | 88888         | 14982                 | LUCIUS, RACHEL H         |
| 1           | 1010047      |              | \$39.76      | 04/09/14   | 88888         | 11807                 | MAKI, CATHY              |
| 1           | 1010048      |              | \$6.38       | 04/09/14   | 88888         | 17583                 | MCBRIDE, KRISTEN         |
| 1           | 1010049      |              | \$76.94      | 04/09/14   | 88888         | 12023                 | MCCARTHY, BRIGID M       |
| 1           | 1010050      |              | \$48.23      | 04/09/14   | 88888         | 14130                 | MCCROSKEY, SHARI         |
| 1           | 1010051      |              | \$85.12      | 04/09/14   | 88888         | 12901                 | MCCUE, MICHELLE          |
| 1           | 1010052      |              | \$18.46      | 04/09/14   | 88888         | 18069                 | MCLAUGHLIN, MARILEE      |
| 1           | 1010053      |              | \$59.93      | 04/09/14   | 88888         | 18071                 | MCPARLAND, SHANNON       |
| 1           | 1010054      |              | \$10.00      | 04/09/14   | 88888         | 7268                  | MESARCHIK, MARY L        |
| 1           | 1010055      |              | \$18.00      | 04/09/14   | 88888         | 16340                 | MISZKIEWICZ, KELLY A     |
| 1           | 1010056      |              | \$142.24     | 04/09/14   | 88888         | 16501                 | NESS, KAREN M            |
| 1           | 1010057      |              | \$102.48     | 04/09/14   | 88888         | 13692                 | NIEMIEC, ALICIA          |
| 1           | 1010058      |              | \$10.02      | 04/09/14   | 88888         | 18002                 | NYEGGEN, EMILY           |
| 1           | 1010059      |              | \$79.99      | 04/09/14   | 88888         | 12901                 | MCCUE, MICHELLE          |
| 1           | 1010060      |              | \$101.99     | 04/09/14   | 88888         | 9802                  | O'NEILL-MAGER, JENNIFER  |
| 1           | 1010061      |              | \$75.26      | 04/09/14   | 88888         | 9802                  | O'NEILL-MAGER, JENNIFER  |
| 1           | 1010062      |              | \$71.40      | 04/09/14   | 88888         | 17785                 | OLSON-WYMAN, SAMANTHA L  |
| 1           | 1010063      |              | \$22.62      | 04/09/14   | 88888         | 9239                  | OPATZ, LARRY             |
| 1           | 1010064      |              | \$296.94     | 04/09/14   | 88888         | 8627                  | ORTH, STEVEN D. R.       |
| 1           | 1010065      |              | \$21.34      | 04/09/14   | 88888         | 17998                 | PARKIN, KELSEY           |
| 1           | 1010066      |              | \$52.47      | 04/09/14   | 88888         | 9771                  | PLUCINAK, JODY L         |
| 1           | 1010067      |              | \$107.50     | 04/09/14   | 88888         | 9771                  | PLUCINAK, JODY L         |
| 1           | 1010068      |              | \$83.19      | 04/09/14   | 88888         | 16003                 | PRANSCHKE, STEPHANIE T   |
| 1           | 1010069      |              | \$27.72      | 04/09/14   | 88888         | 16999                 | RENKEN, CARISSA M        |
| 1           | 1010070      |              | \$101.92     | 04/09/14   | 88888         | 10890                 | RETHLAKE-HOMOLKA, PAM    |
| 1           | 1010071      |              | \$23.30      | 04/09/14   | 88888         | 17916                 | ROBASSE, CHARLES W       |
| 1           | 1010072      |              | \$5.82       | 04/09/14   | 88888         | 17916                 | ROBASSE, CHARLES W       |
| 1           | 1010073      |              | \$24.64      | 04/09/14   | 88888         | 16574                 | ROBASSE, CHRISTINE M     |
| 1           | 1010074      |              | \$10.00      | 04/09/14   | 88888         | 9670                  | ROBOLE, VICKI M          |
| 1           | 1010075      |              | \$22.85      | 04/09/14   | 88888         | 17725                 | ROMANSKY, ROBERT J       |
| 1           | 1010076      |              | \$42.00      | 04/09/14   | 88888         | 18095                 | ROSE, MICHAEL            |
| 1           | 1010077      |              | \$78.62      | 04/09/14   | 88888         | 18004                 | SHORT, NICHOLE           |
| 1           | 1010078      |              | \$168.84     | 04/09/14   | 88888         | 4356                  | SIMON, GLENN D.          |

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|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|-------------------------------|
| 1           | 1010079      |              | \$28.52      | 04/09/14   | 88888         | 10823                 | SMOLKE, ANGELA S C            |
| 1           | 1010080      |              | \$41.36      | 04/09/14   | 88888         | 6968                  | SODERHOLM, WM ERIC            |
| 1           | 1010081      |              | \$24.02      | 04/09/14   | 88888         | 11808                 | SPODEN, ANNEMARIE             |
| 1           | 1010082      |              | \$82.01      | 04/09/14   | 88888         | 14961                 | SPRY, KARIE                   |
| 1           | 1010083      |              | \$352.24     | 04/09/14   | 88888         | 16213                 | STAHLY, JANICE                |
| 1           | 1010084      |              | \$448.00     | 04/09/14   | 88888         | 15288                 | STAPP, BENJAMIN               |
| 1           | 1010085      |              | \$92.90      | 04/09/14   | 88888         | 18084                 | STARK, CINDY S                |
| 1           | 1010086      |              | \$474.71     | 04/09/14   | 88888         | 6851                  | STEPHES, THOMAS J             |
| 1           | 1010087      |              | \$35.04      | 04/09/14   | 88888         | 16046                 | STRAHOTA, SARA J              |
| 1           | 1010088      |              | \$8.57       | 04/09/14   | 88888         | 13437                 | SULLIVAN, JODI L              |
| 1           | 1010089      |              | \$198.13     | 04/09/14   | 88888         | 9915                  | SWEENEY, ANN M                |
| 1           | 1010090      |              | \$21.70      | 04/09/14   | 88888         | 18096                 | SWENSON, KRISTIN J            |
| 1           | 1010091      |              | \$45.65      | 04/09/14   | 88888         | 17289                 | THOMPSON, LINDEE G            |
| 1           | 1010092      |              | \$18.25      | 04/09/14   | 88888         | 18008                 | TOMALA, CRYSTAL M             |
| 1           | 1010093      |              | \$115.00     | 04/09/14   | 88888         | 18188                 | TRUE, DIXIE A                 |
| 1           | 1010094      |              | \$5.04       | 04/09/14   | 88888         | 16209                 | ULRICH, KIMBERLY A            |
| 1           | 1010095      |              | \$70.17      | 04/09/14   | 88888         | 17169                 | VAUGHT, ELIZABETH C           |
| 1           | 1010096      |              | \$52.84      | 04/09/14   | 88888         | 16491                 | VITALI, ALICIA F              |
| 1           | 1010097      |              | \$74.57      | 04/09/14   | 88888         | 16905                 | WADELL, DANIELLE M            |
| 1           | 1010098      |              | \$17.75      | 04/09/14   | 88888         | 16345                 | WALCZAK, CHERYL M             |
| 1           | 1010099      |              | \$42.97      | 04/09/14   | 88888         | 7858                  | WARMKA, CHERI R               |
| 1           | 1010100      |              | \$17.25      | 04/09/14   | 88888         | 5573                  | WEILER, ROBERT M              |
| 1           | 1010101      |              | \$52.08      | 04/09/14   | 88888         | 13905                 | WENDLING, PAULA L             |
| 1           | 1010102      |              | \$105.17     | 04/09/14   | 88888         | 6624                  | WESSEN, JANE E                |
| 1           | 1010103      |              | \$51.52      | 04/09/14   | 88888         | 16232                 | WORKMAN, CAROLYN J            |
| 1           | 1010104      |              | \$24.75      | 04/09/14   | 88888         | 14127                 | ZONDAG, KIMBERLY              |
| 1           | 1010105      |              | \$14.11      | 04/16/14   | 88888         | 9746                  | ALBERTUS, CANDY J             |
| 1           | 1010106      |              | \$43.12      | 04/16/14   | 88888         | 13406                 | ALLEN, SUSAN M                |
| 1           | 1010107      |              | \$10.50      | 04/16/14   | 88888         | 16566                 | ALVARADO, ANGEL               |
| 1           | 1010108      |              | \$17.97      | 04/16/14   | 88888         | 9569                  | ANDREWS, DONNA                |
| 1           | 1010109      |              | \$43.68      | 04/16/14   | 88888         | 9749                  | BLAIR, MICHAEL E.             |
| 1           | 1010110      |              | \$56.96      | 04/16/14   | 88888         | 9302                  | BOHR, JENNIFER L              |
| 1           | 1010111      |              | \$36.99      | 04/16/14   | 88888         | 11279                 | BRANDNER, RENEE               |
| 1           | 1010112      |              | \$12.60      | 04/16/14   | 88888         | 8189                  | BRAUN, JEAN C                 |
| 1           | 1010113      |              | \$30.47      | 04/16/14   | 88888         | 18185                 | BURKE, MAUREEN                |
| 1           | 1010114      |              | \$262.41     | 04/16/14   | 88888         | 6842                  | CHALLGREN, MARGARET TEN BROEK |
| 1           | 1010115      |              | \$53.24      | 04/16/14   | 88888         | 5853                  | CHALLGREN, MARK A             |
| 1           | 1010116      |              | \$87.57      | 04/16/14   | 88888         | 6315                  | CHECK, CYNTHIA                |
| 1           | 1010117      |              | \$20.83      | 04/16/14   | 88888         | 9750                  | CORONIS, ANTHONY L            |
| 1           | 1010118      |              | \$50.38      | 04/16/14   | 88888         | 11980                 | DERENDAL, BARBARA L           |
| 1           | 1010119      |              | \$152.32     | 04/16/14   | 88888         | 16920                 | DETLING, AMY LYN              |

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| 1           | 1010120      |              | \$8.99       | 04/16/14   | 88888         | 13415                 | ENGELHARDT, ANGELA C    |
| 1           | 1010121      |              | \$29.40      | 04/16/14   | 88888         | 13256                 | FANDRICH, KARI M        |
| 1           | 1010122      |              | \$150.00     | 04/16/14   | 88888         | 16470                 | GILLIS, CINDY M         |
| 1           | 1010123      |              | \$143.42     | 04/16/14   | 88888         | 6429                  | HART, CYNTHIA K.        |
| 1           | 1010124      |              | \$21.00      | 04/16/14   | 88888         | 10142                 | HOLCOMBE, SARA J        |
| 1           | 1010125      |              | \$18.37      | 04/16/14   | 88888         | 9267                  | HOLDEN, MATTHEW J       |
| 1           | 1010126      |              | \$29.00      | 04/16/14   | 88888         | 17333                 | JONES, GARY A           |
| 1           | 1010127      |              | \$115.31     | 04/16/14   | 88888         | 16167                 | KNUTSON, CHRISTINE      |
| 1           | 1010128      |              | \$71.06      | 04/16/14   | 88888         | 16789                 | KRONABETTER, JULIE R    |
| 1           | 1010129      |              | \$11.00      | 04/16/14   | 88888         | 14939                 | LY, TY V                |
| 1           | 1010130      |              | \$150.00     | 04/16/14   | 88888         | 17146                 | MCDONALD, PATRICIA A    |
| 1           | 1010131      |              | \$59.36      | 04/16/14   | 88888         | 16679                 | MERKLING, ANGELA MARTIN |
| 1           | 1010132      |              | \$52.30      | 04/16/14   | 88888         | 18041                 | MILLEA, ALLISON B       |
| 1           | 1010133      |              | \$8.06       | 04/16/14   | 88888         | 15133                 | MOBERG, CARLENE         |
| 1           | 1010134      |              | \$31.08      | 04/16/14   | 88888         | 6326                  | NEPSUND, CYNTHIA J      |
| 1           | 1010135      |              | \$7.56       | 04/16/14   | 88888         | 17716                 | NEWBY, MATTHEW          |
| 1           | 1010136      |              | \$8.99       | 04/16/14   | 88888         | 7820                  | PAULY, LYNN L           |
| 1           | 1010137      |              | \$238.00     | 04/16/14   | 88888         | 17565                 | PETRI, KATHRYN E        |
| 1           | 1010138      |              | \$85.73      | 04/16/14   | 88888         | 9771                  | PLUCINAK, JODY L        |
| 1           | 1010139      |              | \$9.00       | 04/16/14   | 88888         | 18191                 | POWERS, SCOTT D         |
| 1           | 1010140      |              | \$6.00       | 04/16/14   | 88888         | 13654                 | ROBB, BRADLEY E         |
| 1           | 1010141      |              | \$716.80     | 04/16/14   | 88888         | 7829                  | ROCZNAK, EUGENE A       |
| 1           | 1010142      |              | \$42.90      | 04/16/14   | 88888         | 8937                  | SAMPERS, CYNTHIA        |
| 1           | 1010143      |              | \$21.39      | 04/16/14   | 88888         | 13470                 | SMALLEY, AMY C          |
| 1           | 1010144      |              | \$8.50       | 04/16/14   | 88888         | 14658                 | RAY, STEPHEN            |
| 1           | 1010145      |              | \$122.24     | 04/16/14   | 88888         | 18096                 | SWENSON, KRISTIN J      |
| 1           | 1010146      |              | \$286.00     | 04/16/14   | 88888         | 13441                 | TESMER, RUSSELL         |
| 1           | 1010147      |              | \$43.35      | 04/16/14   | 88888         | 18031                 | THOMAS, JESSICA         |
| 1           | 1010148      |              | \$19.80      | 04/16/14   | 88888         | 15936                 | THOMPSON, ROBERT L      |
| 1           | 1010149      |              | \$48.81      | 04/16/14   | 88888         | 14242                 | TOFTE, ALISSA G         |
| 1           | 1010150      |              | \$37.86      | 04/16/14   | 88888         | 11462                 | VAURIO, SONYA           |
| 1           | 1010151      |              | \$24.19      | 04/16/14   | 88888         | 10299                 | WEIGHTMAN, ELIZABETH C  |
| 1           | 1010152      |              | \$44.73      | 04/16/14   | 88888         | 16338                 | WICKHAM, LAURA          |
| 1           | 1010153      |              | \$17.93      | 04/16/14   | 88888         | 17530                 | WIELAND, MATTHEW        |
| 1           | 1010154      |              | \$16.95      | 04/16/14   | 88888         | 17530                 | WIELAND, MATTHEW        |
| 1           | 1010155      |              | \$24.95      | 04/16/14   | 88888         | 18078                 | WILDE, ALLISON          |
| 1           | 1010156      |              | \$37.29      | 04/23/14   | 88888         | 18034                 | AMBEUHL, JENNIFER A     |
| 1           | 1010157      |              | \$78.40      | 04/23/14   | 88888         | 7269                  | BARTH, TAMI RAE         |
| 1           | 1010158      |              | \$11.20      | 04/23/14   | 88888         | 7879                  | BERG, DAVID A           |
| 1           | 1010159      |              | \$29.00      | 04/23/14   | 88888         | 4991                  | BIGELOW, DEBRA K        |
| 1           | 1010160      |              | \$12.81      | 04/23/14   | 88888         | 17752                 | BRAGG, KAITLIN          |
| 1           | 1010161      |              | \$153.00     | 04/23/14   | 88888         | 11279                 | BRANDNER, RENEE         |

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| 1           | 1010162      |              | \$65.76      | 04/23/14   | 88888         | 11279                 | BRANDNER, RENEE             |
| 1           | 1010163      |              | \$1,021.03   | 04/23/14   | 88888         | 16319                 | CONNELL, PAUL J             |
| 1           | 1010164      |              | \$968.64     | 04/23/14   | 88888         | 6811                  | CURRIER, DEEDEE C           |
| 1           | 1010165      |              | \$301.71     | 04/23/14   | 88888         | 9249                  | DARSOW, DELONNA J           |
| 1           | 1010166      |              | \$2.79       | 04/23/14   | 88888         | 18030                 | DAVIDSON, JESSICA J         |
| 1           | 1010167      |              | \$42.40      | 04/23/14   | 88888         | 18030                 | DAVIDSON, JESSICA J         |
| 1           | 1010168      |              | \$35.00      | 04/23/14   | 88888         | 15992                 | ELLISON, NICHOLAS           |
| 1           | 1010169      |              | \$48.39      | 04/23/14   | 88888         | 6168                  | FREDRIKSON, KAYE E          |
| 1           | 1010170      |              | \$67.65      | 04/23/14   | 88888         | 16244                 | GILBERTSON, SHERRY A        |
| 1           | 1010171      |              | \$100.00     | 04/23/14   | 88888         | 16244                 | GILBERTSON, SHERRY A        |
| 1           | 1010172      |              | \$52.84      | 04/23/14   | 88888         | 18029                 | GOEBEL, ARIELLE L THIBEAULT |
| 1           | 1010173      |              | \$16.86      | 04/23/14   | 88888         | 7304                  | GOSSMAN, LISA ANN           |
| 1           | 1010174      |              | \$55.81      | 04/23/14   | 88888         | 11818                 | HAMMER, JEFFREY             |
| 1           | 1010175      |              | \$26.40      | 04/23/14   | 88888         | 18079                 | HEATH, AUSTIN               |
| 1           | 1010176      |              | \$224.84     | 04/23/14   | 88888         | 8309                  | HENDRIX, EUGENIA M          |
| 1           | 1010177      |              | \$40.21      | 04/23/14   | 88888         | 14594                 | HEWETT, THOMAS              |
| 1           | 1010178      |              | \$163.19     | 04/23/14   | 88888         | 14623                 | JOHNSHOY, JANET             |
| 1           | 1010179      |              | \$26.57      | 04/23/14   | 88888         | 17951                 | JUNTUNEN, MEGHAN            |
| 1           | 1010180      |              | \$110.00     | 04/23/14   | 88888         | 17654                 | KEIRSTEAD, AMY              |
| 1           | 1010181      |              | \$11.20      | 04/23/14   | 88888         | 16835                 | KILBER, KRISTY              |
| 1           | 1010182      |              | \$10.08      | 04/23/14   | 88888         | 16835                 | KILBER, KRISTY              |
| 1           | 1010183      |              | \$10.08      | 04/23/14   | 88888         | 16835                 | KILBER, KRISTY              |
| 1           | 1010184      |              | \$41.94      | 04/23/14   | 88888         | 14118                 | KOMAR, KAREN K              |
| 1           | 1010185      |              | \$20.08      | 04/23/14   | 88888         | 7431                  | LANDMARK, SHARON K          |
| 1           | 1010186      |              | \$317.90     | 04/23/14   | 88888         | 18063                 | LEHMKUHL, AMY               |
| 1           | 1010187      |              | \$20.00      | 04/23/14   | 88888         | 17943                 | MANN, LINDSEY               |
| 1           | 1010188      |              | \$31.89      | 04/23/14   | 88888         | 11828                 | MARSHALL, JEFFREY           |
| 1           | 1010189      |              | \$11.82      | 04/23/14   | 88888         | 17234                 | MARSHALLA, ASHLEY A         |
| 1           | 1010190      |              | \$69.75      | 04/23/14   | 88888         | 12203                 | MAY, MARIE T                |
| 1           | 1010191      |              | \$35.00      | 04/23/14   | 88888         | 17547                 | MERKEL, SARA A              |
| 1           | 1010192      |              | \$103.58     | 04/23/14   | 88888         | 13149                 | MIRS, LAUREL                |
| 1           | 1010193      |              | \$49.11      | 04/23/14   | 88888         | 9835                  | MORTINSON, ELIZABETH        |
| 1           | 1010194      |              | \$20.27      | 04/23/14   | 88888         | 9835                  | MORTINSON, ELIZABETH        |
| 1           | 1010195      |              | \$4.59       | 04/23/14   | 88888         | 9835                  | MORTINSON, ELIZABETH        |
| 1           | 1010196      |              | \$44.25      | 04/23/14   | 88888         | 15112                 | NELSON, TARA A              |
| 1           | 1010197      |              | \$23.07      | 04/23/14   | 88888         | 8180                  | NORDMARK, PAMELA J          |
| 1           | 1010198      |              | \$12.69      | 04/23/14   | 88888         | 709                   | NORGAARD, PATRICIA          |
| 1           | 1010199      |              | \$7.56       | 04/23/14   | 88888         | 15386                 | ORLICH-SULLIVAN, MEGAN      |
| 1           | 1010200      |              | \$40.32      | 04/23/14   | 88888         | 17586                 | PERLICH, SHAWN              |
| 1           | 1010201      |              | \$55.44      | 04/23/14   | 88888         | 9670                  | ROBOLE, VICKI M             |
| 1           | 1010202      |              | \$181.45     | 04/23/14   | 88888         | 7829                  | ROCZNAK, EUGENE A           |
| 1           | 1010203      |              | \$27.99      | 04/23/14   | 88888         | 17775                 | SASSAMAN, TYLER             |

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|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|---------------------|
| 1           | 1010204      |              | \$140.00     | 04/23/14   | 88888         | 15288                 | STAPP, BENJAMIN     |
| 1           | 1010205      |              | \$378.79     | 04/23/14   | 88888         | 11318                 | STORCK, MARK R      |
| 1           | 1010206      |              | \$93.28      | 04/23/14   | 88888         | 17759                 | TAYLOR, DAVID       |
| 1           | 1010207      |              | \$30.75      | 04/23/14   | 88888         | 18188                 | TRUE, DIXIE A       |
| 1           | 1010208      |              | \$367.88     | 04/23/14   | 88888         | 17937                 | TUDISCO, MELINDA    |
| 1           | 1010209      |              | \$369.51     | 04/23/14   | 88888         | 17937                 | TUDISCO, MELINDA    |
| 1           | 1010210      |              | \$64.79      | 04/23/14   | 88888         | 16573                 | WEILER, TIFFANY M   |
| 1           | 1010211      |              | \$10.72      | 04/23/14   | 88888         | 17530                 | WIELAND, MATTHEW    |
| 1           | 1010212      |              | \$38.36      | 04/23/14   | 88888         | 12322                 | WIESER, TRUDIE L    |
| 1           | 1010213      |              | \$75.00      | 04/23/14   | 88888         | 18016                 | WIXSON, REID W      |
| 1           | 1010214      |              | \$29.00      | 04/23/14   | 88888         | 11601                 | ZEIMET, EDWARD      |
| 1           | 1010215      |              | \$200.00     | 04/29/14   | 88888         | 18043                 | AMOROSO, CYNTHIA    |
| 1           | 1010216      |              | \$67.00      | 04/29/14   | 88888         | 14534                 | BABIASH, JENNIFER   |
| 1           | 1010217      |              | \$31.28      | 04/29/14   | 88888         | 4882                  | BERGE, PAUL D       |
| 1           | 1010218      |              | \$23.25      | 04/29/14   | 88888         | 11821                 | BLANDIN, MELISSA    |
| 1           | 1010219      |              | \$28.43      | 04/29/14   | 88888         | 17788                 | BOERNKE, KENDRA     |
| 1           | 1010220      |              | \$67.00      | 04/29/14   | 88888         | 11279                 | BRANDNER, RENEE     |
| 1           | 1010221      |              | \$67.00      | 04/29/14   | 88888         | 15857                 | BRETT, CARRIE A     |
| 1           | 1010222      |              | \$67.00      | 04/29/14   | 88888         | 16983                 | BROVIK, ERIN K      |
| 1           | 1010223      |              | \$1,236.00   | 04/29/14   | 88888         | 6315                  | CHECK, CYNTHIA      |
| 1           | 1010224      |              | \$7.98       | 04/29/14   | 88888         | 6315                  | CHECK, CYNTHIA      |
| 1           | 1010225      |              | \$103.04     | 04/29/14   | 88888         | 18083                 | CURTIS, MICHELE A   |
| 1           | 1010226      |              | \$3,011.01   | 04/29/14   | 88888         | 9249                  | DARSOW, DELONNA J   |
| 1           | 1010227      |              | \$8.07       | 04/29/14   | 88888         | 11833                 | DOUGLAS, LORI       |
| 1           | 1010228      |              | \$200.00     | 04/29/14   | 88888         | 11756                 | ERICKSON, CONSTANCE |
| 1           | 1010229      |              | \$400.00     | 04/29/14   | 88888         | 17994                 | GOTHARD, JOSEPH M   |
| 1           | 1010230      |              | \$76.77      | 04/29/14   | 88888         | 9764                  | HILL, GARY S        |
| 1           | 1010231      |              | \$68.00      | 04/29/14   | 88888         | 6687                  | HILL, GWEN LOUISE   |
| 1           | 1010232      |              | \$200.00     | 04/29/14   | 88888         | 17743                 | HOFFMAN, BRADY JOHN |
| 1           | 1010233      |              | \$68.94      | 04/29/14   | 88888         | 16683                 | HREHA, JUSTIN T     |
| 1           | 1010234      |              | \$64.33      | 04/29/14   | 88888         | 16749                 | ISAKSON, JULIE      |
| 1           | 1010235      |              | \$28.56      | 04/29/14   | 88888         | 8284                  | JEFFERS, LUCRETIA   |
| 1           | 1010236      |              | \$22.80      | 04/29/14   | 88888         | 8284                  | JEFFERS, LUCRETIA   |
| 1           | 1010237      |              | \$94.78      | 04/29/14   | 88888         | 9760                  | KUZIEJ, JANET L     |
| 1           | 1010238      |              | \$52.92      | 04/29/14   | 88888         | 13290                 | LINDELL, MICHELLE M |
| 1           | 1010239      |              | \$72.00      | 04/29/14   | 88888         | 2257                  | LIPPERT, MARY E     |
| 1           | 1010240      |              | \$11.00      | 04/29/14   | 88888         | 10140                 | MACKEY, GALE M      |
| 1           | 1010241      |              | \$67.00      | 04/29/14   | 88888         | 12647                 | MCDEVITT, JENNIFER  |
| 1           | 1010242      |              | \$10.90      | 04/29/14   | 88888         | 18144                 | MILINOVICH, TRACY   |
| 1           | 1010243      |              | \$32.00      | 04/29/14   | 88888         | 17691                 | MILLER, LORI A      |
| 1           | 1010244      |              | \$60.63      | 04/29/14   | 88888         | 17556                 | NAGAHASHI, ANDREW T |
| 1           | 1010245      |              | \$67.00      | 04/29/14   | 88888         | 10313                 | OLSON, AMY          |

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| Bank Number        | Check Number | Check Status       | Check Amount       | Check Date | Vendor Number | Vendor Address Number | Vendor Name           |
|--------------------|--------------|--------------------|--------------------|------------|---------------|-----------------------|-----------------------|
| 1                  | 1010246      |                    | \$371.14           | 04/29/14   | 88888         | 8627                  | ORTH, STEVEN D. R.    |
| 1                  | 1010247      |                    | \$34.27            | 04/29/14   | 88888         | 16624                 | PERRY, JESSICA A      |
| 1                  | 1010248      |                    | \$249.00           | 04/29/14   | 88888         | 16624                 | PERRY, JESSICA A      |
| 1                  | 1010249      |                    | \$22.37            | 04/29/14   | 88888         | 16624                 | PERRY, JESSICA A      |
| 1                  | 1010250      |                    | \$17.29            | 04/29/14   | 88888         | 16669                 | PETTINELLI, STEPHEN M |
| 1                  | 1010251      |                    | \$67.00            | 04/29/14   | 88888         | 12351                 | PORTER, JANICE        |
| 1                  | 1010252      |                    | \$75.00            | 04/29/14   | 88888         | 11522                 | RAMLOW, NANCY         |
| 1                  | 1010253      |                    | \$200.00           | 04/29/14   | 88888         | 16166                 | RIDER, LISA K         |
| 1                  | 1010254      |                    | \$21.00            | 04/29/14   | 88888         | 6090                  | RITCHIE, JACKI RAE    |
| 1                  | 1010255      |                    | \$62.50            | 04/29/14   | 88888         | 18095                 | ROSE, MICHAEL         |
| 1                  | 1010256      |                    | \$100.13           | 04/29/14   | 88888         | 17240                 | SCHNOBRICH, ANGELA M  |
| 1                  | 1010257      |                    | \$67.00            | 04/29/14   | 88888         | 14966                 | SIGSTAD, DANIELLE C   |
| 1                  | 1010258      |                    | \$67.00            | 04/29/14   | 88888         | 14533                 | SLONEKER, ANGELA      |
| 1                  | 1010259      |                    | \$200.00           | 04/29/14   | 88888         | 17487                 | SOVINE, STACEY        |
| 1                  | 1010260      |                    | \$9.63             | 04/29/14   | 88888         | 16979                 | SYLVESTER, GREGORY    |
| 1                  | 1010261      |                    | \$19.26            | 04/29/14   | 88888         | 16979                 | SYLVESTER, GREGORY    |
| 1                  | 1010262      |                    | \$70.54            | 04/29/14   | 88888         | 14242                 | TOFTE, ALISSA G       |
| 1                  | 1010263      |                    | \$18.67            | 04/29/14   | 88888         | 17247                 | WOOD, KIMBERLY R      |
| <b>Check Count</b> | <b>269</b>   | <b>Grand Total</b> | <b>\$29,533.14</b> |            |               |                       |                       |

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| Bank Number | Check Number | Check Status | Check Amount | Check Date | Vendor Number | Vendor Address Number | Vendor Name                               |
|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|---|
| 4           | 431890       |              | \$120.00     | 04/11/14   | 27129         | 0                     | ALI, AMAAL                                |
| 4           | 431891       |              | \$150.00     | 04/11/14   | 00000         | 8946                  | BELINA, KELLY                             |
| 4           | 431892       |              | \$150.00     | 04/11/14   | 00000         | 4165                  | BERGSTEN, LORI                            |
| 4           | 431893       |              | \$150.00     | 04/11/14   | 00000         | 9273                  | CALHOON, DOUGLAS                          |
| 4           | 431894       |              | \$105.00     | 04/11/14   | 22414         | 0                     | CARLSON, ASHLEIGH                         |
| 4           | 431895       |              | \$3,347.03   | 04/11/14   | 02519         | 0                     | CENTERPOINT ENERGY                        |
| 4           | 431896       |              | \$150.00     | 04/11/14   | 00016         | 1988                  | COLEGROVE, SUANNE                         |
| 4           | 431897       |              | \$160.00     | 04/11/14   | 00000         | 219                   | COSNER, LORI                              |
| 4           | 431898       |              | \$150.00     | 04/11/14   | 00000         | 6651                  | CRESSWELL, JEFFREY                        |
| 4           | 431899       |              | \$150.00     | 04/11/14   | 00000         | 6035                  | CULPEPPER, PAM                            |
| 4           | 431900       |              | \$9,080.50   | 04/11/14   | 01016         | 2                     | DAKOTA COUNTY PROPERTY TAXATION & RECORDS |
| 4           | 431901       |              | \$7,441.88   | 04/11/14   | 24183         | 0                     | DAKOTA TRANSPORT, INC.                    |
| 4           | 431902       |              | \$159.40     | 04/11/14   | 00016         | 2327                  | DRABEK, MARGARET                          |
| 4           | 431903       |              | \$850.00     | 04/11/14   | 28764         | 0                     | EVERGREEN CHURCH                          |
| 4           | 431904       |              | \$112.26     | 04/11/14   | 02483         | 0                     | INTEGRA TELECOM                           |
| 4           | 431905       |              | \$80.00      | 04/11/14   | 26825         | 0                     | ITH, VANTHUON                             |
| 4           | 431906       |              | \$150.00     | 04/11/14   | 00016         | 2156                  | KEARNEY, DEBORAH                          |
| 4           | 431907       |              | \$24,355.32  | 04/11/14   | 27633         | 0                     | KELLY SERVICES, INC.                      |
| 4           | 431908       |              | \$139.00     | 04/11/14   | 24921         | 0                     | MECA SPORTSWEAR                           |
| 4           | 431909       |              | \$65.00      | 04/11/14   | 02491         | 0                     | MIDWEST BAND INSTRUMENT SERV.             |
| 4           | 431910       |              | \$200.00     | 04/11/14   | 04656         | 2                     | MSNA                                      |
| 4           | 431911       |              | \$1,886.64   | 04/11/14   | 24335         | 1                     | NEW DOMINION SCHOOL                       |
| 4           | 431912       |              | \$60.00      | 04/11/14   | 22010         | 0                     | OSTGARD, SEVERA E.                        |
| 4           | 431913       |              | \$56.65      | 04/11/14   | 00016         | 2680                  | PAQUETTE, GREG                            |
| 4           | 431914       |              | \$345.00     | 04/11/14   | 24879         | 0                     | PEREZ, MELISSA M.                         |
| 4           | 431915       |              | \$658.75     | 04/11/14   | 09501         | 0                     | RABIDEAUX, ED                             |
| 4           | 431916       |              | \$180.00     | 04/11/14   | 21343         | 0                     | RAMACHER, THUY                            |
| 4           | 431917       |              | \$54.82      | 04/11/14   | 00000         | 688                   | SCHIPRETT, JIM                            |
| 4           | 431918       |              | \$62.40      | 04/11/14   | 27563         | 0                     | SHRED RIGHT                               |
| 4           | 431919       |              | \$1,350.00   | 04/11/14   | 01076         | 1                     | SOUTHWEST NEWSPAPERS                      |
| 4           | 431920       |              | \$336.90     | 04/11/14   | 28502         | 0                     | THE MCDOWELL AGENCY, INC.                 |
| 4           | 431921       |              | \$49.20      | 04/11/14   | 00001         | 1547                  | THOMPSON, CHRIS                           |
| 4           | 431922       |              | \$769.43     | 04/11/14   | 08203         | 1                     | TIES                                      |
| 4           | 431923       |              | \$473.24     | 04/11/14   | 03802         | 0                     | TRIO SUPPLY                               |
| 4           | 431924       |              | \$132.03     | 04/11/14   | 21190         | 0                     | TROUSIL, WANDA                            |
| 4           | 431925       |              | \$5,000.00   | 04/11/14   | 04153         | 1                     | U.S. POSTMASTER                           |
| 4           | 431926       |              | \$28,880.31  | 04/11/14   | 04417         | 1                     | US FOODS INC                              |
| 4           | 431927       | Unissued     | \$0.00       | 04/11/14   | 04417         | 1                     | US FOODS INC                              |
| 4           | 431928       | Unissued     | \$0.00       | 04/11/14   | 04417         | 1                     | US FOODS INC                              |
| 4           | 431929       |              | \$198.00     | 04/11/14   | 09924         | 2                     | UWRH HHP CLUB                             |
| 4           | 431930       |              | \$10,293.70  | 04/11/14   | 02776         | 0                     | XCEL ENERGY                               |

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|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|----------------------------------|
| 4           | 431931       |              | \$212.15     | 04/11/14   | 04451         | 11                    | XEROX CORPORATION                |
| 4           | 431932       |              | \$1,860.00   | 04/11/14   | 24245         | 0                     | YOUTH ENRICHMENT LEAGUE          |
| 4           | 431933       |              | \$780.00     | 04/11/14   | 04566         | 0                     | ZIEGLER INC.                     |
| 4           | 431934       |              | \$210.00     | 04/11/14   | 01131         | 0                     | ATHENA AWARDS COMMITTEE          |
| 4           | 431935       |              | \$150.00     | 04/15/14   | 00016         | 2684                  | ACEVEDO SR, URIEL                |
| 4           | 431936       |              | \$630.00     | 04/15/14   | 26089         | 0                     | ADAGIO DJAY ENTERTAINMENT        |
| 4           | 431937       |              | \$160.00     | 04/15/14   | 00016         | 2681                  | ANDRZEJEK, JANICE                |
| 4           | 431938       |              | \$150.00     | 04/15/14   | 00016         | 2686                  | APPEL, LADENA                    |
| 4           | 431939       |              | \$149.95     | 04/15/14   | 03931         | 0                     | BERRY COFFEE COMPANY             |
| 4           | 431940       |              | \$88.49      | 04/15/14   | 00016         | 1981                  | BIEN, ANDREA                     |
| 4           | 431941       |              | \$160.00     | 04/15/14   | 00000         | 8434                  | BROWN, TRACY                     |
| 4           | 431942       |              | \$60.00      | 04/15/14   | 28769         | 0                     | CURRY, SYDNEY                    |
| 4           | 431943       |              | \$2,351.15   | 04/15/14   | 28385         | 0                     | CYPRUS CLASSICAL ACADEMY         |
| 4           | 431944       |              | \$150.00     | 04/15/14   | 00016         | 2685                  | DAVIS, PAUL                      |
| 4           | 431945       |              | \$300.00     | 04/15/14   | 26379         | 0                     | EPN TRAVEL SERVICES, INC.        |
| 4           | 431946       |              | \$4,686.50   | 04/15/14   | 27360         | 0                     | EVERLAST CLIMBING INDUSTRY, INC. |
| 4           | 431947       |              | \$3.20       | 04/15/14   | 01463         | 0                     | FEDEX                            |
| 4           | 431948       |              | \$240.00     | 04/15/14   | 25866         | 0                     | FLORES, ROSA                     |
| 4           | 431949       |              | \$150.00     | 04/15/14   | 00016         | 2687                  | FULLER, JEFF                     |
| 4           | 431950       |              | \$75.00      | 04/15/14   | 04248         | 0                     | GEYEN, JULIE                     |
| 4           | 431951       |              | \$150.00     | 04/15/14   | 00016         | 2688                  | GILLEN, MARK                     |
| 4           | 431952       |              | \$624.00     | 04/15/14   | 23312         | 0                     | GORNY, MICHELE                   |
| 4           | 431953       |              | \$300.00     | 04/15/14   | 00016         | 2689                  | HENSELY, JACK                    |
| 4           | 431954       |              | \$80.00      | 04/15/14   | 26825         | 0                     | ITH, VANHUON                     |
| 4           | 431955       |              | \$63.99      | 04/15/14   | 03003         | 2                     | J.W. PEPPER & SON INC.           |
| 4           | 431956       |              | \$150.00     | 04/15/14   | 00016         | 2690                  | JENSEN, GREGORY                  |
| 4           | 431957       |              | \$130.00     | 04/15/14   | 00016         | 2682                  | LE, KIM                          |
| 4           | 431958       |              | \$160.00     | 04/15/14   | 00016         | 2683                  | LEE, BRIAN                       |
| 4           | 431959       |              | \$150.00     | 04/15/14   | 00016         | 2691                  | MCGAHA, JEFFREY                  |
| 4           | 431960       |              | \$150.00     | 04/15/14   | 00016         | 2692                  | MCGOVERN, SEAN                   |
| 4           | 431961       |              | \$300.00     | 04/15/14   | 00016         | 2693                  | MILLER, TOBY                     |
| 4           | 431962       |              | \$28.15      | 04/15/14   | 28389         | 0                     | MORTON, KAREN                    |
| 4           | 431963       |              | \$1,050.00   | 04/15/14   | 22324         | 0                     | MULTILINGUAL WORD, INC.          |
| 4           | 431964       |              | \$110.00     | 04/15/14   | 00016         | 1343                  | MURRAY, CATHY                    |
| 4           | 431965       |              | \$150.00     | 04/15/14   | 03730         | 0                     | NELSON, DON                      |
| 4           | 431966       |              | \$150.00     | 04/15/14   | 00016         | 1039                  | NIEDERLUECKE, ROBERT             |
| 4           | 431967       |              | \$150.00     | 04/15/14   | 00016         | 2694                  | O'TOOLE, ANN                     |
| 4           | 431968       |              | \$150.00     | 04/15/14   | 00016         | 2178                  | OAKLEY, RICHARD                  |
| 4           | 431969       |              | \$150.00     | 04/15/14   | 00000         | 3724                  | OTTOSON, NANETTE                 |
| 4           | 431970       |              | \$150.00     | 04/15/14   | 00016         | 2695                  | PARSON, JEINE MARIE              |
| 4           | 431971       |              | \$200.00     | 04/15/14   | 28768         | 0                     | PAULSEN, JANE                    |
| 4           | 431972       |              | \$300.00     | 04/15/14   | 24879         | 0                     | PEREZ, MELISSA M.                |

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|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|---------------------------------------|
| 4           | 431973       |              | \$150.00     | 04/15/14   | 00016         | 2696                  | PERRIZO, JIM                          |
| 4           | 431974       |              | \$150.00     | 04/15/14   | 00016         | 2697                  | PETERSON, KURTIS                      |
| 4           | 431975       |              | \$207.00     | 04/15/14   | 03055         | 1                     | PITNEY BOWES INC.                     |
| 4           | 431976       |              | \$160.00     | 04/15/14   | 00016         | 2700                  | PRED, SAMUEL                          |
| 4           | 431977       |              | \$93.45      | 04/15/14   | 28691         | 0                     | REIS, MICHAEL                         |
| 4           | 431978       |              | \$150.00     | 04/15/14   | 00016         | 2698                  | REMARCIK, MATTHEW                     |
| 4           | 431979       |              | \$728.00     | 04/15/14   | 02490         | 1                     | SEA LIFE MINNESOTA, INC.              |
| 4           | 431980       |              | \$150.00     | 04/15/14   | 00016         | 2699                  | SMETANKA, JOEL                        |
| 4           | 431981       |              | \$390.00     | 04/15/14   | 25672         | 0                     | SPECIAL DELIVERY OF MINNESOTA, INC    |
| 4           | 431982       |              | \$2,150.04   | 04/15/14   | 00826         | 1                     | TIERNEY BROTHERS, INC.                |
| 4           | 431983       |              | \$13,950.50  | 04/15/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION            |
| 4           | 431984       | Unissued     | \$0.00       | 04/15/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION            |
| 4           | 431985       | Unissued     | \$0.00       | 04/15/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION            |
| 4           | 431986       | Unissued     | \$0.00       | 04/15/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION            |
| 4           | 431987       | Unissued     | \$0.00       | 04/15/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION            |
| 4           | 431988       |              | \$60.00      | 04/15/14   | 24968         | 0                     | TRANG, KRISTINE                       |
| 4           | 431989       |              | \$1,017.00   | 04/15/14   | 27819         | 0                     | US BANK EQUIPMENT FINANCE             |
| 4           | 431990       |              | \$360.79     | 04/15/14   | 04417         | 1                     | US FOODS INC                          |
| 4           | 431991       |              | \$1,240.00   | 04/15/14   | 28770         | 0                     | WAY COOL COOKING SCHOOL, INC.         |
| 4           | 431992       |              | \$4,868.91   | 04/15/14   | 04451         | 11                    | XEROX CORPORATION                     |
| 4           | 431993       |              | \$21,135.61  | 04/15/14   | 27490         | 0                     | XEROX FINANCIAL SERVICES LLC          |
| 4           | 431994       |              | \$600.00     | 04/18/14   | 26500         | 0                     | ARMSTRONG TORSETH SKOLD & RYDEEN INC. |
| 4           | 431995       |              | \$513.00     | 04/18/14   | 04895         | 0                     | ASSOCIATION OF CLERICAL EMPLOYEES     |
| 4           | 431996       |              | \$320.00     | 04/18/14   | 07257         | 0                     | AUTISM SOCIETY OF MN (AUSM)           |
| 4           | 431997       |              | \$440.00     | 04/18/14   | 00016         | 2170                  | BLICHFELDT, REBECCA                   |
| 4           | 431998       |              | \$665.00     | 04/18/14   | 24024         | 0                     | BRIH DESIGN, LLC                      |
| 4           | 431999       |              | \$60.00      | 04/18/14   | 22414         | 0                     | CARLSON, ASHLEIGH                     |
| 4           | 432000       |              | \$502.03     | 04/18/14   | 02781         | 5                     | CENTURYLINK                           |
| 4           | 432001       |              | \$60.00      | 04/18/14   | 28260         | 0                     | CHOY, SERGIO R.                       |
| 4           | 432002       |              | \$462.00     | 04/18/14   | 25513         | 1                     | CHURCH OFFSET PRINTING, INC.          |
| 4           | 432003       |              | \$25.20      | 04/18/14   | 00552         | 1                     | CONNEY SAFETY PRODUCTS                |
| 4           | 432004       |              | \$75.15      | 04/18/14   | 03866         | 0                     | CONTINENTAL CLAY COMPANY              |
| 4           | 432005       |              | \$405.00     | 04/18/14   | 06740         | 0                     | DAKOTA CITY HERITAGE VILLAGE, INC.    |
| 4           | 432006       |              | \$57,672.49  | 04/18/14   | 00809         | 0                     | DAKOTA ELECTRIC ASSOCIATION           |
| 4           | 432007       |              | \$365.00     | 04/18/14   | 26702         | 0                     | DELTA MANAGEMENT ASSOCIATES, INC.     |
| 4           | 432008       |              | \$55.99      | 04/18/14   | 00837         | 1                     | DEMCO, INC.                           |
| 4           | 432009       |              | \$441,435.69 | 04/18/14   | 28300         | 1                     | DURHAM SCHOOL SERVICES                |
| 4           | 432010       |              | \$15.99      | 04/18/14   | 00016         | 2701                  | DUTCHER, TRACI                        |
| 4           | 432011       |              | \$178.20     | 04/18/14   | 09272         | 2                     | ECM PUBLISHERS, INC.                  |
| 4           | 432012       |              | \$243.00     | 04/18/14   | 27974         | 0                     | ECMC                                  |
| 4           | 432013       |              | \$193.00     | 04/18/14   | 28531         | 0                     | EDUCATION MINNESOTA                   |

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| Bank Number | Check Number | Check Status | Check Amount | Check Date | Vendor Number | Vendor Address Number | Vendor Name                                  |
|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|--|
| 4           | 432014       |              | \$897.00     | 04/18/14   | 06592         | 1                     | FESTIVAL OF NATIONS                          |
| 4           | 432015       |              | \$138.54     | 04/18/14   | 16514         | 0                     | GRAFF, SALLY M                               |
| 4           | 432016       |              | \$60.00      | 04/18/14   | 27363         | 0                     | HOANG, CONG                                  |
| 4           | 432017       |              | \$775.00     | 04/18/14   | 28603         | 1                     | HUMANeX VENTURES LLC                         |
| 4           | 432018       |              | \$15.00      | 04/18/14   | 28772         | 0                     | IDEA PARTNERSHIP                             |
| 4           | 432019       | Void         | \$15.00      | 04/18/14   | 00000         | 7124                  | ISAACSON, DANIEL                             |
| 4           | 432020       |              | \$15,000.00  | 04/18/14   | 28688         | 0                     | K12 TRANSPORTATION MANAGEMENT SERVICES, INC. |
| 4           | 432021       |              | \$29.00      | 04/18/14   | 00000         | 6676                  | KNAPP, LYNN                                  |
| 4           | 432022       |              | \$1,512.00   | 04/18/14   | 28045         | 0                     | LAKESIDE PROMOTIONS, LLC                     |
| 4           | 432023       |              | \$18,998.32  | 04/18/14   | 23142         | 0                     | MASTEC NORTH AMERICA, INC.                   |
| 4           | 432024       |              | \$1,223.98   | 04/18/14   | 25512         | 0                     | MAYER ARTS, INC.                             |
| 4           | 432025       |              | \$169.00     | 04/18/14   | 23866         | 0                     | MESSERLI & KRAMER PA                         |
| 4           | 432026       |              | \$297.50     | 04/18/14   | 22324         | 0                     | MULTILINGUAL WORD, INC.                      |
| 4           | 432027       |              | \$179.17     | 04/18/14   | 24335         | 1                     | NEW DOMINION SCHOOL                          |
| 4           | 432028       |              | \$1,884.48   | 04/18/14   | 06477         | 0                     | OFFICE OF ENTERPRISE TECHNOLOGY              |
| 4           | 432029       |              | \$1,000.00   | 04/18/14   | 27135         | 3                     | ORTON-GILLINGHAM OF MINNESOTA CLASSES        |
| 4           | 432030       |              | \$600.00     | 04/18/14   | 24879         | 0                     | PEREZ, MELISSA M.                            |
| 4           | 432031       |              | \$87.95      | 04/18/14   | 03073         | 1                     | PRO-ED                                       |
| 4           | 432032       |              | \$53.40      | 04/18/14   | 28691         | 0                     | REIS, MICHAEL                                |
| 4           | 432033       |              | \$356.00     | 04/18/14   | 28277         | 0                     | ROBERT J. BRUNO, LTD                         |
| 4           | 432034       |              | \$4,495.00   | 04/18/14   | 27010         | 1                     | SCHOOLDUDE.COM                               |
| 4           | 432035       |              | \$995.00     | 04/18/14   | 28384         | 0                     | SNAPZ PHOTO BOOTH                            |
| 4           | 432036       |              | \$214.13     | 04/18/14   | 09651         | 0                     | ST. JOHN THE BAPTIST CATHOLIC SCHOOL         |
| 4           | 432037       |              | \$7,888.00   | 04/18/14   | 28706         | 0                     | STRATEGIC STAFFING SOLUTIONS, LLC            |
| 4           | 432038       |              | \$173.10     | 04/18/14   | 28502         | 0                     | THE MCDOWELL AGENCY, INC.                    |
| 4           | 432039       |              | \$480.00     | 04/18/14   | 08203         | 1                     | TIES   |
| 4           | 432040       |              | \$3,969.24   | 04/18/14   | 04045         | 1                     | TRANE U.S. INC.                              |
| 4           | 432041       |              | \$243.90     | 04/18/14   | 04204         | 4                     | VIRCO INC                                    |
| 4           | 432042       |              | \$89.00      | 04/18/14   | 00000         | 7141                  | VOLDEN, SHELLY                               |
| 4           | 432043       |              | \$229.98     | 04/18/14   | 04451         | 11                    | XEROX CORPORATION                            |
| 4           | 432044       |              | \$873.12     | 04/18/14   | 27490         | 0                     | XEROX FINANCIAL SERVICES LLC                 |
| 4           | 432045       |              | \$120.00     | 04/22/14   | 28775         | 0                     | ABDULQADIR, FARHIYO                          |
| 4           | 432046       |              | \$185.00     | 04/22/14   | 22103         | 0                     | ALL HANDS INTERPRETING SERVICE, INC          |
| 4           | 432047       |              | \$1,035.00   | 04/22/14   | 26795         | 1                     | ALLIED PROFESSIONALS, INC.                   |
| 4           | 432048       |              | \$341.60     | 04/22/14   | 01100         | 1                     | ANCOM TECHNICAL CENTER                       |
| 4           | 432049       |              | \$690.00     | 04/22/14   | 07257         | 0                     | AUTISM SOCIETY OF MN (AUSM)                  |
| 4           | 432050       |              | \$75.85      | 04/22/14   | 00016         | 2702                  | BAIREY, MONICA                               |
| 4           | 432051       |              | \$397.00     | 04/22/14   | 03931         | 0                     | BERRY COFFEE COMPANY                         |
| 4           | 432052       |              | \$942.93     | 04/22/14   | 26720         | 0                     | BLUE BELL ENTERPRISES, INC.                  |
| 4           | 432053       |              | \$60.00      | 04/22/14   | 22414         | 0                     | CARLSON, ASHLEIGH                            |

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|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|---|
| 4           | 432054       |              | \$2,196.07   | 04/22/14   | 02519         | 0                     | CENTERPOINT ENERGY                      |
| 4           | 432055       |              | \$105.00     | 04/22/14   | 28260         | 0                     | CHOY, SERGIO R.                         |
| 4           | 432056       |              | \$415.87     | 04/22/14   | 00016         | 2037                  | CHRISTIANSON, MARY BETH                 |
| 4           | 432057       |              | \$207.44     | 04/22/14   | 03866         | 0                     | CONTINENTAL CLAY COMPANY                |
| 4           | 432058       |              | \$1,593.27   | 04/22/14   | 28540         | 0                     | CORE BEVERAGE                           |
| 4           | 432059       |              | \$92.25      | 04/22/14   | 28774         | 0                     | CROWN TROPHY                            |
| 4           | 432060       |              | \$640.00     | 04/22/14   | 28552         | 0                     | EDGEWOOD MARKETING GROUP                |
| 4           | 432061       |              | \$8,066.67   | 04/22/14   | 04416         | 0                     | FAIRVIEW                                |
| 4           | 432062       |              | \$84.41      | 04/22/14   | 28202         | 0                     | FOUNDATION 191                          |
| 4           | 432063       |              | \$21.35      | 04/22/14   | 00016         | 2629                  | HOUSTON, NORMESHA                       |
| 4           | 432064       |              | \$409.50     | 04/22/14   | 28776         | 0                     | IOWA STATE DINING                       |
| 4           | 432065       |              | \$13.82      | 04/22/14   | 27225         | 0                     | K&K EXPRESS, LLC                        |
| 4           | 432066       |              | \$144.75     | 04/22/14   | 24060         | 0                     | MEYER, RITA                             |
| 4           | 432067       |              | \$1,088.80   | 04/22/14   | 23914         | 0                     | MIDWEST VENDING                         |
| 4           | 432068       |              | \$190.00     | 04/22/14   | 09215         | 0                     | MINNESOTA CHILDREN'S MUSEUM             |
| 4           | 432069       |              | \$1,582.32   | 04/22/14   | 03029         | 1                     | MINNESOTA ENERGY RESOURCES CORPORATION  |
| 4           | 432070       |              | \$315.00     | 04/22/14   | 03870         | 0                     | MN LANDSCAPE ARBORETUM                  |
| 4           | 432071       |              | \$260.00     | 04/22/14   | 02540         | 0                     | MN SCHOOL BOARDS ASSOCIATION (MSBA)     |
| 4           | 432072       |              | \$2,538.00   | 04/22/14   | 02613         | 0                     | MN ZOO                                  |
| 4           | 432073       |              | \$10.00      | 04/22/14   | 00000         | 7142                  | MURPHY, KATHY                           |
| 4           | 432074       |              | \$585.00     | 04/22/14   | 26335         | 0                     | NATIONAL ACADEMIC QUIZ TOURNAMENTS, LLC |
| 4           | 432075       |              | \$39.43      | 04/22/14   | 00000         | 9592                  | OLSON, NANCY                            |
| 4           | 432076       |              | \$1,000.00   | 04/22/14   | 27135         | 3                     | ORTON-GILLINGHAM OF MINNESOTA CLASSES   |
| 4           | 432077       |              | \$20.22      | 04/22/14   | 00016         | 2659                  | PENNEY, MARYJANE                        |
| 4           | 432078       |              | \$60.00      | 04/22/14   | 24879         | 0                     | PEREZ, MELISSA M.                       |
| 4           | 432079       |              | \$1,215.00   | 04/22/14   | 03055         | 4                     | PITNEY BOWES                            |
| 4           | 432080       |              | \$22.96      | 04/22/14   | 00016         | 2628                  | REDMAN, DAVID                           |
| 4           | 432081       |              | \$62.50      | 04/22/14   | 25651         | 0                     | RITE ENTERPRISES, INC.                  |
| 4           | 432082       |              | \$1,116.00   | 04/22/14   | 03609         | 0                     | SCIENCE MUSEUM OF MINN.                 |
| 4           | 432083       |              | \$240.00     | 04/22/14   | 26374         | 0                     | SEVETT, COREY                           |
| 4           | 432084       |              | \$19,045.38  | 04/22/14   | 23848         | 0                     | SFM                                     |
| 4           | 432085       |              | \$31.20      | 04/22/14   | 27563         | 0                     | SHRED RIGHT                             |
| 4           | 432086       |              | \$285.75     | 04/22/14   | 28053         | 0                     | SODEXO, INC. & AFFILIATES               |
| 4           | 432087       |              | \$14.40      | 04/22/14   | 26921         | 0                     | SOUTH SUBURBAN CONFERENCE               |
| 4           | 432088       |              | \$1,732.38   | 04/22/14   | 28611         | 0                     | SOUTHWEST METRO EDUCATIONAL CO          |
| 4           | 432089       |              | \$780.00     | 04/22/14   | 25672         | 0                     | SPECIAL DELIVERY OF MINNESOTA, INC      |
| 4           | 432090       |              | \$214.70     | 04/22/14   | 03658         | 0                     | SUBSCRIPTION SERVICES OF AMERICA INC.   |
| 4           | 432091       |              | \$263.00     | 04/22/14   | 01637         | 0                     | THREE RIVERS PARK DISTRICT              |
| 4           | 432092       |              | \$150.00     | 04/22/14   | 21815         | 0                     | TIGHE, LOU ANNE M.                      |

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|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|-------------------------------------|
| 4           | 432093       |              | \$14,132.50  | 04/22/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION          |
| 4           | 432094       | Unissued     | \$0.00       | 04/22/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION          |
| 4           | 432095       | Unissued     | \$0.00       | 04/22/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION          |
| 4           | 432096       | Unissued     | \$0.00       | 04/22/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION          |
| 4           | 432097       | Unissued     | \$0.00       | 04/22/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION          |
| 4           | 432098       |              | \$315.39     | 04/22/14   | 28417         | 0                     | UNIVERSAL ATHLETIC SERVICE INC.     |
| 4           | 432099       |              | \$1,229.69   | 04/22/14   | 27819         | 0                     | US BANK EQUIPMENT FINANCE           |
| 4           | 432100       |              | \$20,410.73  | 04/22/14   | 04417         | 1                     | US FOODS INC                        |
| 4           | 432101       | Unissued     | \$0.00       | 04/22/14   | 04417         | 1                     | US FOODS INC                        |
| 4           | 432102       |              | \$39.00      | 04/22/14   | 00001         | 1548                  | WECKWERTH, CLOVER                   |
| 4           | 432103       |              | \$4,018.13   | 04/22/14   | 04451         | 11                    | XEROX CORPORATION                   |
| 4           | 432104       |              | \$385.34     | 04/22/14   | 27490         | 0                     | XEROX FINANCIAL SERVICES LLC        |
| 4           | 432105       |              | \$60.00      | 04/25/14   | 27525         | 0                     | AHMED, SOFIA                        |
| 4           | 432106       |              | \$349.26     | 04/25/14   | 27586         | 0                     | AMERICAN OFFICE PRODUCTS            |
| 4           | 432107       |              | \$3,160.00   | 04/25/14   | 27679         | 0                     | BENEFITFOCUS.COM, INC.              |
| 4           | 432108       |              | \$36.30      | 04/25/14   | 28780         | 0                     | BOOK CITY                           |
| 4           | 432109       |              | \$389.07     | 04/25/14   | 00402         | 0                     | BRACKETTS CROSSING COUNTRY CLUB     |
| 4           | 432110       |              | \$600.00     | 04/25/14   | 27623         | 0                     | BROWN, ALASTAIR                     |
| 4           | 432111       |              | \$63,520.02  | 04/25/14   | 02519         | 0                     | CENTERPOINT ENERGY                  |
| 4           | 432112       |              | \$600.00     | 04/25/14   | 25919         | 0                     | CORDOVA, LETICIA                    |
| 4           | 432113       |              | \$801.45     | 04/25/14   | 28540         | 0                     | CORE BEVERAGE                       |
| 4           | 432114       |              | \$675.00     | 04/25/14   | 21336         | 0                     | CSD                                 |
| 4           | 432115       |              | \$105.00     | 04/25/14   | 22013         | 0                     | CUSTOM WATER WORKS                  |
| 4           | 432116       |              | \$760.00     | 04/25/14   | 26097         | 0                     | DAD'S BELGIAN WAFFLES               |
| 4           | 432117       |              | \$120.00     | 04/25/14   | 28779         | 0                     | DALE, MARICELA                      |
| 4           | 432118       |              | \$757.50     | 04/25/14   | 20524         | 0                     | DEWALD, RINA C.                     |
| 4           | 432119       |              | \$2,047.17   | 04/25/14   | 02333         | 1                     | EARTHGRAINS BAKING CO. INC.         |
| 4           | 432120       |              | \$6,752.00   | 04/25/14   | 01475         | 0                     | FRIEDGES LANDSCAPING, INC.          |
| 4           | 432121       |              | \$346.50     | 04/25/14   | 04248         | 0                     | GEYEN, JULIE                        |
| 4           | 432122       |              | \$56.40      | 04/25/14   | 00016         | 2433                  | GIGSTAD, THERESA                    |
| 4           | 432123       |              | \$3,000.00   | 04/25/14   | 28603         | 1                     | HUMANeX VENTURES LLC                |
| 4           | 432124       |              | \$7,200.32   | 04/25/14   | 09327         | 0                     | INTERMEDIATE SCHOOL DISTRICT 917    |
| 4           | 432125       |              | \$80.00      | 04/25/14   | 26825         | 0                     | ITH, VANTHUON                       |
| 4           | 432126       |              | \$250.00     | 04/25/14   | 01994         | 0                     | J&R SCHOOL SUPPLIES, INC.           |
| 4           | 432127       |              | \$36,082.58  | 04/25/14   | 27633         | 0                     | KELLY SERVICES, INC.                |
| 4           | 432128       |              | \$750.00     | 04/25/14   | 05303         | 0                     | LEGIONVILLE                         |
| 4           | 432129       |              | \$39,096.46  | 04/25/14   | 28503         | 1                     | LINA                                |
| 4           | 432130       |              | \$6,521.30   | 04/25/14   | 28777         | 0                     | LOVEGREEN MACHINE SAFETY            |
| 4           | 432131       |              | \$170.00     | 04/25/14   | 08865         | 1                     | METRO ECSU                          |
| 4           | 432132       |              | \$352.00     | 04/25/14   | 23914         | 0                     | MIDWEST VENDING                     |
| 4           | 432133       |              | \$308.45     | 04/25/14   | 02540         | 0                     | MN SCHOOL BOARDS ASSOCIATION (MSBA) |

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|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|---------------------------------------|
| 4           | 432134       |              | \$370.00     | 04/25/14   | 02613         | 0                     | MN ZOO                                |
| 4           | 432135       |              | \$44.00      | 04/25/14   | 28234         | 0                     | MOORE, LYNN                           |
| 4           | 432136       |              | \$180.00     | 04/25/14   | 24243         | 0                     | MUNOZ, MARIBEL                        |
| 4           | 432137       |              | \$250.00     | 04/25/14   | 28781         | 0                     | ORGANIC FARMING WORKS LLC             |
| 4           | 432138       |              | \$360.00     | 04/25/14   | 22010         | 0                     | OSTGARD, SEVERA E.                    |
| 4           | 432139       |              | \$480.00     | 04/25/14   | 24879         | 0                     | PEREZ, MELISSA M.                     |
| 4           | 432140       |              | \$778.20     | 04/25/14   | 26642         | 0                     | ROASTED PEAR                          |
| 4           | 432141       |              | \$41.90      | 04/25/14   | 03532         | 2                     | SCHMITT MUSIC                         |
| 4           | 432142       |              | \$692.00     | 04/25/14   | 02490         | 1                     | SEA LIFE MINNESOTA, INC.              |
| 4           | 432143       |              | \$425.00     | 04/25/14   | 27951         | 0                     | SONIC SOUND ENTERTAINMENT             |
| 4           | 432144       |              | \$3,014.56   | 04/25/14   | 28611         | 0                     | SOUTHWEST METRO EDUCATIONAL CO        |
| 4           | 432145       |              | \$303.70     | 04/25/14   | 04417         | 1                     | US FOODS INC                          |
| 4           | 432146       |              | \$117.19     | 04/25/14   | 00000         | 5972                  | VOSS, SUSAN                           |
| 4           | 432147       |              | \$2,449.00   | 04/25/14   | 23906         | 1                     | WEST METRO EDUCATION PROGRAM          |
| 4           | 432148       |              | \$360.00     | 04/25/14   | 25837         | 0                     | WILLIAMS, REBECCA                     |
| 4           | 432149       |              | \$2,990.17   | 04/25/14   | 00016         | 2471                  | BRADY HOFFMAN                         |
| 4           | 432150       |              | \$22,533.90  | 05/01/14   | 28147         | 1                     | AGROPUR                               |
| 4           | 432151       | Unissued     | \$0.00       | 05/01/14   | 28147         | 1                     | AGROPUR                               |
| 4           | 432152       | Unissued     | \$0.00       | 05/01/14   | 28147         | 1                     | AGROPUR                               |
| 4           | 432153       | Unissued     | \$0.00       | 05/01/14   | 28147         | 1                     | AGROPUR                               |
| 4           | 432154       | Unissued     | \$0.00       | 05/01/14   | 28147         | 1                     | AGROPUR                               |
| 4           | 432155       | Unissued     | \$0.00       | 05/01/14   | 28147         | 1                     | AGROPUR                               |
| 4           | 432156       | Unissued     | \$0.00       | 05/01/14   | 28147         | 1                     | AGROPUR                               |
| 4           | 432157       | Unissued     | \$0.00       | 05/01/14   | 28147         | 1                     | AGROPUR                               |
| 4           | 432158       | Unissued     | \$0.00       | 05/01/14   | 28147         | 1                     | AGROPUR                               |
| 4           | 432159       | Unissued     | \$0.00       | 05/01/14   | 28147         | 1                     | AGROPUR                               |
| 4           | 432160       |              | \$954.85     | 05/01/14   | 01365         | 0                     | AMERIPRIDE LINEN AND APPAREL SERVICES |
| 4           | 432161       | Unissued     | \$0.00       | 05/01/14   | 01365         | 0                     | AMERIPRIDE LINEN AND APPAREL SERVICES |
| 4           | 432162       | Unissued     | \$0.00       | 05/01/14   | 01365         | 0                     | AMERIPRIDE LINEN AND APPAREL SERVICES |
| 4           | 432163       | Unissued     | \$0.00       | 05/01/14   | 01365         | 0                     | AMERIPRIDE LINEN AND APPAREL SERVICES |
| 4           | 432164       |              | \$836.31     | 05/01/14   | 03178         | 1                     | AQUA LOGIC, INC.                      |
| 4           | 432165       |              | \$88.97      | 05/01/14   | 00428         | 0                     | ARAMARK                               |
| 4           | 432166       |              | \$274.20     | 05/01/14   | 06913         | 1                     | ARMCOM DISTRIBUTING COMPANY           |
| 4           | 432167       |              | \$1,694.46   | 05/01/14   | 00386         | 1                     | BARNES & NOBLE INC                    |
| 4           | 432168       |              | \$17,152.03  | 05/01/14   | 25229         | 0                     | BERGIN FRUIT & NUT CO.                |
| 4           | 432169       | Unissued     | \$0.00       | 05/01/14   | 25229         | 0                     | BERGIN FRUIT & NUT CO.                |
| 4           | 432170       | Unissued     | \$0.00       | 05/01/14   | 25229         | 0                     | BERGIN FRUIT & NUT CO.                |
| 4           | 432171       | Unissued     | \$0.00       | 05/01/14   | 25229         | 0                     | BERGIN FRUIT & NUT CO.                |
| 4           | 432172       | Unissued     | \$0.00       | 05/01/14   | 25229         | 0                     | BERGIN FRUIT & NUT CO.                |

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|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|-----------------------------------|
| 4           | 432173       |              | \$5,945.86   | 05/01/14   | 26720         | 0                     | BLUE BELL ENTERPRISES, INC.       |
| 4           | 432174       |              | \$664.68     | 05/01/14   | 28124         | 0                     | BRIN NORTHWESTERN GLASS COMPANY   |
| 4           | 432175       |              | \$2,440.00   | 05/01/14   | 22561         | 1                     | C.J. DUFFEY PAPER CO.             |
| 4           | 432176       |              | \$7,191.65   | 05/01/14   | 27640         | 0                     | COMMERCIAL KITCHEN SERVICES       |
| 4           | 432177       |              | \$39.19      | 05/01/14   | 28771         | 1                     | CONTROL STUFF INC                 |
| 4           | 432178       |              | \$30.00      | 05/01/14   | 00647         | 0                     | CROWN RENTAL, INC.                |
| 4           | 432179       |              | \$204.61     | 05/01/14   | 00645         | 0                     | CUB FOODS                         |
| 4           | 432180       |              | \$5,895.46   | 05/01/14   | 00279         | 0                     | D.S.D., INC.                      |
| 4           | 432181       | Unissued     | \$0.00       | 05/01/14   | 00279         | 0                     | D.S.D., INC.                      |
| 4           | 432182       |              | \$1,981.80   | 05/01/14   | 28604         | 0                     | DIRSEC, INC.                      |
| 4           | 432183       |              | \$583.50     | 05/01/14   | 00827         | 0                     | DODGE OF BURNSVILLE, INC.         |
| 4           | 432184       |              | \$720.13     | 05/01/14   | 01064         | 2                     | EARL F. ANDERSEN                  |
| 4           | 432185       |              | \$1,054.98   | 05/01/14   | 01078         | 0                     | ELECTRO WATCHMAN, INC.            |
| 4           | 432186       |              | \$2,040.00   | 05/01/14   | 02623         | 1                     | GENERAL BINDING CORPORATION       |
| 4           | 432187       |              | \$91.76      | 05/01/14   | 08530         | 1                     | GLOBAL EQUIPMENT CO. INC.         |
| 4           | 432188       |              | \$848.78     | 05/01/14   | 04387         | 1                     | GRAINGER                          |
| 4           | 432189       |              | \$1,013.03   | 05/01/14   | 09046         | 0                     | HI TECH REFRIGERATION             |
| 4           | 432190       |              | \$25,544.00  | 05/01/14   | 05805         | 0                     | HILLER'S FLOORING AMERICA         |
| 4           | 432191       |              | \$714.00     | 05/01/14   | 01784         | 2                     | HIRSHFIELD'S PAINT MANUFACTURING  |
| 4           | 432192       |              | \$364.04     | 05/01/14   | 04818         | 0                     | HORIZON COMMERCIAL POOL SUPPLY    |
| 4           | 432193       |              | \$269.87     | 05/01/14   | 22258         | 1                     | INDUSTRIAL WASTE SERVICES INC.    |
| 4           | 432194       |              | \$15,330.00  | 05/01/14   | 28622         | 1                     | JTM PROVISIONS CO. INC.           |
| 4           | 432195       |              | \$1,056.00   | 05/01/14   | 03748         | 0                     | KEITH'S TARPS, INC.               |
| 4           | 432196       |              | \$490.50     | 05/01/14   | 08955         | 0                     | KELLEHER, HELMRICH AND ASSOCIATES |
| 4           | 432197       |              | \$327.58     | 05/01/14   | 02203         | 0                     | LAKESHORE LEARNING MATERIALS      |
| 4           | 432198       |              | \$560.85     | 05/01/14   | 27253         | 0                     | LANDS BEST FOODS LLC              |
| 4           | 432199       |              | \$291.90     | 05/01/14   | 09001         | 1                     | LEARNING RESOURCES, INC.          |
| 4           | 432200       |              | \$8,321.88   | 05/01/14   | 02220         | 1                     | LEGO EDUCATION                    |
| 4           | 432201       |              | \$738.35     | 05/01/14   | 05077         | 0                     | LOCKSAFE INC.                     |
| 4           | 432202       |              | \$2,875.90   | 05/01/14   | 02196         | 0                     | MACKIN EDUCATIONAL RESOURCES      |
| 4           | 432203       |              | \$612.50     | 05/01/14   | 22385         | 0                     | METRO TRANSIT                     |
| 4           | 432204       |              | \$1,795.00   | 05/01/14   | 22012         | 0                     | MIDWEST PLAYSCAPES INC            |
| 4           | 432205       |              | \$3,105.21   | 05/01/14   | 07752         | 0                     | MILLER ELECTRIC, INC.             |
| 4           | 432206       |              | \$3,928.00   | 05/01/14   | 08999         | 1                     | MINNESOTA ELEVATOR INC            |
| 4           | 432207       |              | \$245.20     | 05/01/14   | 27548         | 0                     | MINNESOTA MEMORY, INC.            |
| 4           | 432208       |              | \$350.00     | 05/01/14   | 28041         | 0                     | MIXMI BRANDS INC.                 |
| 4           | 432209       |              | \$100.00     | 05/01/14   | 27342         | 0                     | MONOPRICE                         |
| 4           | 432210       |              | \$311.39     | 05/01/14   | 02544         | 1                     | MTI DISTRIBUTING CO.              |
| 4           | 432211       |              | \$245.30     | 05/01/14   | 00453         | 0                     | MULCAHY COMPANY, INC.             |
| 4           | 432212       |              | \$104.03     | 05/01/14   | 03519         | 0                     | NAPA AUTO PARTS                   |
| 4           | 432213       |              | \$5,781.00   | 05/01/14   | 02765         | 0                     | NORCOSTCO, INC.                   |
| 4           | 432214       |              | \$4,640.14   | 05/01/14   | 20320         | 0                     | NORTHERN AIR CORPORATION (NAC)    |

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|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|---|
| 4           | 432215       |              | \$15.60      | 05/01/14   | 28146         | 1                     | ODWALLA                                       |
| 4           | 432216       |              | \$580.92     | 05/01/14   | 02489         | 1                     | OFFICE DEPOT COMPANY                          |
| 4           | 432217       |              | \$25.93      | 05/01/14   | 03123         | 0                     | PAPCO   |
| 4           | 432218       |              | \$485.78     | 05/01/14   | 26290         | 0                     | PERFORMANCE APPAREL, LLC                      |
| 4           | 432219       |              | \$87.95      | 05/01/14   | 03073         | 1                     | PRO-ED  |
| 4           | 432220       |              | \$40.00      | 05/01/14   | 24681         | 0                     | PROFESSIONAL WIRELESS COMMUNICATIONS          |
| 4           | 432221       |              | \$1,511.25   | 05/01/14   | 09501         | 0                     | RABIDEAUX, ED                                 |
| 4           | 432222       |              | \$720.80     | 05/01/14   | 23374         | 0                     | RECYCLE TECHNOLOGIES, INC.                    |
| 4           | 432223       |              | \$231.24     | 05/01/14   | 05511         | 0                     | RED WING SHOE STORE                           |
| 4           | 432224       |              | \$67.49      | 05/01/14   | 21851         | 0                     | RED WING SHOE STORE                           |
| 4           | 432225       |              | \$4,300.00   | 05/01/14   | 23241         | 0                     | RYAN MECHANICAL, INC.                         |
| 4           | 432226       |              | \$882.88     | 05/01/14   | 03808         | 1                     | SCANTRON CORPORATION                          |
| 4           | 432227       |              | \$168.63     | 05/01/14   | 03537         | 1                     | SCHOOL HEALTH SUPPLY CO., INC.                |
| 4           | 432228       |              | \$6,693.00   | 05/01/14   | 27010         | 1                     | SCHOOLDUDE.COM                                |
| 4           | 432229       |              | \$737.00     | 05/01/14   | 27772         | 0                     | SEWER DAWGS PLUMBING & DRAINS LLC             |
| 4           | 432230       |              | \$1,045.67   | 05/01/14   | 28723         | 1                     | SHELVING INC                                  |
| 4           | 432231       |              | \$414.29     | 05/01/14   | 03472         | 2                     | SHIFFLER EQUIPMENT SALES INC                  |
| 4           | 432232       |              | \$8,872.94   | 05/01/14   | 02217         | 1                     | SIEMENS INDUSTRY, INC.                        |
| 4           | 432233       |              | \$1,791.05   | 05/01/14   | 03587         | 1                     | SIMPLEX GRINNELL                              |
| 4           | 432234       |              | \$91.57      | 05/01/14   | 28241         | 0                     | SOCIAL THINKING PUBLISHING                    |
| 4           | 432235       |              | \$710.10     | 05/01/14   | 28582         | 0                     | SOUTHWEST STRINGS                             |
| 4           | 432236       |              | \$50,431.00  | 05/01/14   | 28767         | 1                     | TEACHSCAPE, INC.                              |
| 4           | 432237       |              | \$3,295.00   | 05/01/14   | 27677         | 0                     | THE RETROFIT COMPANIES, INC.                  |
| 4           | 432238       |              | \$54.75      | 05/01/14   | 01377         | 0                     | THERAPY SHOPPE                                |
| 4           | 432239       |              | \$2,155.45   | 05/01/14   | 22123         | 1                     | TOTAL FILTRATION SERVICES, INC.               |
| 4           | 432240       |              | \$11,911.42  | 05/01/14   | 03802         | 0                     | TRIO SUPPLY                                   |
| 4           | 432241       | Unissued     | \$0.00       | 05/01/14   | 03802         | 0                     | TRIO SUPPLY                                   |
| 4           | 432242       |              | \$2,301.35   | 05/01/14   | 27728         | 1                     | US GAMES                                      |
| 4           | 432243       |              | \$2,471.59   | 05/01/14   | 04377         | 0                     | WIGEN COMPANIES, INC. #86                     |
| 4           | 432244       |              | \$4,448.71   | 05/01/14   | 04566         | 0                     | ZIEGLER INC.                                  |
| 4           | 432245       |              | \$656.07     | 04/29/14   | 00172         | 1                     | BLICK ART MATERIALS                           |
| 4           | 432246       |              | \$12,929.55  | 04/29/14   | 02519         | 0                     | CENTERPOINT ENERGY                            |
| 4           | 432247       |              | \$5,908.00   | 04/29/14   | 02519         | 3                     | CENTERPOINT ENERGY SERVICES, INC.             |
| 4           | 432248       |              | \$2,775.12   | 04/29/14   | 00502         | 0                     | CORNERSTONE COPY CENTER                       |
| 4           | 432249       |              | \$573.73     | 04/29/14   | 07092         | 0                     | EAGAN SHIRT WERKS                             |
| 4           | 432250       |              | \$95.00      | 04/29/14   | 20802         | 0                     | EHLERS & ASSOCIATES, INC.                     |
| 4           | 432251       |              | \$34.95      | 04/29/14   | 14838         | 0                     | ETZKORN, BARBARA                              |
| 4           | 432252       |              | \$433.75     | 04/29/14   | 03847         | 1                     | GREAT CLIPS IMAX THEATRE                      |
| 4           | 432253       |              | \$23.68      | 04/29/14   | 00016         | 2629                  | HOUSTON, NORMESHA                             |
| 4           | 432254       |              | \$8,925.00   | 04/29/14   | 28784         | 0                     | LESLEY UNIVERSITY                             |
| 4           | 432255       |              | \$100.00     | 04/29/14   | 02634         | 6                     | MN ASSOC OF SCHOOL BUSINESS OFFICIALS (MASBO) |

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|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|---|
| 4           | 432256       |              | \$545.00     | 04/29/14   | 02538         | 0                     | MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA) |
| 4           | 432257       |              | \$299.00     | 04/29/14   | 00476         | 0                     | MN SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS    |
| 4           | 432258       |              | \$6,930.56   | 04/29/14   | 22639         | 1                     | NEXTEL  |
| 4           | 432259       |              | \$1,000.00   | 04/29/14   | 28785         | 1                     | PRODOCON, INC                                 |
| 4           | 432260       |              | \$5,471.39   | 04/29/14   | 28434         | 0                     | RUPP, ANDERSON, SQUIRES & WALDSPURGER, P.A.   |
| 4           | 432261       |              | \$20.00      | 04/29/14   | 09588         | 4                     | SAVAGE, CITY OF                               |
| 4           | 432262       |              | \$2,653.00   | 04/29/14   | 22408         | 1                     | SKATETIME SCHOOL PROGRAMS                     |
| 4           | 432263       |              | \$13,238.50  | 04/29/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION                    |
| 4           | 432264       | Unissued     | \$0.00       | 04/29/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION                    |
| 4           | 432265       | Unissued     | \$0.00       | 04/29/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION                    |
| 4           | 432266       | Unissued     | \$0.00       | 04/29/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION                    |
| 4           | 432267       | Unissued     | \$0.00       | 04/29/14   | 21008         | 0                     | TLC SPECIAL TRANSPORTATION                    |
| 4           | 432268       |              | \$84.50      | 04/29/14   | 03986         | 0                     | TROPHY HOUSE, INC.                            |
| 4           | 432269       |              | \$50,188.08  | 04/29/14   | 04417         | 1                     | US FOODS INC                                  |
| 4           | 432270       | Unissued     | \$0.00       | 04/29/14   | 04417         | 1                     | US FOODS INC                                  |
| 4           | 432271       | Unissued     | \$0.00       | 04/29/14   | 04417         | 1                     | US FOODS INC                                  |
| 4           | 432272       | Unissued     | \$0.00       | 04/29/14   | 04417         | 1                     | US FOODS INC                                  |
| 4           | 432273       |              | \$130.00     | 04/29/14   | 00016         | 2704                  | WALDEN, DELORES                               |
| 4           | 432274       |              | \$14.05      | 04/29/14   | 02776         | 0                     | XCEL ENERGY                                   |
| 4           | 432275       |              | \$15.00      | 05/02/14   | 00016         | 2572                  | ABEGAZ, FISSEHA                               |
| 4           | 432276       |              | \$110.00     | 05/02/14   | 26310         | 0                     | ADEM, ABDULRAHMAN A.                          |
| 4           | 432277       |              | \$1,035.00   | 05/02/14   | 26795         | 1                     | ALLIED PROFESSIONALS, INC.                    |
| 4           | 432278       |              | \$126.00     | 05/02/14   | 27575         | 0                     | APPARENTLY GRAPHIC, LTD.                      |
| 4           | 432279       |              | \$114.98     | 05/02/14   | 26500         | 0                     | ARMSTRONG TORSETH SKOLD & RYDEEN INC.         |
| 4           | 432280       |              | \$504.00     | 05/02/14   | 04895         | 0                     | ASSOCIATION OF CLERICAL EMPLOYEES             |
| 4           | 432281       |              | \$576.00     | 05/02/14   | 28605         | 0                     | BARRIS, JODIE                                 |
| 4           | 432282       |              | \$60.00      | 05/02/14   | 27623         | 0                     | BROWN, ALASTAIR                               |
| 4           | 432283       |              | \$1,920.00   | 05/02/14   | 09991         | 0                     | BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS   |
| 4           | 432284       |              | \$300.00     | 05/02/14   | 27894         | 0                     | BURNSVILLE NORDIC SKI TEAM BOOSTERS           |
| 4           | 432285       |              | \$2,844.48   | 05/02/14   | 28787         | 0                     | BURNSVILLE ROBOTICS BOOSTER CLUB              |
| 4           | 432286       |              | \$150.00     | 05/02/14   | 00219         | 1                     | CHANHASSEN DINNER THEATRES                    |
| 4           | 432287       |              | \$15.00      | 05/02/14   | 00016         | 2705                  | DAM, VINH                                     |
| 4           | 432288       |              | \$356.00     | 05/02/14   | 26702         | 0                     | DELTA MANAGEMENT ASSOCIATES, INC.             |
| 4           | 432289       |              | \$200.00     | 05/02/14   | 27895         | 0                     | EBELING, LINDA                                |
| 4           | 432290       |              | \$198.00     | 05/02/14   | 09272         | 2                     | ECM PUBLISHERS, INC.                          |
| 4           | 432291       |              | \$237.00     | 05/02/14   | 27974         | 0                     | ECMC  |
| 4           | 432292       |              | \$193.00     | 05/02/14   | 28531         | 0                     | EDUCATION MINNESOTA                           |
| 4           | 432293       |              | \$3.21       | 05/02/14   | 01463         | 0                     | FEDEX   |

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| 4           | 432294       |              | \$15.00      | 05/02/14   | 00016         | 2706                  | FOSS, RONALD                            |
| 4           | 432295       |              | \$2,975.00   | 05/02/14   | 27736         | 0                     | GLOBAL COMMUNICATIONS WIRING & SERVICES |
| 4           | 432296       |              | \$85.50      | 05/02/14   | 00575         | 0                     | GROTH MUSIC COMPANY                     |
| 4           | 432297       |              | \$79.70      | 05/02/14   | 05286         | 0                     | HALL, VALERIE OR DAN                    |
| 4           | 432298       |              | \$31,556.00  | 05/02/14   | 28786         | 0                     | HANOVER RESEARCH COUNCIL                |
| 4           | 432299       |              | \$15.00      | 05/02/14   | 00000         | 9511                  | HANSON, THOMAS                          |
| 4           | 432300       |              | \$2,780.47   | 05/02/14   | 02483         | 0                     | INTEGRA TELECOM                         |
| 4           | 432301       |              | \$269.40     | 05/02/14   | 04113         | 0                     | J&D TROPHY                              |
| 4           | 432302       |              | \$175.00     | 05/02/14   | 20523         | 0                     | JONES, SCOTT                            |
| 4           | 432303       |              | \$53,098.98  | 05/02/14   | 27633         | 0                     | KELLY SERVICES, INC.                    |
| 4           | 432304       |              | \$80.00      | 05/02/14   | 26282         | 0                     | LEE, WAI YEE                            |
| 4           | 432305       |              | \$500.00     | 05/02/14   | 05303         | 0                     | LEGIONVILLE                             |
| 4           | 432306       |              | \$305.70     | 05/02/14   | 26890         | 0                     | LOVLIE, CHRISTINE                       |
| 4           | 432307       |              | \$5,099.80   | 05/02/14   | 26241         | 0                     | M&E REALTY COMPANY                      |
| 4           | 432308       |              | \$5,640.00   | 05/02/14   | 05220         | 0                     | MACPHAIL                                |
| 4           | 432309       |              | \$139.00     | 05/02/14   | 24921         | 0                     | MECA SPORTSWEAR                         |
| 4           | 432310       |              | \$448.00     | 05/02/14   | 08112         | 0                     | MEDICINE LAKE TOURS                     |
| 4           | 432311       |              | \$156.00     | 05/02/14   | 23866         | 0                     | MESSERLI & KRAMER PA                    |
| 4           | 432312       |              | \$25.00      | 05/02/14   | 08865         | 10                    | METRO ECSU-REGION 11 ISD#920            |
| 4           | 432313       |              | \$194.00     | 05/02/14   | 27547         | 1                     | MINNESOTA OFFICE TECHNOLOGY GROUP       |
| 4           | 432314       |              | \$45.00      | 05/02/14   | 08543         | 6                     | MN DEPT OF HEALTH                       |
| 4           | 432315       |              | \$35.00      | 05/02/14   | 08543         | 7                     | MN DEPT OF HEALTH                       |
| 4           | 432316       |              | \$60.00      | 05/02/14   | 24243         | 0                     | MUNOZ, MARIBEL                          |
| 4           | 432317       |              | \$10.00      | 05/02/14   | 26335         | 0                     | NATIONAL ACADEMIC QUIZ TOURNAMENTS, LLC |
| 4           | 432318       |              | \$144.00     | 05/02/14   | 08769         | 0                     | NCPERS MINNESOTA                        |
| 4           | 432319       |              | \$165.00     | 05/02/14   | 22010         | 0                     | OSTGARD, SEVERA E.                      |
| 4           | 432320       |              | \$360.00     | 05/02/14   | 24879         | 0                     | PEREZ, MELISSA M.                       |
| 4           | 432321       |              | \$144.00     | 05/02/14   | 00488         | 0                     | REGION 3AA                              |
| 4           | 432322       |              | \$392.00     | 05/02/14   | 28168         | 0                     | ROARK, RICHARD JEFFREY                  |
| 4           | 432323       |              | \$261.00     | 05/02/14   | 28277         | 0                     | ROBERT J. BRUNO, LTD                    |
| 4           | 432324       |              | \$940.80     | 05/02/14   | 07711         | 0                     | ROLANDO, NORMAN                         |
| 4           | 432325       |              | \$2,400.00   | 05/02/14   | 26796         | 0                     | SAFeway DRIVING SCHOOL                  |
| 4           | 432326       |              | \$80.00      | 05/02/14   | 26289         | 0                     | SALGADO-LANDA, NOE                      |
| 4           | 432327       |              | \$9,166.67   | 05/02/14   | 09588         | 1                     | SAVAGE, CITY OF                         |
| 4           | 432328       |              | \$219.42     | 05/02/14   | 09588         | 4                     | SAVAGE, CITY OF                         |
| 4           | 432329       |              | \$238.41     | 05/02/14   | 03532         | 2                     | SCHMITT MUSIC                           |
| 4           | 432330       |              | \$609.50     | 05/02/14   | 03196         | 10                    | SCHOLASTIC, INC.                        |
| 4           | 432331       |              | \$7,712.46   | 05/02/14   | 07382         | 0                     | SCHOOL SERVICES EMPLOYEES LOCAL 284     |
| 4           | 432332       |              | \$48.43      | 05/02/14   | 23920         | 0                     | SCHUSTER, SHARON                        |

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| 4           | 432333       |              | \$3,332.68   | 05/02/14   | 03369         | 0                     | SEXTON PRINTING                             |
| 4           | 432334       |              | \$15.00      | 05/02/14   | 00016         | 1664                  | SHEPLEY, TOM                                |
| 4           | 432335       |              | \$26.00      | 05/02/14   | 26154         | 1                     | ST PAUL DOWNTOWN LIONS CLUB                 |
| 4           | 432336       |              | \$34.54      | 05/02/14   | 00000         | 9695                  | STEARNS, FRANCES                            |
| 4           | 432337       |              | \$5,440.00   | 05/02/14   | 28706         | 0                     | STRATEGIC STAFFING SOLUTIONS, LLC           |
| 4           | 432338       |              | \$150.00     | 05/02/14   | 27104         | 0                     | SUBURBAN LAW ENFORCEMENT ASSOCIATION (SLEA) |
| 4           | 432339       |              | \$200.00     | 05/02/14   | 27182         | 0                     | SUMMIT AMUSEMENT COMPANIES                  |
| 4           | 432340       |              | \$546.00     | 05/02/14   | 25137         | 1                     | TEAMWORX APPAREL                            |
| 4           | 432341       |              | \$439.73     | 05/02/14   | 28497         | 1                     | US BANK VOYAGER FLEET SYSTEMS               |
| 4           | 432342       |              | \$1,598.00   | 05/02/14   | 24793         | 0                     | WATCH ME DRAW! LLC                          |
| 4           | 432343       |              | \$120.00     | 05/02/14   | 25837         | 0                     | WILLIAMS, REBECCA                           |
| 4           | 432344       |              | \$400.00     | 05/02/14   | 28788         | 0                     | WYMAN, JOSHUA                               |
| 4           | 432345       |              | \$986.24     | 05/02/14   | 04451         | 11                    | XEROX CORPORATION                           |
| 4           | 432346       |              | \$993.02     | 05/02/14   | 27490         | 0                     | XEROX FINANCIAL SERVICES LLC                |
| 4           | 432347       |              | \$4,000.00   | 05/06/14   | 28363         | 0                     | ACET, INC.                                  |
| 4           | 432348       |              | \$76.00      | 05/06/14   | 25930         | 0                     | ANDERSON, MATT                              |
| 4           | 432349       |              | \$69.00      | 05/06/14   | 28065         | 0                     | ARRIOLA, MARK                               |
| 4           | 432350       |              | \$3,239.60   | 05/06/14   | 26245         | 1                     | AUDIO LOGIC SYSTEMS                         |
| 4           | 432351       |              | \$117.00     | 05/06/14   | 27169         | 0                     | BOYD, PATRICK                               |
| 4           | 432352       |              | \$117.00     | 05/06/14   | 26633         | 0                     | CARLSON, JULIE                              |
| 4           | 432353       |              | \$1,195.52   | 05/06/14   | 05809         | 0                     | CASPER'S CHEROKEE                           |
| 4           | 432354       |              | \$266.02     | 05/06/14   | 02781         | 5                     | CENTURYLINK                                 |
| 4           | 432355       |              | \$120.00     | 05/06/14   | 28260         | 0                     | CHOY, SERGIO R.                             |
| 4           | 432356       |              | \$4,511.91   | 05/06/14   | 00502         | 0                     | CORNERSTONE COPY CENTER                     |
| 4           | 432357       |              | \$252.00     | 05/06/14   | 24563         | 0                     | CRYSTAL BROOK DIRECT                        |
| 4           | 432358       |              | \$117.00     | 05/06/14   | 26136         | 0                     | CUZZO, JOHN                                 |
| 4           | 432359       |              | \$138.00     | 05/06/14   | 28071         | 0                     | DAY, JON                                    |
| 4           | 432360       |              | \$405.00     | 05/06/14   | 20524         | 0                     | DEWALD, RINA C.                             |
| 4           | 432361       |              | \$630.88     | 05/06/14   | 26262         | 0                     | EDUCATORS BENEFIT CONSULTANTS, LLC          |
| 4           | 432362       |              | \$75.00      | 05/06/14   | 25961         | 0                     | EDWARDS, WILSON                             |
| 4           | 432363       |              | \$422.54     | 05/06/14   | 28651         | 0                     | EMERGENCY FOODSHELF NETWORK                 |
| 4           | 432364       |              | \$67.00      | 05/06/14   | 28103         | 0                     | EVANS, DANIEL                               |
| 4           | 432365       |              | \$3.21       | 05/06/14   | 01463         | 0                     | FEDEX                                       |
| 4           | 432366       |              | \$108.23     | 05/06/14   | 01231         | 0                     | FLINN SCIENTIFIC, INC.                      |
| 4           | 432367       |              | \$60.00      | 05/06/14   | 25866         | 0                     | FLORES, ROSA                                |
| 4           | 432368       |              | \$75.00      | 05/06/14   | 25119         | 0                     | GAMBRELL, CURTIS                            |
| 4           | 432369       |              | \$69.00      | 05/06/14   | 01450         | 0                     | GOTHMANN, TOM                               |
| 4           | 432370       |              | \$67.00      | 05/06/14   | 08860         | 0                     | HAMANN, RONALD                              |
| 4           | 432371       |              | \$5.00       | 05/06/14   | 00016         | 2707                  | HANSEN, JOHN                                |
| 4           | 432372       |              | \$1,013.78   | 05/06/14   | 07139         | 0                     | HASTINGS BUS COMPANY                        |
| 4           | 432373       |              | \$12.25      | 05/06/14   | 00862         | 3                     | HERFF JONES, INC.                           |

# Check Register Report

| Bank Number | Check Number | Check Status | Check Amount | Check Date | Vendor Number | Vendor Address Number | Vendor Name                           |
|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|---------------------------------------|
| 4           | 432374       |              | \$75.00      | 05/06/14   | 27694         | 0                     | HERMAN, TOM                           |
| 4           | 432375       |              | \$67.00      | 05/06/14   | 26156         | 0                     | HEWITT, JEFF                          |
| 4           | 432376       |              | \$48.00      | 05/06/14   | 26133         | 0                     | HINRICHS, PETER                       |
| 4           | 432377       |              | \$1,274.35   | 05/06/14   | 25854         | 1                     | HOCKENBERGS                           |
| 4           | 432378       |              | \$740.00     | 05/06/14   | 01880         | 5                     | IND. SCHOOL DIST. 194                 |
| 4           | 432379       |              | \$67.00      | 05/06/14   | 26694         | 0                     | KAHLER, MIKE                          |
| 4           | 432380       |              | \$48.00      | 05/06/14   | 26596         | 0                     | KNOLL, MICHAEL                        |
| 4           | 432381       |              | \$124.00     | 05/06/14   | 07851         | 0                     | KUDEBEH, STEVE                        |
| 4           | 432382       |              | \$75.00      | 05/06/14   | 08765         | 0                     | LEVASSEUR, MARK S.                    |
| 4           | 432383       |              | \$69.00      | 05/06/14   | 26131         | 0                     | LINDELL, JOSH                         |
| 4           | 432384       |              | \$240.00     | 05/06/14   | 24253         | 0                     | LOFFLER COMPANIES, INC.               |
| 4           | 432385       |              | \$422.65     | 05/06/14   | 27932         | 1                     | MATHESON TRI-GAS, INC.                |
| 4           | 432386       |              | \$262.50     | 05/06/14   | 22385         | 0                     | METRO TRANSIT                         |
| 4           | 432387       |              | \$155.00     | 05/06/14   | 09215         | 0                     | MINNESOTA CHILDREN'S MUSEUM           |
| 4           | 432388       |              | \$3,095.19   | 05/06/14   | 27547         | 1                     | MINNESOTA OFFICE TECHNOLOGY GROUP     |
| 4           | 432389       |              | \$11,533.20  | 05/06/14   | 07448         | 0                     | MINNESOTA VALLEY ELECTRIC COOPERATIVE |
| 4           | 432390       |              | \$10.00      | 05/06/14   | 07914         | 0                     | MN DEPT OF LABOR AND INDUSTRY         |
| 4           | 432391       |              | \$404.00     | 05/06/14   | 08858         | 1                     | MN ORCHESTRA                          |
| 4           | 432392       |              | \$450.00     | 05/06/14   | 09389         | 0                     | MORTENSEN, SALLY                      |
| 4           | 432393       |              | \$3,492.50   | 05/06/14   | 22324         | 0                     | MULTILINGUAL WORD, INC.               |
| 4           | 432394       |              | \$240.00     | 05/06/14   | 24879         | 0                     | PEREZ, MELISSA M.                     |
| 4           | 432395       |              | \$15,947.25  | 05/06/14   | 26836         | 0                     | RELIANCE COMMUNICATIONS LLC           |
| 4           | 432396       |              | \$448.15     | 05/06/14   | 20099         | 2                     | RELIASTAR LIFE INSURANCE COMPANY      |
| 4           | 432397       |              | \$955.70     | 05/06/14   | 20099         | 3                     | RELIASTAR LIFE INSURANCE COMPANY      |
| 4           | 432398       |              | \$1,080.00   | 05/06/14   | 28297         | 0                     | ROSE, DEBBIE                          |
| 4           | 432399       |              | \$4,734.19   | 05/06/14   | 09588         | 0                     | SAVAGE, CITY OF                       |
| 4           | 432400       |              | \$11.00      | 05/06/14   | 26552         | 3                     | SCHOOL NUTRITION ASSOCIATION          |
| 4           | 432401       |              | \$192.00     | 05/06/14   | 03413         | 0                     | SOUTH METRO SPORTS                    |
| 4           | 432402       |              | \$780.00     | 05/06/14   | 25672         | 0                     | SPECIAL DELIVERY OF MINNESOTA, INC    |
| 4           | 432403       |              | \$4,650.00   | 05/06/14   | 27742         | 1                     | STRATEGIC SOURCE INC                  |
| 4           | 432404       |              | \$1,800.00   | 05/06/14   | 27182         | 0                     | SUMMIT AMUSEMENT COMPANIES            |
| 4           | 432405       |              | \$125.25     | 05/06/14   | 28502         | 0                     | THE MCDOWELL AGENCY, INC.             |
| 4           | 432406       |              | \$143.00     | 05/06/14   | 03986         | 0                     | TROPHY HOUSE, INC.                    |
| 4           | 432407       |              | \$32,033.53  | 05/06/14   | 04417         | 1                     | US FOODS INC                          |
| 4           | 432408       | Unissued     | \$0.00       | 05/06/14   | 04417         | 1                     | US FOODS INC                          |
| 4           | 432409       | Unissued     | \$0.00       | 05/06/14   | 04417         | 1                     | US FOODS INC                          |
| 4           | 432410       |              | \$3,966.02   | 05/06/14   | 04451         | 11                    | XEROX CORPORATION                     |
| 4           | 432411       | Unissued     | \$0.00       | 05/06/14   | 04451         | 11                    | XEROX CORPORATION                     |
| 4           | 432412       | Unissued     | \$0.00       | 05/06/14   | 04451         | 11                    | XEROX CORPORATION                     |
| 4           | 432413       |              | \$10,182.72  | 05/16/14   | 28147         | 1                     | AGROPUR                               |
| 4           | 432414       | Unissued     | \$0.00       | 05/16/14   | 28147         | 1                     | AGROPUR                               |

# Check Register Report

| Bank Number | Check Number | Check Status | Check Amount | Check Date | Vendor Number | Vendor Address Number | Vendor Name                                   |
|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|---|
| 4           | 432415       | Unissued     | \$0.00       | 05/16/14   | 28147         | 1                     | AGROPUR                                       |
| 4           | 432416       | Unissued     | \$0.00       | 05/16/14   | 28147         | 1                     | AGROPUR                                       |
| 4           | 432417       | Unissued     | \$0.00       | 05/16/14   | 28147         | 1                     | AGROPUR                                       |
| 4           | 432418       |              | \$467.25     | 05/16/14   | 03197         | 1                     | ATTAINMENT COMPANY, INC.                      |
| 4           | 432419       |              | \$8,219.51   | 05/16/14   | 25229         | 0                     | BERGIN FRUIT & NUT CO.                        |
| 4           | 432420       | Unissued     | \$0.00       | 05/16/14   | 25229         | 0                     | BERGIN FRUIT & NUT CO.                        |
| 4           | 432421       |              | \$136.45     | 05/16/14   | 03931         | 0                     | BERRY COFFEE COMPANY                          |
| 4           | 432422       |              | \$29,656.07  | 05/16/14   | 08358         | 0                     | BERTELSON TOTAL OFFICE SOLUTIONS              |
| 4           | 432423       |              | \$198.60     | 05/16/14   | 21653         | 0                     | BEYOND PLAY, LLC                              |
| 4           | 432424       |              | \$88.77      | 05/16/14   | 00172         | 1                     | BLICK ART MATERIALS                           |
| 4           | 432425       |              | \$4,499.28   | 05/16/14   | 00397         | 0                     | BRO-TEX, INC.                                 |
| 4           | 432426       |              | \$107.18     | 05/16/14   | 28205         | 0                     | BROOKES PUBLISHING                            |
| 4           | 432427       |              | \$734.50     | 05/16/14   | 20289         | 1                     | CDW GOVERNMENT, INC.                          |
| 4           | 432428       | Unissued     | \$0.00       | 05/16/14   | 20289         | 1                     | CDW GOVERNMENT, INC.                          |
| 4           | 432429       |              | \$78.00      | 05/16/14   | 25513         | 1                     | CHURCH OFFSET PRINTING, INC.                  |
| 4           | 432430       |              | \$530.56     | 05/16/14   | 00552         | 1                     | CONNEY SAFETY PRODUCTS                        |
| 4           | 432431       |              | \$181.13     | 05/16/14   | 20291         | 1                     | COUNCIL OF ADMINISTRATORS OF SPECIAL EDUCATN. |
| 4           | 432432       |              | \$587.68     | 05/16/14   | 00647         | 0                     | CROWN RENTAL, INC.                            |
| 4           | 432433       |              | \$518.00     | 05/16/14   | 24563         | 0                     | CRYSTAL BROOK DIRECT                          |
| 4           | 432434       |              | \$1,079.16   | 05/16/14   | 00279         | 0                     | D.S.D., INC.                                  |
| 4           | 432435       |              | \$305.04     | 05/16/14   | 00837         | 1                     | DEMCO, INC.                                   |
| 4           | 432436       |              | \$435.12     | 05/16/14   | 09859         | 1                     | DISCOUNT SCHOOL SUPPLY                        |
| 4           | 432437       |              | \$763.90     | 05/16/14   | 01064         | 2                     | EARL F. ANDERSEN                              |
| 4           | 432438       |              | \$29.85      | 05/16/14   | 00447         | 0                     | EDUCATIONAL INNOVATIONS, INC.                 |
| 4           | 432439       |              | \$313.99     | 05/16/14   | 22450         | 1                     | ERIC ARMIN INC.                               |
| 4           | 432440       |              | \$670.00     | 05/16/14   | 26949         | 0                     | FAIRFIELD GLASS & WINDOW, INC.                |
| 4           | 432441       |              | \$121.50     | 05/16/14   | 01235         | 1                     | FLAGHOUSE INC.                                |
| 4           | 432442       |              | \$198.40     | 05/16/14   | 28598         | 0                     | FLAGSHIP RECREATION LLC                       |
| 4           | 432443       |              | \$65.22      | 05/16/14   | 01231         | 0                     | FLINN SCIENTIFIC, INC.                        |
| 4           | 432444       |              | \$361.20     | 05/16/14   | 01205         | 1                     | FREY SCIENTIFIC                               |
| 4           | 432445       |              | \$1,607.07   | 05/16/14   | 01458         | 1                     | GOPHER  |
| 4           | 432446       |              | \$879.96     | 05/16/14   | 04387         | 1                     | GRAINGER                                      |
| 4           | 432447       |              | \$673.91     | 05/16/14   | 03699         | 2                     | GUITAR CENTER                                 |
| 4           | 432448       |              | \$2,975.00   | 05/16/14   | 01436         | 2                     | HEINEMANN EDUCATIONAL BOOKS                   |
| 4           | 432449       |              | \$394.40     | 05/16/14   | 04818         | 0                     | HORIZON COMMERCIAL POOL SUPPLY                |
| 4           | 432450       |              | \$168.00     | 05/16/14   | 01896         | 0                     | INSTRUMENTALIST COMPANY, THE                  |
| 4           | 432451       |              | \$534.61     | 05/16/14   | 05816         | 0                     | JOHN A. DALSN & SON, INC.                     |
| 4           | 432452       |              | \$471.81     | 05/16/14   | 02203         | 0                     | LAKESHORE LEARNING MATERIALS                  |
| 4           | 432453       |              | \$329.65     | 05/16/14   | 02320         | 0                     | LINGUI SYSTEMS, INC.                          |
| 4           | 432454       |              | \$439.64     | 05/16/14   | 05077         | 0                     | LOCKSAFE INC.                                 |
| 4           | 432455       |              | \$5,674.00   | 05/16/14   | 28752         | 0                     | LOWERY MCDONNELL COMPANY                      |

# Check Register Report

| Bank Number | Check Number | Check Status | Check Amount | Check Date | Vendor Number | Vendor Address Number | Vendor Name                            |
|-------------|--------------|--------------|--------------|------------|---------------|-----------------------|--|
| 4           | 432456       |              | \$151.47     | 05/16/14   | 08315         | 0                     | MEADOW GREEN LAWN & LANDSCAPE          |
| 4           | 432457       |              | \$175.00     | 05/16/14   | 22385         | 0                     | METRO TRANSIT                          |
| 4           | 432458       |              | \$5,440.00   | 05/16/14   | 26112         | 0                     | MIDWEST ASPHALT CORPORATION            |
| 4           | 432459       |              | \$1,188.00   | 05/16/14   | 27205         | 0                     | MONDO PUBLISHING                       |
| 4           | 432460       |              | \$409.50     | 05/16/14   | 00453         | 0                     | MULCAHY COMPANY, INC.                  |
| 4           | 432461       |              | \$82.67      | 05/16/14   | 02704         | 0                     | NASCO                                  |
| 4           | 432462       |              | \$520.77     | 05/16/14   | 25372         | 4                     | NCS PEARSON INC                        |
| 4           | 432463       |              | \$1,340.00   | 05/16/14   | 04156         | 0                     | NEWS-2-YOU, INC.                       |
| 4           | 432464       |              | \$2,578.68   | 05/16/14   | 20320         | 0                     | NORTHERN AIR CORPORATION (NAC)         |
| 4           | 432465       |              | \$6,450.55   | 05/16/14   | 02489         | 1                     | OFFICE DEPOT COMPANY                   |
| 4           | 432466       | Unissued     | \$0.00       | 05/16/14   | 02489         | 1                     | OFFICE DEPOT COMPANY                   |
| 4           | 432467       | Unissued     | \$0.00       | 05/16/14   | 02489         | 1                     | OFFICE DEPOT COMPANY                   |
| 4           | 432468       | Unissued     | \$0.00       | 05/16/14   | 02489         | 1                     | OFFICE DEPOT COMPANY                   |
| 4           | 432469       |              | \$685.65     | 05/16/14   | 03695         | 0                     | OVERHEAD DOOR COMPANY OF THE NORTHLAND |
| 4           | 432470       |              | \$258.40     | 05/16/14   | 26290         | 0                     | PERFORMANCE APPAREL, LLC               |
| 4           | 432471       |              | \$78.85      | 05/16/14   | 07810         | 1                     | PREMIUM WATERS, INC.                   |
| 4           | 432472       |              | \$460.63     | 05/16/14   | 03073         | 1                     | PRO-ED                                 |
| 4           | 432473       |              | \$1,000.00   | 05/16/14   | 28785         | 1                     | PRODOCON, INC                          |
| 4           | 432474       |              | \$219.45     | 05/16/14   | 06508         | 0                     | PRUFROCK PRESS                         |
| 4           | 432475       |              | \$1,752.73   | 05/16/14   | 21744         | 0                     | QUALITY AIR MECHANICAL, INC.           |
| 4           | 432476       |              | \$136.51     | 05/16/14   | 07235         | 0                     | REALLY GOOD STUFF                      |
| 4           | 432477       |              | \$474.98     | 05/16/14   | 21851         | 0                     | RED WING SHOE STORE                    |
| 4           | 432478       |              | \$246.02     | 05/16/14   | 03364         | 0                     | REMEDIA PUBLICATIONS, INC.             |
| 4           | 432479       |              | \$115.00     | 05/16/14   | 25756         | 0                     | ROCHESTER 100, INC.                    |
| 4           | 432480       |              | \$16.25      | 05/16/14   | 03808         | 1                     | SCANTRON CORPORATION                   |
| 4           | 432481       |              | \$813.74     | 05/16/14   | 03537         | 1                     | SCHOOL HEALTH SUPPLY CO., INC.         |
| 4           | 432482       |              | \$686.37     | 05/16/14   | 28484         | 0                     | SCHOOLS IN                             |
| 4           | 432483       |              | \$1,354.00   | 05/16/14   | 03587         | 1                     | SIMPLEX GRINNELL                       |
| 4           | 432484       |              | \$158.86     | 05/16/14   | 28241         | 0                     | SOCIAL THINKING PUBLISHING             |
| 4           | 432485       |              | \$94.40      | 05/16/14   | 28582         | 0                     | SOUTHWEST STRINGS                      |
| 4           | 432486       |              | \$279.32     | 05/16/14   | 24021         | 0                     | SPIRAL BINDING COMPANY, INC.           |
| 4           | 432487       |              | \$207.75     | 05/16/14   | 23998         | 2                     | SUMMIT COMMERCIAL FACILITIES GROUP     |
| 4           | 432488       |              | \$71.25      | 05/16/14   | 04308         | 0                     | SUPER DUPER SCHOOL CO.                 |
| 4           | 432489       |              | \$195.10     | 05/16/14   | 03703         | 0                     | SUPREME SCHOOL SUPPLY                  |
| 4           | 432490       |              | \$85.32      | 05/16/14   | 01377         | 0                     | THERAPY SHOPPE                         |
| 4           | 432491       |              | \$106.01     | 05/16/14   | 21052         | 0                     | TRAINERS'S WAREHOUSE                   |
| 4           | 432492       |              | \$115.50     | 05/16/14   | 03788         | 0                     | TREETOP PUBLISHING                     |
| 4           | 432493       |              | \$3,112.50   | 05/16/14   | 03802         | 0                     | TRIO SUPPLY                            |
| 4           | 432494       |              | \$127.14     | 05/16/14   | 02901         | 1                     | ULINE                                  |
| 4           | 432495       |              | \$196.78     | 05/16/14   | 27728         | 1                     | US GAMES                               |
| 4           | 432496       |              | \$102.28     | 05/16/14   | 06504         | 2                     | US TOY CO/CONSTRUCTIVE PLAYTHINGS      |

# Check Register Report

| Bank Number        | Check Number | Check Status       | Check Amount          | Check Date | Vendor Number | Vendor Address Number | Vendor Name              |
|--------------------|--------------|--------------------|-----------------------|------------|---------------|-----------------------|--------------------------|
| 4                  | 432497       |                    | \$1,546.00            | 05/16/14   | 04204         | 4                     | VIRCO INC                |
| 4                  | 432498       |                    | \$223.54              | 05/16/14   | 22496         | 0                     | WILLIAM V. MACGILL & CO. |
| 4                  | 432499       |                    | \$1,242.62            | 05/16/14   | 04566         | 0                     | ZIEGLER INC.             |
| <b>Check Count</b> | <b>610</b>   | <b>Grand Total</b> | <b>\$1,746,719.33</b> |            |               |                       |                          |

# Check Register Report

| Bank Number        | Check Number | Check Status       | Check Amount       | Check Date | Vendor Number | Vendor Address Number | Vendor Name                        |
|--------------------|--------------|--------------------|--------------------|------------|---------------|-----------------------|------------------------------------|
| 6                  | 7            |                    | \$1,346.16         | 04/10/14   | 26086         | 0                     | ORKIN COMMERCIAL SERVICES          |
| 6                  | 8            |                    | \$490.58           | 04/10/14   | 03503         | 0                     | AMERICAN TIME & SIGNAL             |
| 6                  | 9            |                    | \$359.44           | 04/24/14   | 03503         | 0                     | AMERICAN TIME & SIGNAL             |
| 6                  | 10           | Void               | \$6,789.48         | 04/24/14   | 09318         | 1                     | HILLYARD INC - MINNEAPOLIS         |
| 6                  | 11           | Void               | \$19.62            | 04/24/14   | 09318         | 1                     | HILLYARD INC - MINNEAPOLIS         |
| 6                  | 12           | Void               | \$64.85            | 04/24/14   | 09318         | 1                     | HILLYARD INC - MINNEAPOLIS         |
| 6                  | 13           | Void               | \$3,599.77         | 04/24/14   | 09318         | 1                     | HILLYARD INC - MINNEAPOLIS         |
| 6                  | 14           | Void               | \$638.44           | 04/24/14   | 09318         | 1                     | HILLYARD INC - MINNEAPOLIS         |
| 6                  | 15           |                    | \$768.00           | 04/24/14   | 28185         | 0                     | RANDSTAD WORK SOLUTIONS            |
| 6                  | 16           |                    | \$768.00           | 04/24/14   | 28185         | 0                     | RANDSTAD WORK SOLUTIONS            |
| 6                  | 17           |                    | \$384.00           | 04/24/14   | 28185         | 0                     | RANDSTAD WORK SOLUTIONS            |
| 6                  | 18           |                    | \$153.60           | 04/24/14   | 28185         | 0                     | RANDSTAD WORK SOLUTIONS            |
| 6                  | 19           |                    | \$768.00           | 04/24/14   | 28185         | 0                     | RANDSTAD WORK SOLUTIONS            |
| 6                  | 20           |                    | \$614.40           | 04/24/14   | 28185         | 0                     | RANDSTAD WORK SOLUTIONS            |
| 6                  | 21           |                    | \$153.60           | 04/24/14   | 28185         | 0                     | RANDSTAD WORK SOLUTIONS            |
| 6                  | 22           |                    | \$153.60           | 04/24/14   | 28185         | 0                     | RANDSTAD WORK SOLUTIONS            |
| 6                  | 23           |                    | \$1,435.00         | 04/24/14   | 04664         | 0                     | SUMMIT PRINT COPY AND MAIL SERVICE |
| <b>Check Count</b> | <b>17</b>    | <b>Grand Total</b> | <b>\$18,506.54</b> |            |               |                       |                                    |

# Check Register Report

| Bank Number        | Check Number | Check Status       | Check Amount        | Check Date | Vendor Number | Vendor Address Number | Vendor Name                           |
|--------------------|--------------|--------------------|---------------------|------------|---------------|-----------------------|---------------------------------------|
| 3                  | 100919       |                    | \$13,720.90         | 04/18/14   | 26500         | 0                     | ARMSTRONG TORSETH SKOLD & RYDEEN INC. |
| 3                  | 100920       |                    | \$896.00            | 04/18/14   | 05077         | 0                     | LOCKSAFE INC.                         |
| 3                  | 100921       |                    | \$38,281.00         | 04/18/14   | 02217         | 1                     | SIEMENS INDUSTRY, INC.                |
| 3                  | 100922       |                    | \$41,095.55         | 04/25/14   | 22015         | 0                     | CM CONSTRUCTION COMPANY, INC.         |
| 3                  | 100923       |                    | \$19,729.33         | 04/25/14   | 24803         | 0                     | L&M BOILER SYSTEMS, INC.              |
| 3                  | 100924       |                    | \$17,500.00         | 04/25/14   | 23241         | 0                     | RYAN MECHANICAL, INC.                 |
| <b>Check Count</b> | <b>6</b>     | <b>Grand Total</b> | <b>\$131,222.78</b> |            |               |                       |                                       |



**Agenda II.B.5  
May 15, 2014**

**TO: Joe Gothard, Superintendent**

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

**DATE: May 15, 2014**

**RE: Budget Analysis for the Month Ending April 30, 2014**

**RECOMMENDATION:** That the Board accept the Budget Analysis for the month ending April 30, 2014

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

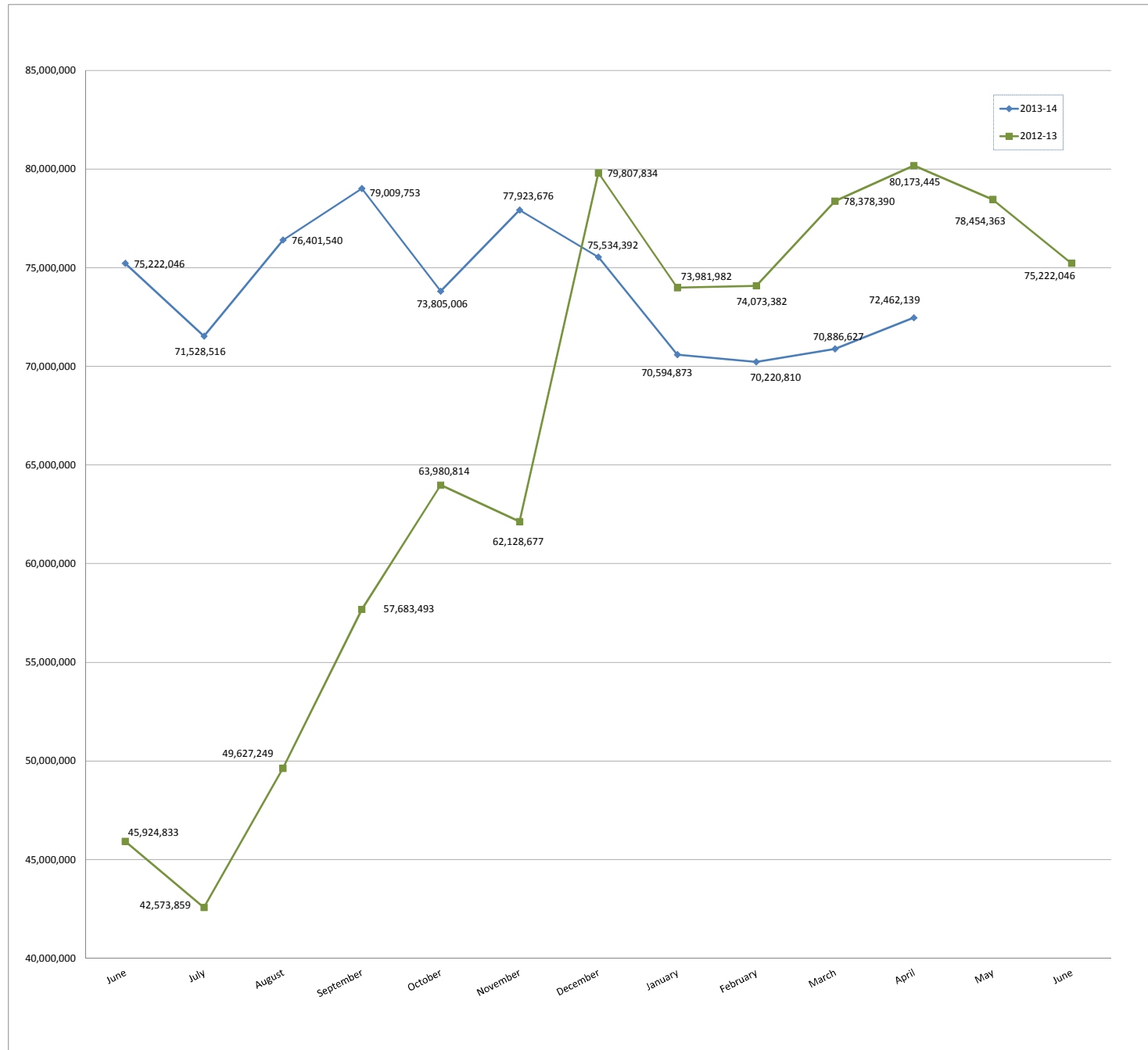
|              | <u>Year-to-Date<br/>Revenue</u> | <u>% of Revised<br/>Budget</u> | <u>Year-to-Date<br/>Expenditures</u> | <u>% of Revised<br/>Budget</u> |
|--------------|---------------------------------|--------------------------------|--------------------------------------|--------------------------------|
| All Funds    | \$ 119,537,728                  | 79.06%                         | \$ 120,956,370                       | 72.04%                         |
| General Fund | \$ 92,855,155                   | 82.54%                         | \$ 83,613,214                        | 72.48%                         |

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

Cash and Investments by Month for Last year and Current year  
Revenues Year-to-Date for Last two years and Current year  
Expenditures Year-to-Date for Last two years and Current year

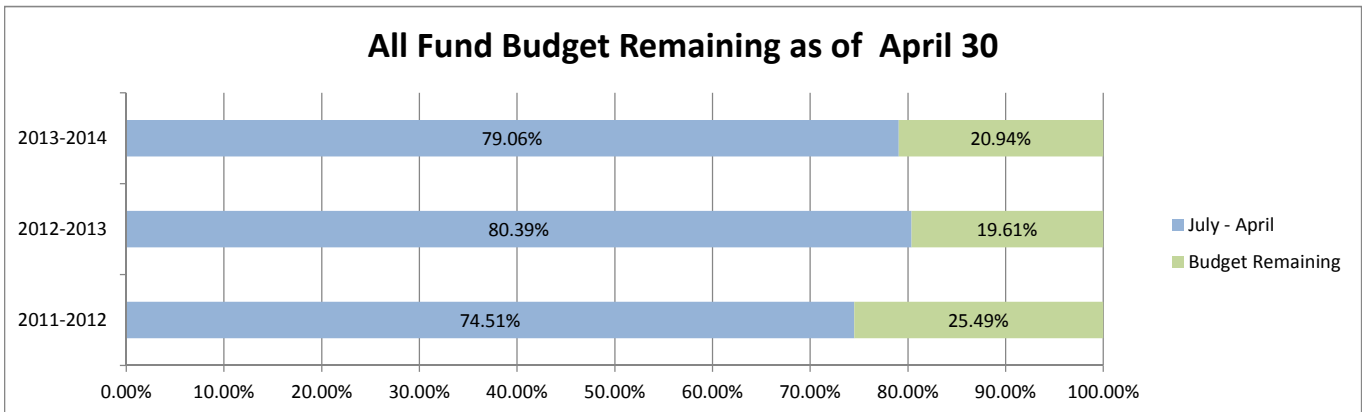
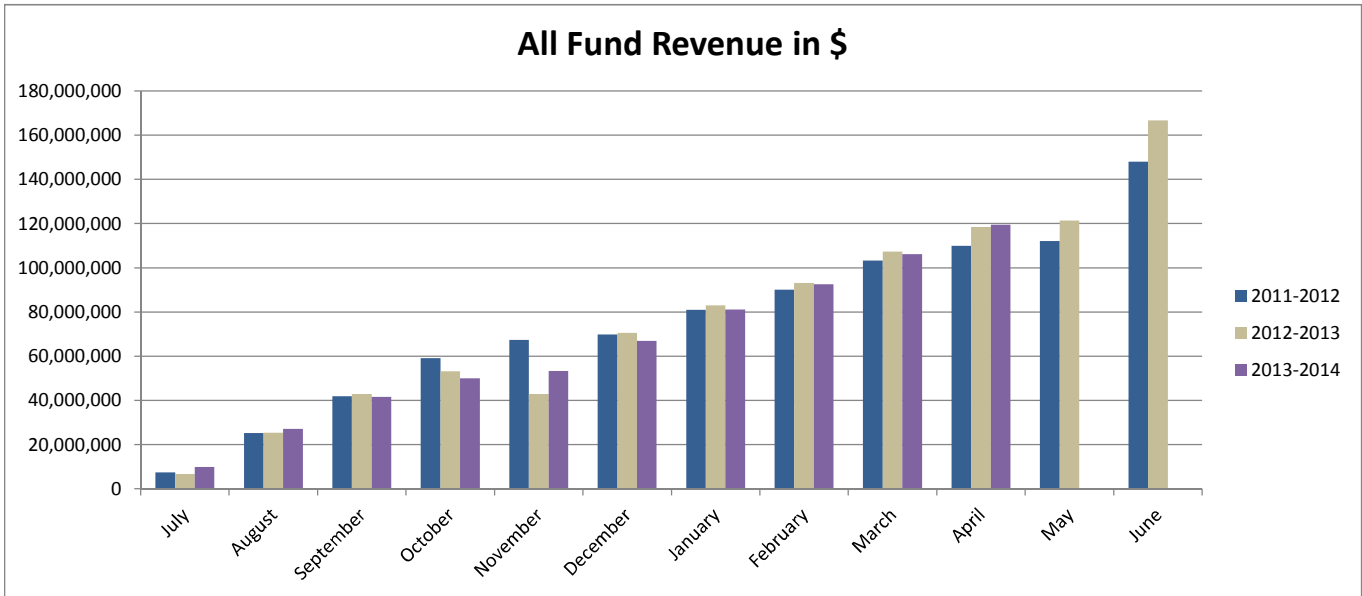
All of the reports and graphs show last year's actual figures, this year's budget and this year's activity to day. Additional detail is available upon request. I would be glad to answer any questions regarding these reports.

ALL FUNDS CASH AND INVESTMENTS  
2012-13 AND 2013-14



**REVENUE COMPARISON  
ALL FUNDS**

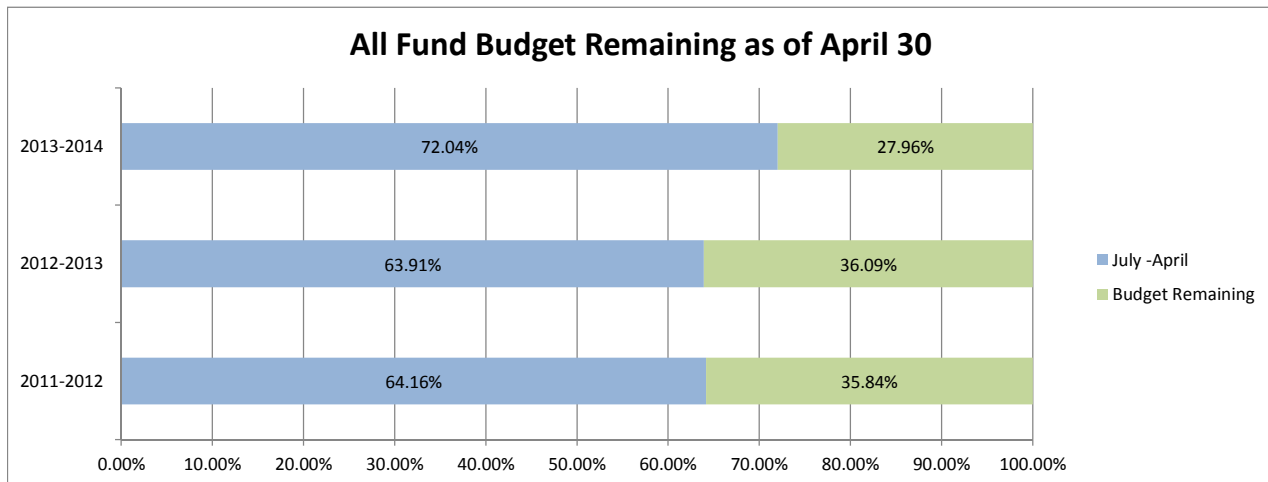
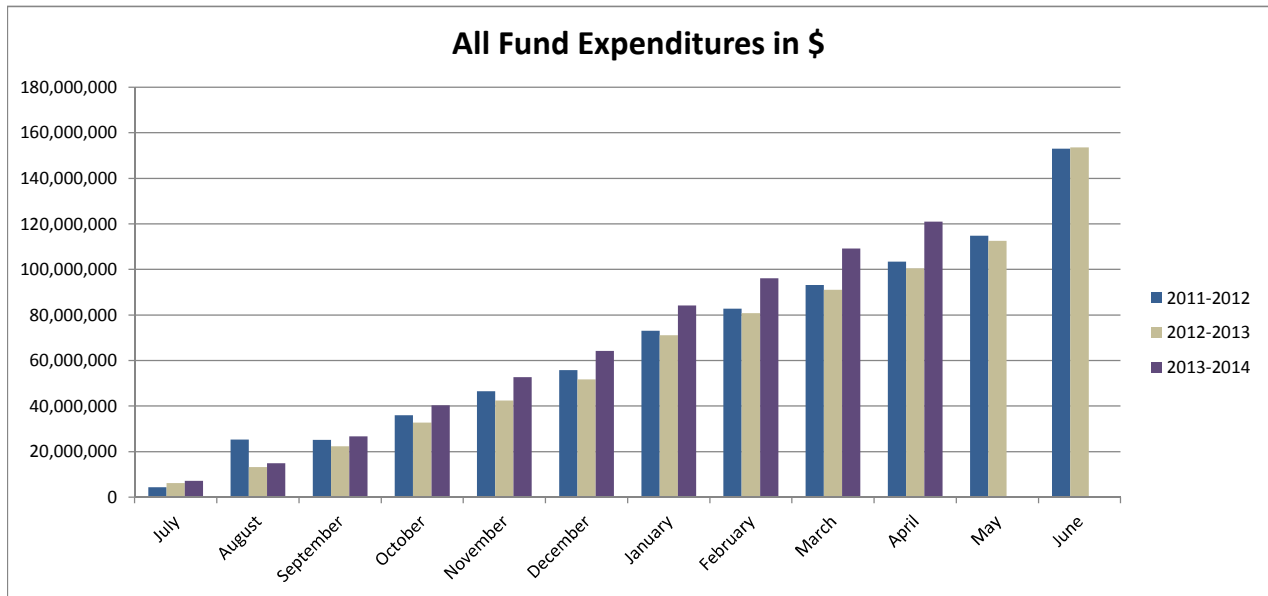
|               | 2011-2012          |                | 2012-2013          |                | 2013-2014          |                |
|---------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|
|               | \$                 | %              | \$                 | %              | \$                 | %              |
| July          | 7,383,166          | 5.12%          | 6,717,367          | 4.56%          | 9,962,088          | 6.59%          |
| August        | 25,261,709         | 17.51%         | 25,348,903         | 17.19%         | 27,156,320         | 17.96%         |
| September     | 41,882,133         | 29.02%         | 42,917,836         | 29.11%         | 41,620,021         | 27.53%         |
| October       | 59,133,007         | 40.97%         | 53,192,279         | 36.08%         | 49,945,312         | 33.03%         |
| November      | 67,424,877         | 46.72%         | 42,858,382         | 29.07%         | 53,270,705 **      | 35.23%         |
| December      | 69,852,511         | 48.40%         | 70,557,852         | 47.86%         | 66,951,638         | 44.28%         |
| January       | 80,977,156         | 54.91%         | 83,041,876         | 56.33%         | 81,044,548         | 53.60%         |
| February      | 90,046,599         | 61.06%         | 93,179,691         | 63.20%         | 92,574,079         | 61.23%         |
| March         | 103,238,821        | 70.01%         | 107,347,885        | 72.82%         | 106,130,288        | 70.19%         |
| April         | 109,880,526        | 74.51%         | 118,511,244        | 80.39%         | 119,537,728        | 79.06%         |
| May           | 112,034,809        | 75.97%         | 121,307,518        | 82.28%         |                    |                |
| June          | 147,941,735        | 100.32%        | 166,612,030        | 113.01%        |                    |                |
| <b>BUDGET</b> | <b>147,471,770</b> | <b>100.00%</b> | <b>147,425,062</b> | <b>100.00%</b> | <b>151,200,818</b> | <b>100.00%</b> |



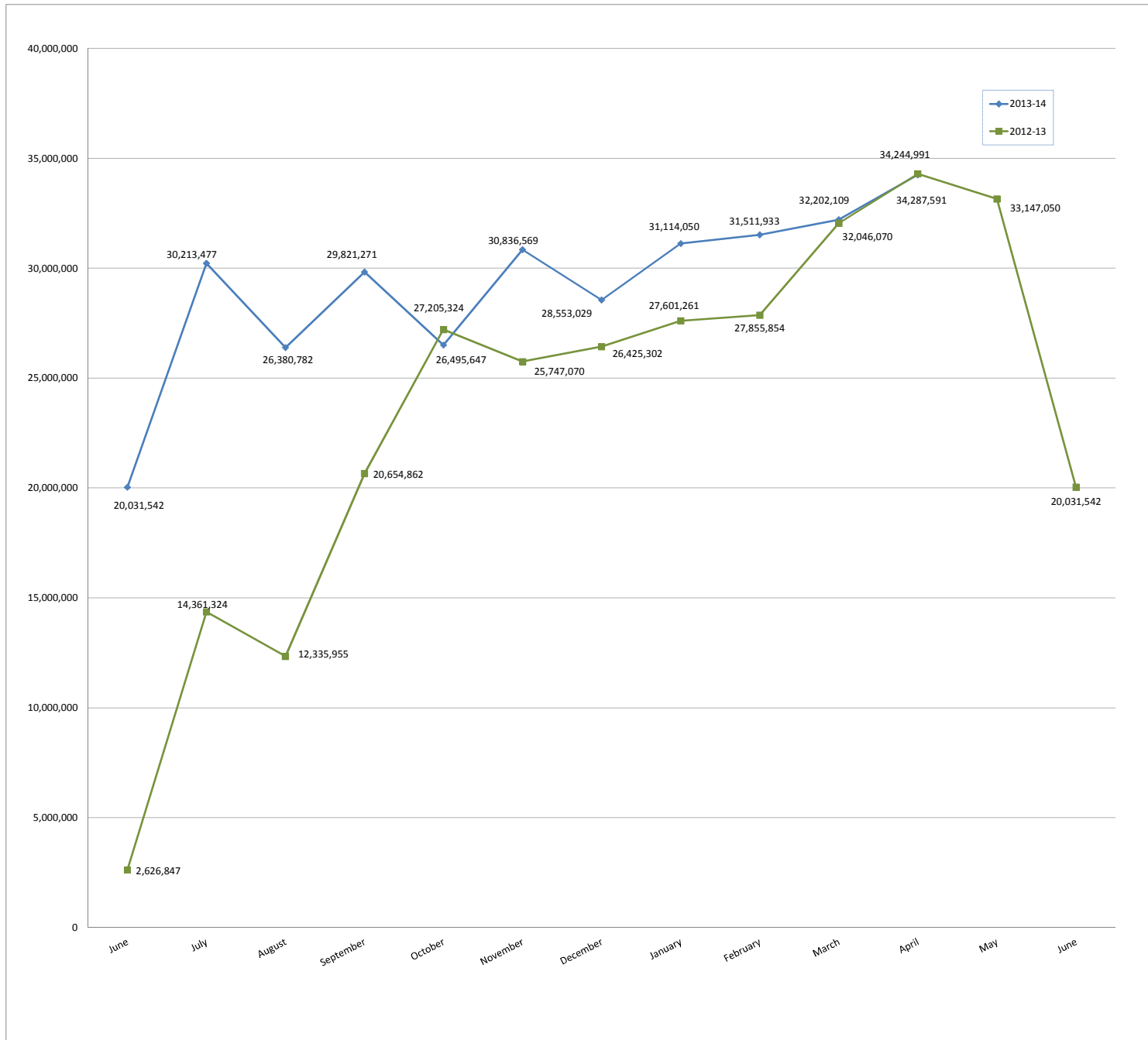
\*\* The year to year comparison will vary due to the timing of the reversal of prior year accruals.

**EXPENDITURE COMPARISON  
ALL FUNDS**

|               | 2011-2012          |                | 2012-2013          |                | 2013-2014          |                |
|---------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|
|               | \$                 | %              | \$                 | %              | \$                 | %              |
| July          | 4,443,384          | 2.80%          | 6,237,592          | 3.97%          | 7,158,138          | 4.26%          |
| August        | 25,261,709         | 17.51%         | 13,194,220         | 8.39%          | 14,925,772         | 8.89%          |
| September     | 25,168,247         | 15.85%         | 22,408,191         | 14.25%         | 26,723,106         | 15.92%         |
| October       | 35,939,090         | 22.64%         | 32,775,109         | 20.84%         | 40,284,425         | 23.99%         |
| November      | 46,557,513         | 29.33%         | 42,419,942         | 26.97%         | 52,655,277         | 31.36%         |
| December      | 55,841,757         | 35.17%         | 51,677,418         | 32.86%         | 64,273,426         | 38.28%         |
| January       | 73,137,729         | 45.38%         | 71,167,003         | 45.25%         | 84,162,075         | 50.12%         |
| February      | 82,827,435         | 51.39%         | 80,797,834         | 51.38%         | 96,072,892         | 57.22%         |
| March         | 93,227,208         | 58.70%         | 91,013,593         | 57.87%         | 109,116,145        | 64.98%         |
| April         | 103,394,820        | 64.16%         | 100,500,565        | 63.91%         | 120,956,370        | 72.04%         |
| May           | 114,729,069        | 71.19%         | 112,589,482        | 71.59%         |                    |                |
| June          | 152,945,362        | 94.91%         | 153,627,737        | 97.69%         |                    |                |
| <b>BUDGET</b> | <b>161,149,725</b> | <b>100.00%</b> | <b>157,261,314</b> | <b>100.00%</b> | <b>167,911,404</b> | <b>100.00%</b> |

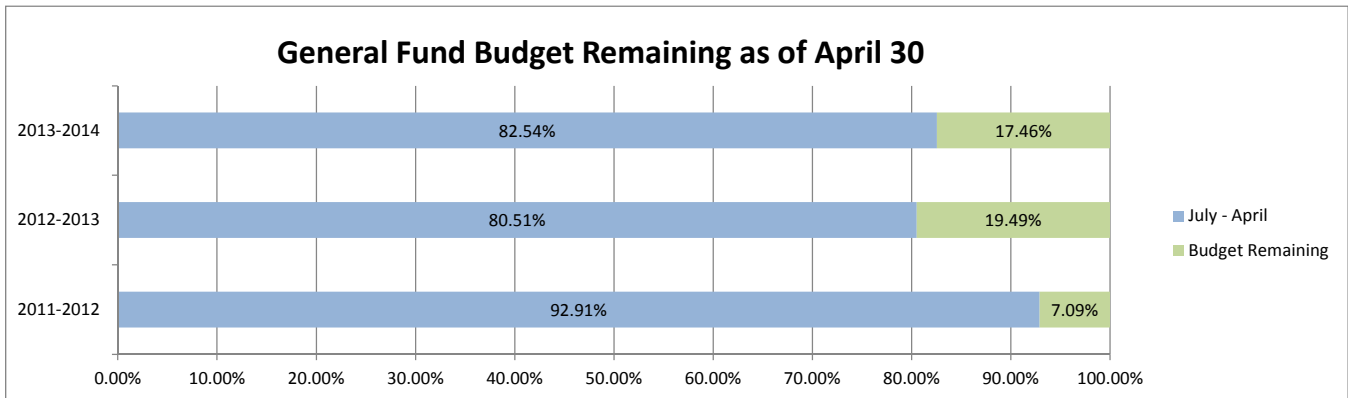
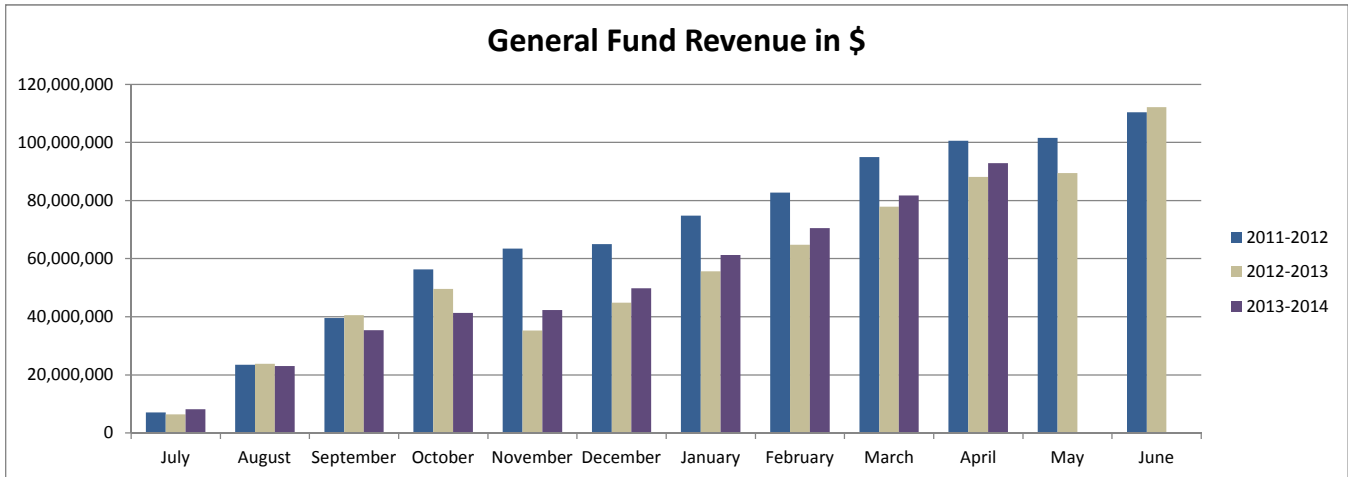


GENERAL FUND CASH AND INVESTMENTS  
2012-13 AND 2013-14



**REVENUE COMPARISON  
GENERAL FUND**

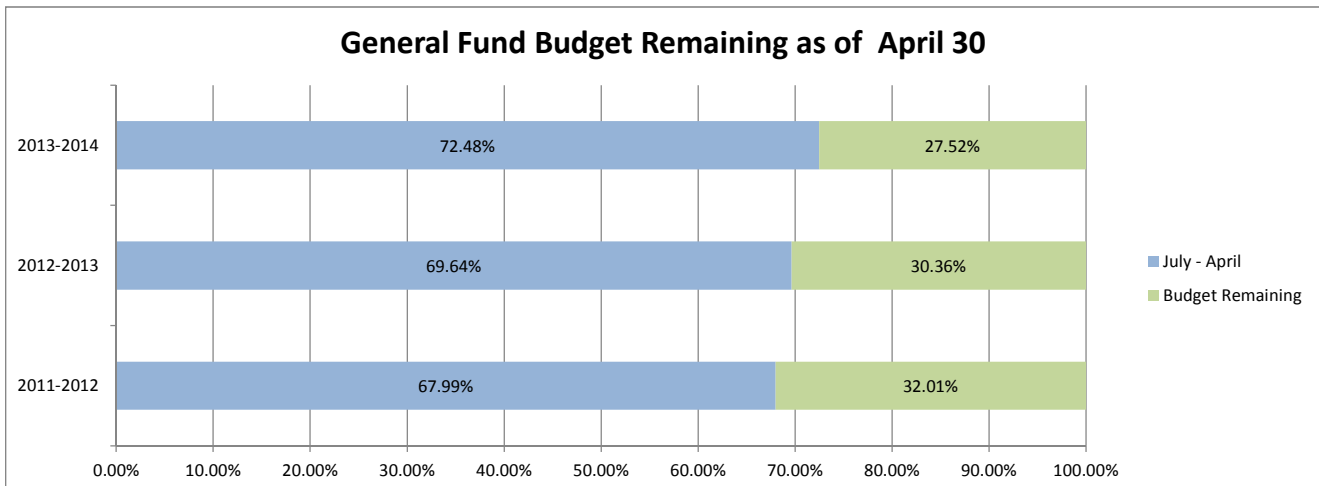
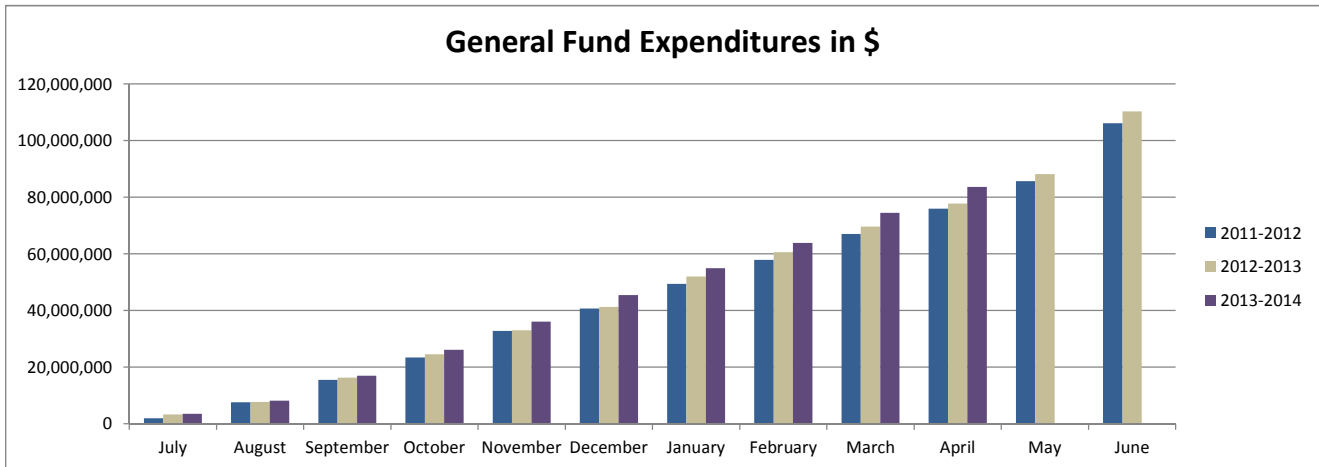
|               | 2011-2012          |                | 2012-2013          |                | 2013-2014          |                |
|---------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|
|               | \$                 | %              | \$                 | %              | \$                 | %              |
| July          | 7,093,997          | 6.62%          | 6,416,600          | 5.86%          | 8,213,239          | 7.30%          |
| August        | 23,532,598         | 21.96%         | 23,874,618         | 21.80%         | 23,035,862         | 20.48%         |
| September     | 39,551,743         | 36.91%         | 40,538,045         | 37.02%         | 35,369,620         | 31.44%         |
| October       | 56,355,393         | 52.59%         | 49,597,402         | 45.29%         | 41,313,574         | 36.72%         |
| November      | 63,472,487         | 59.23%         | 35,235,834         | 32.18%         | 42,329,912 **      | 37.63%         |
| December      | 65,012,573         | 60.67%         | 44,832,554         | 40.94%         | 49,821,048         | 44.29%         |
| January       | 74,806,802         | 69.13%         | 55,686,273         | 50.85%         | 61,240,048         | 54.44%         |
| February      | 82,739,097         | 79.46%         | 64,825,144         | 59.19%         | 70,541,317         | 62.71%         |
| March         | 94,960,790         | 87.76%         | 77,846,400         | 71.09%         | 81,730,478         | 72.65%         |
| April         | 100,543,940        | 92.91%         | 88,163,261         | 80.51%         | 92,855,155         | 82.54%         |
| May           | 101,530,967        | 93.82%         | 89,486,592         | 81.71%         |                    |                |
| June          | 110,320,643        | 101.95%        | 112,117,128        | 102.38%        |                    |                |
| <b>BUDGET</b> | <b>108,215,137</b> | <b>100.00%</b> | <b>109,511,368</b> | <b>100.00%</b> | <b>112,496,929</b> | <b>100.00%</b> |



\*\* The year to year comparison will vary due to the timing of the reversal of prior year accruals.

**EXPENDITURE COMPARISON  
GENERAL FUND**

|               | 2011-2012          |                | 2012-2013          |                | 2013-2014          |                |
|---------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|
|               | \$                 | %              | \$                 | %              | \$                 | %              |
| July          | 1,920,659          | 1.72%          | 3,291,612          | 2.95%          | 3,493,163          | 3.03%          |
| August        | 7,602,157          | 6.80%          | 7,718,161          | 6.91%          | 8,175,160          | 7.09%          |
| September     | 15,549,941         | 13.92%         | 16,257,842         | 14.55%         | 16,950,675         | 14.69%         |
| October       | 23,463,345         | 21.00%         | 24,586,322         | 22.00%         | 26,176,565         | 22.69%         |
| November      | 32,846,900         | 29.40%         | 32,970,837         | 29.51%         | 36,060,193         | 31.26%         |
| December      | 40,659,617         | 36.39%         | 41,323,030         | 36.98%         | 45,489,506         | 39.43%         |
| January       | 49,371,206         | 44.19%         | 52,038,938         | 46.57%         | 54,985,329         | 47.66%         |
| February      | 57,853,489         | 51.78%         | 60,580,030         | 54.22%         | 63,905,214         | 55.39%         |
| March         | 67,054,177         | 60.01%         | 69,662,177         | 62.35%         | 74,531,071         | 64.60%         |
| April         | 75,967,418         | 67.99%         | 77,809,730         | 69.64%         | 83,613,214         | 72.48%         |
| May           | 85,694,257         | 76.70%         | 88,121,623         | 78.87%         |                    |                |
| June          | 106,139,768        | 94.99%         | 110,325,578        | 98.74%         |                    |                |
| <b>BUDGET</b> | <b>110,032,711</b> | <b>100.00%</b> | <b>111,732,524</b> | <b>100.00%</b> | <b>115,368,022</b> | <b>100.00%</b> |






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TO: Members, Board of Education Agenda III.A  
May 15, 2014

FROM: Cindy Amoroso

DATE: May 15, 2014

RE: ISD 191 K-12 Parent/Student Handbook

**Recommendation:** The Board of Education approve the 2014-15 Student/Parent Handbook

The district 2014-15 Student/Parent Handbook is an updated version of the 2013-14 handbook. There are two types of changes. Some District information has been moved from the District calendar to the Handbook to be better aligned. That information did not change; it is simply being published in this publication rather than in the calendar. The second type of change is grammatical or mechanical edits that do not change the meaning of the information contained in the handbook. An exciting development for next year is that the Communications Department and family liaisons are working together to create videos in Spanish and Somali with handbook information as a new format for families. This came about as a result of feedback we received from our families at the building level.



# 2014-15 Parent/Student Handbook

*Detailing the rights and responsibilities  
of students and parents in School District 191.*





## Superintendent's Welcome

*"All human beings are born with unique gifts. The healthy functioning of our community depends on its capacity to develop each gift."*  
-Peter Senge, *The Learning School*

Welcome to the 2014-15 school year!

Student achievement is best accomplished in safe and supportive schools. We know that relationships are a critical component of effective schools and that student-to-student and student-to-staff relationships are built on trust, respect and personal responsibility.

Staff members in our district work hard to create a safe, caring environment for students in all of our schools and programs. This handbook is published annually to explain student rights and responsibilities as well as consequences for misbehaviors. Our goal is to be pro-active in our communications, equitable in our work with students, and thorough in our efforts to establish a positive school environment.

It is an expectation in ISD 191 that students develop the habits and skills as part of a diverse community that will eventually lead to post-secondary independence and success.

Please take some time to review the information covered in our handbook, discuss it with your school-age children and keep it to reference during this upcoming academic year. Teachers and administrators will also review it briefly with students during the first weeks of school.

Thank you for taking time to review the information in this handbook. Parent/guardian involvement in our schools is encouraged and welcomed. If you have any questions, please contact your school principal.

Have a wonderful school year!

Joe Gothard, superintendent

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### **About this handbook:**

*This handbook includes an overview of District 191 policies and regulations about student rights and responsibilities. Documents are updated periodically in response to changes in law and other circumstances. Therefore, changes may have been made to the documents or policies reviewed in this handbook since it was printed. Please contact your school principal if you have questions or need more information.*

# ISD 191 Strategic Roadmap

Adopted March 1, 2012

|   |   |
|---|---|
| <p><b>Mission</b> <span style="float: right;"><i>Our Core Purpose</i></span></p> <p style="text-align: center;"><i>Our Schools will<br/>Empower Learning,<br/>Energize Achievement,<br/>Embrace Community</i></p> <p style="text-align: center;"><b>Each Student Real-World Ready</b></p>   | <p><b>District Core Values</b> <span style="float: right;"><i>Drivers of our Words and Actions</i></span></p> <p>Expectations: <span style="float: right;"><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></span></p> <p>Respect: <span style="float: right;"><i>I will honor the uniqueness of myself and others</i></span></p> <p>Integrity: <span style="float: right;"><i>I will do the right thing...even when no one is looking</i></span></p> <p>Partnership: <span style="float: right;"><i>I will engage in relationships and action which empowers learning for ALL</i></span></p>  |
| <p><b>Vision 2015</b> <span style="float: right;"><i>What We Intend to Create and Experience</i></span></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><b>Strategic Directions</b> <span style="float: right;"><i>Focused Allocation of Resources</i></span></p> <ol style="list-style-type: none"> <li>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</li> <li>B. Redesign for equitable allocation of district human, financial, and physical resources based on meeting specific student needs for learning, support, services and development</li> <li>C. Develop staff capacity to engage in the Mission and Vision work of the District through professional development and professional evaluation / feedback</li> <li>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</li> <li>E. Fast-track the development of a compelling and competitive District brand and message increasingly backed by student, staff and family experience and performance</li> <li>F. Reframe and redefine the district partnership practices, preferences and performance across those who govern, those who manage and those who consult.</li> </ol> |

## General District Information

### **ANIMALS IN SCHOOLS**

Permission must be granted by the building principal prior to an animal being allowed to visit school. The medical needs of a student override the presence of animals in the classroom. Service animals are permitted to accompany their owners in school.

### **ASBESTOS MANAGEMENT IN SCHOOLS**

Minnesota school districts are annually required to inform residents and employees of the presence of asbestos-containing materials in their buildings. All District 191 buildings have been inspected for asbestos under the Asbestos Hazard Emergency Response Act (AHERA) of 1986. Some asbestos-containing building materials were found in every building except Eagle Ridge Junior High, Harriet Bishop Elementary, Hidden Valley Elementary and the district warehouse/maintenance garage.

A management plan has been submitted to the Minnesota Department of Education and is available at each school. A complete report for all district facilities is on file in the district's Operations and Properties Office.

Asbestos-containing materials were commonly used in past years in commercial buildings as a fire retardant. In schools, asbestos was typically found in floor tile, ceiling tile, insulation and wraps of pipes and boilers. Such materials pose a potential for asbestos fiber release only if the asbestos-containing materials are disturbed in some way. Exposure to airborne asbestos has been found to relate to several forms of cancer.

Nearly all materials in district buildings identified as containing asbestos have been removed with the completion of renovation projects in recent years. Areas that still have asbestos-containing materials are monitored for change or damage. Buildings are re-inspected by a certified asbestos inspector every three years. For more information about asbestos containment, contact ISD 191 Director of Operations and Properties, at 952-707-2035.

### **CHANGE OF ADDRESS**

Any change to student/family address or contact information must be reported to the school main office or the district Welcome Center at 952-707-4180.

### **COMMUNITY EDUCATION**

Educational enrichment courses, sports and recreation, for ages birth through senior citizens, and child care are available year-round. Community Education sponsors youth service courses, senior citizens center, and special programs. For more information, contact the Community Education Department at 952-707-4150.

### **EMERGENCY NUMBERS**

A Health Office Emergency Information form is sent home with each child. All emergency forms need to be filled out completely, returned to school immediately, and updated when changes occur. Emergency contact information may also be updated through SchoolView, the online parent portal. Records of parent or guardian phone numbers and emergency contact information are kept in the health office.

## **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 and to reduce anxiety in emergency situations. School district administrators determine the proper response to threatening situations in partnership with local emergency officials. Specific procedures also will be followed for severe weather drills and other emergencies.

## **EMERGENCY SCHOOL CLOSINGS AND NOTIFICATIONS**

If an emergency develops, parents/guardians need to hear about it quickly whether it is severe weather, an electrical outage or other situation. Here are ways to get rapid information.

*>>Parents/guardians must make sure that their child's school always has up-to-date contact information. An easy way to update information is through SchoolView, the online parent portal. Sign up by clicking on "SchoolView" on any school website.*

- **Instant parent notification system called SchoolMessenger:** The school district has an instant notification system that can contact families by phone (home, work, cell), email and text message.
- **Radio & TV stations:** Listen to local radio and TV stations for information. They may mention only "Burnsville Public Schools" or "Burnsville District 191" but this means ALL schools in District 191 are affected.
- **Website:** Go to the district website at [www.isd191.org](http://www.isd191.org) to see emergency notices.
- **Social media:** For emergency as well as on-going information, follow the school district at [facebook.com/isd191](https://facebook.com/isd191) or [twitter.com/isd191](https://twitter.com/isd191).

## **FEES**

ISD 191 families who qualify for free or reduced meal benefits can apply for a waiver from fees that may be assessed at the buildings. Applications are available online at <http://www.schoollunchapp.com>. Families qualifying for free or reduced meal benefits should keep their approval letter in a safe place. Families must provide the approval letter they receive once qualified. See "FREE/REDUCED MEAL PROGRAM" for more information.

## **FIELD TRIPS**

Students take both transported and walking field trips to broaden their educational experiences. Parents are often asked to help with supervision. An informational letter and permission form will be sent home and this must be completed and returned to the school before a student may go on a field trip.

## **FOOD POLICY**

The State Department of Health requires that food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed in school. Families must adhere to the district's Wellness Policy and must also check with school staff before sending in treats for a party or other event.

## **FOOD SERVICE PROGRAM**

All buildings use a computerized breakfast and lunch meal accounting software program that allows parents to deposit money into a personal meal account. This account may be used for breakfast, lunch, milk or ala carte purchases. PINs (Personal Identification Numbers) are assigned at the school.

Money may be deposited into the account in several ways. **If paying by check, please include the student's name and PIN number in the memo area.** Cash payments must be in an envelope and have the student's name, PIN and deposit amount on the envelope. 59

All schools have payment collection boxes placed in the food service area. Junior high schools and the Burnsville High School have NetCash kiosks installed onsite for cash deposits. Please note that these machines take cash only (no coins), do not provide change and require the input of the student's PIN and birth date. Funds deposited in these kiosks are available immediately for purchases. Cash or coins are not accepted on the serving lines at secondary schools.

SchoolView/FeePay may be used to manage student lunch accounts, make online payments with a credit/debit card, check account balances and monitor cafeteria purchases. Send an e-mail to [schoolview@burnsville.k12.mn.us](mailto:schoolview@burnsville.k12.mn.us) to set up a SchoolView account. Please include the student's first and last name, grade, student ID (if known), birth date and school presently attending. School breakfast/lunch menus are published on the district website. Pop and glass containers are not allowed.

### **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 the number of students who qualify for free or reduced price meals. Applications are available online at <http://www.schoollunchapp.com>. Printed applications will be available as needed at school buildings and the Welcome Center.

### **FUNDRAISING**

All fundraising activities must have administrative approval. Questions should be directed to the school office.

### **HEALTH SERVICES**

Children do their finest work when they are in the best possible physical and emotional health. Although parents have the primary responsibility for their child's health, school health personnel are available to assist parents in maintaining, improving and promoting the health of their school-age child. District Health Offices are open during regular school day hours to provide care to students.

*Illness/Accidents* - In case of illness or significant injury at school, a parent or guardian will be notified by the Health Office staff. Transportation home and all medical care is the responsibility of the parent or guardian. If a parent or guardian cannot be reached, the emergency contact will be called. The person designated as an emergency contact must be able and willing to provide transportation and supervision for the student. It is important that the emergency contact information is current for all students. Be sure that the school has this information by filling out the Health Office Emergency Information form, which is sent home in the fall.

In most cases, children should remain at home for 24 hours after antibiotics have been started. Students should be fever free for 24 hours before returning to school. Please see the district health services website for more information regarding "Is My Child Too Sick for School Today?" which will provide general guidelines regarding if your child should attend school when ill. If a student becomes ill with a communicable disease, please notify the school.

*Immunization Records* – In order for students to enroll or remain enrolled in elementary or secondary schools, Minnesota state law requires documentation of required immunizations or written proof of exemption. Students will not be allowed to start school until this information or an appropriately signed legal 60 exemption is provided to the district. A list of the required immunizations, the entire ISD 191 immunization policy (JHCB) and immunization forms are available on the district website, [www.isd191.org](http://www.isd191.org), or in the school health office.

*Health Records* – As required by state law, a health record is kept for each child. Please report any additional immunizations, significant health conditions or medications the child receives to the school nurse to be recorded in the student's health record. Growth results, vision and hearing screening, immunizations, findings from health assessments and care given related to illnesses and injuries while at school will be entered in the student's health record.

*Medications* – If a student needs to take medicine at school, a parent must contact the school nurse. Teachers cannot be responsible for a child's medication. Rather, medications must be sent to the school nurse in the original prescription bottle or original packaging along with a note from the parent/guardian providing permission for the medication to be administered during the school day. All medications dispensed at school require a doctor's order. This includes over-the-counter medications. Please refer to the district website for the medication policy and authorization form. For more information, contact the school nurse.

*Health Office Emergency Information Forms* – The school will contact the parent or guardian at home or at work if a child is unable to stay in school due to illness or injury. It is the responsibility of the parent or guardian to make arrangements for proper care of the child when he or she is unable to remain in school. *Please return a completed Health Office Emergency Information Form so the school has the correct contact information in case of an emergency.* The school must be notified of any changes to contact or health information during the school year.

*Homebound Instruction* – If a continuous absence of 10 days or longer is anticipated, homebound instruction may be an option for a student. This involves a teacher going to the home or mutually agreed upon site to provide help in the student's classes. If the absence is the result of a medical condition, homebound instruction cannot begin until a medical provider's order is received stating the need for extended absence. All requests for homebound instruction should be directed to the school nurse. This program is provided at district expense when deemed appropriate.

*Human Growth and Development* – Each school year, 4th, 5th and 6th grade students receive Human Growth and Development classes. A licensed school nurse teaches these classes which are designed to promote a healthy attitude toward maturing bodies and an awareness of the physical and emotional changes that occur during the adolescent years. Boys and girls are instructed separately at each grade level. The school nurse will also be teaching the state-mandated Human Immune Deficiency (HIV) education along with communicable disease education to 6th grade students. Dates for these classes are communicated through newsletters and websites. Parents or guardians must contact the school if they do not want their child to participate. Children not participating in this class will take part in other health classes led by a classroom teacher. Questions related to human growth and development and Human Immune Deficiency (HIV)/communicable disease education may be directed to the school nurse.

*Screening* – Every school year, students participate in grade level health screening. Students also receive hearing and/or vision screening upon request from their parents or guardians or if the teacher suspects that there may be a hearing or vision concern that is affecting the student's ability to learn. Health Screening includes hearing, vision, height/weight/BMI (body mass index) and dental screening. Please visit the Health Services webpage on the district website for a list of the grade level screenings. *If you do not wish for your child to receive health and/or dental screening, please inform your school health office.*

### **LATEX-SAFE SCHOOLS**

To safeguard the health of students and staff who have latex allergies, all schools take steps to minimize exposure to natural rubber latex. No latex balloons are allowed. Students with latex allergies should notify the building nurse at their school so that accommodations can be made.

### **LOCKERS (SECONDARY SCHOOLS)**

All lockers are school property and may be opened at any time by school officials. The school is not responsible for replacing lost or stolen student property. Replacement costs will be assessed for school property reported missing from a student's locker unless forced entry can be demonstrated. Lockers should always be locked properly and kept in good condition. Theft from lockers should be reported immediately to the police liaison officer or the main office. Students should not tell anyone their locker combination. If a locker is not operating properly, report it to the attendance desk.

Students enrolled in physical education are assigned a locker. Students are encouraged to mark all of their personal clothing and equipment with appropriate identification. These lockers must be cleared of all clothing and equipment as directed by school staff at the end of scheduled terms. The school will not assume responsibility for the return or condition of student equipment or clothing left in lockers.

Students may also be assigned athletic lockers for use during a specific athletic season. On the date that equipment is due at season's end, all locks and belongings must be removed. Please note that there are no lockers at the Senior Campus.

### **LOST AND FOUND**

Check at the main office for lost and found articles. Placing names on all articles brought to school may facilitate the return of lost items. Articles not claimed in a timely manner will be donated to a local charity.

### **PARENTS' RIGHT TO KNOW LAW**

The Parents' Right to Know Law requires school districts to inform parents and employees about the use of pest control materials. District 191 utilizes licensed, professional service firms for the prevention and control of insects and rodents inside buildings while trained staff members prevent and control weeds on school grounds.

All materials used are registered by the U.S. Environmental Protection Agency and are selected and applied according to label directions. The long-term health effects on children from the application of pest control materials, or the class of materials to which they belong, may not be fully understood.

Parents may request to receive, at their expense, prior notification of any application of a pest control material should such an application be deemed necessary on a day different from those specified in the schedule.

For more information about the use of pest control materials, contact ISD 191 Director of Operations and Properties Glenn Simon at 952-707-2035.

### **PERMITTED ACTIONS**

MN Statute 609.379

Reasonable force may be used upon or toward the person of a child with the child's consent when the following circumstances exist or the actor reasonably believes it to exist:

- a) when used by a parent, legal guardian, teacher or other caretaker of a child or pupil, in the exercise of lawful authority, to restrain or correct the child or pupil
- b) when used by a teacher or other member of the instructional, support, or supervisory staff of a public or nonpublic school upon or toward a child when necessary to restrain the child from self-injury or injury to any other person or property

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### **PLEDGE OF ALLEGIANCE**

In accordance with state policy, all students will be led in reciting the Pledge of Allegiance at least one time per week. The recitation will be conducted as follows:

- by each individual classroom teacher or the teacher's surrogate; or
- over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Students may opt to not participate in reciting the pledge.

### **PROJECT KIDS**

Project KIDS is a before and after school child care program for elementary students. For hours of service and registration information call 952-707-4165 or visit the district website.

### **REGISTRATION**

**All new students in grades K-12 need to register at the Welcome Center which is located in the Diamondhead Education Center on the lower level (200 West Burnsville Parkway, Burnsville).** Please contact the Welcome Center at 952-707-4180 to schedule an appointment. Parents are required to provide information when registering their student(s) including proof of student's age and name (birth certificate, passport, etc.), immunization records for student, emergency contact information for parent/guardian, proof of parent/guardian residency (utility bill, rental or lease agreement, etc.) and name, address and telephone number of most recent school attended by student. Registration forms can be obtained from the district's website ([www.isd191.org](http://www.isd191.org)), or at the Welcome Center. Registration forms are also available at all school sites, but must be submitted at the Welcome Center. An appointment with the child's new school will be scheduled and a start date will be set after the registration at the Welcome Center is complete.

### **REPORTING CHILD ABUSE/NEGLECT**

District 191 will seek to protect children 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 to maintain the confidentiality of such data.

### **REPORTING STUDENT PROGRESS**

Parents are encouraged to monitor the daily work of their students, along with checking classroom websites, reviewing report cards and utilizing SchoolView. SchoolView is an online portal for parents or guardians to monitor their student's attendance, grades, lunch account information, discipline, and graduation progress. **Please e-mail [schoolview@burnsville.k12.mn.us](mailto:schoolview@burnsville.k12.mn.us) if you wish to set up a SchoolView account.** Please be sure to include the parent or guardian's full name and the student's full name in the email.

### **RETENTION**

The school board expects all students to achieve at an acceptable level of proficiency. Students who have not met acceptable levels of local and state standards may be retained. Retention of a student may also be considered when professional staff and parents feel that it is in the best interest of the student. Physical

development, maturity, and emotional factors will be considered as well as scholastic achievement (Policy IKE).

#### **SECTION 504**

Section 504, a provision of the Federal Rehabilitation Act, ensures access to a free and appropriate public education for individuals with a qualifying disability by prohibiting discrimination based on a disability. A student may qualify for a 504 plan if he or she has a mental or physical condition for which reasonable accommodations are necessary in order to make progress in school. Questions about Section 504 services may be directed to the building 504 contact or Individualized Student Services Department 952-707-2082.

#### **SPECIAL EDUCATION**

We provide services that meet the needs of students with disabilities who have been evaluated and found to be in need of specialized instruction. Prior to the referral for a special education evaluation at least two interventions have been implemented to determine if the student can make progress in the general curriculum. If the student is successful with the interventions, he/she is not referred.

Licensed special education teachers provide services along with speech therapists occupational therapists, nurses, physical therapists, school psychologists, and school social workers.

Each school has a team of special education service providers. Parents of students who need services may contact their child's school office for assistance or the ISD191 Individualized Student Services Office at 952-707-2082

#### **STUDENT DATA PRIVACY POLICY**

The Burnsville-Eagan-Savage School District 191 Board of Education policy requires the district to comply with the Federal Family Rights and Privacy Act and the Minnesota Government Data Practices Act.

In District 191, educational data are recorded on individual students in areas related to health, academic progress, attendance, testing and special education. Most information in education records is considered private and available only to the student, the student's parents/guardians if the student is not yet 18 years old, and to the school staff who need the data to provide services to the student, unless permission is granted by the student or parent/guardian.

However, according to state and federal guidelines, information that is considered to be directory information may be released to the public without permission of the student or parent/guardian. This includes:

- Student's name
- Gender
- Address
- Telephone number
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees and awards received
- Photographs for school-approved publications, newspapers and videotapes.

If a student or parent/guardian does not wish any or all of this information to be made public, he or she can “opt out” by notifying his or her school principal in writing. 64

If the decision is made to opt out, then the student will be excluded from all published information including:

- Honor rolls
- Programs for concerts and theater performances
- Athletic programs
- Yearbooks
- Press releases, etc.

### **VISITORS IN CLASSROOMS**

Parent involvement in his/her child's educational experience is encouraged. Visits must be prearranged with the school principal, and identification may be required. No other children will be permitted to accompany the parent during the visit. All visitors must sign in at the main office. Students visiting from other schools must have an academic purpose for the visit and pre-approval from the building principal.

### **VOLUNTEERS**

Adult volunteers are welcome at schools. **All volunteers must come directly to the office upon entering the building.** Each volunteer will be given a badge or sticker by office staff in order to access to the building.

## Rights and Responsibilities

### **BURNSVILLE-EAGAN-SAVAGE ISD 191 EQUAL EDUCATIONAL OPPORTUNITY:** (Policy 102)

It is the school district's policy to provide equal educational opportunity for all students. The school district does not 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. Questions about this policy or grievance procedures should be directed to the school district office.

### **STATEMENT OF PHILOSOPHY ON CONDUCT AND DISCIPLINE**

It is the position of the Burnsville-Eagan-Savage School District that its mission of providing an exemplary educational program to the students of the district cannot be achieved without appropriate student conduct and behavior. The School Board of District 191 believes that all students have the right to a learning environment that is conducive to the learning process and safety of students and staff members.

### **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 condone any form of discrimination, harassment or violence. This policy 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 at [www.isd191.org](http://www.isd191.org).

### **SEARCH AND SEIZURE**

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. The school authorities must provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials, as soon as practicable after the search of a student's personal possessions. The policy for school lockers also applies equally to students' desks, personal possessions, and vehicles on school property.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions, including vehicles. If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition. A school official conducting a search may determine when it is appropriate to have a second official present as an observer. School officials may, without a search warrant, search the person and/or personal possessions based on a reasonable suspicion. The search will be reasonable in its scope and intrusiveness. A school official of the same sex shall conduct a search of a person in privacy. A second school official of the same sex shall be present as an observer during the search whenever feasible.

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups, and posters which may constitute sexual harassment, etc. A student found to have violated this policy<sup>66</sup> and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Code of Conduct, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

### **LOSS OF PRIVILEGE**

The administration reserves the right to take away any privilege a student may have as a result of violation of school district and/or building policies. The privileges that can be taken away include, but are not limited to, attendance at events, parking, and early release/late arrival. Students who do not fulfill assigned consequences in accordance with school district and building policy will have their privileges taken away.

### **RESPONSIBILITIES**

**School Board** - The school board leads the school district by communicating the district mission, vision and core values, through establishing the annual district budget, and through articulating district policy.

**Superintendent** - The superintendent provides support and assistance to principals, staff members, parents and students in situations involving conflict. The school board will be informed of serious behavior problems in the schools and the efforts made to correct or resolve these problems.

**Principals** - The principals will establish all necessary procedures, rules and regulations to effectively implement the school board policies related to the standards of student behavior. They will be responsible to the superintendent and the school board for discipline in the public schools. The principals have the responsibility in discipline procedures to lead the staff in a positive manner, to deal with disciplinary measures objectively and fairly, and to provide good communication with staff, parents, students, and the community.

**Teachers** - The teachers have the responsibility to provide the best possible education by creating and maintaining an atmosphere conducive to learning, to respect all students and parents as individuals, and to provide good communication with staff, parents, students and the community.

**Parent/Guardian.** Parents and guardians have the responsibility to see that the child attends school on a regular basis, to support school rules, to work together with the student and school personnel, and to accept legal responsibility for behavior of the student as established by law and common practice.

**Student.** The student's responsibilities include:

- To attend school daily, except when excused, and to be on time;
- To conduct his/herself in a manner that maintains a safe school;
- To pursue and attempt to complete all schoolwork that is assigned;
- To make necessary arrangements for making up work when absent from school;
- To be aware of all school rules and regulations and conduct his/herself in accordance with them;
- To be aware of and comply with state and local laws;
- To provide information in disciplinary cases and cooperate with school staff;
- To protect and take care of the school's property;

- To dress and groom to meet fair standards of safety, health and comply with school dress code guidelines, and
- To express ideas in a manner that will not offend or slander others.

### **ISD 191 ONLINE CODE OF ETHICS**

*Internet tools provide powerful opportunities for teachers and students to facilitate teaching and learning. They also include some inherent risks, and all individuals using these tools must accept responsibility for appropriate use. ISD 191 students and staff are expected to comply with our district acceptable use policy and the following code of ethics.*

Definition: Internet tools will be defined as any web-based tool that involves online activity and communication with others (may include but not limited to: blogs, wikis, podcasts, email, Google Apps, Moodle, and video sharing).

1. Students accessing or using internet-based products for student assignments are required to keep personal information out of their postings. Students will not post or give out photographs of themselves or others, their family name, password, username, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
2. Students will keep their username and password private and will respect the privacy of others. Students will not use any other person's information to access the network or web-based tools.
3. Students using internet-based tools will treat these tools as a classroom space and are expected to treat others and their ideas online with respect.
4. Students using internet-based tools for communications and assignments must abide by policies and procedures outlined in the student handbooks and district policies, including the policies regarding plagiarism, copyright laws, and acceptable use of technology.
5. Student blogs and other internet-based writing platforms are to be a forum for student expression; however, they are first and foremost tools for learning. The district may restrict speech for valid educational reasons as outlined in board policy.
6. Students will treat information, sources, subjects, colleagues and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people. Always identify sources and test the accuracy of information from all sources. Students are to admit mistakes, correct them promptly, and inform school staff of any known unethical information or practices.
7. Students shall not use the internet to harass, discriminate, bully or threaten the safety of others. If students receive a comment on a blog or other web tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment.

8. Students shall not download or install any software on school equipment without permission, whether doing so at home or at school, and will not click on ads or competitions. 68
9. School board policies concerning student conduct and acceptable use of electronic technology include the use of these internet-based tools for school activities (Policy IIBG: Internet and Electronic Communication Acceptable Use and Safety, Policy JFC-R: Student Conduct Policy, Policy EGAAA-R: Copyright).

*\*\*Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action\*\**

## **BEHAVIORAL EXPECTATIONS**

We believe that each individual has the right to learn and to develop to his/her full potential. This applies to students as well as adults in our school community. We expect that our schools will be a physically and emotionally safe environment for all. To foster and maintain a positive climate, expectations must be clearly communicated. We also believe that behaviors that interfere with a positive climate must be handled equitably and fairly, with the main goal being to regain appropriate behavior and to refocus on learning.

Minor misbehavior is dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators and other appropriate district staff. Cheating, lying, plagiarism, copyright violations and other “academic” misbehavior will be dealt with in the context of the student’s classroom or cocurricular activities and are not addressed in the following chart of misbehavior. Teachers have behavior guidelines for their classrooms or teaching area. In addition, each school has school-wide guidelines for behaviors in and out of the classroom. Questions should be directed to a teacher or the principal.

The following guidelines outline consequences for misbehavior that are designed to be fair, firm and equitable for all students in District 191. They apply to K-12, early childhood and adult basic education (ABE) students in any school or other district building, on district property, in district vehicles, at school bus stops and at school or district events. It is not possible to list all misbehavior that occurs in school settings, and district administrators are charged with using sound professional judgment in all situations. Multiple disciplinary incidents may result in consequences that are more severe than detailed in these guidelines and likewise, administrators have the latitude to arrange for alternative consequences to address unique situations or to meet the individual needs of a student. Students participating in cocurricular activities will also be expected to abide by the bylaws of the Minnesota State High School League, regardless of whether the particular activity is sponsored by the league.

In addition to the consequences detailed in this handbook, a school or the Transportation Department may respond to student misbehavior in a variety of ways which include, but are not limited to, dismissal from school, loss of bus transportation, removal from class, loss of cocurricular activities, loss of access to school facilities and grounds outside of the regular school day, reports to probation services, criminal reports, community service, fines, loss of driving and parking privileges (at the high school level), and chemical evaluation. Administrators may involve law enforcement authorities as necessary. If a student violates a district policy or regulation, which is also a violation of a law, the student may be referred to the police in addition to being dealt with as described here. In accordance with state law, administrators will refer any student who brings a firearm to school to law enforcement. School staff members shall not interfere with a law enforcement decision to remove a student from school for law enforcement purposes; however, reasonable efforts will be made to inform a student’s parent or guardian of the involvement of law enforcement. Law enforcement officers will not be involved in an educational decision to remove a student from school as a

disciplinary consequence.

## **EXPLANATION OF CONSEQUENCES**

Guidelines for consequences addressing first, second, and third violations for each misbehavior are described in the following sections. The definitions of those consequences, and other consequences for misbehavior, are as follows:

A “\*” indicates:

**Elementary schools** – Student conference and parent or guardian notification; may include, but is not limited to, parent conference, restitution, peer mediation, adult-facilitated mediation, detention, police involvement, in-school suspension and up to one day out-of-school suspension.

**Junior High Schools** – Student conference and parent or guardian notification; may include, but is not limited to, parent conference, restitution, detention, police involvement, in-school suspension and up to one day out-of-school suspension.

**High Schools** – Student conference and parent or guardian notification; may include, but is not limited to, parent conference, restitution, detention, police involvement, in-school suspension, one day suspension from bus and up to one day out-of-school suspension.

Detention – Requirement for a student to remain in school or attend school outside normal school hours.

Dismissal – Dismissing a student from school for less than one school day.

Exclusion – Action taken by the school board to prevent a student from enrolling or re-enrolling for a period of time not to extend beyond the school year.

Expulsion – A school board action to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled.

Expulsion from Bus – Transportation department student conduct specialist or school administrator action to prohibit a student from riding a school bus or other district vehicle for up to 12 months from the date of the expulsion from the bus.

Fine – A financial penalty assessed of a student by the school.

Mediation – Mediation is designed to:

- Prevent minor misbehaviors from escalating to the point where disciplinary consequences need to be applied. (For example, teasing, name-calling, spreading rumors, etc., can be mediated if both parties are willing to participate.)
- Resolve interpersonal conflicts that may also require disciplinary consequences. (For example, after a student has received the designated disciplinary consequences for physical fighting, he or she could be offered the option of mediation to prevent the problem from escalating in the future.)

Notification of Parent or Guardian – Conversation (in person or by telephone) and/or written contact between a school employee (usually a teacher, student support staff member or administrator) and a student’s parent or guardian.

Notification of Police – Contact by the school administration or transportation department with the local police department to inform them about an illegal misbehavior engaged in by a student.

Parent Conference – Scheduled meeting between a school employee and a student’s parent or guardian.

Removal from Class – Action taken by a teacher, principal or other district employee to prohibit a student from attending one class period or activity period.

Restitution – Compensation or compensatory service required of a student who has damaged, taken or destroyed school or personal property.

Suspension from Bus – Action taken by the transportation department student conduct specialist or an administrator to prohibit a student from riding a school bus or other district vehicle for a specific number of days per incident.

Suspension, In-school (ISS) – Action taken by an administrator to prohibit a student from attending more than one class and/or activity period for a period of time not to exceed five days.

Suspension, Out-of-school (OSS) – Action taken by the school administration to prohibit a student from attending school for a period of no more than 10 school days. (A one-day suspension is for a consecutive period of time equivalent to one school day. For example, if a student is suspended at noon, he or she may ~~be~~ suspended until noon the following school day.) If a suspension is longer than five days, the suspending administrator shall provide the superintendent or designee with a reason for the suspension. A student who is on out-of school suspension may not be in the school, on school or district property or attend school or district activities during the period of the suspension. If a student's total days of removal from school exceeds 10 cumulative days in a school year, the district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian prior to removing the student from school, and with the permission of the parent or guardian, arrange for a mental health screening for the student. (The school district will not pay for the assessment unless it is part of an assessment for special education purposes.)

## **ATTENDANCE**

Minnesota state law requires that every child attend school for the entire time school is in session. In compliance with Minnesota law and District Policy JE-R, students are expected to be in school every day unless they are ill or there is an emergency in the family. *Research is overwhelmingly clear that attendance is one of the key components to academic success for students.* **When a student will be absent for any reason, the parent is expected to notify the school.** Parents are requested to call the attendance line prior to the start of school to give the reason for the absence. School offices monitor student attendance. Students are referred to administration if their absences or tardiness are excessive or unexcused.

### **Excused Absences**

An *excused absence* is an absence from school for a legitimate reason that is verified by a parent/guardian within 72 hours (three days). Students are allowed to make up work missed due to an excused absence without penalty.

Examples of excused absences include:

- Sickness (a note from a doctor may be required)
- Doctor's appointment
- Religious holiday
- Family emergency
- Suspension

### **Extended Absences**

Parents are strongly encouraged to schedule family vacations during the school breaks which are printed in the school district calendar, student planners and school newsletters. If a student will be absent from school other than during scheduled school breaks, a signed parent note describing the specific circumstances should be sent to the school office well in advance of the planned absence. Students are expected to establish a written plan with their teacher(s) to complete assigned school work.

### **Unexcused Absences**

An *unexcused absence* is an absence from school for part or all of the day for reasons other than what is identified as excused or for an absence that is not verified within 72 hours (three days) by a parent/guardian.

In all cases, proactive communication with the principal or assigned administrator is strongly encouraged to avoid misunderstandings. Students who accumulate seven unexcused absences may be reported to the county of their residence for truancy. The student's parent/guardian is notified when this action is taken.<sup>71</sup> Students considered to have an excessive number of unexcused or excused absences are referred to administration and the school's student assistance team. The student may be required to have a doctor's note or other written documentation to excuse all future absences. Several interventions may be attempted prior to a student being reported for truancy. These interventions may include, but are not limited to, communication with the student and his/her parent by phone, letter, or conference, establishment of an attendance plan, referral to the school's Student Assistance Team, referral to an outside agency, detention, ISD/ISS and requiring all future absences be excused with a doctor's note. ISD 191 staff are required to report seven or more unexcused absences to county child protection officials as excessive absences may be considered educational neglect.

### **Notification Procedures for Student Absences**

***If the student is going to miss school or come in late,*** a parent/guardian must call the 24-hour attendance line as soon as possible for each day of absence. Leave a complete message including the name of the person calling, the relationship to the student, the student's name, grade, date of the absence, the reason for the absence, and a daytime phone number. An acceptable alternative to notify the school of an absence is to send a signed note containing the same information to school with the student. The student must bring the note to the main office immediately after returning from an absence.

***If your student has to leave school during the day,*** a parent/guardian must notify the school of the absence as soon as possible. An acceptable alternative to calling the school is to send a signed note that your child can bring to the main office immediately after arriving at school for the day. Students must checkout in the office before leaving or the absence will be unexcused. Burnsville High School students who plan to leave school early need to have a note in the office before 10:00 a.m.

**If your student becomes ill during the school day and needs to go home, he/she should be signed out through the nurse's office.**

### **Attendance at Burnsville High School:**

Students at Burnsville High School who have five unexcused absences in a course will be placed on a Plan for Success. Students who continue to accumulate unexcused absences will undergo a variety of intervention strategies. Some examples include family meeting, home visits, detention, loss of privileges, referral to county, mental/chemical health professionals, and/or school police. A natural consequence for student absenteeism is loss of academic credit.

### **TARDINESS**

#### **Elementary Schools:**

Students who arrive at school after the designated start time are defined as tardy and need to be checked in at the school office by their parent or guardian. The parent is responsible for reporting the reason for the absence and the definitions for excused and unexcused absence are used. Students who arrive at school after half or more of the school day has elapsed will be marked as absent for half of the day. ISD 191 counts four tardies as one full day absence. ISD 191 staff are required to report seven or more unexcused absences to county child protection officials as excessive absences may be considered educational neglect.

#### **Junior High Schools:**

Students are tardy any time they are not in the classroom and prepared at the start of class. An unexcused tardy is recorded if the student did not have permission from a staff member to be late. A student who misses more than 50% of the class will be marked as absent. Each time a student accumulates three

unexcused tardies in the same class period, a consequence will be assigned. Chronic tardiness will be referred to school administration.

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#### Burnsville High School:

Students are tardy any time they are not in the classroom and prepared at the start of class. An unexcused tardy is recorded if the student did not have permission from a staff member to be late. A student who misses more than 50% of the class will be marked as absent. Each time a student accumulates three unexcused tardies in the same class period, a consequence may be assigned. Chronic tardiness will be referred to school administration.

#### DRESS CODE

The wearing of hats, caps, gloves, hoods, coats or jackets (this may include jackets that are part of an outfit) is not allowed except when arriving to or departing from school. Students may not carry coats, backpacks, book bags, or bags of any kind at the junior high and elementary schools during the school day. Purses are allowed and are defined as bags that are not sufficient in size to carry a textbook. Students will be allowed to wear vests made of a single layer of material and conform to all other aspects of the dress code.

During school or school-sponsored events, students are also prohibited from wearing any attire including jewelry, scarves, bandanas, symbols, or "colors" that signify or could be interpreted as signifying membership in gangs or other associations that cause a disruption to the learning environment. Exceptions may be made in this policy for attire that signifies membership in a school-sponsored activity (i.e., varsity sport jackets, cheerleading uniforms, etc.) Any manner of dress or personal grooming that presents a danger to students' health or safety, causes an interference with work, or creates classroom or school distraction is not allowed during school or school-sponsored events. Such attire includes, but is not limited to, chains, clothing with drug and alcohol, or sexually explicit or suggestive messages, weapons, representations that are inappropriate or demeaning to any groups.

In all cases, the school administration reserves the right to determine whether clothing violates the dress code established below.

Clothing that is suggestive or provides inadequate coverage may not be worn. This includes:

- Spaghetti strap or strapless tank tops or dresses, unless a blouse or sweater is worn underneath the spaghetti straps or over the top of the spaghetti straps.
- Tube tops, scoop-neck tops or v-necked tops that are scooped low and are revealing. These may not be worn even if you have another shirt, blouse, jacket or sweater over the scoop neck top.
- Thin strapped tank tops, muscle shirts or "beaters" (even layered.) Straps must cover a majority of the shoulder and not scoop too low in the armpits.
- All clothing must cover the midsection of your body. This is the area between the top of your pants and the bottom of your shirt.
- Outer clothing must conceal all undergarments.
- Short shorts and mini-skirts must provide adequate coverage.

*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, will be published and distributed annually to each student. Documents are periodically updated with changes in law and circumstances, and therefore some changes may not be reflected in this printed copy.*

*The guidelines below are intended to facilitate equitable application of district expectations. School and district administrators are expected to use sound professional judgment based upon the details of each situation and may find it necessary to address particular situations differently. Multiple or chronic misbehaviors may be addressed more severely and unique circumstances will be addressed with sound professional judgment.*

**Misbehaviors and Consequences**

| Student Conduct Violation  | 1st Offense                                  | 2nd Offense   | 3rd Offense   |
|--|--|---|---|
| Alcohol/drugs possession - a.) Possession, use or being under the influence of any alcohol, narcotic or controlled substance is prohibited except in accordance with a doctor’s prescription. Students will be considered to be in possession of alcoholic, narcotic or controlled substances if in the area where such substances are present. In addition, possession, use or being under the influence of any prescription drug by an individual to whom the drug is not prescribed is prohibited. b.) Selling, distributing, delivering, exchanging or possessing with intent to sell, deliver, exchange or distribute any alcoholic, narcotic, controlled substance, prescription drugs, inhalants, over-the-counter drugs used for their mood altering effects, or other substances used for their mood altering effects is prohibited. c.) The sale or distribution or possession with intent to distribute or sell substances that look like chemicals or drugs and drug paraphernalia is prohibited. d.) The intentional misuse of over-the-counter drugs, prescription drugs used or taken by the person to whom the prescription is issued is prohibited. Misuse of inhalants and propellants is prohibited. Misuse such as swallowing, injecting, huffing or snorting of other substances for their mood altering effects is prohibited. The possession of drug paraphernalia is prohibited. |  |   |   |
| Grades K-6   | (*), 1-5 day suspension, police notification | 3-5+ day suspension, possible recommendation for expulsion, police notification | 5+ day suspension, possible recommendation for expulsion, police notification |

|  |  |   |   |
|--|--|---|---|
| Grades 7-9   | 1-5 day suspension, possible police notification   | 5+ day suspension, police notification, possible recommendation for expulsion                 | 5+ day suspension, police notification, possible recommendation for expulsion                 |
| Grades 10-12   | 1-5 day suspension, police notification, possible recommendation for expulsion in the case of sale | 5+ day suspension, police notification, possible recommendation for expulsion                 | 5+ day suspension, police notification, possible recommendation for expulsion                 |
| Arson is the intentional destruction or damage to school or district buildings or property by means of fire.   |  |   |   |
| Grades K-6   | 1-5 day suspension, parent meeting, police notification  | 5 day suspension, parent meeting, police notification, possible recommendation for expulsion  | 5+ day suspension, parent meeting, police notification, possible recommendation for expulsion |
| Grades 7-9   | 3-5 day suspension, parent meeting, police notification, possible recommendation for expulsion     | 5+ day suspension, parent meeting, police notification, possible recommendation for expulsion | 5+ day suspension, parent meeting, police notification, possible recommendation for expulsion |
| Grades 10-12   | 5 day suspension, parent meeting, police notification, possible recommendation for expulsion       | 5+ day suspension, parent meeting, police notification, possible recommendation for expulsion | 5+ day suspension, parent meeting, police notification, possible recommendation for expulsion |
| Assault/Battery/Fighting - (Policy JFC-R) - Assault shall be defined as an explicit or perceived threat of bodily harm or death to another person, with or without material physical contact. Assault may be further defined as fighting with another person. Fighting shall be characterized by violent aggressive behavior between two or more individuals with the intent of inflicting physical harm upon one another. A student who retaliates will be considered part of the fight and consequences will be assigned. Incitement to fight, including promoting/instigating a fight verbally or through other behaviors, such as videotaping and/or distributing, are subject to the same consequences. |  |   |   |
| Grades K-6   | (*)  | (*), 1-3 day suspension, parent meeting   | 1-5 day suspension, parent meeting  |
| Grades 7-9   | (*), 1-5 day suspension, parent meeting, police  | 3-5+ day suspension , parent meeting, police  | 5+ day suspension, parent meeting, police   |

|   | notification   | notification   | notification, possible recommendation for expulsion   |
|---|--|--|---|
| Grades 10-12  | 3-5 day suspension, parent meeting, police notification  | 5+ day suspension, parent meeting, police notification   | 5+ day suspension, parent meeting, police notification, possible recommendation for expulsion |
| Assault - Written and/or Verbal - (Policy JFC-R)<br>Written or verbal confrontation involving a student, staff member, school volunteer, or other person at school or a school-sponsored activity which intimidates, threatens or causes fear of bodily harm or death. The use of written or verbal assault will result in action by the building administration. Consequences will be progressive.                                 |  |  |   |
| Grades K-6  | (*)  | (*), 1-3 day suspension, parent meeting, police notification                                   | (*), 1-3+ day suspension, parent meeting, police notification                                 |
| Grades 7-9  | (*), 1-3 day suspension, parent meeting, police notification                                       | (*), 1-5 day suspension, parent meeting, police notification                                   | 3-5 day suspension, parent meeting, police notification                                       |
| Grades 10-12  | (*), 1-5 day suspension, parent meeting, police notification                                       | (*), 1-5 day suspension, parent meeting, police notification                                   | 3-5+ day suspension, parent meeting, police notification                                      |
| Bomb Threats/Terroristic Threats/Other Threats - (Including False Alarms)<br>Threats include bomb threats or any threat of harm to students, staff or the building. Threats may be verbal, graphic or written. It is a felony to indicate that some type of harm is present in the school building, on the grounds, or at an area used for school activities. This is a crime whether something harmful is actually present or not. |  |  |   |
| Grades K-6  | (*), parent meeting  | (*), 1-3 day suspension, parent meeting  | 1-5 day suspension, parent meeting  |
| Grades 7-9  | (*), 1-5 day suspension, parent meeting, police notification possible recommendation for expulsion | 3-5+ day suspension, parent meeting, police notification possible recommendation for expulsion | 5+ day suspension, parent meeting, police notification possible recommendation for expulsion  |
| Grades 10-12  | 5+ day suspension, possible recommendation for expulsion, police notification                      | 5+ day suspension, possible recommendation for expulsion, police notification                  | 5+ day suspension, possible recommendation for expulsion, police notification                 |

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| <p>Bullying Prohibition - (Policy JBD/ACD) - Bullying is defined as any written or verbal expression, physical act or gesture, or pattern thereof that is intended to hurt, threaten, upset, distress, or frighten. Bullying includes, but is not limited to; conduct against a person that a reasonable person under the circumstances knows or should know has the effect of harming a student, damaging property, causing fear of harm to a person or their property, and/or creating a hostile environment. The use or misuse of technology may also constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. This policy applies to all people while on school district property or at a school sponsored activity. Retaliation against a victim, reporter, or witness is prohibited. False accusations or reports are prohibited.</p> |  |  |  |
| <p>Grades K-6</p>  | <p>(*), parent meeting</p>             | <p>(*), 1-3 day suspension, parent meeting, possible police notification</p> | <p>3-5 day suspension, parent meeting, possible recommendation for expulsion, possible police notification</p> |
| <p>Grades 7-9</p>  | <p>(*), parent meeting</p>             | <p>1-3 day suspension, parent meeting, police notification</p>               | <p>3-5 day suspension, parent meeting, police notification, possible recommendation for expulsion</p>          |
| <p>Grades 10-12</p>  | <p>(*), parent meeting</p>             | <p>1-3 day suspension, parent meeting, police notification</p>               | <p>3-5+ day suspension, parent meeting, police notification, possible recommendation for expulsion</p>         |
| <p>Bus Misconduct - Students are expected to follow all bus rules and all school rules while waiting for, riding, and leaving the bus. In addition to possible loss of bus transportation (privilege), misbehavior on district buses will be addressed in accordance with the consequences outlined for the specific behaviors.</p>  |  |  |  |
| <p>Grades K-6</p>  | <p>(*), possible loss of privilege</p> | <p>(*), possible loss of privilege</p>                                       | <p>(*), possible loss of privilege</p>   |
| <p>Grades 7-9</p>  | <p>(*), possible loss of privilege</p> | <p>(*), possible loss of privilege</p>                                       | <p>(*), possible loss of privilege</p>   |
| <p>Grades 10-12</p>  | <p>(*), possible loss of privilege</p> | <p>(*), possible loss of privilege</p>                                       | <p>(*), possible loss of privilege</p>   |

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| <p>Cheating/Academic Misrepresentation - (Policy JFC-R)<br/>         Cheating is defined as copying another student's homework, assignment guides, tests, or any other academic material. This may include but is not limited to copying, claiming another's work as your own, collusion, allowing another person to copy your work, using crib notes on tests when not allowed, violating copyright law, and internet plagiarism.</p>  |  |  |  |
| Grades K-6  | *  | *  | *  |
| Grades 7-9  | (*), parent notification, may include grade reduction, loss of credit, and/or suspension | (*), parent notification, may include grade reduction, loss of credit, and/or suspension | (*), parent notification, may include grade reduction, loss of credit, and/or suspension |
| Grades 10-12  | (*), parent notification, may include grade reduction, loss of credit, and/or suspension | (*), parent notification, may include grade reduction, loss of credit, and/or suspension | (*), parent notification, may include grade reduction, loss of credit, and/or suspension |
| <p>Disorderly/Disrespectful/Insubordinate/Disruptive Conduct - (Policy JFC-R)<br/>         Any act which interferes with the effective operations of the school, in or out of the classroom, including but not limited to: engaging in offensive, obscene, or abusive behavior; boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others; gang symbols, drawings/messages, or any other type of insignia to display association with an organization that is disruptive to the learning environment; inappropriate cheers or other examples of poor sportsmanship at athletic events; failure to respect private property; gambling or possession of gambling paraphernalia; selling of non-school-sponsored school items; failure to comply with staff directions; disruptive behavior in detention or in-school suspension.<br/>         Exceptions may be made in this policy for attire that signifies membership in a school-sponsored activity.</p> |  |  |  |
| Grades K-6  | (*)  | (*)  | 1-3 day suspension, police notification  |
| Grades 7-9  | (*), 1-3 day suspension  | (*), 1-3 day suspension  | (*), 1-5 day suspension, police notification, possible recommendation for expulsion      |
| Grades 10-12  | (*), 1-3 day suspension  | (*), 1-3 day suspension, police notification   | (*), 1-5 day suspension, police notification, possible recommendation for expulsion      |

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| <p>Driving - Careless or reckless operation of a vehicles<br/>Operating any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.</p>   |   |   |   |
| <p>Grades 7-9</p>  | <p>Junior high school students do not have parking privileges and may not park a vehicle on campus</p>  | <p>Junior high school students do not have parking privileges and may not park a vehicle on campus</p>  | <p>Junior high school students do not have parking privileges and may not park a vehicle on campus</p>  |
| <p>Grades 10-12</p>  | <p>Verbal warning and assessment of fine, loss of parking privileges for duration of 1-2 weeks. Possible loss of parking privileges for the remainder of the academic year and no refund.</p> | <p>Verbal warning and assessment of fine, loss of parking privileges for duration of 1-2 weeks. Possible loss of parking privileges for the remainder of the academic year and no refund.</p> | <p>Verbal warning and assessment of fine, loss of parking privileges for duration of 1-2 weeks. Possible loss of parking privileges for the remainder of the academic year and no refund.</p> |
| <p>Dress Code<br/>Any manner of dress or personal grooming that presents a danger to students' health or safety, provides inadequate coverage or is suggestive, causes an interference with work, or creates classroom or school distraction is not allowed during school or at school-sponsored events. Such attire includes, but is not limited to, chains, clothing with drugs, weapons and/or alcohol, sexually explicit or suggestive messages, or representations that are inappropriate or demeaning to any groups.</p> |   |   |   |
| <p>Grades K-6</p>  | <p>Students will be required to alter / change their attire to comply with the policy; parents may be required to bring a change of clothing; parent notification</p>                         | <p>(*)</p>  | <p>(*)</p>  |
| <p>Grades 7-9</p>  | <p>Students will be required to alter / change their attire to comply with the policy; parents may be required to bring a change of clothing; parent notification</p>                         | <p>(*)</p>  | <p>(*)</p>  |

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| Grades 10-12   | Students will be required to alter / change their attire to comply with the policy ; parents may be required to bring a change of clothing ; parent notification | (*)  | (*)  |
| Electronic Devices (CD Players/Mp3/pagers/cellular phones)<br>Any electronics brought to school are at the students' own risk. The school assumes no liability for stolen or missing items left in hallway lockers, the locker rooms, or any other location at school. Possession of cell, Mp3 players, and other electronic devices may be permitted, but the use of such devices during the instructional day is prohibited unless otherwise communicated by the classroom teacher and / or school administrator.                  |  |  |  |
| Grades K-6   | Turning the item in to administration, item returned to parent only, or other disciplinary consequences, (*)   | Turning the item in to administration, item returned to parent only, or other disciplinary consequences, (*) | Turning the item in to administration, item returned to parent only, or other disciplinary consequences, (*) |
| Grades 7-9   | Turning the item in to administration, item returned to parent only, (*)   | Turning the item in to administration, item returned to parent only, (*)                                     | Turning the item in to administration, item returned to parent only, (*)                                     |
| Grades 10-12   | Turning the item in to administration, item returned to student, (*)   | Turning the item in to administration, item returned to parent only, (*)                                     | Turning the item in to administration, item returned to parent only, (*)                                     |
| Harassment - (Policy JBA and JFC-R)<br>Harassment is participating in or conspiring for others to engage in acts that injure, degrade, intimidate or disgrace other individuals or classes based on: race, color, sex, disability, religion or creed, national origin or culture, age or grade level, sexual orientation, socio-economic status, or physical or mental attributes. Harassment includes, but is not limited to, words, spoken or written, or actions that negatively impact an individual or groups as defined above. |  |  |  |
| Grades K-6   | (*)  | (*), 1-2 day suspension, parent meeting, possible police notification  | 3-5 day suspension, parent meeting, possible police notification   |

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|---|--|--|---|
| Grades 7-9  | (*)  | (*), 1-5 day suspension, parent meeting, possible police notification  | 3-5+ day suspension, parent meeting, possible police notification   |
| Grades 10-12  | (*)  | (*), 1-5 day suspension, parent meeting, possible police notification  | 3-5+ day suspension, parent meeting, possible police notification, possible recommendation for expulsion  |
| <p>Hazing Prohibition - (Policy JFCF)</p> <p>"Hazing" means committing an act toward someone or coercing them to engage in an act that is demeaning, humiliating, or creates a substantial risk of harm to a person or property in the context of initiating that person into a student group. Any student present at an incident where a student is hazed may receive disciplinary consequences as outlined in this policy. This includes observers, willing victims, and those who transport students as well as those aggressively hazing other students. Apparent permission, cooperation, or consent by a person being hazed does not lessen the prohibitions contained in this policy and will not influence the action taken by the district. Because of the impact which student hazing has on the educational environment, this policy applies to year-round behavior that occurs at school, during school-sponsored activities, outside the school day, in the community and/or in other communities.</p> <p>Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, should report it to the school administration. Upon completion of the investigation, the school district will take appropriate action.</p> <p>Disciplinary consequences will be sufficiently severe to deter future violations and to appropriately discipline prohibited behavior. Retaliation against an individual for reporting a hazing incident will be considered a second offense.</p> |  |  |   |
| Grades K-6  | (*), 1-3 day suspension, parent meeting  | (*), 1-5 day suspension, parent meeting  | (*), 1-5 day suspension, parent meeting, possible police notification   |
| Grades 7-9  | (*), 1-5 day suspension, parent meeting, possible police notification, possible recommendation for expulsion, appropriate Minnesota State High School League sanctions | (*), 1-5 day suspension, parent meeting, possible police notification, possible recommendation for expulsion, appropriate Minnesota State High School League sanctions | (*), 1-5+ day suspension, parent meeting, possible police notification, possible recommendation for expulsion, appropriate Minnesota State High School League sanctions |

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| Grades 10-12   | (*), 1-5 day suspension, parent meeting, possible police notification, possible recommendation for expulsion, appropriate Minnesota State High School League sanctions | (*), 1-5+ day suspension, parent meeting, possible police notification, possible recommendation for expulsion appropriate Minnesota State High School League sanctions | (*), 1-5+ day suspension, parent meeting, possible police notification, possible recommendation for expulsion appropriate Minnesota State High School League sanctions |
| <p>Nuisance Objects: Possession or use of any object that causes distractions, such as wallet chains, lighters, pagers, radios, phones, squirt guns not classified as look-alike weapons, games, laser pointers, etc., is prohibited. If a nuisance object is used in a manner which constitutes a threat, physical assault and/or a weapons violation, the appropriate consequences will be applied.</p> <p>Possessing, using, or offering for sale any type of fireworks, including, but not limited to, firecrackers, bottle rockets and snappers (other than fireworks that also fall within the definition of an explosive) or any device which dispenses odor causing aerosols e.g. stink bomb, bullets or ammunition is prohibited. These devices, if used as a weapon, will be treated as a weapons violation. Any threat to student safety, intentional or unintentional, may be addressed as a threat.</p>   |  |  |  |
| Grades K-6   | (*)  | (*)  | (*)  |
| Grades 7-8   | (*)  | (*)  | (*)  |
| Grades 10-12   | (*)  | (*)  | (*)  |
| <p>Sexual Harassment/Sexual Misconduct- (Policy - ACA) Sexual violence is a verbal or physical act of aggression that includes a sexual act or sexual purpose. Sexual violence may include, but is not limited to: unwelcome and inappropriate comments or gestures, nonconsensual sexual intercourse or sexual contact with another person; touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments. Sexual misconduct is defined as engaging in non-consensual or consensual sexual intercourse or sexual contact or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent is prohibited.</p> |  |  |  |

|  |  |   |   |
|--|--|---|---|
| Grades K-6   | (*)  | (*)   | (*), 1-3 day suspension, parent meeting   |
| Grades 7-9   | 1-5 day suspension, parent meeting, possible recommendation for expulsion, police notification | 5 day suspension, parent meeting, possible recommendation for expulsion, police notification  | 5+ day suspension, parent meeting, possible recommendation for expulsion, police notification |
| Grades 10-12   | 1-5 day suspension, parent meeting, possible recommendation for expulsion, police notification | 5+ day suspension, parent meeting, possible recommendation for expulsion, police notification | 5+ day suspension, parent meeting, possible recommendation for expulsion, police notification |
| <p>Technology Misuse:<br/> Access to district technologies, including internet and network based tools accessed through personal devices, is for educational purposes only, such as researching a specific topic for a classroom project. While on the Internet, students should stay focused on the topic they are researching. Students are expressly prohibited from using any ISD 191 technologies to:</p> <ul style="list-style-type: none"> <li>*Access, upload, download, or distribute any material that violates ISD 191's violence/harassment (ACA) or respectful behavior (ACB) policies or is for personal use</li> <li>*Internet plagiarism</li> <li>*Transmit obscene, abusive or sexually explicit material</li> <li>*Violate any local, state, or federal statute</li> <li>*Vandalize, damage or disable the property of another person or organization</li> <li>*Access another person's materials, information or files without the implied or direct permission of that person</li> <li>*Violate copyright laws, or otherwise use another's intellectual property without their prior approval or proper citation, including the downloading or exchanging of private software or copying software to or from any school computer; or</li> <li>*Use for unauthorized commercial purposes and/or financial gain of the user. Improper use may result in the loss of use of the equipment. If the misbehavior also violates any other areas of the district behavior guidelines, appropriate consequences for those behaviors will be applied (harassment, vandalism, assault, inappropriate behavior, bullying, etc...). Inappropriate conduct that takes place off of school property and/or using non-district technologies may be addressed with consequences if the school learning environment has been negatively impacted.</li> </ul> |  |   |   |

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| Grades K-6   | (*), possible loss of technology privileges, additional consequences aligned to specific behaviors | (*), possible loss of technology privileges, additional consequences aligned to specific behaviors | (*), possible loss of technology privileges, additional consequences aligned to specific behaviors |
| Grades 7-9   | (*), possible loss of technology privileges, additional consequences aligned to specific behaviors | (*), possible loss of technology privileges, additional consequences aligned to specific behaviors | (*), possible loss of technology privileges, additional consequences aligned to specific behaviors |
| Grades 10-12   | (*), possible loss of technology privileges, additional consequences aligned to specific behaviors | (*), possible loss of technology privileges, additional consequences aligned to specific behaviors | (*), possible loss of technology privileges, additional consequences aligned to specific behaviors |
| Theft and Vandalism - (Policy JFC-R)<br>This includes taking or damaging someone else's property, breaking into lockers, falsely using someone else's lunch PIN, and using intimidation to get someone else's property. This includes burglary as defined by law enforcement. Theft/vandalism of items valued over \$200 will be considered a major offense with more severe consequences. |  |  |  |
| Grades K-6   | (*), restitution   | (*), 1-3 day suspension, restitution   | (*), 1-5 day suspension, police notification, restitution  |
| Grades 7-9   | (*), 1-3 day suspension, police notification, restitution  | (*), 1-5+ day suspension, police notification, restitution, possible recommendation for expulsion  | 1-5+ day suspension, police notification, restitution, possible recommendation for expulsion       |
| Grades 10-12   | (*), 1-5 day suspension, police notification, restitution, possible recommendation for expulsion   | 1-5+ day suspension, police notification, restitution, possible recommendation for expulsion       | 1-5+ day suspension, police notification, restitution, possible recommendation for expulsion       |
| Tobacco - (Policy JFCG)<br>Smoking and the possession of tobacco products, including electronic cigarette devices, on school district property are prohibited. This shall include school buildings, grounds, school activities, school-owned vehicles, and on transportation provided by the school district including bus stops.  |  |  |  |

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| Grades K-6   | (*) | (*), 1-3 day suspension, police notification | 1-3 day suspension, police notification |
| Grades 7-9   | (*) | (*), 1-3 day suspension, police notification | 3-5 day suspension, police notification |
| Grades 10-12   | (*) | (*), 1-3 day suspension, police notification | 3-5 day suspension, police notification |
| Trespassing -<br>Presence at any school location without permission of school personnel is prohibited. Students are not to go into other district buildings unless they have permission from an administrator of that building. Any student on suspension who goes to a school location without permission is subject to additional consequences. Students enrolled at Burnsville Alternative High School who trespass on school property will be subjected to additional consequences up to and including expulsion.  |     |  |   |
| Grades K-6   | (*) | (*)  | (*)                                     |
| Grades 7-9   | (*) | (*)  | (*)                                     |
| Grades 10-12   | (*) | (*)  | (*)                                     |
| Weapons Violation - (Policy JFC, JFC-R)<br>Students are forbidden to possess any instrument that is a weapon in school, on school grounds, or at a school-sponsored activity. Weapons are defined as any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Specific examples of weapons are guns whether loaded or unloaded, including pellet guns and non-functioning guns; knives of any size; metal knuckles, nunchucks; throwing stars; stun guns; explosives; bullets, ammunition, poisons, and other objects that have been modified to serve as a weapon.<br>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.<br>Possessing, using, or offering for sale any type of fireworks, including, but not limited to, firecrackers, and bottle rockets (other than fireworks that also fall within the definition of an explosive). These devices, if used as a weapon, will be treated as a weapons violation. |     |  |   |

|              |   |  |  |    |
|--------------|---|--|--|----|
| Grades K-6   | (*), 1-5 day suspension, police notification, possible recommendation for expulsion | 3-5+ day suspension, police notification, possible recommendation for expulsion notification | 5+ day suspension, police notification, possible recommendation for expulsion notification | 85 |
| Grades 7-9   | 3-5+ day suspension, police notification, possible recommendation for expulsion     | 5+ day suspension, police notification, possible recommendation for expulsion                | 5+ day suspension, police notification, possible recommendation for expulsion              |    |
| Grades 10-12 | 5+ day suspension, police notification, possible recommendation for expulsion       | 5+ day suspension, police notification, possible recommendation for expulsion                | 5+ day suspension, police notification, possible recommendation for expulsion              |    |

\*See page 15 for more information.

*All district policies are accessible to the public on the school district website at [www.isd191.org](http://www.isd191.org).*

Office of Technology & Information Systems

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**Agenda III.B.  
May 15, 2014**

**TO: Members, Board of Education**

**FROM: Connie Erickson, Director of Technology and Information Systems**

**DATE: May 15, 2014**

**RE: Approval of request to revoke previously approved funding**

**RECOMMENDATION:** That the board approves the request to revoke previously approved funding for leased printing and copying equipment with maintenance services from Minnesota Office Technology Group (“MOTG”), Xerox, and US Bank for the 2014-15 fiscal year.

Currently we lease printing and copying equipment with maintenance services from Minnesota Office Technology Group (“MOTG”), Xerox, and US Bank on an annual basis.

Despite the District’s numerous attempts to resolve concerns, we recommend revoking funds for copying equipment with maintenance services from Minnesota Office Technology Group (“MOTG”), Xerox, and US Bank for the 2014-15 fiscal year.

Office of Technology & Information Systems

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Agenda III.C.  
May 15, 2014

**TO: Members, Board of Education**

**FROM: Connie Erickson, Director of Technology and Information Systems**

**DATE: May 15, 2014**

**RE: Adopt the Resolution for Non-Appropriating Funds**

**RECOMMENDATION:** That the Board adopt the resolution for non-appropriating funds for the leased printing and copying equipment with maintenance services from Minnesota Office Technology Group (“MOTG”), Xerox, and US Bank for the 2014-15 fiscal year as attached.

Currently the District is leasing printing and copying equipment with maintenance services from Minnesota Office Technology Group (“MOTG”), Xerox, and US Bank on an annual basis.

This recommendation is necessary only if the request for funding the leased printing and copying equipment with maintenance services from Minnesota Office Technology Group (“MOTG”), Xerox, and US Bank has been denied. In which case; it is necessary for the Board of Education to pass a resolution non-appropriating funding for printing and copying with maintenance services from Minnesota Office Technology Group (“MOTG”), Xerox, and US Bank.

After passing this resolution, the District will notify applicable vendors thirty (30) days prior to the next fiscal year that it failed to appropriate funds and it terminating the agreements of printing and copying equipment with maintenance services from Minnesota Office Technology Group (“MOTG”), Xerox, and US Bank.

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

**RESOLUTION NON-APPROPRIATING FUNDING FOR PRINTERS AND COPYING MACHINES**

**WHEREAS,**

1. The District currently leases printing and copying equipment with maintenance services from Minnesota Office Technology Group (“MOTG”), Xerox, and US Bank;
2. The Executive Director of Business Services previously presented the School Board, on February 6<sup>th</sup>, 2014, with a preliminary budget pending formal adoption for the 2014-2015 fiscal year;
3. The School Board approved, on February 6<sup>th</sup>, 2014, a preliminary budget pending formal adoption which included line items for continuing the leases with MOTG, Xerox, and US Bank;
4. The School Board has been presented with significant concerns about continuing these leases;
5. The leases contain non-appropriation language that entitles the School Board to determine to non-appropriate funding for the leases in a fiscal year subsequent to the first year of the lease;
6. The School Board has determined that it is in its best interest to exercise the right of non-appropriation;

**THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

The District hereby non-appropriates funds to continue its lease purchase agreements for printers and copying machines, specifically those identified on the attached Exhibit A,

The following voted in favor of the Resolution:

And the following voted against the same:

Whereupon said Resolution passed/failed.

## EXHIBIT A

| Contract with               | Location                  | Serial    | Contract Date            | Xerox Model |
|-----------------------------|---------------------------|-----------|--------------------------|-------------|
| MOTG/<br>Xerox<br>Financial | Diamond Head-<br>SpEd     | MAE508949 | 4/27/2011<br>(Signed)    | 4260        |
|                             | Diamond Head-<br>Mail     | XEH489355 |                          | WC5755      |
| MOTG/<br>Xerox<br>Financial | ASC- Mail                 | XEG446725 | 4/21/2011<br>(Signed)    | WC5735      |
| MOTG/<br>Xerox<br>Financial | Burnsville High           | XEK501655 | 6/30/2011<br>(Signed)    | WC5755      |
| MOTG/<br>Xerox<br>Financial | Diamond Head              | XEK501188 | 4/27/2011<br>(Signed)    | WC5755      |
|                             | Diamond Head<br>Comm. Ed. | PBB021724 |                          | 7435        |
| MOTG/<br>Xerox<br>Financial | Eagle Ridge               | GYA888479 | 12/28/2010<br>(Signed)   | 4112        |
|                             | Edward Neill El           | GYA888457 |                          | 4112        |
|                             | Gideon Pond El            | GYA888468 |                          | 4112        |
|                             | Harriet Bishop El         | GYA888440 |                          | 4112        |
|                             | Hidden Valley             | GYA888463 |                          | 4112        |
|                             | Marion Savage             | GYA888481 |                          | 4112        |
|                             | Metcalf Jr. High          | GYA888429 |                          | 4112        |
|                             | Nicollet Jr High          | GYA888493 |                          | 4112        |
|                             | Rahn Elementary           | GYA888452 |                          | 4112        |
|                             | Sky Oaks El.              | GYA888472 |                          | 4112        |
|                             | Sioux Trai                | GYA888487 |                          | 4112        |
|                             | Vista View                | GYA888459 |                          | 4112        |
|                             | William Byrne El          | GYA888480 |                          | 4112        |
| MOTG/<br>US Bank            | Burnsville High           | BG0960661 | 10/30/2012<br>(Signed)   | D110        |
| MOTG/<br>US Bank            | Diamond Head              | XNE128218 | 9/28/2011<br>(Effective) | CQ9303      |
| US Bank                     | Admin. Bldg               | FBG965365 | 9/27/2011<br>(Signed)    | 4695        |

|                  |                             |                |                           |          |
|------------------|-----------------------------|----------------|---------------------------|----------|
| MOTG/<br>US Bank | District Office             | BRE241007      | 9/29/2011<br>(Signed)     | CQ9302   |
| Xerox            | Diamond Head<br>Comm. Ed.   | WTM784774      | 11/11/2011<br>(Signed)    | 5665     |
| Xerox            | Diamond Head                | WTM784623      | 11/11/2011<br>(Signed)    | W5687PT  |
| Xerox            | BEST                        | TWV002074      | 5/26/2010<br>(Signed)     | W5225P   |
| Xerox            | Diamond Head<br>Welcome     | LBP267950      | 5/14/2010<br>(Signed)     | 3635X    |
| Xerox            | DH/ BHS                     | RYU003383      | 6/2/2009<br>(Signed)      | WCM20i   |
| Xerox            | Metcalf Jr. High            | URT824633      | 10/15/2007<br>(Installed) | WC232H   |
| Xerox            | Diamond Head                | WTD057532      | 11/10/2008<br>(Installed) | 5645     |
| Xerox            | Cedar School                | WTM781425      | 9/22/2009<br>(Signed)     | W5655    |
| Xerox            | Cedar School                | LBP247677      | 4/29/2009<br>(Signed)     | MFP3635x |
| Xerox            | Eagle Ridge                 | LBP257134      | 12/18/2009<br>(Installed) | MFP3635x |
| Xerox            | Harriet Bishop El           | LBP257407      |                           | MFP3635x |
| Xerox            | Hidden Valley               | LBP257359      |                           | MFP3635x |
| Xerox            | Marion Savage               | LBP257401      |                           | MFP3635x |
| Xerox            | Rahn Elementary             | LBP257566      |                           | MFP3635x |
| Xerox            | Sky Oaks El.                | LBP257378      |                           | MFP3635x |
| Xerox            | Vale Ed. Ctr/<br>Niccollet? | VXX001166      |                           | W515PT   |
| Xerox            | Cedar School                | LBP255395      | 11/30/2009<br>(Signed)    | MFP3635x |
| Xerox            | Vista View                  | LBP257409      | 5/14/2010<br>(Signed)     | MFP3635x |
| Xerox            | Diamond Head/<br>BHS?       | WTM784804      | 12/22/2009<br>(Signed)    | W5665PT  |
|                  |                             | WTM784623 (11) |                           | W5687PT  |
| Xerox            | Byrne El                    |                |                           | MFP3635x |

|       |                       |           |                       |            |
|-------|-----------------------|-----------|-----------------------|------------|
| Xerox | Edward Neill El       | LBP257520 |                       | MFP3635x   |
| Xerox | Sioux Trai            | LBP257345 |                       | MFP3635x   |
| Xerox | Diamond Head/<br>BHS? | WTM784774 |                       | W5665PT    |
| Xerox | Nicollet Jr High      | WRR040794 |                       | W5638P     |
| Xerox | Hamilton Bldg         | WRR040808 |                       | W5632P     |
| Xerox | Vista View            |           |                       | MFP3635x   |
| Xerox | Diamond Head          | KAA333271 | 4/14/2010<br>(Signed) | WC6400X    |
| Xerox | Diamond Head          | PDG001698 |                       | M15        |
| Xerox | Diamond Head          | PDG007060 |                       | WC15       |
| Xerox | Sr. High              | UHA001707 |                       | Nuvera 120 |
| Xerox | Eagle Ridge           | URT824706 |                       | WCP232     |
| Xerox | Nicollet Jr High      | URT824726 |                       | WCP232     |

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

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AGENDA ITEM: III.D

To: Members of the Board of Education  
Superintendent Joe Gothard

From: Stacey Sovine  
Executive Director of Human Resources

Date: May 15, 2014

RE: **Collective Bargaining Agreement with Association of Clerical Employees**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2013-2015 MASTER AGREEMENT WITH THE ASSOCIATION OF CLERICAL EMPLOYEES**

District and Union Negotiators representing 62 employees reached a tentative agreement on April 28, 2014. The two parties met for four bargaining sessions. During the collective bargaining process, 14 language items were on the table for discussion. The union ratified the agreement on May 5, 2014. The union was represented by Union Stewards, Susan Thompson, Marcia Pariseau, Angie Berra, Nancy LaQua, Charlotte Leach, Nanette Cecka, and Gregg Corwin. The district was represented by Stacey Sovine and Brady Hoffman.

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

- Addressing new job descriptions and classifications.
- Outlining compensation for temporary positions filling in for permanent positions
- A wellness/attendance incentive was modified to reflect requirements under ACA.
- Updating language on group insurance to reflect current plan.
- Steps both years.
- Aligning language with other units around emergency closing / snow days.
- 403(b) match set to \$950.

**Economic terms agreed to include:**

Total

- 3% increase to the salary schedule over two years, with a 1 time payment in year 1 calculated at \$ .20 per hour.
- 2 year increased cost \$340,635
- MSBA 2 year package increase is 7.04%

**MASTER AGREEMENT**

**~~JULY 1, 2011 – JUNE 30, 2013~~ July 1, 2013 – June 30, 2015**

**Board of Education  
Independent School District 191  
Burnsville, MN**

**And**

**Association of Clerical Employees  
Independent School District 191  
Burnsville-Eagan-Savage Public Schools**

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**Association of Clerical Employees**

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**ARTICLE I  
PURPOSE**

Section 1. Parties: THIS AGREEMENT, entered into between the School Board of Independent School District 191, Burnsville, Minnesota, hereinafter called the Employer, and the Association of Clerical Employees (ACE), hereinafter called ACE, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, shall provide the terms and conditions of employment for clerical and secretarial employees during the duration of this Agreement.

**ARTICLE II  
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

The Employer recognizes the Association of Clerical Employees (ACE) as the exclusive representative, under M.S. §179.71, Subd. 3, for all clerical and secretarial employees employed by Independent School District 191 who are employed for more than fourteen (14) hours per week and more than sixty-seven (67) work days per year, excluding paraprofessionals, confidential, supervisory, and all other employees.

**ARTICLE III  
COMPENSATION**

Section 1. Basic Rates of Pay: The following salary is hereby adopted by the Employer, and shall govern compensation during the years July 1, ~~2011~~ ~~2013~~ to June 30, ~~2013~~ ~~2015~~. Employees shall move across the salary schedule, one step each year. New employees with a minimum of six (6) months of clerical experience with the District prior to July 1 shall advance to the next step on July 1.

Section 2. Reclassification(s) shall be subject to periodic study and recommendation by management. Management reserves the right and is responsible to evaluate classifications and their group placement on an individual basis. If a classification is reduced in group placement, employees presently working in that job shall remain in the original group. Any employee may initiate a request for reclassification to the Human Resources Office, provided the duties and responsibilities of the position have significantly increased. In general, an employee should not submit a reclassification request more frequently than once every two years.

Section 3. The salary schedules contained in this Article are adopted by the School District for the term of this Agreement. The salary schedule is not to be construed as a continuing agreement and the schedule contained herein is no longer applicable after June 30, ~~2013~~ ~~2015~~. In the event that a new Agreement has not been mutually adopted by July 1, ~~2013~~ ~~2015~~, salaries in effect on June 30, ~~2013~~ ~~2015~~, will continue until the conditions of a new Agreement determine salaries for the ~~2013-2014~~ ~~2015-2016~~ school year.

Section 4. Hourly rates of pay will be paid in twenty-four equal installments, the first payment being July 15 for 12-month employees, August 15 for 11-month and 10 1/2 month-employees, August 31 for 10-month employees and September 15<sup>th</sup> for school year employees. (Revised as per standard business procedures if any date falls on a weekend.) Employees working schedules unique to this standard may be paid upon

mutual agreement of the Association and the District. All clerical employees must use direct deposit.

Section 5. All previous District experience in ACE shall be recognized for placement on the salary schedule. In case of employees returning to the District as a result of recall, all previous experience within the Unit immediately prior three (3) years shall be recognized for placement purposes.

**Pay Schedule 2011 — 2012**

| <b>Salary Schedule 2013-2014</b>    |               |               |               |
|-------------------------------------|---------------|---------------|---------------|
|                                     | <b>STEP 1</b> | <b>STEP 2</b> | <b>STEP 3</b> |
| LVL I ASSISTANT                     | \$ 16.05      | \$ 18.10      | \$ 20.10      |
| LVL II CLERK                        | \$ 16.85      | \$ 18.90      | \$ 20.80      |
| LVL III SECRETARY                   | \$ 18.30      | \$ 20.35      | \$ 22.30      |
| LVL IV ADMIN ASSISTANT / SPECIALIST | \$ 19.10      | \$ 21.10      | \$ 23.15      |

**Pay Schedule 2012 — 2013**

| <b>Salary Schedule 2014-2015</b>    |               |               |               |
|-------------------------------------|---------------|---------------|---------------|
|                                     | <b>STEP 1</b> | <b>STEP 2</b> | <b>STEP 3</b> |
| LVL I ASSISTANT                     | \$ 14.00      | \$ 17.20      | \$ 20.35      |
| LVL II CLERK                        | \$ 15.00      | \$ 18.20      | \$ 21.35      |
| LVL III SECRETARY                   | \$ 16.00      | \$ 19.20      | \$ 22.35      |
| LVL IV ADMIN ASSISTANT / SPECIALIST | \$ 17.00      | \$ 20.20      | \$ 23.35      |

Section 6. Longevity: Effective July 1, 2010, after 6 years of service in the Association of Clerical Employees, individuals will be paid an additional .59 per hour. After 8 years of service in ACE, individuals will be paid an additional .86 per hour. After 13 years of service in ACE, individuals will be paid an additional \$1.02 per hour and after 19 years of service in ACE, individuals will be paid an additional \$1.18 per hour.

Effective July 1, 2011, after 9 years of service in the Association of Clerical Employees, individuals will be paid an additional \$1.00 per hour above their base hourly rate of pay. After 14 years of service in ACE, individuals will be paid an additional \$1.25 per hour above their base hourly rate of pay. After 19 years of service in ACE, individuals will be paid an additional 1.50 per hour above their base hourly rate of pay.

Effective July 1, 2012, after 9 years of service in the Association of Clerical Employees, individuals will be paid an additional \$1.25 per hour above their base hourly rate of pay. After 14 years of service in ACE, individuals will be paid an additional \$1.75 per hour above their base hourly rate of pay. After 19 years of service in ACE, individuals will be paid an additional 2.00 per hour above their base hourly rate of pay.

**GROUP CLASSIFICATIONS**

Group 2 — A — Elementary Office

|           |   |   |
|-----------|---|---|
| Group 3   | A | Bldg. Special Ed Due Process Clerk      |
| Group 4   | A | BHS Attendance<br>BHS Special Education |
| Group 5   | A | B                                       |
|           |   | ALC High School Secretary               |
|           |   | ASC Receptionist/HR Clerk               |
|           |   | Community Education 5A                  |
|           |   | Associate Principal                     |
|           |   | Guidance                                |
|           |   | Community Education 5B                  |
|           |   | Special Education                       |
|           |   | Facilities                              |
|           |   | Jr. High Office Clerk                   |
|           |   | Human Resources Subs and Apps           |
|           |   | Records                                 |
|           |   | Ties                                    |
|           |   | Integration Program                     |
| Group 6   | A | B                                       |
|           |   | Health Services                         |
|           |   | Accounting 6B                           |
|           |   | Senior Campus Secretary                 |
|           |   | Activities & Athletics                  |
|           |   | Community Education 6B                  |
|           |   | Curriculum & Instruction                |
|           |   | ECSE Secretary                          |
|           |   | Food Service                            |
|           |   | Health & Safety Clerk                   |
|           |   | Individualized Student Services Clerk   |
|           |   | Operations                              |
|           |   | Purchasing                              |
|           |   | Special Education Transportation        |
|           |   | Spec. Ed. Tuition Billing               |
| Group 7   | A | B                                       |
|           |   | ALC K-9 Secretary                       |
|           |   | Accounting 7B                           |
|           |   | Principal, Elementary                   |
|           |   | Accounting, Fed. Programs, COBRA        |
|           |   | Vale, Secretary                         |
|           |   | ALC Secondary Level Secretary           |
|           |   | Community Education 7B                  |
|           |   | Human Resources 7B                      |
|           |   | Payroll                                 |
|           |   | Planning/Technology Support             |
|           |   | Principal, Secondary                    |
|           |   | Transportation                          |
|           |   | Director of I.S.S., Secretary           |
|           |   | TIES Data Base Specialist               |
| Level I   |   | Assistant                               |
| Level II  |   | Clerk                                   |
| Level III |   | Secretary                               |
| Level IV  |   | Administrative Assistant                |
|           |   | Specialist                              |

**ARTICLE IV  
TRANSFERS AND POSTINGS**

Section 1. Job Postings: All clerical position openings will be posted on the official district website for a minimum of seven (7) workdays. Internal position openings will be posted for a minimum of (5) workdays. Postings will note any pending potential reclassification.

Section 2. Probationary Period: All employees new to this Unit will be on probation for a period of three calendar months. Each probationary employee shall receive a performance review, preferably in writing, at about the midpoint of probation.

Section 3. ~~When an employee temporarily replaces another employee, on an approved Leave of Absence, in a higher paying classification for an assignment of 10 or more workday days, the rate of pay shall be that of the higher paying classification beginning on the 11th day. When a supervisor replaces an employee in a higher classification on a temporary appointment or for any other reason with another lower paid employee who qualifies for and performs all job functions of the higher classification for a minimum of 16 work days, the temporary replacement shall receive the higher rate of pay. A temporary appointment to replace an employee in a lower classification continues at the regular rate. Pay is retroactive to day 1 of the temporary appointment.~~

Section 4. Ability, skills, knowledge, seniority and job performance will be considered in filling posted positions. Administration reserves the right to make the final decision.

Section 5. Upon request, a senior applicant within the District not granted a position shall be provided the opportunity to meet with the hiring supervisor or may request in writing the reasoning behind administration's rejection of said application within fifteen (15) working days with the intent being to increase or correct any qualifications that are lacking in order to be considered in future job postings. The reason given for rejection shall be grievable but not arbitrable.

**ARTICLE V  
VACATIONS**

Section 1. Vacation allocation: One (1) day of vacation shall equal eight (8) hours, prorated for less than eight (8) hour employees.

Subd. 1. School year employees neither earn nor receive vacation days.

Subd. 2. Effective July 1, 2012, an employee shall accrue vacation days based upon the chart in Subd 3, on the last day of the month scheduled to work, up to a maximum of 25 days accrual balance.

|   |                                       |
|---|---------------------------------------|
| Subd. 3.                                |                                       |
| Until completion of 3 full fiscal years | 1.08 days per month scheduled to work |
| Fiscal years 4-10                       | 1.75 days per month scheduled to work |
| Fiscal years 11+                        | 2.5 days per month scheduled to work  |

Subd. 4. Vacation accrual cannot go negative at the time of vacation. Vacation requests may be submitted in advance assuming sufficient vacation leave is available at the time of vacation.

Subd. 5. All vacation times are subject to the approval of the employee's supervisor.

Subd. 6: If time off has been requested and submitted on MyView by an Employee, and two (2) business days has passed with no response: the request will then be deemed approved.

Section 2. Termination of Employment: Upon termination of employment, all earned but unused vacation shall be compensated at the current rate of the last paycheck.

## **ARTICLE VI HOLIDAYS**

Section 1. School year employees do not earn nor receive holiday pay.

Section 2. Ten (10) month, ten and one-half (10 ½) month, and eleven (11) month employees shall receive nine (9) paid holidays. They are: Labor Day, Thanksgiving and the day following, Christmas Eve day, Christmas Day, New Year's Eve day, New Year's Day, Memorial Day, and one floating holiday. The floating holiday will be scheduled with the approval of the employee's immediate supervisor.

Section 3. Twelve (12) month employees shall receive ten (10) paid holidays. They are listed in Section 2 plus Independence Day.

## **ARTICLE VII GROUP INSURANCE**

Section 1. Selection of Carrier: The selection of the insurance carrier and the policy shall be made by the School Board.

Section 2. Health and Hospitalization Insurance Options:

Subd. 1. Effective July 1, 2011, for employees who have a full-time assignment, who are employed by the School District, who qualify for and are enrolled in the base plan, the School District will contribute the equivalent value of 95% of the single, (composite) premium. The composite premium shall be based on an insurance plan which shall consist of a high deductible insurance plan with a 105 plan and a CHP (health insurance account) whereby the in-network deductible is fully paid via the CHP (health insurance account) and 105 plan and the in-network deductible equals the in-network out-of-pocket maximum. The remainder shall be borne by the employee. Effective at the start of the 2006-2007 school year, full-time assignment, for insurance purposes as outlined in this Section, shall mean twenty (20) hours per week. The remainder of the premium shall be paid by the employee via payroll deduction.

Subd. 2. Effective July 1, 2011, an employee with dependent coverage shall contribute the equivalent value of 30% of the monthly, composite premium as defined in Subd. 1. The balance of the premium shall be paid by the District.

Subd. 3. Effective July 1, 2010 when both husband and wife are employed by the district, are eligible for insurance and are enrolled, one member of the pair will contribute an amount equal to 5% of single, monthly premium towards family coverage.

Subd 1. Single Health and Hospitalization Insurance: The District will contribute an amount equal to 95% of the composite premium for an eligible employee who enrolls the single plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby the HRA and the in-network deductible equals the in-network out of pocket maximum. The remainder of the cost of the plan will be borne by the employee via payroll deduction.

Subd 2. Dependent Health and Hospitalization Insurance: The District will contribute an amount equal to 70% of the composite premium for an eligible employee who enrolls in the dependent health insurance plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby the HRA and the in-network deductible equals the in-network out of pocket maximum. The remainder of the cost of the plan will be borne by the employee via payroll deduction.

Subd 3. Both Spouses Employed: If an eligible employee and his/her spouse are both employed by the district full-time and are enrolled in dependent coverage, either the husband or the wife will contribute an amount equal to 5% of the single composite premium towards family coverage.

Subd 4. Eligibility: A member of the clerical unit who works twenty (20) hours or more per week and is employed by the School District may enroll in the School District group health and hospitalization insurance.

Section 3. Duration of Insurance: Participation: An employee is eligible for participation as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, participation shall cease, effective on the last working day, subject to statutory and insurance company regulations. Employees who are receiving a PERA disability benefit or are receiving an annuity from PERA or have satisfied the age and service requirements and are eligible to receive an annuity from PERA may remain on the District's health insurance plan until eligible for Medicare.

Subd. 1. An employee who becomes disabled and is permanently unable to work is eligible to continue to participate in the district's health insurance plan as per Minnesota Statute. The employee is responsible for the premiums.

Subd. 2. Duration of District Contribution to Insurance The district will continue to make contributions to insurance for one year from the time an employee goes on long-term disability as per Article VII, Section 2.

Section 4. Life Insurance: Effective July 1, 2002, the District shall provide life and dismemberment insurance coverage in the amount of \$50,000 to each employee that works at least (20) hours or more per week. Insurance is to be subject to the insurance company's terms and conditions.

Subd. 1. Additional Life Insurance. The PERA group term life insurance program shall be made available to clerical employees. Regulations and procedures are available in the Human Resources Office.

Section 5. Long Term Disability Insurance:

- Subd. 1 The District will furnish income protection insurance which takes effect after a qualified absence of thirty (30) working days. Conditions are subject to the insurance company's terms and conditions. Employees who anticipate an extended absence due to long-term disability shall apply for and will be granted up to a one-year medical leave of absence.
- Subd. 2 After a member of the unit has been ill for more than (30) consecutive days, the employee may use fractional sick leave, if accumulated, together with the income protection plan to equal full salary for an additional (45) days. A maximum of (15) fifteen full sick days per illness may be used by the employee in this manner.

Section 6. Dental Insurance:

- Subd. 1. Single Coverage: The School District shall provide single coverage dental insurance for each employee who works twenty (20) or more hours per week and enrolls in the plan. Benefits shall be in accordance with the insurance policy purchased by the School District.
- Subd. 2. Dependent Coverage: Dependent coverage shall be available to each employee eligible for single coverage. The cost of dependent coverage above the single coverage premium shall be paid by the employee via payroll deduction. Employees eligible for dependent coverage must enroll before the inception day or within thirty (30) days of becoming eligible for dependent coverage. Failure to apply for coverage on the inception date or upon becoming eligible shall result in the forfeiting of future rights to dependent coverage.

Section 7. Flexible Benefit Plan: Regulations and Procedures are available in the Human Resources Office. Board policy and accompanying regulations will be developed and updated annually to comply with IRS Code 125.

Section 8. Tax Sheltered Annuity and Deferred Compensation Plans: Tax sheltered annuities and deferred compensation plans, either variable or fixed, shall be made available to Clerical employees. Regulations and Procedures are available in the Human Resources offices. The Board policy and regulations will be updated annually for compliance with State and Federal Laws. Effective July 1, 2009, all deposits including employee elections and employer matches will be deposited into one of the following 403(b) programs; Fidelity, Lincoln Financial Services, AXA (Equitable), or Educators Financial Services (E.S.I.).

**ARTICLE VIII  
SICK LEAVE**

Section 1. Sick Leave:

- Subd. 1. All full-time employees shall be credited with seventeen (17) days of sick leave on the first workday of each school year. Employees that work less than a full year shall have sick leave pro-rated.
- Subd. 2. Unused personal illness absence days may accumulate to a maximum credit of ninety (90) days of sick leave per employee.

Subd. 3. Doctor or dental appointment may be considered sick leave absence.

Subd. 4. Employees may use sick leave for illness of employee’s spouse, children, parents, or anyone of personal significance in a family structure.

Section 2 Attendance incentive.

Employees with a minimum of forty five (45) days in their leave bank are eligible to participate in the incentive of selling back sick days at \$60.00 per day, contributed to the employee's CHP account. Leave days include all absences except Bereavement. Leave days include Sick Leave, Personal Business Leave, and any form of unpaid leave.

The eligibility for conversion will be based on the following schedule:

If you use 1 or less leave days in the previous year, you will be allowed to sell back up to 5 days at \$60.00 per day.

If you use more than 1 day but no more than 3 leave days in the previous year, you will be allowed to sell up to 3 leave days at \$60.00 per day.

An employee who as of July 1 (a) qualifies for and is enrolled in the ISD 191 group health care insurance plan, (b) has accumulated leave time in excess of three hundred and sixty (360) hours determined as of April 15th of the same tax year, and (c) has taken one (1) or less leave days in the 365 day measurement period immediately preceding that April 15, shall have sufficient leave days converted at the rate in effect on that April 15 to equal three hundred dollars (\$300) which shall be contributed to an ISD 191 sponsored HRA as of July 1 for use in connection with the ISD 191 group health care insurance plan and applicable law.

An employee who as of July 1 (a) qualifies for and is enrolled in the ISD 191 group health care insurance plan, (b) has accumulated leave time in excess of three hundred and sixty hours (360) hours determined as of April 15th of the same tax year, and (c) has taken more than 1 leave day up to three (3) leave days in the last 365 day measurement period immediately preceding that April 15 shall have sufficient leave days converted at the rate of pay in effect on that April 15 to equal one hundred and eighty dollars (\$180) which shall be contributed to an ISD 191 sponsored HRA as of July 1 for use in connection with the ISD 191 group health care insurance plan and applicable law.

An employees that takes more than three (3) leave days during the measurement period is not eligible for the conversion of leave days to an HRA contribution.

**ARTICLE IX  
BEREAVEMENT**

Section 1. Bereavement Absence:

Subd. 1. Up to five (5) days per event shall be granted for a death in the immediate family. Immediate family shall include spouse, children, step- children, parents, step-parents, and in-laws of a similar degree of relationship.

Subd. 2. Up to three (3) days per event shall be granted for a death of grandparents, grandchildren, brother, sister, aunt, uncle, nephew, niece, and in-laws of a

similar degree of relationship ie. sister-in-law. A maximum of an additional two (2) days may be permitted at the discretion of and upon the approval of the Executive Director of Human Resources.

Subd. 3. If an employee has exhausted their accrued personal days, he or she may use up to (3) personal sick days to attend the funeral of someone with whom they have a significant relationship.

Subd. 4. Additional days of sick leave may be granted for death in the immediate family, as determined by the Executive Director of Human Resources, and involving such reasons as out of state funerals and time needed to address legal estates, et al matters.

## **ARTICLE X LEAVES**

Section 1. Personal Business Leave: Employees may use up to three (3) non-cumulative days (prorated for part-time) personal business leave per year. Personal business leave shall be construed to mean necessary time to attend to personal business and emergencies that cannot be consummated during the employee's non-duty hours. The request shall be made at least eighteen (18) hours in advance to be approved automatically. In the case of emergency, the immediate supervisor shall determine whether the day shall be granted or not, retroactively. Personal business leave may not be used for vacation, recreation, or leisure purposes. Specific reasons for personal leave must be stated on the request for leave form if the leave immediately precedes or follows a vacation or holiday. Exceptions may be made at the discretion of the Executive Director of Human Resources.

### Section 2. General Leaves of Absence

Subd. 1. Leaves of absence for acceptable causes, without pay, may be requested for periods up to one (1) year subject to recommendation by administration and School Board approval. No supplemental benefits will be in force during the leave of absence except that the employee may elect, at the employee's own expense, to continue insurance coverage.

Requests must be submitted, in writing, at least twenty (20) days prior to the beginning of the requested leave. Requests for emergency leave shall be considered as soon as possible. The request must be dated, signed, and should include the reason for the request and the approximate duration of the requested leave. Answers to requests for leave will be made by administration, in writing, within seven (7) days after the leave has been requested unless it requires School Board approval. Such requests shall be submitted to the Board at the earliest meeting. The Board action shall be transmitted to the employee within two (2) days following such action.

Holidays that fall during leaves shall not be compensated for; vacation days and personal illness absence days are not earned and shall not be accumulated.

Long term substitutes, hired to temporarily replace a permanent employee, shall have a probationary period equal to the length of the absence.

Failure to return from a maternity absence, leave, or a general leave of absence on the last known requested return date shall be considered a voluntary resignation.

Subd. 2. The employee will return to their former position upon returning from leave

Subd. 3. If an ACE member takes the position of another ACE member on leave, they too can take a general leave of one year or less and then they must return to their former position. If the position does not exist, bumping rights as per the former position prevail.

Section 3. Parental Leave:

Subd. 1. Parental leave of absence shall be available to employees for a period of time not to exceed twelve (12) calendar months for the purpose of caring for a child for which the applicant has the legal responsibility. Such leave must be subsequent to the birth of the employee's child, or in the case of adoption, to the date the child is physically turned over to the employee. Only one parent is eligible for parental leave for each child.

Subd. 2. Benefits and re-employment rights of employees on a parental leave will be subject to Section 2 above.

Subd. 3. At an employee's request, a parental leave may commence at a date preceding physical disability. In such cases, employees shall not be eligible for sick pay benefits as established by maternity absence.

**ARTICLE XI  
MISCELLANEOUS PROVISIONS**

Section 1. Jury Duty: Employees shall be paid the difference between their regular daily salary and their jury duty pay if required to be present at court for jury duty. When an employee is placed on standby, the employee should report to work and make arrangements for absence when actually requested to report.

Section 2. Work Year: Specific calendar dates for starting and ending the work year shall be established annually by mutual agreement between the employee and the employee's supervisor.

Subd. 1. Ten (10) month employees shall work 217 days (1736 hours).

Subd. 2. Ten and one-half (10 ½) month employees shall work 227 days (1816 hours) beginning no earlier than August 1 and ending no later than June 30 of a given year.

Subd. 3. Eleven (11) month employees shall work 237 days (1896 hours) beginning no earlier than August 1 and ending no later than June 30 of a given year.

Subd. 4. Twelve (12) month employees shall work twelve months (2088 hours).

Subd. 5. School year employees shall work the 184 scheduled student and workshop days.

- Subd. 6. Administration may determine a longer or shorter work year for some positions upon mutual agreement with the individual employee. Unless otherwise specified, benefits, including vacation and days of leave, are pro-rated.

Section 3. Work Hours and Overtime:

- Subd. 1. Administration shall retain the right to schedule work and the hours when such work is to be performed. Work performed in excess of forty (40) hours per week shall be paid for at time and one-half. Use of compensatory time for overtime may be used as an alternative if mutually agreed upon by supervisor and employee. Employee has the right to determine if deviations from the normal work schedule shall be compensated by time and one-half or compensatory time at time and one-half.

- Subd. 2. Breaks and Lunch: Employees working 4 hours or fewer are entitled to one fifteen (15) minute break per day. All employees working more than 4 hours per day are entitled to two ten (10) minute breaks per day AND one thirty (30) minute unpaid duty-free lunch. Eight-hour employees are entitled to two fifteen (15) minute breaks per day which they may combine with a 30-minute unpaid lunch to equal one (1) hour of duty free lunch time.

Section 4. Pay Days: Salaries shall be paid in accordance with School District policy and subject to the computer service terms and conditions.

Section 5. Emergency Dismissals: ~~If an employee is notified not to report for work, or,~~ If after arriving for work, the employee is dismissed by authority of the Executive Director of Human Resources, a full day's wages shall be paid.

- Subd 1. Emergency Closing: In the event the superintendent cancels classes because of inclement weather or an emergency, the first emergency closing will be paid at the employee's daily rate of pay. If a second closing day occurs due to inclement weather or an emergency, staff may take a vacation day or a personal day. School year employees that work the 184 scheduled student and workshop days may take a personal day or reschedule a make-up day with the approval of their supervisor.

Section 6. Professional Membership: With prior written approval, clerical employees will be allowed membership fees, time and expenses to participate in professional conferences and seminars as approved by the immediate supervisor and the Executive Director of Human Resources

Section 7. Tuition: The District will pay for courses taken by the employee if the course is job-related and prior approval in writing is obtained from the immediate supervisor and the Executive Director of Human Resources. If payment for courses is denied, the District will notify the employee in writing. Tuition will not be paid for employees in positions as long-term substitutes.

Section 8. Unit Representation: Members of the Executive Board of ACE will represent the unit in matters of mutual concern with the School District.

- Subd. 1. Members of the Executive Board will be available to assist members of ACE who wish to process grievances.
- Subd. 2. The unit will inform the Executive Director of Human Resources whenever there is a change in the membership of the Executive Board.

Section 9. Added Days: In the event that added days become available at a site, the following procedure will apply:

- Subd. 1. If days are permanently added to a position, then the position thus created must be posted. If the incumbent does not apply or is not selected, he/she shall have full layoff rights as described in Article XIII.
- Subd. 2. If days are made available on a non-permanent basis, then the employees at the site shall be invited to request the additional days and the supervisor shall select from among those interested. If no one from the site is selected, then the added days shall be posted District-wide.
- Subd. 3. Added days, if maintained beyond two consecutive years, will become permanent. No benefits change will occur as a result of a non-permanent addition of days.

## **ARTICLE XII DUE PROCESS**

Section 1: An employee shall not be disciplined without just cause.

Section 2: The District shall draw an employee's attention to misconduct in the following ways:

- A) oral reprimand
- B) written reprimand
- C) suspension without pay
- D) discharge

District will discipline in a progressive manner as outlined "A" to "D" dependent on the frequency and severity of the lack of the professional conduct. In the event of gross misconduct any of the above may be used in a non-progressive order.

Section 3: The following information will be provided with notice of disciplinary action:

- A) a review of the rule, regulation, code, policy, etc. that defines the expected behavior;
- B) a description of the inaction or failure of the employee to comply with the expectation including an outline of previous oral or written reprimands; and
- C) a reference to the grievance process as defined in the master agreement.

## **ARTICLE XIII STAFF REDUCTION**

Section 1. In the event conditions necessitate a reduction of staff, the President of the Association shall be apprised of the impending reduction. The following procedure will be used:

- Subd. 1. Voluntary separations, if any, will be accepted.

- Subd. 2. Voluntary reductions in hours will be accepted.
- Subd. 3. Seniority will be based on total overall experience with the bargaining unit from the last date of hire and shall be interrupted only by resignation or dismissal for disciplinary reasons.
- Subd. 4. Employees shall retain seniority when moving from one group to another within ACE.
- Subd. 5. Effective July 1, 2012, in the event of staff reduction, consideration shall be given to reducing hours per year rather than eliminating positions. Any involuntary reduction in hours shall be considered a lay off. In the event of layoff, the employee shall be notified by June 1st of the current year effective July 1st of the following fiscal year.
- Subd. 6. In the event it is necessary to lay off employees because of the elimination of positions, such lay off shall be by seniority within the respective groups and with the least senior employee laid off first. Employees who have been laid off shall be reinstated beginning with the most senior employee being reinstated first.

Section 2. Laid off employees, including employees who have been given notice of layoff, shall have the following rights and obligations.

- Subd. 1. Prior to exercising her/his rights District-wide as described in subdivision 1, a laid-off employee has the option to bump the least senior employee, same status at her/his work site, and if no such employee exists, to bump the least senior employee at that site. This same-site option just described may be exercised by the employee who is initially laid off and shall not be available to the employee, if any, who bumped at the same site.
- Subd. 2. When a clerical position within a group is discontinued, the employee in that position must take any vacancy, same status, then existing in the group, and if no vacancy is taken, then bump the employee with the least District seniority, same status, within that group or in a lower group if the employee in the discontinued position has greater seniority within the definition of this Article. If the laid off employee has exhausted his/her rights, same status, he/she may bump into lesser status positions. For purposes of this subdivision, the separate sites are listed below.
1. Each elementary school shall be a site
  2. Each junior high school shall be a site
  3. The high school, including extended campuses, shall be considered one site
  4. All of Community Education shall be considered one site
  5. All of ASC shall be considered one site
  6. All of the Burnsville Area Learning Center shall be considered one site
  7. All of Special Education shall be considered one site

If any site has reduced or eliminated a position with the result that the incumbent employee takes a vacancy or bumps into a position at another site, and if the reduced or eliminated position is restored within 24 months, then the

employee who moved from this position when it was reduced or eliminated shall have the right to reclaim the restored position within the posting period.

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- Subd. 3. A laid off employee may accept the lay off, subject to recall to a position of the same status. Refusal to accept recall to such a position will result in a forfeiture of seniority rights.
- Subd. 4. A laid off employee may accept any open position of lesser status. An employee given notice of lay off who elects to take a vacancy of lesser status or who bumps into a position of lesser status shall be placed on a recall list for the group and status from which the employee was laid off.
- Subd. 5. Employees who have been laid off as a result of the bumping procedure shall be placed on a recall list for two (2) years from the date of their lay off.
- Subd. 6. All vacancies must be offered first to employees on the recall list, if one exists, for that group or a higher group. An employee on recall shall have one calendar week to respond to an offer.

Section 3. Definition and use of status for layoff purposes:

- Subd. 1. If a vacancy exists with the same status, the employee given notice of layoff must take the vacancy and may not bump. Vacancies of lesser status shall be optional.
- Subd. 2. Employees given notice of layoff who do not take a vacancy shall have the right to bump the least senior employee in the group, same status; then the least senior next lower group, same status; and so on. Thereafter, if the employee has not found a position, the employee shall have the right to bump the least senior in the same group, next lesser status and so on. The employee must exercise these rights in the order described.
- Subd. 3. Like status shall mean employment in the same group from which the employee was laid off, or bumped, at an equal number of hours, months and wage rate. For purposes of defining lesser status, the following shall be used:
  - 1. length of year
    - A. 12 months
    - B. 10 to fewer than 12 months
    - C. fewer than 10 months
  - 2. length of week
    - A. 40 hours
    - B. 35 to fewer than 40 hours
    - C. fewer than 35 hours

Section 4. It shall be the responsibility of the laid off employee to be aware of and apply for job openings. The sole responsibility of the Human Resources Office shall be to post the openings on the district website.

Section 5. Employees given notice of layoff who bump into a position or take a vacant position or who are recalled shall be subject to a trial period of six (6) months if the

Employer asserts and the Association agrees that the vacancy or position requires significant skills not held by the employee. Notwithstanding other parts of this Article, no employee shall forfeit any other rights described in this Article by refusing any position (vacancy or bump) where the District and the Association have so agreed.

In the event of a refusal, the employee shall have all rights and options decided by this Article except to the rejected position. Any employee who takes a position subject to a probationary period and who, thereafter, is unsuccessful during the probationary period, shall have the right to any then existing vacancy, same or lesser status, or to go on recall lists, but shall have no bumping rights. If terminated for cause, all rights to recall are forfeited.

## **ARTICLE XIV RETIREMENT**

Members of the unit prior to April 18, 1996, may choose between either of the following two retirement/severance plans until July 1, 1996, and are then committed to that plan. All employees hired after April 18, 1996, are eligible only for Plan B.

Section 1. Plan A: Any member of the Unit employed on or before June 30, 1988, with at least ten (10) years District experience shall receive three (3) days pay for each year of service in the District or \$1,000, whichever is greater, upon retirement. Clerical employees who retire on or after July 1, 2006 will receive 3 days pay per year of service through their 24<sup>th</sup> year of service and 4 days pay per year of service starting with their 25<sup>th</sup> year of service. This payment shall not exceed the statutory limit. Pay shall be prorated on an eight (8) hour basis calculated upon the current pay status. An employee who is terminated for cause shall not be entitled to severance pay. Effective July 1, 2004, as close to 100% as possible of the severance for which an ACE member is eligible, shall be deposited into the Minnesota State Retirement System's Post-Retirement Healthcare Savings Plan.

Section 2. Plan B:

- Subd. 1. A District match to a 403(b) program is available to members of the unit hired after April 18, 1996, or to employees who opted for Plan B of Article XIV prior to July 1, 1996, and who are beginning their third (3rd) year of work in the District at .5 FTE or more. Effective July 1, 2009, all deposits including employee elections and employer matches will be deposited into one of the following 403(b) programs; Fidelity, Lincoln Financial Services, AXA (Equitable), or Educators Financial Services (E.S.I.)
- Subd. 2. If an ACE member that is participating in the TSA match resigns or retires prior to the end of the match year, the portion not yet matched will be forfeited.
- Subd. 3. Contributions as permitted under provisions of the Internal Revenue Code 403 (b) will be made as follows:

Effective July 1, 2010, the district will match up to \$800.00 to a 403(b) program for each clerical employee hired after April 18, 1996, or to employees who opted for Plan B of Article XIV prior to July 1, 1996, and who are beginning their third

(3rd) year of work in the District and work at least 4 hours per day, 184 days per year.

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Effective July 1, ~~2012~~ 2014, the district will match up to ~~\$850.00~~ \$950.00 to a 403(b) program for each clerical employee hired after April 18, 1996, or to employees who opted for Plan B of Article XIV prior to July 1, 1996, and who are beginning their third (3rd) year of work in the District and work at least 4 hours per day, 184 days per year.

Subd 4. MAXIMUM DISTRICT CONTRIBUTION: The amount the District shall contribute to any employee's 403(b) plan shall not exceed Twenty thousand dollars (\$20,000.00) during the time of the employee's employment with the District.

## **ARTICLE XV GRIEVANCE PROCEDURE**

Section 1. A claim by an employee or the exclusive representative that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided.

Section 2. Level I: In the event that an employee or the ACE Executive Board believes there is a basis for a grievance, the grievant and / or ACE Executive Board is to submit a written copy of the grievance on the District grievance form to the Executive Director of Human Resources, within twenty (20) days of the occurrence of the alleged grievance. A District representative will meet with the grievant within ten days and render a decision in writing within five working days of the meeting. A copy of the decision will be placed in the grievant's file.

Section 3. Level II: In the event the grievant and / or ACE Executive Board is not satisfied with the decision rendered at Level I, the grievant and / or ACE Executive Board may appeal, in writing, to the Executive Director of Human Resources within five (5) working days after the decision in Level I has been rendered and disseminated. Within ten (10) working days upon receipt of the appeal, the Executive Director of Human Resources shall meet with the grievant. Executive Director of Human Resources shall respond, in writing, within fifteen (15) days after the meeting.

Section 4. Level III: If the employee is not satisfied with the disposition of the grievance by the Executive Director of Human Resources, the alleged grievance may be submitted to arbitration. Notification of dissatisfaction shall be made, in writing, to the Executive Director of Human Resources within ten (10) days after his/her decision has been rendered.

The dispute will be submitted to an arbitrator selected and agreed upon by both parties. If the parties cannot agree upon an arbitrator within five (5) calendar days from the notification date that arbitration will be pursued, the P.E.L.R.A. Board, in accord with its rules, shall govern the arbitration proceeding. The arbitrator shall have no power to alter, add to or subtract from the express terms of this contract. Both parties agree to be bound by the award of the arbitrator. The fees and expenses of the arbitrator shall be shared equally by the parties.

Section 5. The employee shall have a right to an ACE Executive Board representative either join or represent the employee at any level.

Section 6. If a grievance is not presented or transmitted within the time limits set forth above, it shall be considered "waived." The time limit in each step may be extended by mutual written agreement of the parties.

Section 7. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

Section 8. No reprisals of any kind will be taken by the School Board or the school administration against any employee because of participation in this grievance.

Section 9. When mutually agreed, grievance may be heard during the school day. The School Board agrees to pay the regular salary for up to three (3) employees per grievance who participate in a grievance during the school day. Additional employees up to seven (7) per grievance may be available for grievances held during the school day at no pay from the District.

Section 10. The Executive Director of Human Resources may appoint a designee to act in his /her stead at Level II.

## **ARTICLE XVI DURATION**

Section 1. This contract shall be effective as of July 1, ~~2011~~ **2013**, and shall continue in effect until June 30, ~~2013~~ **2015**. The terms of this contract shall continue in full force and effect until such substitute contract is adopted.

Section 2. If either party desires to modify or amend this Amendment commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to said expiration.

Section 3. This Agreement constitutes the full and complete Agreement between the School District and the Association of Clerical Employees (ACE). The provisions herein relating to terms and conditions of employment supersede and take precedence over any rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

### **Master Agreement**

~~2011-2013~~ **2013-2015**

**Board of Education  
Independent School District 191**

**And**

**Association of Clerical Employees**

FOR: Association of Clerical Employees

FOR: Independent School District 191

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Lead Negotiator

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Board Chair

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Union Steward

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Board Clerk

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Date

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Chief Negotiator

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and Association of Clerical Employees (hereinafter referred to as the Union), representing the Secretaries of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2013 through June 30, 2015.
2. Notwithstanding the collective bargaining agreement Article III, Section 6, the following Secretaries shall receive longevity pay at the rate of \$ .59 per hour for the period from July 1, 2013 through June 30, 2014.

|        |           |      |
|--------|-----------|------|
| WILSON | MICHELE L | 0.59 |
| RIGGS  | JEANINE L | 0.59 |
| GRIES  | BRENDA J  | 0.59 |

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2014.

\_\_\_\_\_  
Union Representative Chair

\_\_\_\_\_  
Employer Representative

Dated: \_\_\_\_\_ 2014

Dated: \_\_\_\_\_ 2014

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and Association of Clerical Employees (hereinafter referred to as the Union), representing the Secretary Employees of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2013 through June 30, 2015.
2. Notwithstanding the collective bargaining agreement Article V, Section 2, the secretary employees shall not have a maximum vacation accrual balance until June 30, 2014. On July 1, 2014 the maximum vacation balance shall be 25 days. Any days over 25 will be removed from the employee's balance.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2015.

\_\_\_\_\_  
Union Representative Chair

\_\_\_\_\_  
Employer Representative

Dated: \_\_\_\_\_ 2014

Dated: \_\_\_\_\_ 2014

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and Association of Clerical Employees (hereinafter referred to as the Union), representing the Secretary Employees of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2013 through June 30, 2015.
2. The intent of this MOU is to avoid any unforeseeable penalties under the Health Care Reform Act. If faced with a pending fine, the district may improve the health care coverage for one or more individuals within the Union according to paragraph three (3) of this MOU.
3. With respect to health coverage subject to Health Care Reform, the District reserves the right to provide coverage "in addition to" the coverage described herein, for one or more individuals covered by this agreement, in order to manage the potential penalties to which the District may be subject. Such coverage in addition to the coverage described herein will be considered bargained but specifically will not be considered part of the aggregate value of the benefits and specifically will not be subject to any applicable aggregate reduction in value limitations.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2015.

\_\_\_\_\_  
Union Representative Chair

\_\_\_\_\_  
Employer Representative

Dated: \_\_\_\_\_ 2014

Dated: \_\_\_\_\_ 2014

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and Association of Clerical Employees (hereinafter referred to as the Union), representing the Secretary Employees of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2013 through June 30, 2015.
2. Notwithstanding the collective bargaining agreement Article III, union members employed by the district in the 2014 fiscal year shall receive a one-time payment on July 30<sup>th</sup>, 2014 equivalent to twenty cents (\$ .20) per regular hours worked in the 2014 fiscal year. Overtime and additional days are not eligible for the calculation.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2015.

\_\_\_\_\_  
Union Representative Chair

\_\_\_\_\_  
Employer Representative

Dated: \_\_\_\_\_ 2014

Dated: \_\_\_\_\_ 2014

## **NOTICE OF COBRA RIGHTS**

Independent School District 191 complies with federal and state continuation of coverage requirements as defined and modified by the Consolidated Omnibus Reconciliation Act of 1985 (COBRA) and its changes, the Public Health Services Act (PHSA), the Family and Medical Leave Act of 1993 (FMLA), and Chapter 488 of Minnesota Public Law, 1992. In short, these laws require employers to provide continuation coverage under their group health plans if certain events would otherwise cause the loss of coverage.

A group health plan is any plan maintained by an employer to provide medical care (either directly or through insurance reimbursement or otherwise) to the employer's employees, former employees (e.g., retiree medical plan) or the families of the employees or former employees. Continuation coverage must be offered for each group health plan offered by the District under which health benefits are provided; i.e., health insurance, dental insurance and life insurance.

Continuation coverage generally must consist of coverage which, as of the time it is being provided, is identical to the coverage provided under the group health plan to similarly situated employees or dependents who have not experienced a qualifying event. If coverage does not have value to an individual (e.g., a region-specific HMO plan) he/she must be given an opportunity to continue COBRA under an alternate plan if a different plan covers similarly situated active employees or to change during open enrollment.

### **NOTIFICATION REQUIREMENTS UPON ELIGIBILITY FOR COVERAGE**

At the time coverage under a group health, dental or life insurance plan begins, the *Notice of Right to Continuation Coverage* under COBRA must be provided to the qualified employee and the qualified employee's dependent(s).

An employee eligible for benefits in ISD 191 shall receive from Human Resources personnel the following information regarding continuation coverage for medical, dental and life insurance benefits:

\* *NOTICE OF RIGHT TO CONTINUATION COVERAGE (COBRA)*

Receipt of this information is noted on the ***Orientation List*** at the time of orientation and is kept in the employee's personnel file.

\* The employee's Master Agreement or Employment Policy shall repeat the "Notice of Right to Continuation Coverage" (COBRA)

An eligible employee shall be asked to identify at orientation for benefit coverage his or her spouse and family that would be eligible for COBRA. Human Resources shall send to these individuals by U.S. Mail *NOTICE OF RIGHT TO CONTINUATION COVERAGE (COBRA)* at the time that coverage under a group health plan begins.

It is the responsibility of the Executive Director of Human Resources to determine if one of the following qualifying events has occurred: approved leave, reduction of hours resulting in loss of benefit, layoff, retirement, strike, termination or death.

**It is the responsibility of the eligible employee to notify in writing the Executive Director of Human Resources if one of the following qualifying events has occurred: divorce or legal separation, coverage under Medicare or a dependent child ceasing to be dependent.**

A "qualifying event" is an event, which, but for the required continuation coverage, would result in the loss of coverage (or reduction in terms and conditions of coverage) under the group health plan for the qualified employee and/or his/her dependent. Mere eligibility on the day before a qualifying event is not enough. To receive continuation benefits, an individual must have been actually covered before the qualifying event.

### **NOTIFICATION FOLLOWING A QUALIFYING EVENT**

*NOTICE OF COBRA RIGHTS*, the *COBRA Benefit Election Form*, and *Health and Dental Change of Benefit Forms* shall be sent by U.S. Mail to "Employee and Eligible Dependent(s)" by the Executive Director of Human Resources when any of the following qualifying events occurs: approved leave, reduction of hours resulting in loss of benefit, layoff, retirement, strike, termination, or coverage under Medicare. For death of an employee, notification shall be sent to "Spouse and/or Other Dependents."

*NOTICE OF COBRA RIGHTS* shall be sent by U.S. Mail to an eligible employee's spouse or dependent(s) by the Executive Director of Human Resources **if informed by the eligible employee of any of the following qualifying events: divorce, legal separation, or a dependent child ceasing to be dependent.**

### **TIME LINES**

Minnesota law requires coverage be provided through the last day of the month in which a termination of employment occurs. The continuation period runs from the date coverage would otherwise have ended.

A qualified individual must be provided an election period of at least 60 days measured from the later of (1) the date the individual would otherwise lose coverage under the plan as a result of a qualifying event; or (2) the date the notice is sent informing the individual of his/her rights to elect coverage.

An individual who waives COBRA coverage can revoke the waiver and elect COBRA any time before the end of the election period. The decision of the individual as of the last day of the election period is the binding decision. Elections, waivers and revocations of waivers are all considered to have been made on the date they are sent to the Executive Director of Human Resources.

If an individual has not waived his/her right to continuation coverage by the sixtieth day, the Executive Director shall notify the individual by first class, return receipt requested, to the last known address or addresses that the election timeline has expired (Form M).

A qualified individual has 45 days from the date on which he or she elects (date on which he/she sends the election to the Executive Director of Human Resources) continuation coverage to submit any premiums. The Business Office shall notify the individual by first class, return receipt requested to the last known address or addresses that the premium payment time line has expired (Form N).

The individual is not covered until insurance is paid. If COBRA coverage was initially waived and then the individual changed his/her mind within the election period, the effective date of coverage is the date on which the election was made (i.e., there will be a gap in coverage).

Following the initial payment, there is a grace period of 30 days. Failure to make a timely payment of premium will result in loss of coverage. The Business Office shall notify the

individual by first class, return receipt requested to the last known address or addresses that the premium payment time line has expired (Form O).

When the employee through which coverage is received dies, failure of the survivor to make premium or fee payments within 90 days after notice of the requirement to pay the premiums or fees shall be a basis for the termination of the coverage without written consent. In event of termination by reason of the survivor's failure to make required premium or fee contributions, written notice of cancellation must be mailed to the survivor's last known address at least 30 days before the cancellation.

## **OPTIONS**

### **Conversion**

The option for conversion shall be available to individuals who have exercised their right to continue coverage. The Executive Director of Human Resources shall provide notice of the right to convert to an individual policy within 180 days prior to the expiration of the 18, 29 or 36 month period of continuation coverage.

### **Disability**

An additional eleven (11) months of coverage is available if an eligible employee and/or dependent receives a social security disability determination which relates back to the time of a qualifying event. The individual eligible for continuation benefits (or a representative) must notify the Executive Director of Human Resources within 30 days of receiving the determination and prior to the expiration of the 18-month Period of Continuation Coverage.

Minnesota law provides in part that, "No employer or insurer of that employer shall terminate, suspend or otherwise restrict the participation in or receipt of benefits otherwise payable under any program or policy of group insurance to any covered employee who becomes totally disabled while employed by the employer solely on account of absence caused by such total disability."

"Total disability" is defined as, "(a) the inability of an injured or ill employee to engage in or perform the duties of the employee's regular occupation or employment within the first two years of such disability and (b) after the first two years of such disability, the inability of the employee to engage in any paid employment or work for which the employee may, by education and training, including rehabilitative training, be or reasonably become qualified."

Disability may result in higher benefits; the 2% administrative fee may not be charged.

### **Death or Divorce**

When the employee through which coverage is received dies or is divorced or legally separated from a spouse, coverage is continued until the earlier of (a) the date the surviving spouse becomes covered under another group health plan, or (b) the date coverage would otherwise have ended had the employee lived or the marriage continued.

### **Leave**

An approved leave is a qualifying event in that the District shifts the entire cost of coverage to the employee during the leave. Such a cost shift is a change in the "terms and conditions" and, therefore, is a loss of coverage and, thus, is a qualifying event.

### **Medicare/Medicaid**

Medicare does not impact an individual's entitlement to COBRA.

**Pre-existing Coverage**

COBRA is available without regard to other coverage.

**Retirement**

Benefits provided by a Master Agreement or Employment Policy in effect at the time of retirement apply towards satisfying the maximum period of continuation coverage. Any qualified dependent shall be given the opportunity to elect COBRA or reject COBRA and receive alternate coverage instead. Electing alternative coverage under alternative coverage provided by a Master Agreement or Employment Policy removes the obligation for the District to provide a COBRA election at the end of alternative coverage. There is a limited exception in cases where a qualifying event occurs during the period of alternative coverage which would result in a spouse and/or dependent child(ren) losing the alternative coverage.

**PREMIUMS**

The District may pay all or part of the premium in all or specified circumstances for all or part of the period of continuation coverage as provided by FMLA or the applicable Master Agreement or Employment Policy in effect at the time of a qualifying event.

Except for the additional 11 months available in cases of disability, the premium may not exceed 102% of the "applicable premium" under a group plan. "Applicable premium" is the cost to the plan for coverage provided to similarly situated active employees who have not experienced the qualifying event.

Premium amounts are guaranteed until the end of a plan year, September 30. That is, someone who becomes eligible in June will be subject to a rate increase four months.

**Appendix I**

| <b>VACATION: Chart for Article V Language</b> |                    |                |                    |                |                    |                |                    |                |                         |
|---|--------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|-------------------------|
|   | 12 Month           |                | 11 Month           |                | 10 1/2 Month       |                | 10 Month           |                |                         |
| Beginning Year                                | Mthly Accrual Rate | Annual Accrual | Mthly Accrual Rate | Annual Accrual | Mthly Accrual Rate | Annual Accrual | Mthly Accrual Rate | Annual Accrual | Base Mthly Accrual Rate |
| 1   | 1.08               | 13             | 0.99               | 11.88          | 0.95               | 11.34          | 0.90               | 10.80          | 1.08                    |
| 2   | 1.08               | 13             | 0.99               | 11.88          | 0.95               | 11.34          | 0.90               | 10.80          | 1.08                    |
| 3   | 1.08               | 13             | 0.99               | 11.88          | 0.95               | 11.34          | 0.90               | 10.80          | 1.08                    |
| 4   | 1.75               | 21             | 1.60               | 19.25          | 1.53               | 18.38          | 1.46               | 17.50          | 1.75                    |
| 5   | 1.75               | 21             | 1.60               | 19.25          | 1.53               | 18.38          | 1.46               | 17.50          | 1.75                    |
| 6   | 1.75               | 21             | 1.60               | 19.25          | 1.53               | 18.38          | 1.46               | 17.50          | 1.75                    |
| 7   | 1.75               | 21             | 1.60               | 19.25          | 1.53               | 18.38          | 1.46               | 17.50          | 1.75                    |
| 8   | 1.75               | 21             | 1.60               | 19.25          | 1.53               | 18.38          | 1.46               | 17.50          | 1.75                    |
| 9   | 1.75               | 21             | 1.60               | 19.25          | 1.53               | 18.38          | 1.46               | 17.50          | 1.75                    |
| 10  | 1.75               | 21             | 1.60               | 19.25          | 1.53               | 18.38          | 1.46               | 17.50          | 1.75                    |
| 11  | 2.5                | 30             | 2.29               | 27.50          | 2.19               | 26.25          | 2.08               | 25.00          | 2.5                     |
| 12  | 2.5                | 30             | 2.29               | 27.50          | 2.19               | 26.25          | 2.08               | 25.00          | 2.5                     |
| 13  | 2.5                | 30             | 2.29               | 27.50          | 2.19               | 26.25          | 2.08               | 25.00          | 2.5                     |
| 14  | 2.5                | 30             | 2.29               | 27.50          | 2.19               | 26.25          | 2.08               | 25.00          | 2.5                     |
| 15  | 2.5                | 30             | 2.29               | 27.50          | 2.19               | 26.25          | 2.08               | 25.00          | 2.5                     |



*Each Student Real-World Ready*

|  |                                      |                                    |                           |
|--|--------------------------------------|------------------------------------|---------------------------|
| <b>Type:</b><br>Report   | <b>Meeting Date:</b><br>May 15, 2015 | <b>Place on Agenda:</b><br>Reports | <b>Agenda Item:</b><br>IV |
| <b>Topic:</b> Committee Reports  |                                      |                                    |                           |
| <b>Presenter(s):</b> Board Members / Committee Chairs  |                                      |                                    |                           |
| <ul style="list-style-type: none"> <li>• Student Performance and Achievement</li> <li>• Meet and Confer</li> <li>• Legislative</li> <li>• Policy Review</li> <li>• Negotiating</li> <li>• Ad Hoc Technology</li> </ul> |                                      |                                    |                           |