



## Regular Meeting Agenda

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN 55337  
June 19, 2014  
6:30 PM

Listening Session with Superintendent Joe Gothard and Stacey Sovine

I. Call to Order

- A. Welcome Public
- B. Pledge of Allegiance

II. Business Meeting

- A. Approval of Agenda
- B. Consent Agenda

**Description:** Although Board action is required, it is generally unnecessary to hold discussion on these items. In the event a Board member wishes to discuss an item, that item will be moved for separate consideration.

1. Minutes	3
2. Human Resource Report	7
3. Donations	8
4. Payroll, Expenditures, Receipts and Investments	10
5. Budget Analysis	48
6. Fiscal Year Designations, Appointments and Memberships	55
a. Designation of Official Newspapers	
b. Appointment of Auditor	
c. Appointment of Agent of Record - Property Liability Insurance	
d. Appointment of Agent of Record - Employee Benefits	
e. Appointment of Agent of Record - Workers' Compensation	
f. Membership in Minnesota School Boards Association	
g. Membership in Minnesota State High School League	57
h. Membership in Association of Metropolitan School Districts	
7. Authorize the Release of June and July Checks Covering District Obligations Due and Payable for June and July Business	

8. Approve Contract for Property, Casualty and Liability Insurance for 2014-2015	59
9. Approve, on a Second Reading Basis, Revisions to Policy 410: Family and Medical Leave; Policy 406: Public and Private Personnel Data; Policy 413: Harassment and Violence; and Policy 412: Expense Reimbursement	61
III. New Business	
A. Receive a Report on 2013-14 Propay Implementation <b>Speaker(s):</b> Joe Gothard, Superintendent and Dave Watkins, Director of Instruction	89
B. Approve the Proposed Revisions and Re-adopt the Unchanged Language in the 2014-2015 Pro-Pay Plan and Memorandum of Understanding with the Burnsville Education Association <b>Speaker(s):</b> Stacey Sovine, Executive Director of Human Resources	132
C. Approve Committed Fund Balance for FY14 <b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	144
D. Adopt FY15 Budget <b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	145
E. Resolution Approving Intermediate District 917 Health and Safety <b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	150
F. Approve Annual Application for Health and Safety Program <b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	153
G. Adopt a Resolution Establishing Dates for Filing Affidavits of Candidacy <b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	156
H. Adopt a Resolution Calling a General Election to Elect Four (4) Directors <b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	160
I. Approve Revisions to the Student Performance and Achievement Committee Resolution <b>Speaker(s):</b> Director VandenBoom	167
J. Receive a Report on Vision One91 <b>Speaker(s):</b> Joe Gothard, Superintendent	170
IV. Committee Reports	185
V. Adjourn	

**School Board Minutes**  
**INDEPENDENT SCHOOL DISTRICT 191**  
**June 5, 2014**

The meeting of the Board of Education was called to order by Chair Schmid at 6:31 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center.

Call to Order

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

Attendance

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

Pledge of Allegiance

Student Board Representative Shreedaran was commended by Board members for the outstanding job she did representing her fellow students during the 2013-14 school year. Ben Davidson was introduced as the student representative for 2013-14.

Public Recognition

Public recognition was given to the Foundation 191 and their Grant Recipients.

Moved by Hill, seconded by Alt, to approve the agenda with Agenda Item G being moved to the first item of discussion under new business. Motion carried (7, 0).

Agenda

Moved by VandenBoom, seconded by Sweep, to approve the consent agenda:

Consent Agenda

- Minutes of the May 15, 2014, regular board meeting
- Approve recommended personnel changes for D. Darsow, M. Kennedy, C. Erickson, K. Dietrich, N. Ditter, R. Rose, M. Andrews, J. Callahan, J. Sadek, J. Woodford, J. Copp, A. Garfield and S. Zelenka
- Adopt a resolution to approve and accept the donations as presented. A complete list of donations is on the website.
- Approve an extended field trip proposal submitted by Sky Oaks Elementary School for sixth grade students to go to Eagle Bluff Environmental center December 10-12, 2014 and that the IICA Policy requirement prohibiting elementary field trips be waived.
- Approve change order #5 for the 2013-2014 Burnsville High School Deferred Maintenance Project in the amount of

Minutes  
Personnel

Donation

Extended Field Trip

Change Order #5

\$48,946.00.  
Motion carried (7, 0).

Moved by Schmid, seconded by Hill, to adopt a resolution to terminate the teaching contracts of said licensed probationary teachers at the end of the 2013-2014 school year and that written notice is sent to said teachers regarding termination and nonrenewal of his/her contract as provided by law: R. Wixson and S. Bettendorf. Moved by Currier, seconded by VandenBoom to lay motion III.G on the table. A point of order was made by Hill, and sustained by Schmid, to lay motion III.G on the table which is not debatable rather than tabling the motion. Motion carries (6, 1 with Currier, Alt, VandenBoom, Schmid, Sweep and Luth voting in favor and Hill voting against).

Terminate  
contracts for  
licensed  
probationary  
teachers

Moved by Sweep, seconded by VandenBoom, to approve changing the grade values listed in the 2014-2015 Burnsville High School Registration Guide and used by all secondary schools for the grades of A-, B-, C-, and D- from 3.6, 2.6, 1.6, and 0.6 respectively, to 3.7, 2.7, 1.7, 0.7 respectively. Motion carried (7, 0).

Grade Value  
Changes for

Moved by Alt, seconded by Sweep, to approve the ISD 191 Teacher Development and Evaluation Plan Process to be implemented in 2014-15. Moved by Hill, seconded by VandenBoom, to lay motion III.B on the table. A point of order was made by Schmid that the motion can be brought up in this meeting or the next scheduled meeting or the motion dies. A point of order was made by VandenBoom, and sustained by Schmid, that if the motion is seconded there is no more discussion tonight. The motion to lay motion III.B on the table failed (3, 4 with Hill, VandenBoom and Luth voting in favor and Currier, Alt, Schmid, and Sweep voting against). A point of order was made by Hill that administration is debating the motion with the Board and it is not appropriate. Original motion carried (5, 2 with Currier, Alt, Schmid, Sweep, and Luth voting in favor and Hill and VandenBoom voting against).

Teacher  
Evaluation  
Process

Moved by Hill, seconded by Currier, to approve the 2014-15 parent handbook for the ECSE Program. Motion carried (7, 0).

ESCE parent  
handbook

Moved by Currier, seconded by Luth, to approve the 2014-15 student/parent handbook for the BEST Services Transition Program. Motion carried (7, 0).

BEST Services  
student/parent  
handbook

Moved by Currier, seconded by Hill, to approve the revisions and

Educational

readopt the unchanged language in the 2013-2015 Collective Bargaining Agreement with the Burnsville Association of Educational Assistants. Motion carried (6, 0 with Luth abstaining).

Assistants

Moved by Luth, seconded by Hill, to adopt a resolution to terminate the teaching contracts of named long-term substitute teachers at the close of the 2013-2014 school year and that written notice is sent to said teachers regarding the termination and nonrenewal of his/her contract as provided by law: A. Bogdanove, S. Herman, and C. Schneck. A roll call vote was taken. Motion carried (7, 0 with Currier, Alt, VandenBoom, Schmid, Hill, Sweep, and Luth voting in favor).

Terminate contracts for long-term substitute teachers

A report on the FY2014-2015 Adopted Budget was given by Director of Accounting Brady Hoffman.

Report on FY 2014-15 Budget

Moved by Hill, seconded by VandenBoom, to approve a lease purchase for technology switches through American Capital for a four year period in the amount not to exceed \$550,000 and authorizes the Executive Director of Business Services to complete the lease documents. Motion carried (6, 0 all in favor with Luth abstaining).

Lease purchase

Moved by Currier, seconded by Sweep, to approve purchase of technology switches through TIES Master Price Agreement with Extreme Networks, Inc. in the amount of \$495,243.49 and authorizes the Executive Director of Business Services to complete the contract documents. Motion carried (6, 0 all in favor with Luth abstaining).

TIES Master Agreement

Moved by Alt, seconded by Sweep, to authorize the budget necessary and approve a 48 month lease agreement with leasing company to be determined and an equipment and maintenance agreement with Advanced Imaging Solutions (AIS) and authorize the Executive Director of Business Services to complete individual lease agreements, subject to attorney review, within the terms of the contract. Motion carried (6, 1 with Currier, Alt, Schmid, Hill, Sweep and Luth voting in favor and VandenBoom voting against).

Lease with AIS

Moved by Sweep, seconded by VandenBoom, to approve, on a first reading basis, Policy 406: *Public and Private Personnel Data*; Policy 410: *Family and Medical leave Policy*; Policy 413: *Harassment and Violence*; and revisions to Policy 412: *Expense Reimbursement* and to rescind policies GBLA: *Public and Private Personnel Data*;

Policies 406, 410, 413, and 412

GBEAC: *Staff Protection Family and Medical Leave Policy*, and JBA-ACA: *Nondiscrimination Sexual Harassment and Violence*. Motion carried (7, 0).

Moved by Luth, seconded by Alt, to approve the revisions and readopt the unchanged language in the 2013-2015 Master Agreement with the Information Technology Specialists. Motion carried (7, 0).

Reports were given by Superintendent Gothard; Director Luth on behalf of the Ad Hoc Technology Committee; Director Alt; Director VandenBoom; Director Currier; and Director Hill, on behalf of the Legislative Committee.

Moved by Sweep, seconded by VandenBoom, to adjourn at 9:21 p.m. to a board workshop. Motion carried (7, 0).

The Board workshop began at 9:28 p.m. and concluded at 10:08 p.m. The OPEB Trust and Policy DFA: *Revenues from Investments* were the topics discussed.

IT Specialists

Reports

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: June 19, 2014

RE: Recommended Personnel Changes

**Certified**  
**Leave of Absence**

Kirstin Larson

\*Teacher, HV, requests a 1.0 FTE parental leave of absence, effective 2014/15 school year

**Recall from Layoff**

Bethany Fiagle

-Teacher, Interventionist/Music, .6 FTE, HB, effective 2014/15 school year

**Resignation**

Sarah Bettendorf

\*Teacher, ST, effective 6/6/14

Mark Storck

-Teacher, MWS, effective 6/6/14

Lindee Thompson

-Teacher, MWS, effective 6/6/14

Reid Wixson

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

**Classified**

**Appointment**

Amy Terwilliger

\*Replacement-Admin. Assistant, Food & Nutrition Services, 8 hrs/day, ASC, effective 7/1/14

**Position Ending**

Patricia Myers

-SPED EA, MWS, effective 6/5/14

**Release During Probationary Period**

Tiffany Horne

-SPED EA, East Cluster, effective 6/5/14

**Resignation**

Edward Green

\*Custodian, Rahn, effective 6/26/14

Guy Reed

\*Information Technology Specialist, ASC, effective 6/27/14



**Agenda II.B.3.  
June 19, 2014**

**To: Members, Board of Education**  
**From: Lisa K. Rider, Executive Director of Business Services**  
**Date: June 19, 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 June 19, 2014.

\_\_\_\_\_  
Jim Schmid  
Chair - Board of Education

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

Date Received	Donor	Recipient of donation	Purpose	Donation
6/6/2014	MN Historical Society	Hidden Valley Elementary	To be used towards transportation costs for the 6th grade field trip to the James J Hill house.	\$ 304.00
6/6/2014	Hidden Valley PTO	Hidden Valley Elementary	Funding Dollar Amount 5th Grade Rockets \$250.00 August Class Assignment Mailing K \$58.85 August Class Assignment Mailing 1-3 \$234.60 August Class Assignment Mailing 4-6 \$206.55 Classroom Money \$571.42 Classroom Money \$1,714.29 Classroom Money \$1,714.29 English as a Second Language \$400.00 Field Trips K \$347.91 Field Trips 1-3 \$1,410.36 Field Trips 4-6 \$1,241.73 Field Trip-All School to ELC \$2,500.00 Science Night \$150.00 Planners- Grades 4-5-6 \$1,000.00 Principal Fund \$50.00 Reading Month \$100.00 Scholarship Fund 1-3 \$125.00 Scholarship Fund 4-6 \$125.00 PTO Copying Costs \$550.00	\$12,750.00
6/4/2014	Burnsville Lion's club	ISD 191	To be divided equally between the ten elementary schools for school supplies (for children or for the office).	\$ 5,000.00
5/30/2014	Wells Fargo Foundation	M.W. Savage	Unsure	\$ 72.69
5/29/2014	Wells Fargo	Eagle Ridge Junior High	General	\$ 134.61

Total monetary contributions to accept: **\$18,261.30**



**Agenda II.B.4  
June 19th, 2014**

**TO: Joe Gothard, Superintendent**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: June 19th, 2014**  
**RE: May Payroll, Claims and Receipts**

**RECOMMENDATION:** That the Board approves May payroll checks numbered 717709-717745, and Direct Deposit notices numbered 535813-538795, in the net amount of \$3,645,636.74. May & June claims to date represented by checks numbered 432500-433163, 1010264-1010616, 24-48, and 100925-100932 and wire transfers and adjustments totaling \$7,342,682.17. Also, that the Board accepts May receipts of \$11,392,661.51 and investments for the General Fund, 2012A Alt Facilities, and OPEB of \$53,646,586.43 as of May 31, 2014.

May 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  
MAY 2014**

**Cash Receipts**

Receipts	\$11,392,661.51
Miscellaneous Adjustments	

**TOTAL MAY CASH RECEIVED**11,392,661.51**CASH DISBURSEMENTS**

May

Regular Payroll Checks	717709-717745	\$3,645,636.74
Direct Deposit Notices	535813-538795	

Apr Payables previously approved:	\$368,102.87
May Claims previously approved:	\$256,899.54

May Claims:	432500-432762	\$1,927,275.94
	432883-432984	
	24-43	
	1010264-1010540	
	100925-100929	

May Wire Transfers	\$4,486,501.21
Miscellaneous Adjustments	<u>\$7,508.50</u>

**TOTAL MAY CASH DISBURSED**10,691,924.80**TOTAL EXPENSES TO BE APPROVED**

May Cash Disbursed	\$10,691,924.80
Less: Items Previously Approved	-\$625,002.41

Plus: May Payables	432763-432882	\$515,396.92
Checks	433114-433163	

Jun Claims:	432985-433113	\$405,999.60
Checks	44-48	
	1010541-1010616	
	100930-100932	

**TOTAL TO BE APPROVED**10,988,318.91

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 5/31/2014</u>
GENERAL FUND	\$264,014.07	\$27,185,100.00	\$27,449,114.07
OPEB	\$3,255,191.02	\$12,101,862.00	\$15,357,053.02
2012A ALT FACILITIES	\$7,502,019.34	\$3,338,400.00	\$10,840,419.34
	<u>\$11,021,224.43</u>	<u>\$42,625,362.00</u>	<u>\$53,646,586.43</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: 5/31/14

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	\$264,014.07	\$264,014.07	
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
CD	195422	1	4/2/14	4/14/15	BANK OF CHINA	\$249,934.88	\$249,400.00	0.208

**BURNSVILLE ISD 191 / GENERAL FUND**

**2960**  
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<i>Type</i>	<i>Trans</i>	<i>SEQ</i>	<i>Purchase</i>	<i>Maturity</i>	<i>Instrument</i>	<i>Par-Val/Mat. Val.</i>	<i>Original Cost</i>	<i>Rate</i>
CD	195423	1	4/2/14	4/14/15	UNITED TEXAS BANK	\$249,915.21	\$249,400.00	0.200
CD	196753	1	5/22/14	5/22/15	KANSAS STATE BANK OF MANHATTAN	\$249,928.91	\$249,200.00	0.293
CD	196754	1	5/22/14	5/22/15	FIRST GENERAL BANK	\$249,498.00	\$249,000.00	0.200
CD	196755	1	5/22/14	5/22/15	CALDWELL BANK AND TRUST	\$249,499.25	\$249,000.00	0.201
CD	196756	1	5/22/14	5/22/15	PLAINSCAPITAL BANK	\$249,901.29	\$249,400.00	0.201
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	196232	1	5/6/14	7/29/15	COLE TAYLOR BANK (N)	\$200,615.08	\$200,000.00	0.250
CD	196751	1	5/22/14	7/29/15	BANK OF THE OZARKS	\$249,592.27	\$249,000.00	0.205
CD	196752	1	5/22/14	7/29/15	ONB BANK AND TRUST COMPANY	\$249,880.87	\$249,300.00	0.201
CD	188312	1	7/30/13	7/30/15	BOFI FEDERAL BANK	\$249,036.05	\$247,300.00	0.351
CD	197022	1	5/30/14	8/13/15	PACIFIC ENTERPRISE BANK	\$249,901.05	\$249,300.00	0.200
CD	197023	1	5/30/14	8/13/15	MODERN BANK, NATIONAL ASSOCIATION	\$249,901.06	\$249,300.00	0.200
CD	196230	1	5/6/14	11/6/15	FIRST UTAH BANK	\$249,997.60	\$248,900.00	0.298
CD	196231	1	5/6/14	11/6/15	VIRGINIA HERITAGE BANK	\$249,809.74	\$248,900.00	0.248
CD	196750	1	5/22/14	11/23/15	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$2,261,292.20	\$2,252,800.00	0.250
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	196228	1	5/6/14	1/27/16	FAR EAST NATIONAL BANK	\$100,466.68	\$100,000.00	0.270
CD	196229	1	5/6/14	1/27/16	FINANCIAL FEDERAL BANK	\$249,306.09	\$248,400.00	0.211
CD	196274	1	5/8/14	1/27/16	EAST WEST BANK	\$4,049,392.45	\$4,030,000.00	0.280
CD	196749	1	5/22/14	1/27/16	ACCESS NATIONAL BANK	\$249,956.86	\$248,700.00	0.300
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

**BURNSVILLE ISD 191 / GENERAL FUND**

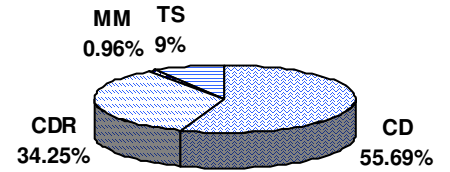
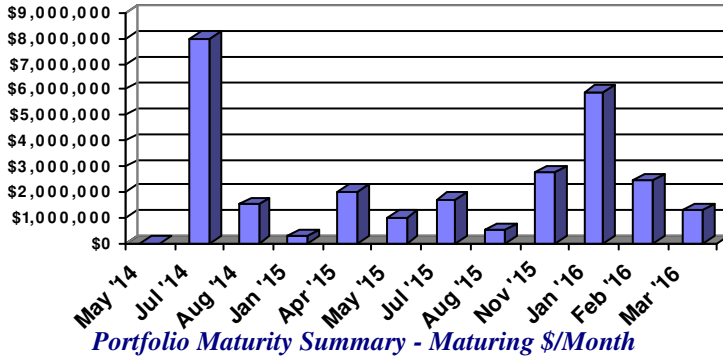
2960  
14

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield &amp; Weighted Average Portfolio Maturity are calculated only on the CD, CP, &amp; SEC desk.</i>						<b>Total Amount --&gt;</b>	<b>\$27,554,689.87</b>	<b>\$27,449,114.07</b>

**Time and Dollar Weighted Portfolio Yield: 0.296 %**

**Weighted Average Portfolio Maturity: 359.59 Days**

**MM: 0.96%**  
**CD's: 55.69%**  
**CP: 0.00%**  
**SEC: 0.00%**



*Portfolio Allocation by Transaction Type*



# Total Portfolio Report CAR

As of: 5/31/14

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	\$3,255,191.02	\$3,255,191.02	
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**

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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 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

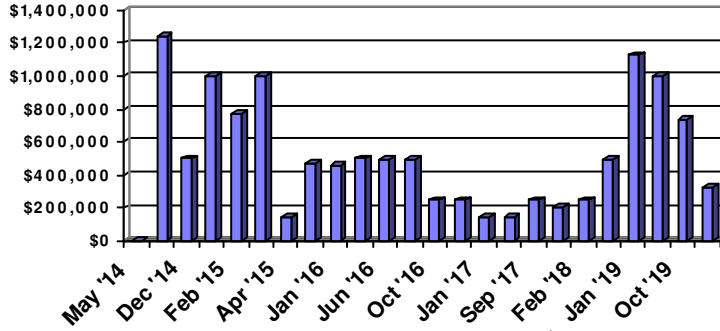
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

**Total Amount --> \$15,525,055.58 \$15,357,053.02**

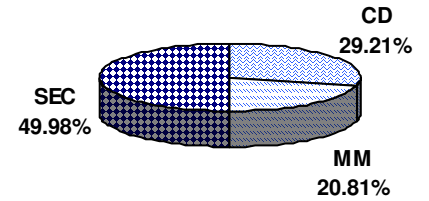
**Time and Dollar Weighted Portfolio Yield: 1.520 %**

**Weighted Average Portfolio Maturity: 696.50 Days**

**MM: 21.20%**  
**CD's: 29.76%**  
**CP: 0.00%**  
**SEC: 49.05%**



**Portfolio Maturity Summary - Maturing \$/Month**



**Portfolio Allocation by Transaction Type**



# Total Portfolio Report CAR

As of: 5/31/14

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	\$7,501,940.44	\$7,501,940.44	
SDA					Savings Deposit Account - CITIBANK SDA-C	\$78.90	\$78.90	
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
CD	196868	1	5/28/14	5/28/15	LANDMARK COMMUNITY BANK	\$249,379.14	\$248,900.00	0.193
CD	196869	1	5/28/14	5/28/15	MAINSTREET BANK	\$249,454.09	\$249,000.00	0.182
CD	196870	1	5/28/14	5/28/15	CHEROKEE STATE BANK	\$249,952.01	\$249,500.00	0.181
CD	196867	1	5/28/14	6/15/15	ENERBANK USA	\$249,823.19	\$249,300.00	0.200
CD	196866	1	5/28/14	8/31/15	FREEMPORT STATE BANK	\$249,928.38	\$249,300.00	0.200

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

Total Amount --> **\$10,848,333.95** **\$10,840,419.34**

Time and Dollar Weighted Portfolio Yield: **0.209 %**

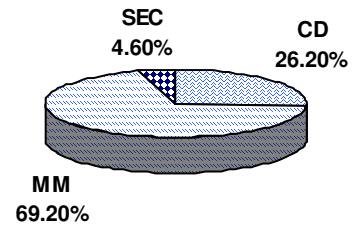
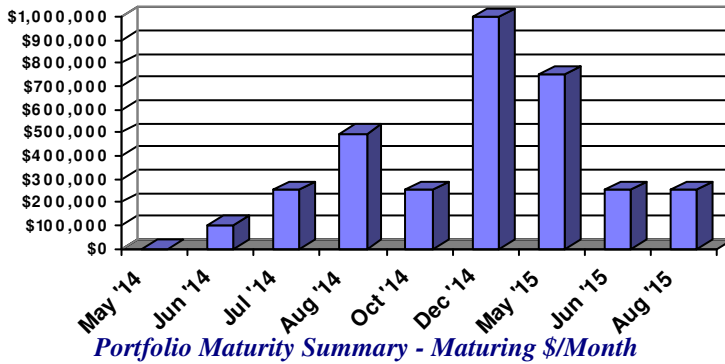
Weighted Average Portfolio Maturity: **70.50 Days**

MM: **69.20%**

CD's: **26.20%**

CP: **0.00%**

SEC: **4.59%**



Portfolio Allocation by Transaction Type

May 2014

Wire Transfers

Date	From	To	Amount	For
050114	State of Minnesota	MSDLAF	124,637.52	State Wire Payment
050114	MSDLAF	Internal Revenue Service	722,683.75	April 30, 2014 Federal Payroll Taxes
050114	MSDLAF	State of Minnesota	120,177.57	April 30, 2014 State Payroll Taxes
050114	MSDLAF	State of Minnesota	2,932.07	April 30, 2014 Payroll - Child Support
050214	State of Minnesota	MSDLAF	167.63	State Wire Payment
050514	Dakota County	MSDLAF	8,351.00	County Wire Payment
050614	MSDLAF	Delta Dental	14,557.35	Dental Insurance
050714	State of Minnesota	MSDLAF	23,288.70	State Wire Payment
050714	MDSLAF	Medica	282,109.42	Health Insurance
050814	State of Minnesota	MSDLAF	5,317.77	State Wire Payment
050814	USDA	MSDLAF	20,000.00	USDA Wire Payment
050914	MSDLAF	Corporate Health	38,892.38	Medical Claims
050914	MSDLAF	Corporate Health	30,788.47	Flex Account Claims
051214	MSDLAF	State of Minnesota	363.00	Sales Tax
051214	MSDLAF	TRA	309,466.65	April 30, 2014 Payroll - TRA
051214	MSDLAF	PERA	92,786.24	April 30, 2014 Payroll - PERA
051214	MSDLAF	Medica	91,758.27	Health Insurance Fees
051414	MSDLAF	Delta Dental	26,662.36	Dental Insurance
051414	MSDLAF	Medica	239,241.91	Health Insurance
051514	MDE	MSDLAF	2,365,576.96	May 15, 2014 State Aid Payment
051514	MSDLAF	People's Bank	156,706.71	May 15, 2014 Payroll - TSA Deductions
051514	MSDLAF	Teacher Federated Credit Union	37,630.15	May 15, 2014 Payroll - Dues
051614	MSDLAF	Internal Revenue Service	686,813.05	May 15, 2014 Federal Payroll Taxes
051614	MSDLAF	State of Minnesota	115,101.59	May 15, 2014 State Payroll Taxes
051614	MSDLAF	State of Minnesota	2,780.30	May 15, 2014 Payroll - Child Support
051614	MSDLAF	Corporate Health	17,129.69	Medical Claims
051614	MSDLAF	Corporate Health	5,324.46	Flex Account Claims
051914	State of Minnesota	MSDLAF	221.38	State Wire Payment
052114	MSDLAF	Pitney Bowes	5,000.00	Mailroom Postage
052114	MSDLAF	Delta Dental	14,747.18	Dental Insurance
052114	MSDLAF	Medica	306,906.04	Health Insurance
052214	MSDLAF	Wells Fargo	42,843.45	BHS Athletic Field Lease
052214	MSDLAF	Alliance Bank	7,500.00	Wellness Produce Program
052314	State of Minnesota	MSDLAF	5,553.62	State Wire Payment
052314	MSDLAF	Corporate Health	22,131.93	Medical Claims
052314	MSDLAF	Corporate Health	18,303.49	Flex Account Claims

**May 2014**

Wire Transfers

Date	From	To	Amount	For
052714	Dakota County	MSDLAF	5,678,000.00	Tax Advance
052714	Scott County	MSDLAF	1,746,029.02	Tax Advance
052714	MSDLAF	TRA	310,141.32	May 15, 2014 Payroll - TRA
052714	MSDLAF	PERA	92,687.67	May 15, 2014 Payroll - PERA
052814	MSDLAF	State of Minnesota	13,174.53	Unemployment Insurance
052914	State of Minnesota	MSDLAF	382,776.26	State Wire Payment
052914	MSDLAF	Delta Dental	13,158.37	Dental Insurance
052914	MSDLAF	Medica	302,621.81	Health Insurance
053014	MDE	MSDLAF	243,493.83	May 30, 2014 State Aid Payment
053014	MSDLAF	People's Bank	157,716.83	May 30, 2014 Payroll - TSA Deductions
053014	MSDLAF	Teacher Federated Credit Union	37,745.49	May 30, 2014 Payroll - Dues
053014	MSDLAF	Corporate Health	14,708.57	Medical Claims
053014	MSDLAF	Corporate Health	8,666.76	Flex Account Claims

# Check Register Report

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1010264		\$78.40	05/07/14	88888	15982	ANDERSON, BJORN RS
1	1010265		\$22.85	05/07/14	88888	11018	BARRETT, MARY LU
1	1010266		\$145.96	05/07/14	88888	16083	BERNARD, TAMMI
1	1010267		\$81.00	05/07/14	88888	15375	BIRCH, NANCY A
1	1010268		\$56.78	05/07/14	88888	7298	BRENNAN, CAROL ANN
1	1010269		\$108.94	05/07/14	88888	18265	BROWN, JACKLYN D
1	1010270		\$45.58	05/07/14	88888	15074	CHAMERLIK, KAREN
1	1010271		\$10.66	05/07/14	88888	11833	DOUGLAS, LORI
1	1010272		\$71.92	05/07/14	88888	11833	DOUGLAS, LORI
1	1010273		\$13.55	05/07/14	88888	16015	EICHTEN, HEIDI J
1	1010274		\$32.84	05/07/14	88888	13256	FANDRICH, KARI M
1	1010275		\$340.46	05/07/14	88888	9689	FINN, FAY E
1	1010276		\$30.01	05/07/14	88888	9777	HENRY, JOEL E
1	1010277		\$21.62	05/07/14	88888	9267	HOLDEN, MATTHEW J
1	1010278		\$40.71	05/07/14	88888	16683	HREHA, JUSTIN T
1	1010279		\$46.06	05/07/14	88888	13396	HUTCHINSON, JENNIFER L
1	1010280		\$227.53	05/07/14	88888	14984	JENSEN, AMANDA LYNN
1	1010281		\$137.47	05/07/14	88888	17951	JUNTUNEN, MEGHAN
1	1010282		\$68.32	05/07/14	88888	18166	KASTLER, ANN
1	1010283		\$9.55	05/07/14	88888	14751	KELLER, KATIE
1	1010284		\$15.12	05/07/14	88888	16835	KILBER, KRISTY
1	1010285		\$52.92	05/07/14	88888	17786	LARSON, KATIE
1	1010286		\$102.26	05/07/14	88888	18189	LINDBERG, CHARLOTTE
1	1010287		\$39.41	05/07/14	88888	16451	LOPEZ, MARIA T
1	1010288		\$97.34	05/07/14	88888	14982	LUCIUS, RACHEL H
1	1010289		\$22.68	05/07/14	88888	18097	MAGNER, HEIDI
1	1010290		\$57.00	05/07/14	88888	10819	MAIDMENT, LORI
1	1010291		\$128.24	05/07/14	88888	7268	MESARCHIK, MARY L
1	1010292		\$70.22	05/07/14	88888	18041	MILLEA, ALLISON B
1	1010293		\$67.13	05/07/14	88888	15112	NELSON, TARA A
1	1010294		\$40.10	05/07/14	88888	16740	NURMELA, CRYSTAL
1	1010295		\$75.00	05/07/14	88888	11306	PETERSON, KERI
1	1010296		\$69.18	05/07/14	88888	18068	REDIG, ESSIA M
1	1010297		\$39.65	05/07/14	88888	17811	REED, GUY
1	1010298		\$37.80	05/07/14	88888	16999	RENKEN, CARISSA M
1	1010299		\$20.40	05/07/14	88888	18095	ROSE, MICHAEL
1	1010300		\$32.03	05/07/14	88888	16194	SCALZO, KRISTIN
1	1010301		\$15.15	05/07/14	88888	13468	SILBERMAN, KEVIN
1	1010302		\$297.00	05/07/14	88888	17542	SMITH, JACQUELINE J
1	1010303		\$28.91	05/07/14	88888	14226	STALOCK, SHARRON C
1	1010304		\$147.00	05/07/14	88888	15288	STAPP, BENJAMIN
1	1010305		\$67.00	05/07/14	88888	14874	STILES, JENNIFER E

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1010306		\$145.00	05/07/14	88888	17745	THEIS, NICOLE I
1	1010307		\$97.44	05/07/14	88888	13898	TORGERSEN, SHERRY LYNN
1	1010308		\$121.69	05/07/14	88888	1771	VANWYNGARDEN, ALAN
1	1010309		\$20.61	05/07/14	88888	16491	VITALI, ALICIA F
1	1010310		\$70.56	05/07/14	88888	7858	WARMKA, CHERI R
1	1010311		\$103.04	05/07/14	88888	11330	WEBBER, JEFFREY
1	1010312		\$68.40	05/07/14	88888	15148	WEGENER, KIMBERLY E
1	1010313		\$64.79	05/07/14	88888	5573	WEILER, ROBERT M
1	1010314		\$67.59	05/07/14	88888	17127	WRUCKE, PATRICIA A
1	1010315		\$169.34	05/07/14	88888	16025	YOUNG, KRISTEN A
1	1010316		\$12.32	05/14/14	88888	18104	ABBOTT, MARK M
1	1010317		\$46.54	05/14/14	88888	13406	ALLEN, SUSAN M
1	1010318		\$71.40	05/14/14	88888	9390	ANDERSON, BARBARA JEAN
1	1010319		\$71.01	05/14/14	88888	16318	ANDERSON, SARAH R
1	1010320		\$16.80	05/14/14	88888	7879	BERG, DAVID A
1	1010321		\$19.60	05/14/14	88888	13957	BERRA, ANGELA M
1	1010322		\$90.05	05/14/14	88888	14949	CHRISTENSON, ANNE
1	1010323		\$155.34	05/14/14	88888	14969	DEMPSEY, JODI JEAN
1	1010324		\$35.00	05/14/14	88888	15992	ELLISON, NICHOLAS
1	1010325		\$87.72	05/14/14	88888	12072	ENGBERG, DENISE G
1	1010326		\$9.64	05/14/14	88888	16244	GILBERTSON, SHERRY A
1	1010327		\$48.05	05/14/14	88888	14219	GRIES, BRENDA J
1	1010328		\$120.85	05/14/14	88888	7923	GRISWOLD, CHERYL A
1	1010329		\$25.76	05/14/14	88888	15033	HARDT, ANNETTE
1	1010330		\$52.64	05/14/14	88888	7255	HAUER, PAMELA A
1	1010331		\$25.46	05/14/14	88888	15977	HEIM, WILLIAM V
1	1010332		\$31.15	05/14/14	88888	17771	HELWIG, KRISTINE K
1	1010333		\$78.84	05/14/14	88888	14601	HOESCHEN, KERRY
1	1010334		\$174.58	05/14/14	88888	18039	HUME, LAURIE A
1	1010335		\$46.28	05/14/14	88888	14751	KELLER, KATIE
1	1010336		\$23.37	05/14/14	88888	15581	KEOUGH, SUSAN A
1	1010337		\$259.52	05/14/14	88888	16188	KLOECKL, SARAH ANN
1	1010338		\$52.92	05/14/14	88888	16188	KLOECKL, SARAH ANN
1	1010339		\$72.81	05/14/14	88888	16188	KLOECKL, SARAH ANN
1	1010340		\$29.15	05/14/14	88888	16188	KLOECKL, SARAH ANN
1	1010341		\$94.08	05/14/14	88888	16789	KRONABETTER, JULIE R
1	1010342		\$179.80	05/14/14	88888	10482	LATTERY, SHARLEEN M
1	1010343		\$115.00	05/14/14	88888	18212	LAWLER, MELISSA J
1	1010344		\$14.95	05/14/14	88888	12336	LOGAN, KARI M
1	1010345		\$108.42	05/14/14	88888	18244	MAUNU, KAREN L
1	1010346		\$100.00	05/14/14	88888	18113	MCCARTNEY, VERONICA M
1	1010347		\$54.94	05/14/14	88888	14130	MCCROSKEY, SHARI

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1010348		\$42.95	05/14/14	88888	12901	MCCUE, MICHELLE
1	1010349		\$119.28	05/14/14	88888	7268	MESARCHIK, MARY L
1	1010350		\$160.72	05/14/14	88888	16501	NESS, KAREN M
1	1010351		\$643.44	05/14/14	88888	9802	O'NEILL-MAGER, JENNIFER
1	1010352		\$318.00	05/14/14	88888	9802	O'NEILL-MAGER, JENNIFER
1	1010353		\$96.00	05/14/14	88888	10313	OLSON, AMY
1	1010354		\$34.16	05/14/14	88888	9239	OPATZ, LARRY
1	1010355		\$31.82	05/14/14	88888	15386	ORLICH-SULLIVAN, MEGAN
1	1010356		\$948.94	05/14/14	88888	8627	ORTH, STEVEN D. R.
1	1010357		\$22.79	05/14/14	88888	13879	REISINGER, TONETTE A
1	1010358		\$36.55	05/14/14	88888	18095	ROSE, MICHAEL
1	1010359		\$100.00	05/14/14	88888	10741	RAPPE, BRIAN
1	1010360		\$14.99	05/14/14	88888	17775	SASSAMAN, TYLER
1	1010361		\$211.58	05/14/14	88888	13651	SEXTON, MARCIA
1	1010362		\$14.56	05/14/14	88888	11825	SIEBER, ANDREA
1	1010363		\$300.27	05/14/14	88888	4356	SIMON, GLENN D.
1	1010364		\$142.80	05/14/14	88888	8791	SVARE, JANE
1	1010365		\$98.92	05/14/14	88888	18096	SWENSON, KRISTIN J
1	1010366		\$583.73	05/14/14	88888	17937	TUDISCO, MELINDA
1	1010367		\$593.70	05/14/14	88888	7415	UMHOEFER, THOMAS C
1	1010368		\$10.36	05/14/14	88888	11462	VAURIO, SONYA
1	1010369		\$120.95	05/14/14	88888	16629	VILLAS, HOLLIE R
1	1010370		\$23.63	05/14/14	88888	16345	WALCZAK, CHERYL M
1	1010371		\$69.44	05/14/14	88888	13905	WENDLING, PAULA L
1	1010372		\$47.44	05/21/14	88888	9746	ALBERTUS, CANDY J
1	1010373		\$43.00	05/21/14	88888	11817	ALVEY, HEATHER
1	1010374		\$125.00	05/21/14	88888	7770	ANDERSON, MEGAN
1	1010375		\$8.48	05/21/14	88888	6956	ASHLEY, MARY K
1	1010376		\$54.21	05/21/14	88888	18103	BALASIS, CHRISTINE M
1	1010377		\$56.00	05/21/14	88888	4467	BARLAGE, SUSAN
1	1010378		\$13.27	05/21/14	88888	7839	BARNES, CHERISE C
1	1010379		\$18.65	05/21/14	88888	17540	BARRY, AMBER LEIGH
1	1010380		\$3,350.68	05/21/14	88888	15237	BEAL, DIANE E
1	1010381		\$11.20	05/21/14	88888	7879	BERG, DAVID A
1	1010382		\$30.58	05/21/14	88888	6452	BERG, JANET
1	1010383		\$17.86	05/21/14	88888	9749	BLAIR, MICHAEL E.
1	1010384		\$7.17	05/21/14	88888	9960	BOEKHOFF, LYNETTE
1	1010385		\$16.86	05/21/14	88888	8189	BRAUN, JEAN C
1	1010386		\$85.34	05/21/14	88888	16983	BROVIAK, ERIN K
1	1010387		\$2,394.00	05/21/14	88888	16983	BROVIAK, ERIN K
1	1010388		\$75.00	05/21/14	88888	9373	BROWN, MARY KAY
1	1010389		\$49.84	05/21/14	88888	17216	CHOUANARD, MARY E

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1010390		\$115.00	05/21/14	88888	18112	CIZINSKI, MELINDA
1	1010391		\$369.89	05/21/14	88888	12806	CORBAY, STEPHANIE A
1	1010392		\$169.12	05/21/14	88888	12806	CORBAY, STEPHANIE A
1	1010393		\$84.67	05/21/14	88888	9750	CORONIS, ANTHONY L
1	1010394		\$229.69	05/21/14	88888	18165	CROWE, BREANNA L
1	1010395		\$103.04	05/21/14	88888	18083	CURTIS, MICHELE A
1	1010396		\$164.35	05/21/14	88888	6482	DAHLER, ELOISE J
1	1010397		\$43.00	05/21/14	88888	16794	DONNOHUE, ROSE MARIE
1	1010398		\$36.28	05/21/14	88888	17497	EISENBERG, RACHELLE L
1	1010399		\$7.14	05/21/14	88888	13415	ENGELHARDT, ANGELA C
1	1010400		\$32.00	05/21/14	88888	12411	ERZ, MARCIA
1	1010401		\$73.83	05/21/14	88888	11322	FARRELL, TRACY E
1	1010402		\$23.19	05/21/14	88888	15993	FAUST, DANIELLE M
1	1010403		\$22.40	05/21/14	88888	7399	GILES, SHARI M THEIS
1	1010404		\$14.98	05/21/14	88888	17677	GLAS, JOHN M
1	1010405		\$28.67	05/21/14	88888	7304	GOSSMAN, LISA ANN
1	1010406		\$118.08	05/21/14	88888	17994	GOTHARD, JOSEPH M
1	1010407		\$19.95	05/21/14	88888	8735	GRANT, ANNETTE
1	1010408		\$6.78	05/21/14	88888	12609	HAMEL, AMY
1	1010409		\$15.25	05/21/14	88888	14501	HARRISON, STACY LYNN
1	1010410		\$167.44	05/21/14	88888	8309	HENDRIX, EUGENIA M
1	1010411		\$7.00	05/21/14	88888	6687	HILL, GWEN LOUISE
1	1010412		\$81.70	05/21/14	88888	12301	HJERMSTAD, HEATHER
1	1010413		\$30.80	05/21/14	88888	10142	HOLCOMBE, SARA J
1	1010414		\$28.24	05/21/14	88888	3547	HUGSTAD-VAA, JENNIFER JO
1	1010415		\$172.97	05/21/14	88888	13396	HUTCHINSON, JENNIFER L
1	1010416		\$21.79	05/21/14	88888	14984	JENSEN, AMANDA LYNN
1	1010417		\$39.98	05/21/14	88888	14984	JENSEN, AMANDA LYNN
1	1010418		\$109.90	05/21/14	88888	10888	JENSEN, LETA
1	1010419		\$20.16	05/21/14	88888	17383	JOHNSON, KAREN A
1	1010420		\$78.01	05/21/14	88888	16004	JORGENSON, SHANNON E
1	1010421		\$18.38	05/21/14	88888	10810	JOROENSEN, KATHLEEN A
1	1010422		\$308.92	05/21/14	88888	10826	KACHMAN, ANGELA
1	1010423		\$73.92	05/21/14	88888	14479	KIBLER, JEANNE
1	1010424		\$58.80	05/21/14	88888	16835	KILBER, KRISTY
1	1010425		\$6.21	05/21/14	88888	14147	KLINNERT, ELIZABETH
1	1010426		\$25.14	05/21/14	88888	7847	KOLSTAD, MICHELE M
1	1010427		\$36.40	05/21/14	88888	15381	KRAL, MELISSA M
1	1010428		\$256.07	05/21/14	88888	17521	KREBS, TYLER JON
1	1010429		\$146.31	05/21/14	88888	17653	KUBOUSHEK, KERI L
1	1010430		\$451.00	05/21/14	88888	10637	KUGLER, JULIE
1	1010431		\$46.49	05/21/14	88888	14261	LANGRECK, LORI

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1010432		\$21.85	05/21/14	88888	13290	LINDELL, MICHELLE M
1	1010433		\$162.93	05/21/14	88888	13290	LINDELL, MICHELLE M
1	1010434		\$55.86	05/21/14	88888	12303	LOESCH, JAKE
1	1010435		\$53.76	05/21/14	88888	11807	MAKI, CATHY
1	1010436		\$75.00	05/21/14	88888	10311	MATHYS, SANDRA
1	1010437		\$34.50	05/21/14	88888	18244	MAUNU, KAREN L
1	1010438		\$115.00	05/21/14	88888	12243	MAUSER, COURTNEY
1	1010439		\$5.25	05/21/14	88888	12203	MAY, MARIE T
1	1010440		\$7.39	05/21/14	88888	17583	MCBRIDE, KRISTEN
1	1010441		\$103.04	05/21/14	88888	12023	MCCARTHY, BRIGID M
1	1010442		\$41.64	05/21/14	88888	13426	MILINOVICH, CHRIS M
1	1010443		\$2.98	05/21/14	88888	18144	MILINOVICH, TRACY
1	1010444		\$12.40	05/21/14	88888	10323	MILLER, JILL ELIZABETH
1	1010445		\$6.27	05/21/14	88888	15133	MOBERG, CARLENE
1	1010446		\$8.00	05/21/14	88888	14675	NEISEN, LUANN M
1	1010447		\$34.38	05/21/14	88888	6326	NEPSUND, CYNTHIA J
1	1010448		\$257.04	05/21/14	88888	13692	NIEMIEC, ALICIA
1	1010449		\$7.95	05/21/14	88888	17719	NIERENGARTEN, BRIANNA L
1	1010450		\$19.88	05/21/14	88888	18002	NYEGGEN, EMILY
1	1010451		\$18.96	05/21/14	88888	17120	OLSON, DIANE B
1	1010452		\$134.33	05/21/14	88888	18108	OSTOFF, BRIANNA N
1	1010453		\$28.89	05/21/14	88888	17998	PARKIN, KELSEY
1	1010454		\$49.66	05/21/14	88888	17891	PINTOZZI, ROBIN
1	1010455		\$29.00	05/21/14	88888	16712	QUAST, LUCIA JANE
1	1010456		\$11.00	05/21/14	88888	17950	QUESENBERRY, KIMBERLY
1	1010457		\$59.53	05/21/14	88888	16999	RENKEN, CARISSA M
1	1010458		\$83.72	05/21/14	88888	10890	RETHLAKE-HOMOLKA, PAM
1	1010459		\$67.91	05/21/14	88888	17608	RICHARDSON, SARAH ANN SCHLETTY
1	1010460		\$255.00	05/21/14	88888	13654	ROBB, BRADLEY E
1	1010461		\$76.72	05/21/14	88888	9670	ROBOLE, VICKI M
1	1010462		\$15.98	05/21/14	88888	17006	ROSENBERGER, ROSE M
1	1010463		\$12.10	05/21/14	88888	18230	SAHLI, TERESEA
1	1010464		\$31.42	05/21/14	88888	18230	SAHLI, TERESEA
1	1010465		\$19.32	05/21/14	88888	18230	SAHLI, TERESEA
1	1010466		\$59.19	05/21/14	88888	8937	SAMPERS, CYNTHIA
1	1010467		\$83.00	05/21/14	88888	10820	SHELDEN, JON
1	1010468		\$39.37	05/21/14	88888	13470	SMALLEY, AMY C
1	1010469		\$28.39	05/21/14	88888	11808	SPODEN, ANNEMARIE
1	1010470		\$200.04	05/21/14	88888	14961	SPRY, KARIE
1	1010471		\$182.00	05/21/14	88888	15288	STAPP, BENJAMIN
1	1010472		\$71.34	05/21/14	88888	18084	STARK, CINDY S

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1010473		\$22.57	05/21/14	88888	12724	STEEG, KIMBERLY KAYE
1	1010474		\$430.92	05/21/14	88888	6851	STEPHES, THOMAS J
1	1010475		\$204.51	05/21/14	88888	9915	SWEENEY, ANN M
1	1010476		\$16.79	05/21/14	88888	13441	TESMER, RUSSELL
1	1010477		\$36.16	05/21/14	88888	13441	TESMER, RUSSELL
1	1010478		\$130.83	05/21/14	88888	17289	THOMPSON, LINDEE G
1	1010479		\$32.00	05/21/14	88888	11948	TOELLER, SANDRA L
1	1010480		\$40.66	05/21/14	88888	11462	VAURIO, SONYA
1	1010481		\$27.86	05/21/14	88888	16629	VILLAS, HOLLIE R
1	1010482		\$37.58	05/21/14	88888	10299	WEIGHTMAN, ELIZABETH C
1	1010483		\$75.00	05/21/14	88888	12021	WEINGARTZ, MARY L
1	1010484		\$137.92	05/21/14	88888	6624	WESSEN, JANE E
1	1010485		\$125.95	05/21/14	88888	18078	WILDE, ALLISON
1	1010486		\$143.36	05/21/14	88888	15911	WILLSON, DAWN M
1	1010487		\$199.92	05/21/14	88888	15911	WILLSON, DAWN M
1	1010488		\$58.00	05/21/14	88888	18016	WIXSON, REID W
1	1010489		\$296.66	05/21/14	88888	17960	WOLTER, JOSHUA
1	1010490		\$28.17	05/21/14	88888	16232	WORKMAN, CAROLYN J
1	1010492		\$39.78	05/21/14	88888	16025	YOUNG, KRISTEN A
1	1010493		\$32.54	05/21/14	88888	16025	YOUNG, KRISTEN A
1	1010494		\$25.31	05/21/14	88888	16025	YOUNG, KRISTEN A
1	1010495		\$5.00	05/21/14	88888	14779	ZAK, GLORIA
1	1010496		\$18.78	05/21/14	88888	18131	ZDON, DANIELLE
1	1010497		\$9.24	05/21/14	88888	9277	ZEIGLER, SARAH
1	1010498		\$28.62	05/21/14	88888	9277	ZEIGLER, SARAH
1	1010499		\$24.47	05/21/14	88888	14127	ZONDAG, KIMBERLY
1	1010500		\$204.10	05/21/14	88888	9298	ZUPKE, SAMUEL
1	1010501		\$200.00	05/28/14	88888	18043	AMOROSO, CYNTHIA
1	1010502		\$9.98	05/28/14	88888	9569	ANDREWS, DONNA
1	1010503		\$1,950.00	05/28/14	88888	14183	BELLMONT, CHRISTOPHER
1	1010504		\$23.52	05/28/14	88888	5969	BENGTSON, CAROL
1	1010505		\$144.91	05/28/14	88888	15922	DUNN, RUTH C
1	1010506		\$510.30	05/28/14	88888	11355	DUETHMAN, ELIZABETH A
1	1010507		\$200.00	05/28/14	88888	11756	ERICKSON, CONSTANCE
1	1010508		\$150.70	05/28/14	88888	7314	GAMBUCCI, ANN MARIE
1	1010509		\$75.45	05/28/14	88888	7314	GAMBUCCI, ANN MARIE
1	1010510		\$86.48	05/28/14	88888	16244	GILBERTSON, SHERRY A
1	1010511		\$400.00	05/28/14	88888	17994	GOTHARD, JOSEPH M
1	1010512		\$532.95	05/28/14	88888	8557	HANSMANN, PATRICIA I
1	1010513		\$167.95	05/28/14	88888	15977	HEIM, WILLIAM V
1	1010514		\$34.74	05/28/14	88888	6687	HILL, GWEN LOUISE
1	1010515		\$200.00	05/28/14	88888	17743	HOFFMAN, BRADY JOHN

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1010516		\$48.00	05/28/14	88888	7303	HRIMNAK, JOSEPH MICHAEL
1	1010517		\$50.00	05/28/14	88888	17655	JENSEN, STEVEN
1	1010518		\$37.65	05/28/14	88888	15691	KING, LAURIE J
1	1010519		\$33.27	05/28/14	88888	15691	KING, LAURIE J
1	1010520		\$26.66	05/28/14	88888	17002	KOPP, ELIZABETH A
1	1010521		\$1,215.00	05/28/14	88888	9358	KRAFT, STEPHEN
1	1010522		\$400.00	05/28/14	88888	5733	LAWRENCE, ROELY
1	1010523		\$100.00	05/28/14	88888	16900	LEACH, JEFFREY A
1	1010524		\$280.00	05/28/14	88888	16900	LEACH, JEFFREY A
1	1010525		\$36.00	05/28/14	88888	16011	NELSON, JEFFREY P
1	1010526		\$27.50	05/28/14	88888	17716	NEWBY, MATTHEW
1	1010527		\$29.12	05/28/14	88888	7257	O'REILLY, JOHN T
1	1010528		\$96.41	05/28/14	88888	9771	PLUCINAK, JODY L
1	1010529		\$1,950.00	05/28/14	88888	12351	PORTER, JANICE
1	1010530		\$36.81	05/28/14	88888	18068	REDIG, ESSIA M
1	1010531		\$200.00	05/28/14	88888	16166	RIDER, LISA K
1	1010532		\$49.28	05/28/14	88888	16574	ROBASSE, CHRISTINE M
1	1010533		\$26.99	05/28/14	88888	7829	ROCZNIAK, EUGENE A
1	1010534		\$144.06	05/28/14	88888	9355	SCHMID, CHERYL
1	1010535		\$255.32	05/28/14	88888	17398	SCHMIDT, JENNIFER A
1	1010536		\$200.00	05/28/14	88888	17487	SOVINE, STACEY
1	1010537		\$98.95	05/28/14	88888	18084	STARK, CINDY S
1	1010538		\$29.81	05/28/14	88888	16046	STRAHOTA, SARA J
1	1010539		\$1,360.00	05/28/14	88888	14138	THOMPSON, SALOUA
1	1010540		\$25.99	05/28/14	88888	16431	WARD, KARI M
1	1010541		\$20.69	06/04/14	88888	15980	AAMODT, WILLIAM P
1	1010542		\$68.55	06/04/14	88888	9390	ANDERSON, BARBARA JEAN
1	1010543		\$7.55	06/04/14	88888	5518	AURON, PATRICIA R
1	1010544		\$69.00	06/04/14	88888	18103	BALASIS, CHRISTINE M
1	1010545		\$10.76	06/04/14	88888	17540	BARRY, AMBER LEIGH
1	1010546		\$11.20	06/04/14	88888	7879	BERG, DAVID A
1	1010547		\$40.65	06/04/14	88888	9363	BIEN, BERNADETTE L
1	1010548		\$165.37	06/04/14	88888	9748	BLAIR, FRANCES M.
1	1010549		\$810.00	06/04/14	88888	9302	BOHR, JENNIFER L
1	1010550		\$2,949.00	06/04/14	88888	9829	BONNEVILLE, JON G
1	1010551		\$89.98	06/04/14	88888	11279	BRANDNER, RENEE
1	1010552		\$13.11	06/04/14	88888	5747	CORDAHL, AMBER
1	1010553		\$7,504.00	06/04/14	88888	9249	DARSOW, DELONNA J
1	1010554		\$108.38	06/04/14	88888	17570	DETERT, KYLE J
1	1010555		\$22.33	06/04/14	88888	16920	DETLING, AMY LYN
1	1010556		\$55.44	06/04/14	88888	9552	DORIGAN-SLETTE, CYNTHIA M
1	1010557		\$810.00	06/04/14	88888	11355	DUETHMAN, ELIZABETH A

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1010558		\$33.16	06/04/14	88888	15922	DUNN, RUTH C
1	1010559		\$50.00	06/04/14	88888	8217	DWIRE, MELINDA
1	1010560		\$100.45	06/04/14	88888	9689	FINN, FAY E
1	1010561		\$129.03	06/04/14	88888	6168	FREDRIKSON, KAYE E
1	1010562		\$53.84	06/04/14	88888	8128	GIERADA, BARBARA L
1	1010563		\$51.10	06/04/14	88888	8128	GIERADA, BARBARA L
1	1010564		\$66.20	06/04/14	88888	4110	GOETZ, DEBORAH E
1	1010565		\$42.00	06/04/14	88888	8737	HAMMES, TIMOTHY
1	1010566		\$33.00	06/04/14	88888	8737	HAMMES, TIMOTHY
1	1010567		\$55.70	06/04/14	88888	17771	HELWIG, KRISTINE K
1	1010568		\$48.56	06/04/14	88888	9777	HENRY, JOEL E
1	1010569		\$29.00	06/04/14	88888	14189	HIEBERT, TRACY
1	1010570		\$96.82	06/04/14	88888	14601	HOESCHEN, KERRY
1	1010571		\$42.74	06/04/14	88888	14601	HOESCHEN, KERRY
1	1010572		\$24.86	06/04/14	88888	9267	HOLDEN, MATTHEW J
1	1010573		\$31.30	06/04/14	88888	16683	HREHA, JUSTIN T
1	1010574		\$40.88	06/04/14	88888	9394	HUEMOELLER, MICHAEL T
1	1010575		\$34.24	06/04/14	88888	3547	HUGSTAD-VAA, JENNIFER JO
1	1010576		\$1,000.00	06/04/14	88888	18039	HUME, LAURIE A
1	1010577		\$56.62	06/04/14	88888	14623	JOHNSHOY, JANET
1	1010578		\$15.52	06/04/14	88888	17755	JOHNSON, CORY CHARLES
1	1010579		\$31.22	06/04/14	88888	17755	JOHNSON, CORY CHARLES
1	1010580		\$22.68	06/04/14	88888	17383	JOHNSON, KAREN A
1	1010581		\$78.46	06/04/14	88888	14479	KIBLER, JEANNE
1	1010582		\$48.72	06/04/14	88888	16835	KILBER, KRISTY
1	1010583		\$45.14	06/04/14	88888	7431	LANDMARK, SHARON K
1	1010584		\$50.40	06/04/14	88888	17786	LARSON, KATIE
1	1010585		\$85.68	06/04/14	88888	12287	LUND, TIMOTHY J
1	1010586		\$69.31	06/04/14	88888	13288	LUTZ, AMANDA J
1	1010587		\$104.38	06/04/14	88888	12023	MCCARTHY, BRIGID M
1	1010588		\$109.00	06/04/14	88888	12889	MOORLACH, BRIAN
1	1010589		\$62.30	06/04/14	88888	15112	NELSON, TARA A
1	1010590		\$76.99	06/04/14	88888	15112	NELSON, TARA A
1	1010591		\$50.00	06/04/14	88888	16740	NURMELA, CRYSTAL
1	1010592		\$11.65	06/04/14	88888	7257	O'REILLY, JOHN T
1	1010593		\$17.81	06/04/14	88888	15386	ORLICH-SULLIVAN, MEGAN
1	1010594		\$39.41	06/04/14	88888	7820	PAULY, LYNN L
1	1010595		\$29.44	06/04/14	88888	17903	PETROSKEY, KELLIE A
1	1010596		\$73.45	06/04/14	88888	17891	PINTOZZI, ROBIN
1	1010597		\$115.00	06/04/14	88888	18217	QUAM, TAYLOR M
1	1010598		\$24.42	06/04/14	88888	17811	REED, GUY
1	1010599		\$28.79	06/04/14	88888	4490	RIBNICK, BRIAN

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1010600		\$252.00	06/04/14	88888	18095	ROSE, MICHAEL
1	1010601		\$1,016.00	06/04/14	88888	17398	SCHMIDT, JENNIFER A
1	1010602		\$695.54	06/04/14	88888	11425	SEFKOW, CAROLYN M
1	1010603		\$115.00	06/04/14	88888	18001	SEXTON, TRACY M
1	1010604		\$88.70	06/04/14	88888	18004	SHORT, NICHOLE
1	1010605		\$84.11	06/04/14	88888	18004	SHORT, NICHOLE
1	1010606		\$136.08	06/04/14	88888	16213	STAHLY, JANICE
1	1010607		\$32.00	06/04/14	88888	11230	STICHA, JAYNE
1	1010608		\$24.97	06/04/14	88888	16979	SYLVESTER, GREGORY
1	1010609		\$2,720.00	06/04/14	88888	14138	THOMPSON, SALOUA
1	1010610		\$123.20	06/04/14	88888	13898	TORGERSEN, SHERRY LYNN
1	1010611		\$1,032.00	06/04/14	88888	16431	WARD, KARI M
1	1010612		\$42.67	06/04/14	88888	7858	WARMKA, CHERI R
1	1010613		\$86.80	06/04/14	88888	13905	WENDLING, PAULA L
1	1010614		\$328.70	06/04/14	88888	16338	WICKHAM, LAURA
1	1010615		\$810.00	06/04/14	88888	15399	WILKINSON, PERRY J
1	1010616		\$51.97	06/04/14	88888	17127	WRUCKE, PATRICIA A
<b>Check Count</b>	<b>352</b>	<b>Grand Total</b>	<b>\$61,434.81</b>				

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	432500	Clear	\$145.00	05/09/14	28551	0	ADVANCED IMAGING SOLUTIONS
4	432501	Clear	\$2,340.00	05/09/14	09076	0	AGL CONSULTING
4	432502	Clear	\$42.00	05/09/14	06215	0	AIRPORT TAXI, INC.
4	432503	Clear	\$1,035.00	05/09/14	26795	1	ALLIED PROFESSIONALS, INC.
4	432504	Clear	\$723.87	05/09/14	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	432505	Clear	\$340.00	05/09/14	09426	0	ARNESON, AL
4	432506	Clear	\$195.00	05/09/14	28505	0	AUGUSTANA EMERALD CREST
4	432507		\$49.00	05/09/14	00000	7143	BENGTSON, DANA
4	432508	Clear	\$200.00	05/09/14	00402	0	BRACKETTS CROSSING COUNTRY CLUB
4	432509	Clear	\$8,466.49	05/09/14	04226	0	BURNSVILLE, CITY OF
4	432510	Unissued	\$0.00	05/09/14	04226	0	BURNSVILLE, CITY OF
4	432511	Clear	\$420.00	05/09/14	25919	0	CORDOVA, LETICIA
4	432512	Clear	\$169.35	05/09/14	24563	0	CRYSTAL BROOK DIRECT
4	432513	Clear	\$457.50	05/09/14	20524	0	DEWALD, RINA C.
4	432514	Clear	\$9,340.82	05/09/14	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	432515	Clear	\$372.65	05/09/14	00001	1549	EAGLE CREEK SCHOOL FOOD SERVICE
4	432516	Clear	\$1,320.00	05/09/14	28651	0	EMERGENCY FOODSHELF NETWORK
4	432517	Clear	\$180.00	05/09/14	02995	0	FAST SIGNS
4	432518		\$84.41	05/09/14	28202	0	FOUNDATION 191
4	432519		\$29.00	05/09/14	E5868	0	FREDERICKSON, NORMAN D
4	432520	Clear	\$2,640.00	05/09/14	02623	1	GENERAL BINDING CORPORATION
4	432521	Clear	\$7,725.00	05/09/14	01436	2	HEINEMANN EDUCATIONAL BOOKS
4	432522		\$225.00	05/09/14	22490	0	HENRY, GINA
4	432523	Clear	\$5,577.84	05/09/14	08893	4	IND. SCHOOL DIST. 1
4	432524	Clear	\$370.00	05/09/14	01896	0	INSTRUMENTALIST COMPANY, THE
4	432525	Clear	\$112.26	05/09/14	02483	0	INTEGRA TELECOM
4	432526	Clear	\$41,123.59	05/09/14	27633	0	KELLY SERVICES, INC.
4	432527	Clear	\$2,904.48	05/09/14	08356	1	KENNEDY & GRAVEN, CHARTERED
4	432528	Clear	\$1,927.02	05/09/14	27470	0	LIDS TEAM SPORTS
4	432529	Clear	\$100.00	05/09/14	24253	0	LOFFLER COMPANIES, INC.
4	432530		\$117.00	05/09/14	22042	0	MCCORMICK, PAT
4	432531	Clear	\$607.00	05/09/14	24921	0	MECA SPORTSWEAR
4	432532	Clear	\$7,537.16	05/09/14	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	432533	Clear	\$387.00	05/09/14	27547	1	MINNESOTA OFFICE TECHNOLOGY GROUP
4	432534	Clear	\$925.00	05/09/14	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	432535	Clear	\$508.00	05/09/14	02613	0	MN ZOO
4	432536	Clear	\$340.00	05/09/14	02613	0	MN ZOO
4	432537	Clear	\$75.00	05/09/14	24946	0	MORROW, DON
4	432538	Clear	\$131.25	05/09/14	22324	0	MULTILINGUAL WORD, INC.
4	432539		\$14.00	05/09/14	00000	7144	NELSON, EUNICE

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	432540		\$285.00	05/09/14	24879	0	PEREZ, MELISSA M.
4	432541	Clear	\$75.00	05/09/14	28451	0	PIGEON, THOMAS
4	432542	Clear	\$75.00	05/09/14	28478	0	POESCHEL, RONALD E
4	432543		\$67.00	05/09/14	24003	0	SANBORN, DARYL
4	432544	Clear	\$75.00	05/09/14	22484	0	SARGENT, KEN
4	432545	Clear	\$77.00	05/09/14	25486	0	SCHAEFER, EDWARD
4	432546	Clear	\$77.00	05/09/14	27946	0	SCHMITZ, STEFANIE
4	432547	Clear	\$365.00	05/09/14	02490	1	SEA LIFE MINNESOTA, INC.
4	432548	Clear	\$128,605.35	05/09/14	23848	0	SFM
4	432549	Clear	\$4,707.50	05/09/14	01798	0	SPARTAN PROMOTION GROUP
4	432550	Clear	\$189.75	05/09/14	09651	0	ST. JOHN THE BAPTIST CATHOLIC SCHOOL
4	432551	Clear	\$75.00	05/09/14	23741	0	TISCHENDORF, MIKE
4	432552	Clear	\$13,479.50	05/09/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432553	Unissued	\$0.00	05/09/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432554	Unissued	\$0.00	05/09/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432555	Unissued	\$0.00	05/09/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432556	Unissued	\$0.00	05/09/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432557	Clear	\$145.00	05/09/14	08595	0	UNIVERSITY OF MINNESOTA-TUITION
4	432558	Clear	\$318.44	05/09/14	04417	1	US FOODS INC
4	432559	Clear	\$159.83	05/09/14	20007	0	WASTE MANAGEMENT
4	432560	Clear	\$60.00	05/09/14	25837	0	WILLIAMS, REBECCA
4	432561	Clear	\$67.00	05/09/14	22327	0	WOLLAN, TOM SR.
4	432562	Clear	\$70,743.00	05/13/14	05296	0	360 COMMUNITIES
4	432563	Clear	\$672.00	05/13/14	03931	0	BERRY COFFEE COMPANY
4	432564	Clear	\$759.67	05/13/14	28540	0	CORE BEVERAGE
4	432565	Clear	\$4,777.50	05/13/14	24183	0	DAKOTA TRANSPORT, INC.
4	432566	Clear	\$798.00	05/13/14	00905	0	DODGE NATURE CENTER
4	432567	Clear	\$32.75	05/13/14	06157	0	JONES SCHOOL SUPPLY COMPANY, INC.
4	432568	Clear	\$28.40	05/13/14	27225	0	K&K EXPRESS, LLC
4	432569	Clear	\$159.40	05/13/14	00016	1612	KOCON, MELANIE
4	432570	Clear	\$67.00	05/13/14	28054	0	MANTHE, MITCHELL
4	432571	Clear	\$1,419.60	05/13/14	23914	0	MIDWEST VENDING
4	432572	Clear	\$545.00	05/13/14	02613	0	MN ZOO
4	432573	Clear	\$90.00	05/13/14	28792	0	MOHAMED, IKRAN
4	432574	Clear	\$67.00	05/13/14	28798	0	MOSHIER, LENNY
4	432575	Clear	\$21.45	05/13/14	28146	1	ODWALLA
4	432576	Clear	\$67.00	05/13/14	28795	0	PERKINSON, PATRICK
4	432577	Clear	\$76.00	05/13/14	28794	0	ROCKWOOD, GRANT
4	432578	Clear	\$67.00	05/13/14	28797	0	SHIBLEY, JEREMY
4	432579	Clear	\$67.00	05/13/14	26580	0	SIMONSEN, BLAIR
4	432580	Clear	\$246.05	05/13/14	00001	1550	THORNTON, COLLEEN
4	432581	Clear	\$52,636.73	05/13/14	04417	1	US FOODS INC

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	432582	Unissued	\$0.00	05/13/14	04417	1	US FOODS INC
4	432583	Unissued	\$0.00	05/13/14	04417	1	US FOODS INC
4	432584	Unissued	\$0.00	05/13/14	04417	1	US FOODS INC
4	432585	Clear	\$795.50	05/13/14	08340	0	VALLEYFAIR
4	432586	Clear	\$48.00	05/13/14	28796	0	WILKE, BRENT
4	432587	Clear	\$3,206.00	05/17/14	05296	0	360 COMMUNITIES
4	432588	Clear	\$3,260.66	05/17/14	28551	0	ADVANCED IMAGING SOLUTIONS
4	432589	Clear	\$60.00	05/17/14	27525	0	AHMED, SOFIA
4	432590	Clear	\$1,500.48	05/17/14	08045	0	ALEXANDRIA TECHNICAL COLLEGE
4	432591	Clear	\$840.00	05/17/14	26303	0	ALL FURNITURE, INC.
4	432592	Clear	\$130.50	05/17/14	27125	0	ALLEN, DARIEL J.
4	432593	Clear	\$2,070.00	05/17/14	26795	1	ALLIED PROFESSIONALS, INC.
4	432594	Clear	\$883.56	05/17/14	27586	0	AMERICAN OFFICE PRODUCTS
4	432595		\$495.00	05/17/14	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	432596	Clear	\$4,823.25	05/17/14	28483	0	BENINGHOF, ANNE M
4	432597		\$7.20	05/17/14	00001	1552	BENITEZ, AMER
4	432598		\$1,800.00	05/17/14	09039	0	BHS SWIM BOOSTER CLUB
4	432599	Clear	\$75.00	05/17/14	28801	0	BJERKE, JEFF
4	432600	Clear	\$438.06	05/17/14	28745	0	CARMAN, KATHERINE
4	432601	Clear	\$502.08	05/17/14	02781	5	CENTURYLINK
4	432602		\$60.00	05/17/14	28260	0	CHOY, SERGIO R.
4	432603	Clear	\$740.19	05/17/14	00502	0	CORNERSTONE COPY CENTER
4	432604	Clear	\$55,189.66	05/17/14	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	432605	Clear	\$388.95	05/17/14	27572	1	DALLAS INTERNATIONAL
4	432606	Clear	\$357.00	05/17/14	26702	0	DELTA MANAGEMENT ASSOCIATES, INC.
4	432607	Clear	\$3,595.87	05/17/14	02333	1	EARTHGRAINS BAKING CO. INC.
4	432608	Clear	\$163.35	05/17/14	09272	2	ECM PUBLISHERS, INC.
4	432609	Clear	\$238.00	05/17/14	27974	0	ECMC
4	432610	Clear	\$196.00	05/17/14	28531	0	EDUCATION MINNESOTA
4	432611	Clear	\$10.00	05/17/14	00000	7145	GLISH, MARRIANNA
4	432612		\$40.00	05/17/14	27564	0	HADI, MOHAMED
4	432613	Clear	\$106.00	05/17/14	00001	1551	HAGEN, STEPHANIE
4	432614	Clear	\$68.24	05/17/14	00016	2709	HANSON, ALEX
4	432615	Clear	\$55.78	05/17/14	00862	3	HERFF JONES, INC.
4	432616	Clear	\$7,700.00	05/17/14	27985	0	HILDI INC.
4	432617	Clear	\$16,872.11	05/17/14	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	432618	Clear	\$400.00	05/17/14	28800	0	JIM THE PIANO GUY
4	432619	Clear	\$15,000.00	05/17/14	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	432620	Clear	\$39,297.60	05/17/14	27633	0	KELLY SERVICES, INC.
4	432621	Clear	\$124.00	05/17/14	03189	0	KILEN, KIP
4	432622	Clear	\$280.45	05/17/14	00000	4670	KNOBLAUCH, KATHRYN

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	432623	Clear	\$205.80	05/17/14	27590	0	MCBRIDE, DEBORA
4	432624	Clear	\$880.00	05/17/14	03412	0	MERZER, SHEILA M.A.L.P.
4	432625	Clear	\$1,812.00	05/17/14	23866	0	MESSERLI & KRAMER PA
4	432626	Clear	\$50.00	05/17/14	08865	0	METRO ECSU
4	432627	Clear	\$6,169.21	05/17/14	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	432628	Clear	\$100.00	05/17/14	07914	2	MN DEPT OF LABOR AND INDUSTRY
4	432629	Clear	\$60.00	05/17/14	27424	0	MOHAMED, IDIL A.
4	432630	Clear	\$145.00	05/17/14	06265	6	NATIONAL ASSOCIATION OF SCHOOL NURSES (NASN)
4	432631		\$26.77	05/17/14	00016	2711	NGUYEN, BRENDA
4	432632	Clear	\$1,141.44	05/17/14	00766	0	NORTHFIELD LINES, INC.
4	432633	Clear	\$13.99	05/17/14	00016	2710	O'CONNOR, KIMBERLY
4	432634	Clear	\$4.99	05/17/14	00000	9592	OLSON, NANCY
4	432635		\$104.50	05/17/14	28217	0	PAHL, MICHAEL
4	432636		\$660.00	05/17/14	24879	0	PEREZ, MELISSA M.
4	432637		\$15.00	05/17/14	00000	7146	PFEIFER, ELIZABETH
4	432638		\$60.00	05/17/14	21343	0	RAMACHER, THUY
4	432639	Clear	\$1,701.00	05/17/14	06079	0	RICHFIELD BUS COMPANY
4	432640	Clear	\$232.00	05/17/14	25562	0	SACHS, ALICE
4	432641	Clear	\$5.05	05/17/14	00016	2708	SACKETT, ELIZABETH
4	432642	Clear	\$392.00	05/17/14	28475	0	SCHAUB, CAROL
4	432643	Clear	\$360.58	05/17/14	03196	3	SCHOLASTIC INC.
4	432644		\$168.80	05/17/14	28802	0	SLIPSCREEN PRINTING LLC
4	432645	Clear	\$242.40	05/17/14	28053	2	SODEXO, INC. & AFFILIATES
4	432646	Clear	\$5,440.00	05/17/14	28706	0	STRATEGIC STAFFING SOLUTIONS, LLC
4	432647	Clear	\$939.75	05/17/14	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	432648	Clear	\$506.00	05/17/14	20034	0	TEAM MATES, INC
4	432649	Clear	\$350.00	05/17/14	00000	7147	THAYER, JENNIFER
4	432650	Clear	\$758.57	05/17/14	08203	1	TIES
4	432651	Clear	\$10,861.42	05/17/14	04417	1	US FOODS INC
4	432652	Clear	\$75.00	05/17/14	24749	0	VAN GUILDER, DREW
4	432653	Clear	\$628.76	05/17/14	20019	0	VERNON COMPANY
4	432654	Clear	\$60.00	05/17/14	25560	0	WARSAME, KADRA
4	432655	Clear	\$155.00	05/17/14	24793	0	WATCH ME DRAW! LLC
4	432656	Clear	\$60.00	05/17/14	25837	0	WILLIAMS, REBECCA
4	432657	Clear	\$10,733.54	05/17/14	02776	0	XCEL ENERGY
4	432658	Clear	\$1,627.63	05/17/14	04566	0	ZIEGLER INC.
4	432659	Clear	\$6,449.38	05/19/14	27819	0	US BANK EQUIPMENT FINANCE
4	432660	Clear	\$21,549.07	05/19/14	04451	11	XEROX CORPORATION
4	432661	Clear	\$23,387.09	05/19/14	27490	0	XEROX FINANCIAL SERVICES LLC
4	432662		\$150.00	05/20/14	28775	0	ABDULQADIR, FARHIYO
4	432663	Clear	\$2,886.00	05/20/14	06890	2	ADVANTAGE EDUCATIONAL PROGRAMS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
							LLC
4	432664	Clear	\$60.00	05/20/14	27525	0	AHMED, SOFIA
4	432665	Clear	\$6,099.81	05/20/14	27586	0	AMERICAN OFFICE PRODUCTS
4	432666	Clear	\$180.00	05/20/14	00778	0	ARMSTRONG, MAUREEN
4	432667	Clear	\$500.00	05/20/14	28758	0	BEHAVE YOUR BEST LLC
4	432668	Clear	\$108.00	05/20/14	00712	0	BUREAU OF EDUCATION & RESEARCH, INC.
4	432669		\$125.00	05/20/14	00706	0	BURNSVILLE CHAMBER OF COMMERCE
4	432670	Clear	\$2,447.37	05/20/14	02519	0	CENTERPOINT ENERGY
4	432671	Clear	\$210.00	05/20/14	25145	0	CHEZ DANIEL
4	432672	Clear	\$120.00	05/20/14	00502	0	CORNERSTONE COPY CENTER
4	432673		\$2,199.71	05/20/14	28292	0	CROSSOVER SYMMETRY
4	432674		\$482.50	05/20/14	26840	0	DAKOTA PRINTING, INC.
4	432675	Clear	\$125.00	05/20/14	20524	0	DEWALD, RINA C.
4	432676	Clear	\$85.25	05/20/14	00001	1553	DOBRZYNSKI, DONNA
4	432677	Clear	\$2,995.00	05/20/14	09272	2	ECM PUBLISHERS, INC.
4	432678		\$200.00	05/20/14	01006	3	EDINA HIGH SCHOOL BAND BOOSTERS
4	432679		\$100.00	05/20/14	08007	1	FARIBAULT HIGH SCHOOL
4	432680	Clear	\$735.00	05/20/14	02995	0	FAST SIGNS
4	432681		\$300.25	05/20/14	28662	0	FINCH, JEANNE
4	432682	Clear	\$5,776.56	05/20/14	00862	3	HERFF JONES, INC.
4	432683	Clear	\$13,501.00	05/20/14	20347	1	HOUSE OF PRINT
4	432684	Clear	\$100.00	05/20/14	01880	2	IND. SCHOOL DIST. 194
4	432685	Clear	\$247.92	05/20/14	25195	0	IPROMOTEU, INC.
4	432686	Clear	\$265.00	05/20/14	27225	0	K&K EXPRESS, LLC
4	432687		\$250.00	05/20/14	01880	7	LAKEVILLE SOUTH SOFTBALL BOOSTERS
4	432688	Clear	\$4,291.60	05/20/14	08682	2	LIFETOUCH
4	432689	Clear	\$150.00	05/20/14	25721	0	MANKATO WEST HIGH SCHOOL
4	432690	Clear	\$195.00	05/20/14	06559	0	MATRIX COMMUNICATIONS, INC.
4	432691	Clear	\$569.40	05/20/14	20044	0	MIDWEST AUDIO VISUAL, INC.
4	432692	Clear	\$1,336.10	05/20/14	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	432693	Clear	\$1,289.36	05/20/14	27547	1	MINNESOTA OFFICE TECHNOLOGY GROUP
4	432694	Clear	\$11,400.00	05/20/14	24621	0	MINNESOTA PREMIER PUBLICATIONS
4	432695	Clear	\$428.00	05/20/14	26466	0	MN HIGHWAY SAFETY & RESEARCH CENTER
4	432696	Clear	\$300.00	05/20/14	03870	0	MN LANDSCAPE ARBORETUM
4	432697		\$150.00	05/20/14	26062	0	MUEHLBAUER, THOMAS
4	432698	Clear	\$700.00	05/20/14	25406	1	NORTH HIGH SCHOOL
4	432699		\$80.00	05/20/14	08609	0	NORTHFIELD HIGH SCHOOL
4	432700		\$15.00	05/20/14	00016	2715	NUR, MOHAMED
4	432701		\$2,250.00	05/20/14	25749	0	OH THOSE GUYS
4	432702		\$3,200.00	05/20/14	25749	0	OH THOSE GUYS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	432703	Clear	\$135.00	05/20/14	22010	0	OSTGARD, SEVERA E.
4	432704		\$360.00	05/20/14	24879	0	PEREZ, MELISSA M.
4	432705	Clear	\$150.00	05/20/14	21458	0	PRIOR LAKE HIGH SCHOOL
4	432706		\$10.08	05/20/14	00016	2628	REDMAN, DAVID
4	432707	Clear	\$780.00	05/20/14	25672	0	SPECIAL DELIVERY OF MINNESOTA, INC
4	432708	Clear	\$469.00	05/20/14	00016	2714	STAUFFER, JULIE
4	432709	Clear	\$12.00	05/20/14	00000	9695	STEARNS, FRANCES
4	432710	Clear	\$17.63	05/20/14	24311	0	SUNDHEIMER, DONNA
4	432711	Clear	\$382.20	05/20/14	28502	0	THE MCDOWELL AGENCY, INC.
4	432712	Clear	\$110.00	05/20/14	01637	0	THREE RIVERS PARK DISTRICT
4	432713	Clear	\$4,755.00	05/20/14	08203	1	TIES
4	432714	Clear	\$14,435.50	05/20/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432715	Unissued	\$0.00	05/20/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432716	Unissued	\$0.00	05/20/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432717	Unissued	\$0.00	05/20/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432718	Unissued	\$0.00	05/20/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432719	Clear	\$60.00	05/20/14	24968	0	TRANG, KRISTINE
4	432720		\$58.41	05/20/14	27215	0	UTECHT, GREG
4	432721	Clear	\$666.50	05/20/14	08340	0	VALLEYFAIR
4	432722	Clear	\$135.00	05/20/14	25837	0	WILLIAMS, REBECCA
4	432723	Clear	\$239.10	05/20/14	23552	0	WONG, ANASTASIA
4	432724		\$667.25	05/23/14	05419	0	A COOL CAVE INC
4	432725	Clear	\$115.12	05/23/14	00017	0	AIM ELECTRONICS, INC.
4	432726	Clear	\$150.00	05/23/14	00778	0	ARMSTRONG, MAUREEN
4	432727	Clear	\$355.96	05/23/14	00172	1	BLICK ART MATERIALS
4	432728	Clear	\$190.00	05/23/14	24024	0	BRIH DESIGN, LLC
4	432729	Clear	\$446.09	05/23/14	02519	0	CENTERPOINT ENERGY
4	432730		\$60.00	05/23/14	28401	0	CHOY, KEREN
4	432731	Clear	\$36.59	05/23/14	00645	0	CUB FOODS
4	432732	Clear	\$658,079.36	05/23/14	28300	1	DURHAM SCHOOL SERVICES
4	432733		\$325.00	05/23/14	28747	0	FERDINAND, MARGARET
4	432734		\$84.41	05/23/14	28202	0	FOUNDATION 191
4	432735	Clear	\$1,139.08	05/23/14	03372	0	HEALY AWARDS, INC.
4	432736	Clear	\$261.55	05/23/14	01182	0	INDUSTRIAL ARTS SUPPLY COMPANY
4	432737	Clear	\$1,176.00	05/23/14	04113	0	J&D TROPHY
4	432738	Clear	\$45,924.68	05/23/14	27633	0	KELLY SERVICES, INC.
4	432739	Clear	\$8,312.25	05/23/14	28098	0	KIRB APPAREL LLC
4	432740		\$135.00	05/23/14	02491	0	MIDWEST BAND INSTRUMENT SERV.
4	432741		\$125.00	05/23/14	26124	0	MN TEACHERS OF TRANPORTATION&INDUSTRIAL AREAS
4	432742		\$600.00	05/23/14	24879	0	PEREZ, MELISSA M.
4	432743		\$100.00	05/23/14	00016	2716	PETITE BAKED CUPCAKES

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	432744	Clear	\$181.63	05/23/14	28806	0	PROFESSIONAL BEVERAGE SYSTEMS, INC. II
4	432745	Clear	\$122.40	05/23/14	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	432746		\$8,697.50	05/23/14	28263	0	RECOVER HEALTH SERVICES
4	432747	Clear	\$3,976.84	05/23/14	28434	0	RUPP, ANDERSON, SQUIRES & WALDSPURGER, P.A.
4	432748		\$20.00	05/23/14	09588	4	SAVAGE, CITY OF
4	432749	Clear	\$35.00	05/23/14	05681	3	SCHELDE NORTH AMERICA
4	432750	Clear	\$110.72	05/23/14	03532	2	SCHMITT MUSIC
4	432751		\$693.00	05/23/14	02490	1	SEA LIFE MINNESOTA, INC.
4	432752	Clear	\$14,741.00	05/23/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432753	Unissued	\$0.00	05/23/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432754	Unissued	\$0.00	05/23/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432755	Unissued	\$0.00	05/23/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432756	Unissued	\$0.00	05/23/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432757	Clear	\$309.50	05/23/14	27429	1	TRANSWORLD SYSTEMS, INC.
4	432758	Clear	\$78.50	05/23/14	03986	0	TROPHY HOUSE, INC.
4	432759	Clear	\$2,142.00	05/23/14	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	432760	Clear	\$603.60	05/23/14	08340	0	VALLEYFAIR
4	432761	Clear	\$1,118.00	05/23/14	08340	0	VALLEYFAIR
4	432762		\$442.59	05/23/14	26645	1	VENUWORKS OF BURNSVILLE LLC/BPAC
4	432763		\$49.20	06/01/14	23584	3	ABC & TOY ZONE
4	432764		\$950.72	06/01/14	01118	0	ABLENET, INC.
4	432765		\$311.00	06/01/14	26293	0	ACCESS LIFTS, INC.
4	432766		\$25,937.51	06/01/14	28147	1	AGROPUR
4	432767	Unissued	\$0.00	06/01/14	28147	1	AGROPUR
4	432768	Unissued	\$0.00	06/01/14	28147	1	AGROPUR
4	432769	Unissued	\$0.00	06/01/14	28147	1	AGROPUR
4	432770	Unissued	\$0.00	06/01/14	28147	1	AGROPUR
4	432771	Unissued	\$0.00	06/01/14	28147	1	AGROPUR
4	432772	Unissued	\$0.00	06/01/14	28147	1	AGROPUR
4	432773	Unissued	\$0.00	06/01/14	28147	1	AGROPUR
4	432774	Unissued	\$0.00	06/01/14	28147	1	AGROPUR
4	432775	Unissued	\$0.00	06/01/14	28147	1	AGROPUR
4	432776	Unissued	\$0.00	06/01/14	28147	1	AGROPUR
4	432777	Unissued	\$0.00	06/01/14	28147	1	AGROPUR
4	432778	Unissued	\$0.00	06/01/14	28147	1	AGROPUR
4	432779		\$740.60	06/01/14	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	432780	Unissued	\$0.00	06/01/14	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	432781	Unissued	\$0.00	06/01/14	01365	0	AMERIPRIDE LINEN AND APPAREL

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							SERVICES
4	432782		\$108.09	06/01/14	00428	0	ARAMARK
4	432783		\$460.80	06/01/14	04958	2	ATLAS PEN & PENCIL CORP.
4	432784		\$203.23	06/01/14	00525	0	AUTISM RESOURCE NETWORK, INC.
4	432785		\$294.30	06/01/14	25449	2	AUTOMATED LOGIC CORPORATION
4	432786		\$3,041.50	06/01/14	20362	0	BENCHMARK EDUCATION COMPANY
4	432787		\$21,721.75	06/01/14	25229	0	BERGIN FRUIT & NUT CO.
4	432788	Unissued	\$0.00	06/01/14	25229	0	BERGIN FRUIT & NUT CO.
4	432789	Unissued	\$0.00	06/01/14	25229	0	BERGIN FRUIT & NUT CO.
4	432790	Unissued	\$0.00	06/01/14	25229	0	BERGIN FRUIT & NUT CO.
4	432791	Unissued	\$0.00	06/01/14	25229	0	BERGIN FRUIT & NUT CO.
4	432792	Unissued	\$0.00	06/01/14	25229	0	BERGIN FRUIT & NUT CO.
4	432793	Unissued	\$0.00	06/01/14	25229	0	BERGIN FRUIT & NUT CO.
4	432794		\$105.95	06/01/14	03931	0	BERRY COFFEE COMPANY
4	432795		\$4,019.04	06/01/14	26720	0	BLUE BELL ENTERPRISES, INC.
4	432796		\$1,965.90	06/01/14	27444	0	BORENSON & ASSOCIATES, INC.
4	432797		\$95,682.32	06/01/14	20289	1	CDW GOVERNMENT, INC.
4	432798		\$290.40	06/01/14	24563	0	CRYSTAL BROOK DIRECT
4	432799		\$317.11	06/01/14	00645	0	CUB FOODS
4	432800		\$245.00	06/01/14	22013	0	CUSTOM WATER WORKS
4	432801		\$5,347.69	06/01/14	00279	0	D.S.D., INC.
4	432802	Unissued	\$0.00	06/01/14	00279	0	D.S.D., INC.
4	432803	Unissued	\$0.00	06/01/14	00279	0	D.S.D., INC.
4	432804		\$153.80	06/01/14	00837	1	DEMCO, INC.
4	432805		\$351.60	06/01/14	09859	1	DISCOUNT SCHOOL SUPPLY
4	432806		\$1,558.40	06/01/14	00827	0	DODGE OF BURNSVILLE, INC.
4	432807		\$45.00	06/01/14	24933	0	DURAND MANUFACTURING, INC.
4	432808		\$196.85	06/01/14	08316	1	DYNAVOX/MAYER-JOHNSON
4	432809		\$31,225.00	06/01/14	28773	0	EDUCATION ASSOCIATES, INC.
4	432810		\$838.48	06/01/14	01078	0	ELECTRO WATCHMAN, INC.
4	432811		\$167.50	06/01/14	23953	0	ELECTRONIC COMMUNICATION SYSTEMS, INC.
4	432812		\$644.63	06/01/14	28778	0	ELECTRONIC IMAGING MATERIALS, INC.
4	432813		\$99.00	06/01/14	01062	1	EPS LITERACY AND INTERVENTION
4	432814		\$429.15	06/01/14	22450	1	ERIC ARMIN INC.
4	432815		\$4,686.50	06/01/14	27360	0	EVERLAST CLIMBING INDUSTRY, INC.
4	432816		\$11.25	06/01/14	23054	1	FASTENAL
4	432817		\$864.00	06/01/14	26109	0	FIELD ENVIRONMENTAL CONSULTING, INC.
4	432818		\$101.42	06/01/14	01231	0	FLINN SCIENTIFIC, INC.
4	432819		\$986.34	06/01/14	01458	1	GOPHER
4	432820		\$1,412.28	06/01/14	04387	1	GRAINGER
4	432821		\$80.79	06/01/14	25886	1	HANDWRITING WITHOUT TEARS

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4	432822		\$21,361.00	06/01/14	01436	2	HEINEMANN EDUCATIONAL BOOKS
4	432823		\$4,851.51	06/01/14	25854	1	HOCKENBERGS
4	432824		\$110.10	06/01/14	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	432825		\$3,813.62	06/01/14	05816	0	JOHN A. DALVIN & SON, INC.
4	432826		\$152.43	06/01/14	07486	1	JOHNSTONE SUPPLY
4	432827		\$497.75	06/01/14	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	432828		\$190.40	06/01/14	27253	0	LANDS BEST FOODS LLC
4	432829		\$778.46	06/01/14	20209	0	LEARNING ZONE EXPRESS
4	432830		\$101.00	06/01/14	06419	1	LENSCRAFTERS, INC.
4	432831		\$3,786.72	06/01/14	02196	0	MACKIN EDUCATIONAL RESOURCES
4	432832		\$195.00	06/01/14	06559	0	MATRIX COMMUNICATIONS, INC.
4	432833		\$1,962.00	06/01/14	02822	0	MIDWEST FENCE & MFG.
4	432834		\$199.75	06/01/14	02526	0	MINNESOTA CLAY USA
4	432835		\$700.00	06/01/14	28041	0	MIXMI BRANDS INC.
4	432836		\$369.45	06/01/14	02544	1	MTI DISTRIBUTING CO.
4	432837		\$60.73	06/01/14	03519	0	NAPA AUTO PARTS
4	432838		\$2,581.08	06/01/14	02704	0	NASCO
4	432839		\$34.98	06/01/14	04940	1	NATIONAL SCHOOL PRODUCTS
4	432840		\$69.00	06/01/14	25372	4	NCS PEARSON INC
4	432841		\$4,636.00	06/01/14	02765	0	NORCOSTCO, INC.
4	432842		\$2,009.92	06/01/14	20320	0	NORTHERN AIR CORPORATION (NAC)
4	432843		\$54.00	06/01/14	02867	0	NORTHERN BALANCE & SCALE
4	432844		\$4,636.39	06/01/14	02489	1	OFFICE DEPOT COMPANY
4	432845	Unissued	\$0.00	06/01/14	02489	1	OFFICE DEPOT COMPANY
4	432846	Unissued	\$0.00	06/01/14	02489	1	OFFICE DEPOT COMPANY
4	432847	Unissued	\$0.00	06/01/14	02489	1	OFFICE DEPOT COMPANY
4	432848		\$2,897.10	06/01/14	28782	0	OTTER PRODUCTS, LLC
4	432849		\$477.66	06/01/14	20591	0	PAINTERS GEAR, INC.
4	432850		\$23,288.25	06/01/14	27701	0	PARKOS CONSTRUCTION COMPANY INC.
4	432851		\$381.23	06/01/14	06832	0	POSITIVE PROMOTIONS
4	432852		\$258.45	06/01/14	03073	1	PRO-ED
4	432853		\$42.00	06/01/14	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	432854		\$1,118.00	06/01/14	03101	0	PUMP AND METER SERVICE, INC.
4	432855		\$3,719.87	06/01/14	21744	0	QUALITY AIR MECHANICAL, INC.
4	432856		\$194.85	06/01/14	07235	0	REALLY GOOD STUFF
4	432857		\$1,121.20	06/01/14	23374	0	RECYCLE TECHNOLOGIES, INC.
4	432858		\$63.74	06/01/14	05511	0	RED WING SHOE STORE
4	432859		\$280.72	06/01/14	21851	0	RED WING SHOE STORE
4	432860		\$585.00	06/01/14	25729	0	RENT N' SAVE PORTABLE SERVICES
4	432861		\$650.00	06/01/14	28453	1	RIVERLAND COMMUNITY COLLEGE
4	432862		\$1,060.00	06/01/14	23241	0	RYAN MECHANICAL, INC.

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4	432863		\$605.14	06/01/14	03808	1	SCANTRON CORPORATION
4	432864		\$87.59	06/01/14	27518	1	SCHOOL SPECIALTY
4	432865		\$499.10	06/01/14	27772	0	SEWER DAWGS PLUMBING & DRAINS LLC
4	432866		\$1,062.54	06/01/14	03472	2	SHIFFLER EQUIPMENT SALES INC
4	432867		\$1,260.00	06/01/14	03587	1	SIMPLEX GRINNELL
4	432868		\$10.15	06/01/14	03640	1	STAPLES ADVANTAGE
4	432869		\$957.65	06/01/14	03640	5	STAPLES PRINT SOLUTIONS
4	432870		\$208.11	06/01/14	01377	0	THERAPY SHOPPE
4	432871		\$2,532.11	06/01/14	00826	1	TIERNEY BROTHERS, INC.
4	432872		\$710.00	06/01/14	08203	1	TIES
4	432873		\$152.84	06/01/14	04060	0	TRANS-MISSISSIPPI BIOLOGICAL SUPPLY
4	432874		\$30.47	06/01/14	01032	1	TREND ENTERPRISES, INC.
4	432875		\$11,035.48	06/01/14	03802	0	TRIO SUPPLY
4	432876	Unissued	\$0.00	06/01/14	03802	0	TRIO SUPPLY
4	432877		\$64.60	06/01/14	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	432878		\$107.61	06/01/14	27728	1	US GAMES
4	432879		\$3,152.60	06/01/14	04204	4	VIRCO INC
4	432880		\$962.35	06/01/14	04321	1	WARD'S NATURAL SCIENCE
4	432881		\$2,444.70	06/01/14	04337	1	WENGER CORPORATION
4	432882		\$29.90	06/01/14	04435	0	WEST MUSIC COMPANY
4	432883		\$494.50	05/30/14	08340	0	VALLEYFAIR
4	432884		\$559.00	05/30/14	08340	0	VALLEYFAIR
4	432885		\$200.00	05/30/14	00111	2	ACT
4	432886		\$495.00	05/30/14	28566	0	AHERN, PATRICK
4	432887		\$110.00	05/30/14	00016	2719	AHO, NEAL
4	432888		\$3,105.00	05/30/14	26795	1	ALLIED PROFESSIONALS, INC.
4	432889		\$720.29	05/30/14	27586	0	AMERICAN OFFICE PRODUCTS
4	432890		\$20,666.40	05/30/14	21261	0	ANDERSON BUS COMPANY, INC.
4	432891		\$41,463.00	05/30/14	05017	0	AP EXAMS
4	432892		\$500.00	05/30/14	00778	0	ARMSTRONG, MAUREEN
4	432893		\$1,181.25	05/30/14	28410	0	AUGUST ASH, INC.
4	432894		\$67.00	05/30/14	28808	0	BACKLUND, CHAD
4	432895		\$6,072.00	05/30/14	28803	0	BACKUPIFY, INC.
4	432896		\$4,200.00	05/30/14	28783	1	BAYADA HOME HEALTH CARE, INC
4	432897		\$842.00	05/30/14	22417	0	BRADSHAW AXT, CAROLYN
4	432898		\$67.00	05/30/14	26077	0	BRUESKE, KARL
4	432899		\$300.00	05/30/14	06939	0	BUREAU OF CRIMINAL APPREHENSION
4	432900		\$75.00	05/30/14	23025	0	CARRIER, BRANDON
4	432901		\$2,860.00	05/30/14	28812	0	CENTER FOR ADAPTIVE SCHOOLS
4	432902		\$5,892.33	05/30/14	02519	0	CENTERPOINT ENERGY
4	432903		\$2,626.42	05/30/14	02519	3	CENTERPOINT ENERGY SERVICES, INC.

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4	432904		\$171.92	05/30/14	00647	0	CROWN RENTAL, INC.
4	432905		\$173.10	05/30/14	00016	2720	DAM, JENNIFER
4	432906		\$117.00	05/30/14	27195	0	DEMPSEY, MATTHEW
4	432907		\$3,188.00	05/30/14	28807	0	DIGITAL HOME TECHNOLOGIES
4	432908		\$99.00	05/30/14	09272	2	ECM PUBLISHERS, INC.
4	432909		\$67.25	05/30/14	26331	0	EDUCATION TO GO
4	432910		\$67.00	05/30/14	28103	0	EVANS, DANIEL
4	432911		\$75.00	05/30/14	23018	0	FAISON, JOHN
4	432912		\$324.00	05/30/14	28381	0	FEAR THE RODENT SPORTS
4	432913		\$200.00	05/30/14	20715	0	GAGSTETTER, MARK
4	432914		\$67.00	05/30/14	07283	0	GITS, BOB
4	432915		\$414.94	05/30/14	16514	0	GRAFF, SALLY M
4	432916		\$124.00	05/30/14	28814	0	GRAY, EMILY
4	432917		\$47.29	05/30/14	00016	1433	GRAZZINI, PAUL
4	432918		\$75.00	05/30/14	28073	0	GREEN, DUANE
4	432919		\$67.00	05/30/14	09827	0	HAMMER, ED
4	432920		\$5.00	05/30/14	00016	1424	HARRIS, HELENA
4	432921		\$3,032.48	05/30/14	00862	3	HERFF JONES, INC.
4	432922		\$172.00	05/30/14	26133	0	HINRICHS, PETER
4	432923		\$1,800.00	05/30/14	28809	0	HOFFERBER, BETH
4	432924		\$2,780.47	05/30/14	02483	0	INTEGRA TELECOM
4	432925		\$302.00	05/30/14	27225	0	K&K EXPRESS, LLC
4	432926		\$55,832.89	05/30/14	27633	0	KELLY SERVICES, INC.
4	432927		\$600.00	05/30/14	08356	2	KENNEDY & GRAVEN SCHOOL LAW SEMINAR
4	432928		\$69.00	05/30/14	09497	0	LANCETTE, TONY
4	432929		\$124.00	05/30/14	26493	0	LIKES, TIMOTHY
4	432930		\$39,128.05	05/30/14	28503	1	LINA
4	432931		\$30.00	05/30/14	23911	0	LSI CORPORATION OF AMERICA, INC.
4	432932		\$220.50	05/30/14	20139	0	MADSEN, CARA
4	432933		\$5.00	05/30/14	00016	2717	MANOR, TINA
4	432934		\$82.50	05/30/14	22042	0	MCCORMICK, PAT
4	432935		\$150.00	05/30/14	26610	0	MEACHAM, JOHN
4	432936		\$108.50	05/30/14	09215	0	MINNESOTA CHILDREN'S MUSEUM
4	432937		\$1,328.45	05/30/14	27547	1	MINNESOTA OFFICE TECHNOLOGY GROUP
4	432938		\$360.00	05/30/14	03870	0	MN LANDSCAPE ARBORETUM
4	432939		\$60.00	05/30/14	27424	0	MOHAMED, IDIL A.
4	432940		\$9,500.00	05/30/14	28810	0	MORRIS LEATHERMAN COMPANY
4	432941		\$75.00	05/30/14	24946	0	MORROW, DON
4	432942		\$4,886.43	05/30/14	04476	0	NATIONAL TREASURE KUNG FU INC
4	432943	Unissued	\$0.00	05/30/14	04476	0	NATIONAL TREASURE KUNG FU INC
4	432944		\$2,964.72	05/30/14	24335	1	NEW DOMINION SCHOOL

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4	432945		\$3,697.79	05/30/14	22639	1	NEXTEL
4	432946		\$80.00	05/30/14	28813	0	NIKOLAY, JAMES
4	432947		\$138.00	05/30/14	27960	0	O'BRIAN, TOM
4	432948		\$68.25	05/30/14	28146	1	ODWALLA
4	432949		\$69.00	05/30/14	27155	0	OLSON, BROOKS
4	432950		\$350.00	05/30/14	08031	0	ORDWAY CENTER FOR THE PERFORMING ARTS
4	432951		\$228.00	05/30/14	28217	0	PAHL, MICHAEL
4	432952		\$300.00	05/30/14	24879	0	PEREZ, MELISSA M.
4	432953		\$150.00	05/30/14	28451	0	PIGEON, THOMAS
4	432954		\$75.00	05/30/14	27758	0	RADMACHER, JON
4	432955		\$488.59	05/30/14	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	432956		\$24.00	05/30/14	28638	0	SANDA, JANET
4	432957		\$69.00	05/30/14	27647	0	SCHELLING, DEREK
4	432958		\$72.66	05/30/14	23920	0	SCHUSTER, SHARON
4	432959		\$75.00	05/30/14	26580	0	SIMONSEN, BLAIR
4	432960		\$200.00	05/30/14	06620	0	SJOHOLM, MARLENE
4	432961		\$399.00	05/30/14	09651	0	ST. JOHN THE BAPTIST CATHOLIC SCHOOL
4	432962		\$14.57	05/30/14	03640	5	STAPLES PRINT SOLUTIONS
4	432963		\$20.98	05/30/14	00000	9695	STEARNS, FRANCES
4	432964		\$2,000.00	05/30/14	25234	0	STEINBERG-BOHN, JANET
4	432965		\$570.48	05/30/14	02434	0	SUCCESS BY DESIGN
4	432966		\$744.00	05/30/14	27465	0	SUMMER, JULIE ANNA
4	432967		\$14,434.50	05/30/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432968	Unissued	\$0.00	05/30/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432969	Unissued	\$0.00	05/30/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432970	Unissued	\$0.00	05/30/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432971	Unissued	\$0.00	05/30/14	21008	0	TLC SPECIAL TRANSPORTATION
4	432972		\$718.49	05/30/14	28497	1	US BANK VOYAGER FLEET SYSTEMS
4	432973		\$45,030.67	05/30/14	04417	1	US FOODS INC
4	432974	Unissued	\$0.00	05/30/14	04417	1	US FOODS INC
4	432975	Unissued	\$0.00	05/30/14	04417	1	US FOODS INC
4	432976	Unissued	\$0.00	05/30/14	04417	1	US FOODS INC
4	432977	Unissued	\$0.00	05/30/14	04417	1	US FOODS INC
4	432978		\$75.00	05/30/14	27215	0	UTECHT, GREG
4	432979		\$117.00	05/30/14	27670	0	WADSWORTH, BENJAMIN
4	432980		\$524.47	05/30/14	09666	0	WATSON COMPANY, INC
4	432981		\$575.87	05/30/14	28271	3	WEEKEND FREEDOM
4	432982		\$266.70	05/30/14	04451	11	XEROX CORPORATION
4	432983		\$1,269.00	05/30/14	24245	0	YOUTH ENRICHMENT LEAGUE
4	432984		\$567.00	05/30/14	21553	2	LIFETIME FITNESS
4	432985		\$120.00	06/03/14	27525	0	AHMED, SOFIA

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4	432986		\$14.50	06/03/14	06215	0	AIRPORT TAXI, INC.
4	432987		\$27.50	06/03/14	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	432988		\$195.80	06/03/14	27223	1	AVID CENTER
4	432989		\$44.00	06/03/14	00000	652	BENSON, BETTY
4	432990		\$1,484.40	06/03/14	08358	0	BERTELSON TOTAL OFFICE SOLUTIONS
4	432991		\$2,949.50	06/03/14	28404	0	BOOTH & LAVORATO LLC
4	432992		\$82.50	06/03/14	27168	0	BRINE, MARK
4	432993		\$1,910.00	06/03/14	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	432994		\$26,115.73	06/03/14	02519	0	CENTERPOINT ENERGY
4	432995		\$1,866.87	06/03/14	00219	1	CHANHASSEN DINNER THEATRES
4	432996		\$60.00	06/03/14	28401	0	CHOY, KEREN
4	432997		\$780.00	06/03/14	25919	0	CORDOVA, LETICIA
4	432998		\$537.00	06/03/14	26702	0	DELTA MANAGEMENT ASSOCIATES, INC.
4	432999		\$450.00	06/03/14	20524	0	DEWALD, RINA C.
4	433000		\$358.00	06/03/14	27974	0	ECMC
4	433001		\$196.00	06/03/14	28531	0	EDUCATION MINNESOTA
4	433002		\$13.03	06/03/14	00862	3	HERFF JONES, INC.
4	433003		\$60.00	06/03/14	27363	0	HOANG, CONG
4	433004		\$89.00	06/03/14	00000	1229	JENNINGS, VERNA
4	433005		\$66.66	06/03/14	08857	0	LAKEVILLE TROPHY
4	433006		\$34.50	06/03/14	27153	0	LARSON, CHRIS
4	433007		\$5,106.89	06/03/14	26241	0	M&E REALTY COMPANY
4	433008		\$83.00	06/03/14	00000	7148	MERCER, BETH
4	433009		\$427.00	06/03/14	23866	0	MESSERLI & KRAMER PA
4	433010		\$50.00	06/03/14	02491	0	MIDWEST BAND INSTRUMENT SERV.
4	433011		\$62,100.00	06/03/14	28524	0	MINNESOTA ALLIANCE WITH YOUTH
4	433012		\$12,573.98	06/03/14	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	433013		\$90.00	06/03/14	03814	0	MN COMMUNITY EDUCATION ASSOCIATION (MCEA)
4	433014		\$6.00	06/03/14	00016	2723	MOHAMED, ABDULLAHI
4	433015		\$180.00	06/03/14	24243	0	MUNOZ, MARIBEL
4	433016		\$144.00	06/03/14	08769	0	NCPERS MINNESOTA
4	433017		\$900.00	06/03/14	03268	0	PACER CENTER, INC.
4	433018		\$7,948.75	06/03/14	02475	3	PCS REVENUE CONTROL SYSTEMS, INC.
4	433019		\$120.00	06/03/14	24879	0	PEREZ, MELISSA M.
4	433020		\$442.00	06/03/14	25589	1	PLAYPOWER LT FARMINGTON INC.
4	433021		\$69.00	06/03/14	27140	0	PRICE, TIM
4	433022		\$55.04	06/03/14	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	433023		\$3,338.00	06/03/14	03744	0	RENAISSANCE LEARNING, INC.
4	433024		\$250.00	06/03/14	28277	0	ROBERT J. BRUNO, LTD

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4	433025		\$49.00	06/03/14	00000	242	ROMAN, DIANA
4	433026		\$9,166.67	06/03/14	09588	1	SAVAGE, CITY OF
4	433027		\$7,665.40	06/03/14	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	433028		\$31.20	06/03/14	27563	0	SHRED RIGHT
4	433029		\$702.00	06/03/14	25672	0	SPECIAL DELIVERY OF MINNESOTA, INC
4	433030		\$4,650.00	06/03/14	27742	1	STRATEGIC SOURCE INC
4	433031		\$292.20	06/03/14	28502	0	THE MCDOWELL AGENCY, INC.
4	433032		\$11,029.00	06/03/14	21008	0	TLC SPECIAL TRANSPORTATION
4	433033	Unissued	\$0.00	06/03/14	21008	0	TLC SPECIAL TRANSPORTATION
4	433034	Unissued	\$0.00	06/03/14	21008	0	TLC SPECIAL TRANSPORTATION
4	433035	Unissued	\$0.00	06/03/14	21008	0	TLC SPECIAL TRANSPORTATION
4	433036	Unissued	\$0.00	06/03/14	21008	0	TLC SPECIAL TRANSPORTATION
4	433037		\$290.00	06/03/14	08595	0	UNIVERSITY OF MINNESOTA-TUITION
4	433038		\$124.00	06/03/14	28111	0	VADNAIS, NICOLE
4	433039		\$150.00	06/03/14	26134	0	VAN GUILDER, BRUCE
4	433040		\$159.40	06/03/14	00016	2721	VOGEL, WALDEMAR
4	433041		\$60.00	06/03/14	25837	0	WILLIAMS, REBECCA
4	433042		\$44.00	06/03/14	00000	661	WYATT, LORRAINE
4	433043		\$15.99	06/03/14	02776	0	XCEL ENERGY
4	433044		\$4,000.00	06/06/14	28363	0	ACET, INC.
4	433045		\$50.00	06/06/14	28551	0	ADVANCED IMAGING SOLUTIONS
4	433046		\$60.00	06/06/14	27129	0	ALI, AMAAL
4	433047		\$305.00	06/06/14	00216	1	ALPHA VIDEO & AUDIO, INC.
4	433048		\$731.55	06/06/14	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	433049		\$21,684.60	06/06/14	21261	0	ANDERSON BUS COMPANY, INC.
4	433050		\$460.00	06/06/14	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
4	433051		\$543.75	06/06/14	28505	0	AUGUSTANA EMERALD CREST
4	433052		\$4,945.45	06/06/14	00386	1	BARNES & NOBLE INC
4	433053		\$355.50	06/06/14	28605	0	BARRIS, JODIE
4	433054		\$589.41	06/06/14	00402	0	BRACKETTS CROSSING COUNTRY CLUB
4	433055		\$75.00	06/06/14	28815	0	BRODERICK, BRANDT
4	433056		\$225.00	06/06/14	09542	0	BURTIS, ROBERT J.
4	433057		\$400.00	06/06/14	28745	0	CARMAN, KATHERINE
4	433058		\$145.40	06/06/14	20289	1	CDW GOVERNMENT, INC.
4	433059		\$178.75	06/06/14	27279	1	COLE PAPERS INC.
4	433060		\$750.00	06/06/14	24984	0	CORY, BRENT
4	433061		\$105.00	06/06/14	22013	0	CUSTOM WATER WORKS
4	433062		\$1,142.35	06/06/14	22061	0	DISTRIBUTED WEBSITE CORPORATION
4	433063		\$630.88	06/06/14	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	433064		\$117.00	06/06/14	28818	0	ELIASON, THOMAS
4	433065		\$125.00	06/06/14	26735	0	EMBROIDERY CENTRAL, INC.

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4	433066		\$271.62	06/06/14	24275	0	FAGERNESS, JOYCE
4	433067		\$84.41	06/06/14	28202	0	FOUNDATION 191
4	433068		\$959.00	06/06/14	07139	0	HASTINGS BUS COMPANY
4	433069		\$60.00	06/06/14	28654	0	HERSI, SANAA
4	433070		\$85.00	06/06/14	27822	0	INGLES, PEGGY
4	433071		\$2,140.00	06/06/14	28820	0	INNOVATIVE GRAPHICS
4	433072		\$6,771.63	06/06/14	01390	0	INTERMEDIATE SCHOOL DISTRICT 287
4	433073		\$16,872.11	06/06/14	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	433074		\$114.72	06/06/14	03003	2	J.W. PEPPER & SON INC.
4	433075		\$189.00	06/06/14	20523	0	JONES, SCOTT
4	433076		\$348.00	06/06/14	23140	0	JUNIOR ACHIEVEMENT OF THE UPPER MIDWEST INC.
4	433077		\$488.25	06/06/14	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	433078		\$47,989.42	06/06/14	27633	0	KELLY SERVICES, INC.
4	433079		\$285.00	06/06/14	26743	0	KIDCREATE STUDIO
4	433080		\$3,120.00	06/06/14	28098	0	KIRB APPAREL LLC
4	433081		\$69.00	06/06/14	28816	0	KNAUS, JASON
4	433082		\$1,900.00	06/06/14	28819	0	MCBRIDE, PAMELA
4	433083		\$11,053.12	06/06/14	01556	2	MEDICA
4	433084		\$660.00	06/06/14	03412	0	MERZER, SHEILA M.A.L.P.
4	433085		\$100.00	06/06/14	08865	10	METRO ECSU-REGION 11 ISD#920
4	433086		\$425.00	06/06/14	03212	0	MINNESOTA EDUCATION JOB FAIR
4	433087		\$75.00	06/06/14	28817	0	MONSON, MARK
4	433088		\$720.00	06/06/14	22324	0	MULTILINGUAL WORD, INC.
4	433089		\$3,000.00	06/06/14	28166	0	NAIKU, INC.
4	433090		\$770.00	06/06/14	06964	0	NICOL, BARBARA
4	433091		\$330.00	06/06/14	22010	0	OSTGARD, SEVERA E.
4	433092		\$300.00	06/06/14	24879	0	PEREZ, MELISSA M.
4	433093		\$75.00	06/06/14	28822	0	PHILLIPS, DAVID TODD
4	433094		\$239.10	06/06/14	00014	1193	SCHATZ, DARCY
4	433095		\$24.99	06/06/14	03532	2	SCHMITT MUSIC
4	433096		\$55.00	06/06/14	28823	0	SCPS SOUTH INC
4	433097		\$2,984.00	06/06/14	22408	1	SKATETIME SCHOOL PROGRAMS
4	433098		\$149.80	06/06/14	27209	0	SOCCERCHILI
4	433099		\$4,825.90	06/06/14	28611	0	SOUTHWEST METRO EDUCATIONAL CO
4	433100		\$17.50	06/06/14	00000	9695	STEARNS, FRANCES
4	433101		\$511.12	06/06/14	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	433102		\$1,296.00	06/06/14	04285	0	SUTTER, ROSS
4	433103		\$156.00	06/06/14	03802	0	TRIO SUPPLY
4	433104		\$48.00	06/06/14	03986	0	TROPHY HOUSE, INC.
4	433105		\$43,321.39	06/06/14	04417	1	US FOODS INC
4	433106	Unissued	\$0.00	06/06/14	04417	1	US FOODS INC

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4	433107	Unissued	\$0.00	06/06/14	04417	1	US FOODS INC
4	433108	Unissued	\$0.00	06/06/14	04417	1	US FOODS INC
4	433109	Unissued	\$0.00	06/06/14	04417	1	US FOODS INC
4	433110	Unissued	\$0.00	06/06/14	04417	1	US FOODS INC
4	433111		\$60.00	06/06/14	25560	0	WARSAME, KADRA
4	433112		\$225.00	06/06/14	25837	0	WILLIAMS, REBECCA
4	433113		\$475.00	06/06/14	26391	2	WORLD SAVVY
4	433114		\$12,291.42	06/16/14	28147	1	AGROPUR
4	433115	Unissued	\$0.00	06/16/14	28147	1	AGROPUR
4	433116	Unissued	\$0.00	06/16/14	28147	1	AGROPUR
4	433117	Unissued	\$0.00	06/16/14	28147	1	AGROPUR
4	433118	Unissued	\$0.00	06/16/14	28147	1	AGROPUR
4	433119	Unissued	\$0.00	06/16/14	28147	1	AGROPUR
4	433120		\$673.58	06/16/14	27586	0	AMERICAN OFFICE PRODUCTS
4	433121		\$325.15	06/16/14	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	433122		\$54,333.00	06/16/14	00249	1	APPLE COMPUTER INC.
4	433123		\$8,797.71	06/16/14	25229	0	BERGIN FRUIT & NUT CO.
4	433124	Unissued	\$0.00	06/16/14	25229	0	BERGIN FRUIT & NUT CO.
4	433125	Unissued	\$0.00	06/16/14	25229	0	BERGIN FRUIT & NUT CO.
4	433126	Unissued	\$0.00	06/16/14	25229	0	BERGIN FRUIT & NUT CO.
4	433127		\$15,947.42	06/16/14	08358	0	BERTELSON TOTAL OFFICE SOLUTIONS
4	433128		\$6,709.90	06/16/14	20289	1	CDW GOVERNMENT, INC.
4	433129		\$63.65	06/16/14	27640	0	COMMERCIAL KITCHEN SERVICES
4	433130		\$1,101.23	06/16/14	00279	0	D.S.D., INC.
4	433131		\$16,905.88	06/16/14	28519	0	EARTHBEND
4	433132		\$7.61	06/16/14	00573	1	ETA HAND2MIND
4	433133		\$27.98	06/16/14	07471	0	EVAN-MOOR EDUCATIONAL PUBLISHERS
4	433134		\$257.25	06/16/14	28598	0	FLAGSHIP RECREATION LLC
4	433135		\$3,936.00	06/16/14	02082	1	FRIEDGES DRYWALL, INC.
4	433136		\$5,609.87	06/16/14	28176	0	GUMDROP CASES
4	433137		\$335.00	06/16/14	24154	0	HEALTH COUNSELING SERVICES
4	433138		\$1,203.70	06/16/14	25854	1	HOCKENBERGS
4	433139		\$411.62	06/16/14	02058	1	JOHN HENRY FOSTER MINNESOTA, INC.
4	433140		\$192.92	06/16/14	02203	0	LAKESHORE LEARNING MATERIALS
4	433141		\$95.00	06/16/14	05077	0	LOCKSAFE INC.
4	433142		\$812.17	06/16/14	02196	0	MACKIN EDUCATIONAL RESOURCES
4	433143		\$1,409.09	06/16/14	28732	0	MATSMATSMATS.COM
4	433144		\$61.98	06/16/14	02544	1	MTI DISTRIBUTING CO.
4	433145		\$675.35	06/16/14	02704	0	NASCO
4	433146		\$102.69	06/16/14	09219	4	NATIONAL SCIENCE TEACHERS ASSOCIATION
4	433147		\$182.32	06/16/14	25372	4	NCS PEARSON INC

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	433148		\$98.44	06/16/14	02489	1	OFFICE DEPOT COMPANY
4	433149		\$516.95	06/16/14	03695	0	OVERHEAD DOOR COMPANY OF THE NORTHLAND
4	433150		\$10,800.00	06/16/14	02475	3	PCS REVENUE CONTROL SYSTEMS, INC.
4	433151		\$1,850.88	06/16/14	28785	1	PRODOCON, INC
4	433152		\$3,165.00	06/16/14	21744	0	QUALITY AIR MECHANICAL, INC.
4	433153		\$447.31	06/16/14	07235	0	REALLY GOOD STUFF
4	433154		\$98.99	06/16/14	21851	0	RED WING SHOE STORE
4	433155		\$1,764.75	06/16/14	03587	1	SIMPLEX GRINNELL
4	433156		\$78.55	06/16/14	28241	0	SOCIAL THINKING PUBLISHING
4	433157		\$83.03	06/16/14	01332	0	STENHOUSE PUBLISHERS
4	433158		\$1,708.84	06/16/14	22123	1	TOTAL FILTRATION SERVICES, INC.
4	433159		\$426.00	06/16/14	04045	1	TRANE U.S. INC.
4	433160		\$1,467.64	06/16/14	03802	0	TRIO SUPPLY
4	433161		\$714.74	06/16/14	04321	1	WARD'S NATURAL SCIENCE
4	433162		\$159.46	06/16/14	20007	0	WASTE MANAGEMENT
4	433163		\$38,700.45	06/16/14	04566	0	ZIEGLER INC.
<b>Check Count</b>	<b>664</b>	<b>Grand Total</b>	<b>\$2,649,617.56</b>				

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
6	24	Void	\$6,789.48	05/08/14	09318	1	HILLYARD INC - MINNEAPOLIS
6	25	Void	\$19.62	05/08/14	09318	1	HILLYARD INC - MINNEAPOLIS
6	26	Void	\$64.85	05/08/14	09318	1	HILLYARD INC - MINNEAPOLIS
6	27	Void	\$3,599.77	05/08/14	09318	1	HILLYARD INC - MINNEAPOLIS
6	28	Void	\$10,235.03	05/08/14	09318	1	HILLYARD INC - MINNEAPOLIS
6	29	Void	\$247.80	05/08/14	09318	1	HILLYARD INC - MINNEAPOLIS
6	30	Void	\$638.44	05/08/14	09318	1	HILLYARD INC - MINNEAPOLIS
6	31	Void	\$278.16	05/08/14	09318	1	HILLYARD INC - MINNEAPOLIS
6	32	Void	\$322.56	05/08/14	09318	1	HILLYARD INC - MINNEAPOLIS
6	33	Void	\$306.24	05/08/14	09318	1	HILLYARD INC - MINNEAPOLIS
6	34	Void	\$1,424.00	05/08/14	07752	1	MILLER ELECTRIC, INC.
6	35		\$1,346.16	05/08/14	26086	0	ORKIN COMMERCIAL SERVICES
6	36		\$460.80	05/08/14	28185	0	RANDSTAD WORK SOLUTIONS
6	37		\$153.60	05/08/14	28185	0	RANDSTAD WORK SOLUTIONS
6	38		\$153.60	05/08/14	28185	0	RANDSTAD WORK SOLUTIONS
6	39		\$153.60	05/08/14	28185	0	RANDSTAD WORK SOLUTIONS
6	40		\$21,162.18	05/15/14	09318	1	HILLYARD INC - MINNEAPOLIS
6	41	Unissued	\$0.00	05/15/14	09318	1	HILLYARD INC - MINNEAPOLIS
6	42		\$588.33	05/15/14	07752	1	MILLER ELECTRIC, INC.
6	43		\$1,536.00	05/15/14	28185	0	RANDSTAD WORK SOLUTIONS
6	44		\$1,494.74	06/05/14	03503	0	AMERICAN TIME & SIGNAL
6	45		\$1,424.00	06/05/14	07752	1	MILLER ELECTRIC, INC.
6	46		\$11,136.00	06/05/14	28185	0	RANDSTAD WORK SOLUTIONS
6	47	Unissued	\$0.00	06/05/14	28185	0	RANDSTAD WORK SOLUTIONS
6	48	Unissued	\$0.00	06/05/14	28185	0	RANDSTAD WORK SOLUTIONS
<b>Check Count</b>	<b>25</b>	<b>Grand Total</b>	<b>\$63,534.96</b>				

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	100925	Clear	\$4,568.77	05/09/14	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	100926	Clear	\$33,468.00	05/09/14	22015	0	CM CONSTRUCTION COMPANY, INC.
3	100927	Clear	\$14,284.25	05/09/14	25854	1	HOCKENBERGS
3	100928	Clear	\$6,627.00	05/09/14	27063	0	MIDWEST BLINDS
3	100929	Clear	\$3,828.50	05/09/14	26951	0	OLYMPUS LOCKERS & STORAGE PRODUCTS, INC.
3	100930		\$7,069.51	06/06/14	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	100931		\$1,260.00	06/06/14	28341	0	MINNESOTA ROADWAYS CO.
3	100932		\$2,979.10	06/06/14	28642	0	VALLEY RICH CO, INC
<b>Check Count</b>	<b>8</b>	<b>Grand Total</b>	<b>\$74,085.13</b>				



**Agenda II.B.5  
June 19, 2014**

**TO: Joe Gothard, Superintendent**

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

**DATE: June 19, 2014**

**RE: Budget Analysis for the Month Ending May 31, 2014**

**RECOMMENDATION:** That the Board accept the Budget Analysis for the month ending May 31, 2014

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

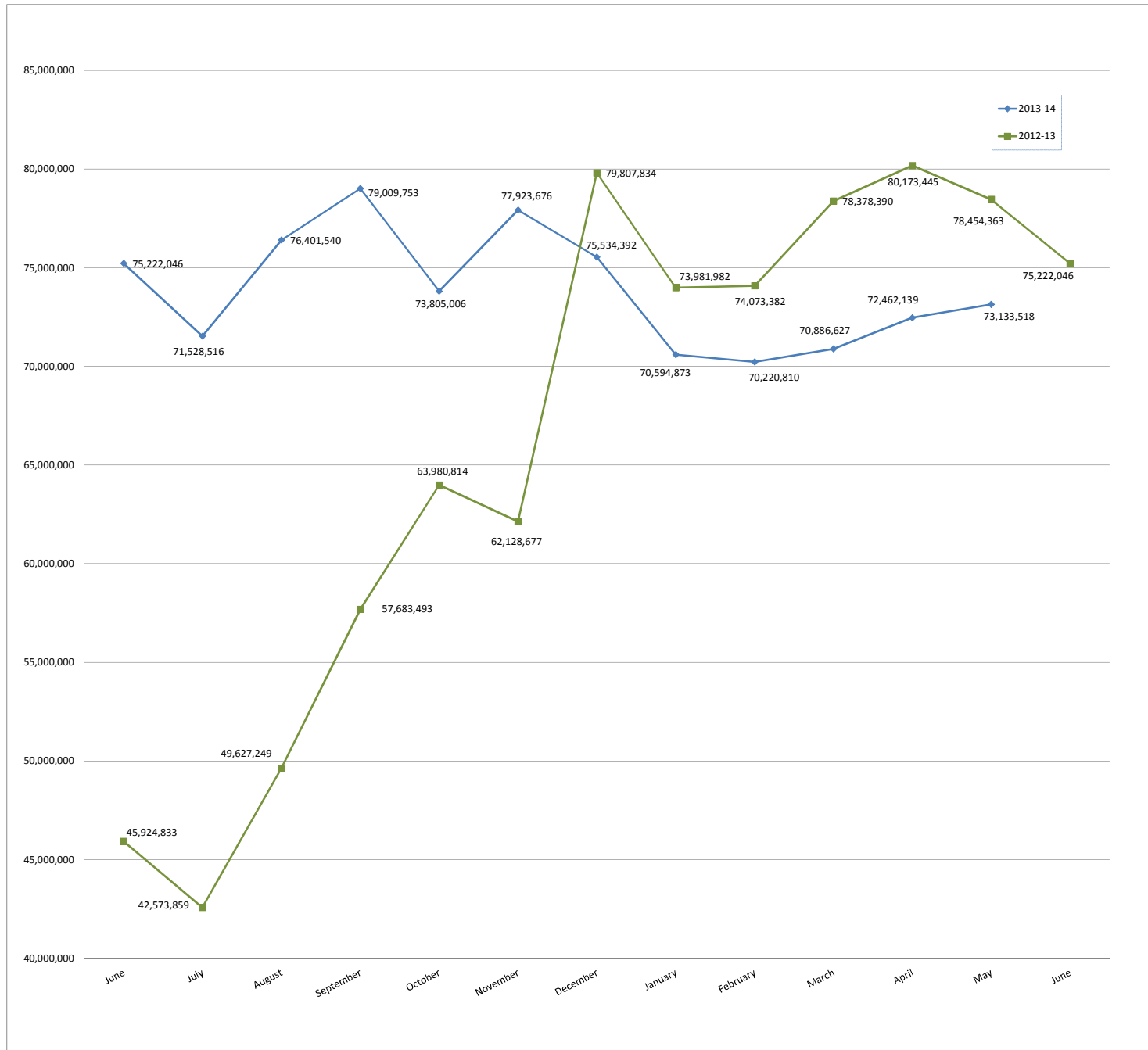
	<u>Year-to-Date Revenue</u>	<u>% of Revised Budget</u>	<u>Year-to-Date Expenditures</u>	<u>% of Revised Budget</u>
All Funds	\$ 124,812,839	82.55%	\$ 133,051,690	79.24%
General Fund	\$ 95,758,464	85.12%	\$ 93,317,546	80.89%

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

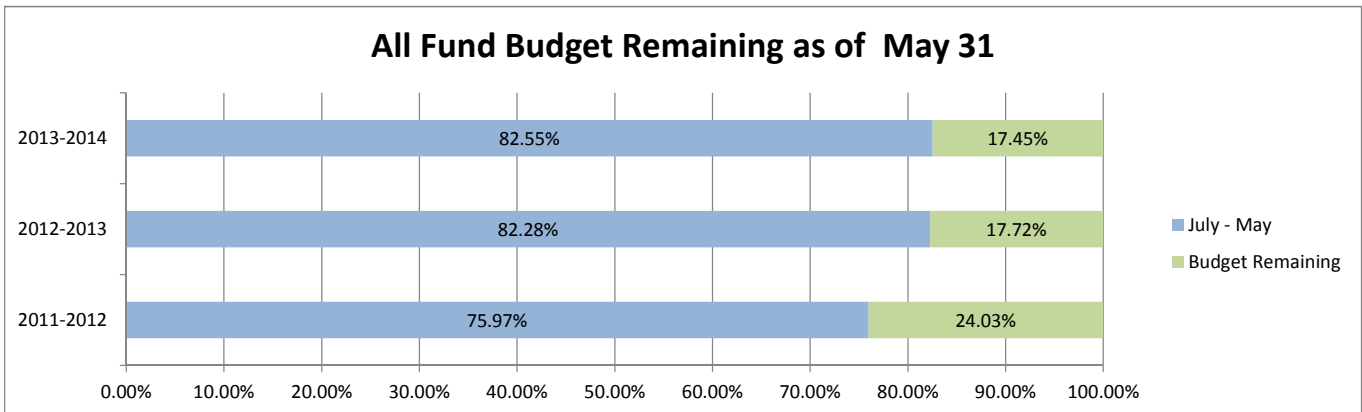
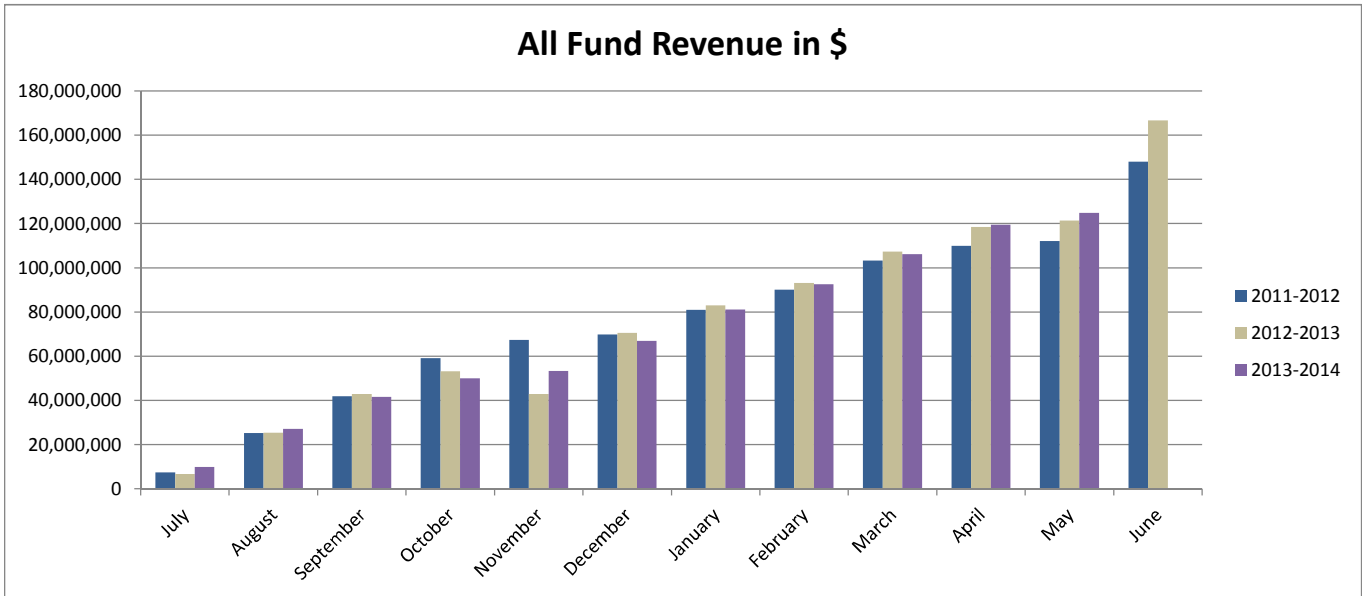
All of the reports and graphs show last year's actual figures, this year's budget and this year's activity to day. Additional detail is available upon request. I would be glad to answer any questions regarding these reports.

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



**REVENUE COMPARISON  
ALL FUNDS**

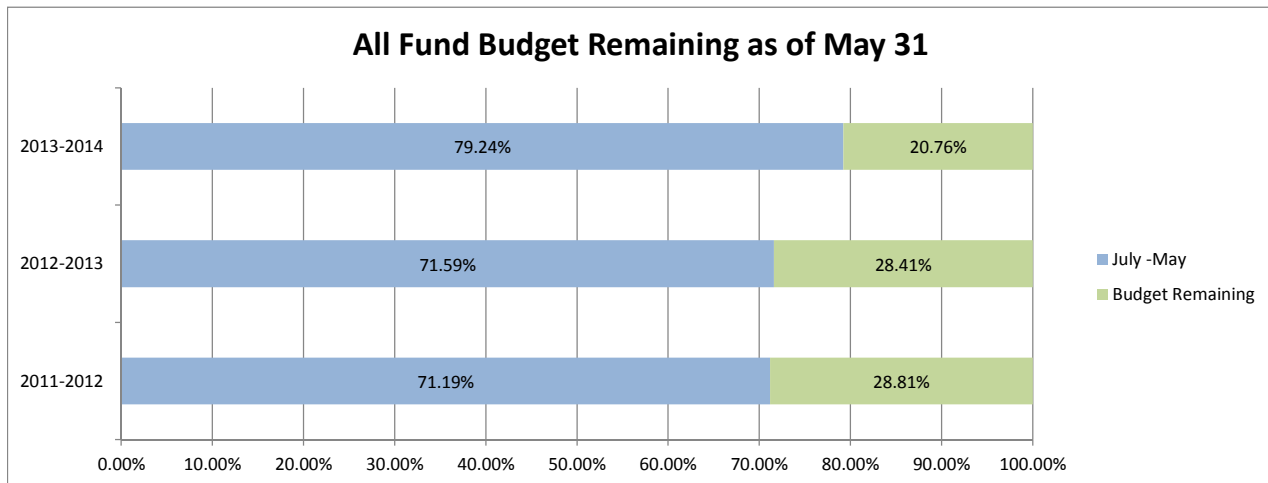
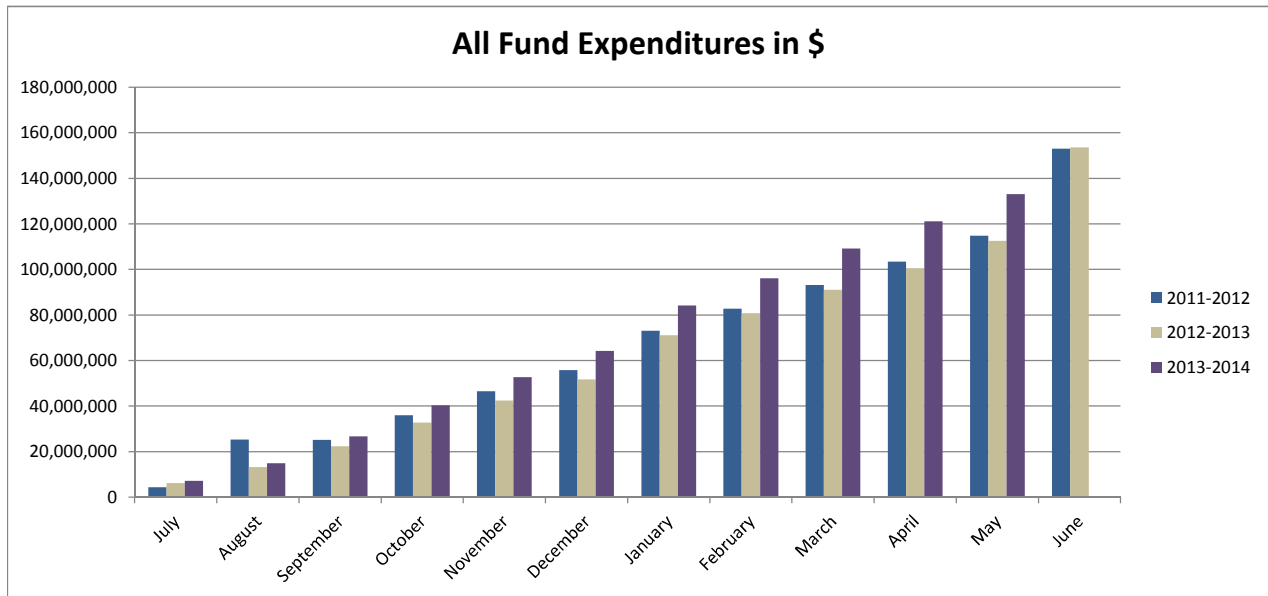
	2011-2012		2012-2013		2013-2014	
	\$	%	\$	%	\$	%
July	7,383,166	5.12%	6,717,367	4.56%	9,962,088	6.59%
August	25,261,709	17.51%	25,348,903	17.19%	27,156,320	17.96%
September	41,882,133	29.02%	42,917,836	29.11%	41,620,021	27.53%
October	59,133,007	40.97%	53,192,279	36.08%	49,945,312	33.03%
November	67,424,877	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%	106,129,747	70.19%
April	109,880,526	74.51%	118,511,244	80.39%	119,537,187	79.06%
May	112,034,809	75.97%	121,307,518	82.28%	124,812,839	82.55%
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>



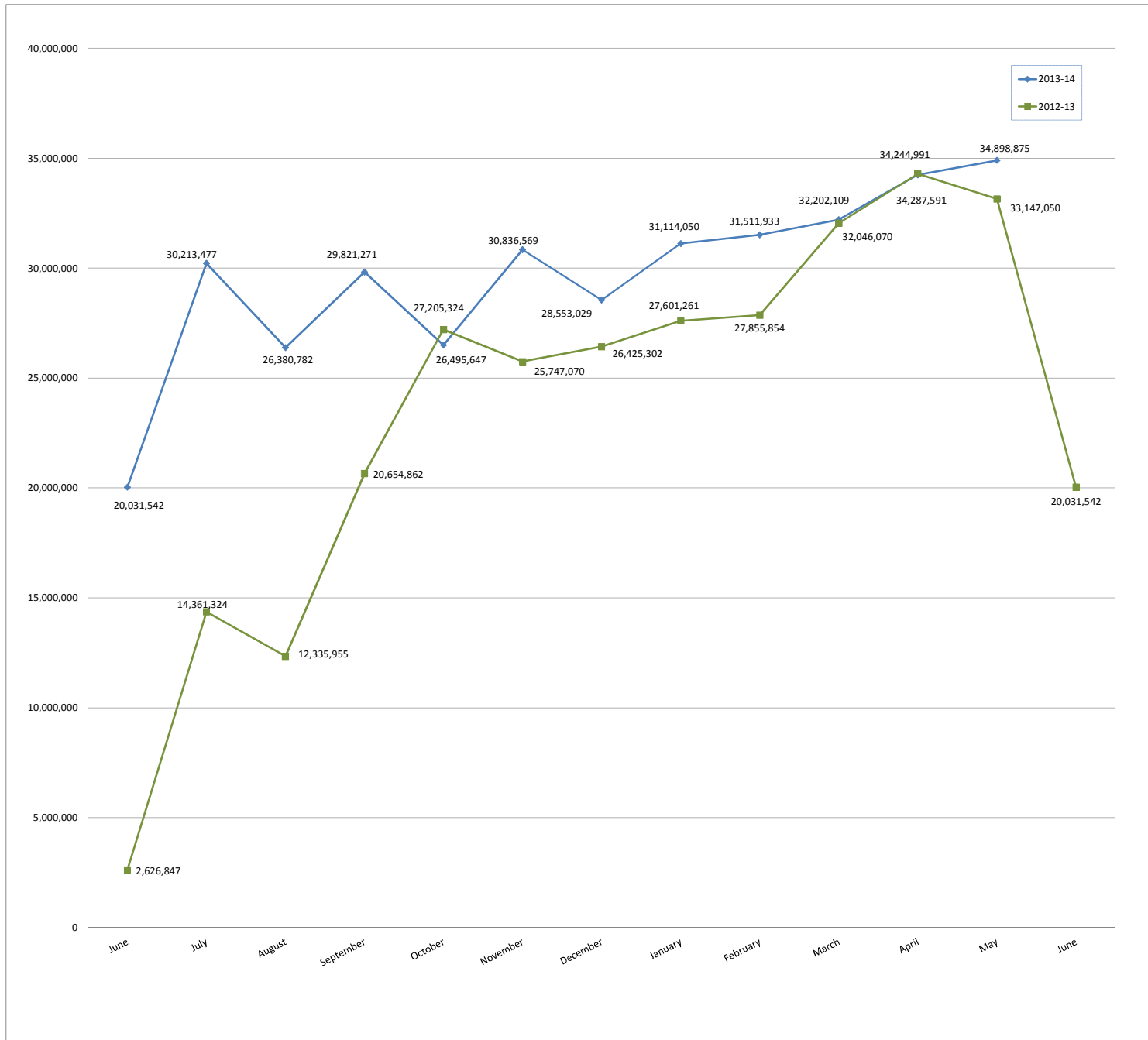
\*\* The year to year comparison will vary due to the timing of the reversal of prior year accruals.

**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%	121,080,912	72.11%
May	114,729,069	71.19%	112,589,482	71.59%	133,051,690	79.24%
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>

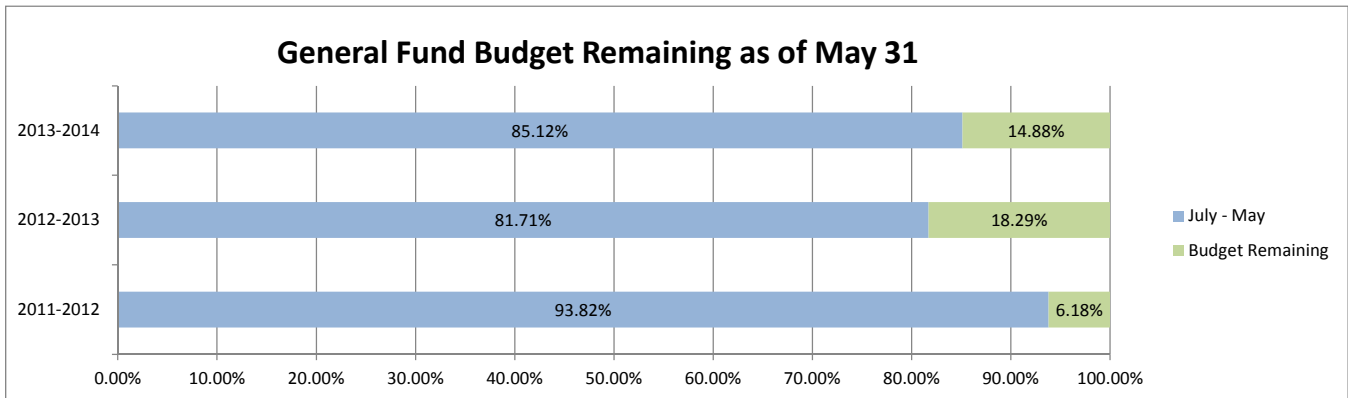
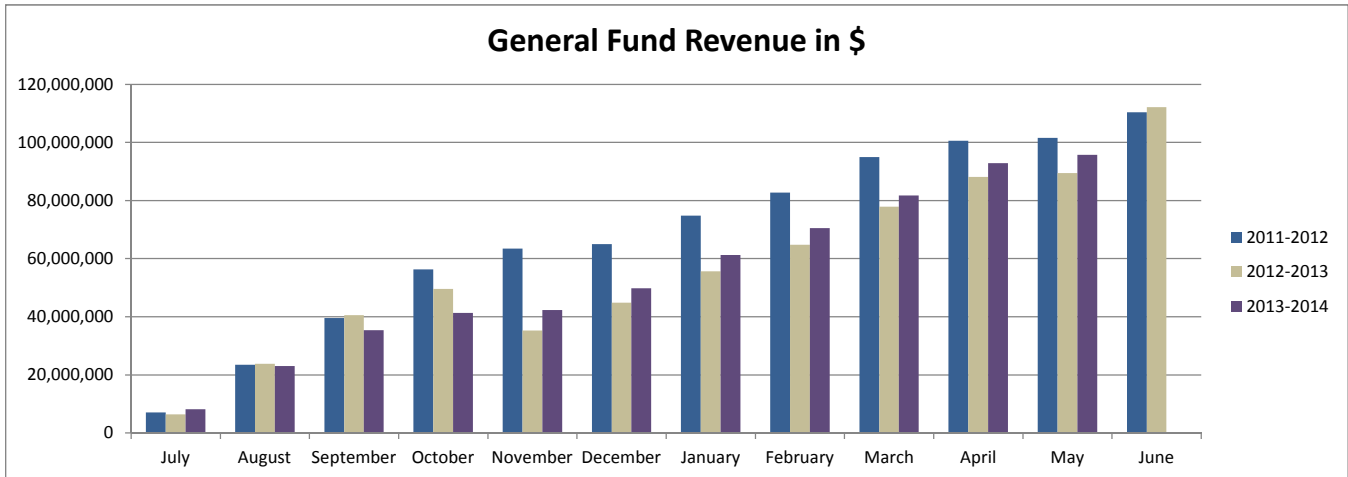


GENERAL FUND CASH AND INVESTMENTS  
2012-13 AND 2013-14



**REVENUE COMPARISON  
GENERAL FUND**

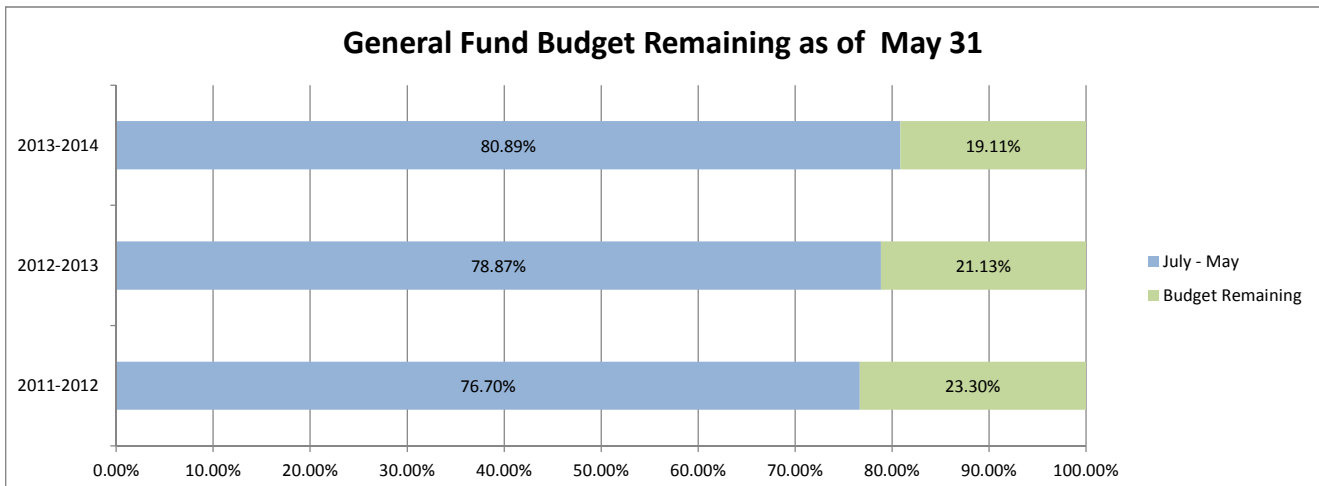
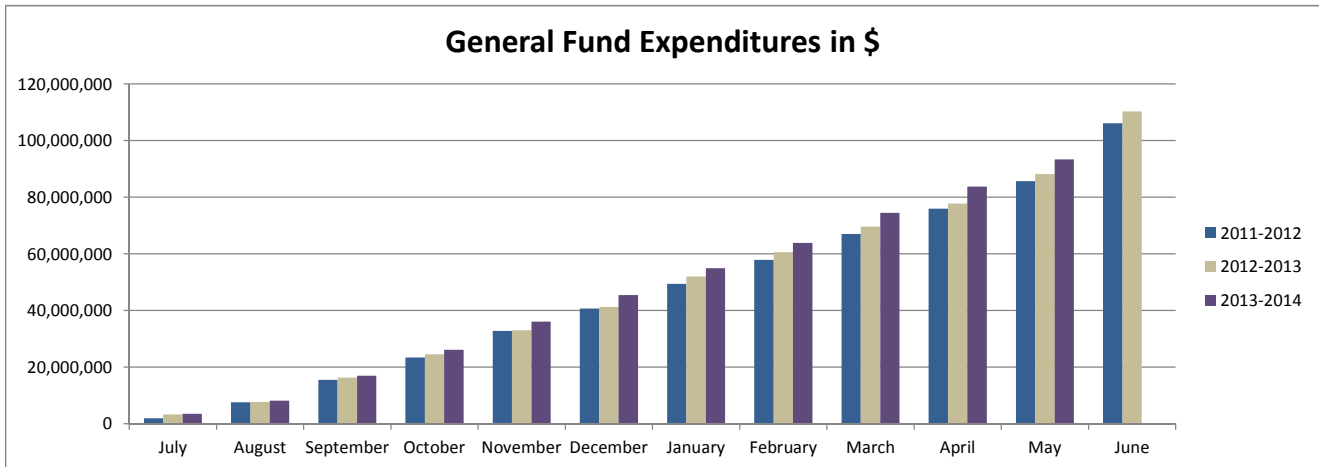
	2011-2012		2012-2013		2013-2014	
	\$	%	\$	%	\$	%
July	7,093,997	6.62%	6,416,600	5.86%	8,213,239	7.30%
August	23,532,598	21.96%	23,874,618	21.80%	23,035,862	20.48%
September	39,551,743	36.91%	40,538,045	37.02%	35,369,620	31.44%
October	56,355,393	52.59%	49,597,402	45.29%	41,313,574	36.72%
November	63,472,487	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%	95,758,464	85.12%
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%	83,716,830	72.57%
May	85,694,257	76.70%	88,121,623	78.87%	93,317,546	80.89%
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>



INDEPENDENT SCHOOL DISTRICT 191  
Burnsville-Eagan-Savage  
Business Office

**TO: Members of the School Board**

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

**DATE: June 19, 2014**

**RE: Annual Fiscal Year Authorizations**

The annual organization of the school board occurs in January to conform with the term of office for school board members. Unlike the election of officers however, some matters of school board organization are more readily conducted on a fiscal year basis. The following items pertain to fiscal year 2015. They are of a routine nature and although board action is required, discussion is usually unnecessary. I recommend approval of each resolution as indicated. In the event a board member wishes to discuss any item, it should be removed from the consent agenda so that it may receive individual attention.

**a. Designation of Official Newspaper**

The district is designating the Sun Thisweek as the official legal newspapers serving our area, This newspaper is widely distributed across the geographic area of the school district.

**RECOMMENDATION:** That the Sun Thisweek be designated as the official newspaper for the 2014-15 fiscal year per M.S. 123.33; Subdivision 11, and M.S. Chapter 331.

**b. Appointment of Auditor**

Annotation: The annual audit of the district's finances must be conducted by the State Auditor or a CPA firm. The administration reaffirms that the firm of Clifton Larson Allen is contracted to provide this service as previously approved.

**RECOMMENDATION:** That the firm of Clifton Larson Allen be contracted to perform the 2013-14 financial audit. Field work and final reporting will occur during the fall of 2014-15 school year.

**c. Appointment of Agent of Record – Property & Liability**

Annotation: The district's practice has been to employ an agent of record for our property and casualty insurance. This agent accepts a predetermined stipend in lieu of sales commissions and thus is contractually committed to the district.

**RECOMMENDATION:** That the school board approve the property, casualty, liability agent of record agreement with the Kraus-Anderson Insurance Agency for the 2014-15 fiscal year.

**d. Appointment of Agent of Record – Employee Benefits**

This agreement recognizes Corporate Health Services (CHS) as agent for our dental, medical, LTD and life insurance.

**RECOMMENDATION:** That the school board appoint Corporate Health Services as agent of record for group medical, life, long term disability and dental insurance for the 2014-15 fiscal year.

**e. Appointment of Agent of Record – Workers' Compensation Policy**

Annotation: The district's practice has been to employ an agent of record for our workers' compensation policy. This agent accepts a predetermined stipend in lieu of sales commissions and thus is contractually committed to the district.

**RECOMMENDATION:** That the school board approve the workers' compensation agent of record agreement with Marsh McClellan, for the 2014-15 fiscal year.

**f. Membership in Minnesota School Boards Association**

Annotation: Membership in the Minnesota School Boards Association is beneficial to the efficient operation of the school district. A 2/3 majority vote is required.

**RECOMMENDATION:** That the School Board renew the district's membership in the Minnesota School Boards Association (MSBA).

**g. Membership in Minnesota State High School League**

Annotation: The Minnesota State High School League is the governing agency for all inter-scholastic co-curricular activities. The administration recommends renewal of our membership at a cost of \$90.00 per sport.

**RECOMMENDATION:** That the school board renew the district's membership in the Minnesota State High School League.

**h. Membership in the Association of Metropolitan School Districts**

Annotation: The Association of Metropolitan School Districts serves as a research organization and advocate for the district's interest in legislation. We believe that continued membership is most important. The annual cost is approximately \$11,852.00.

**RECOMMENDATION:** That the School Board renew the district's membership in the Association of Metropolitan School Districts (AMSD).

**2014-2015 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

**RESOLVED**, that the Governing Board of School District Number 191, County of Dakota, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the high school(s) listed below (name all high schools in the district):

Burnsville High School

is/are authorized by this, the Governing Board of said school district or school to:

1.  Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): \_\_\_\_\_  
OR;  
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.
3.  Our school **WILL NOT** be renewing its membership in the Minnesota State High School League.

**FURTHER RESOLVED**, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representative identified by the Governing Board.

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.*

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: \_\_\_\_\_  
Clerk/Secretary - Local Governing Board

Signed: \_\_\_\_\_  
Superintendent or Head of School

Date: June 19, 2014

Date: June 19, 2014

District Office Address, City, Zip: 100 River Ridge Court  
Burnsville, MN, 55337

School Superintendent's Phone: 952-707-2005 School Superintendent's Email: jgotthardt@burnsville.k12.mn.us



**Agenda II.B.7  
June 19, 2014**

**To: Members, Board of Education**

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

**Date: June 19, 2014**

**Re: Payment of Payroll and Expenditures in June and July 2014**

RECOMMENDATION: That the Board of Education authorizes the release of June and July checks covering District obligations due and payable for June and July business.

This recommendation is made anticipating that the Board of Education will not meet again until August. At the August meeting the Payroll, Claims, Receipts and Investments for June and July, including check registers, will be presented for Board review.



**Agenda II.B.8  
June 19, 2014**

**To: Members, Board of Education**

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

**Date: June 19, 2014**

**Re: Award the Contracts for Property, Casualty and Liability Insurance for 2014-2015**

RECOMMENDATION: That the Board of Education approve the contracts for property, casualty and liability insurance for the 2014-2015 year with: Travelers Group; American International Group; Westchester Fire Insurance Company; Admiral Insurance Company; and Cincinnati Insurance Companies:

	<u>Amount</u>	<u>Insurer</u>
Package Policy	\$207,239	Travelers Group
Real, Personal Property & Extra Expense, Inland Marine Property Deductible \$25,000		
General Liability - \$1,000,000	69,789	Travelers Group
Automobile - \$1,000,000	18,792	Travelers Group
Umbrella - \$4,000,000	16,890	Travelers Group
Crime	6,600	American Int'l
School Leaders Legal Liability	39,059	Westchester
International Package	6,387	Chartis Specialty
Environmental Impairment	5,460	Admiral Ins.
Equipment Breakdown	<u>7,692</u>	Cincinnati
	<b>\$377,908</b>	

The agent of record remains Kraus-Anderson Insurance.

The premiums listed above are approximately \$23,000 higher than the 2013-2014 school year. This increase is due primarily to our five year loss ratios. Travelers and our agents discussed the premium at length and remained the lowest cost proposal available to us through our current Agent of Record. As you recall valuation of our buildings have increased by Travelers in the past two years by approximately \$67 million. This valuation did not increase any further. The current valuation of our assets was used in seeking proposals for renewal of insurance.

During the renewal it was noted that our claims in the area of general liability are higher than underwriters would like to see. We have had no significant claims on the property coverage since 2010-2011; however, these claims from 2010-2011 are recent enough and significant enough to still weigh on the premiums proposed. Perhaps with a few more years of no significant claims, we will see improvement on the premiums.

Additionally, the coverage for International Travel required significant greater response to underwriter questions before being proposed. The insurance market is becoming increasingly concerned with International Travel insurance, and this premium alone increased from \$4,500 to \$7,152.

I recommend approval of the contracts for property, casualty and liability insurance for the 2013-2014 year.



*Each Student Real-World Ready*

<b>Type:</b> Regular	<b>Meeting Date:</b> June 19, 2014	<b>Place on Agenda:</b> Consent	<b>Agenda Item:</b> II.B.9
<b>Topic:</b> Board Policies			
<b>Presenter(s):</b> Superintendent Joe Gothard			
<p><b>Recommendation:</b></p> <p>The recommendation is to approve, on a second reading basis, Policy 406: <i>Public and Private Personnel Data</i>; Policy 410: <i>Family and Medical Leave Policy</i>, Policy 413: <i>Harassment and Violence</i>; and revisions to Policy 412: <i>Expense Reimbursement</i> and to rescind policies GBLA: <i>Public and Private Personnel Data</i>; GBEAC: <i>Staff Protection Family and Medical Leave Policy</i>, and JBA-ACA: <i>Nondiscrimination Sexual Harassment and Violence</i>.</p> <p><b>Background Information:</b></p> <p>These policies have been reviewed and revised by MSBA, the Policy Review Committee and administration. Copies of the policies have been included in your board packet. Please note the following items:</p> <ul style="list-style-type: none"> <li>• Once adopted, a copy of Policy 413: <i>Harassment and Violence</i> will be submitted to the Commissioner of MDE</li> <li>• As requested during the first reading, legal language (Minn. Stat. Section 13.43, subd. 2 (f)(1)(2)) has been added to IV.E of Board Policy 406: <i>Public and Private Personnel Data</i>.</li> </ul>			

*Adopted: 12/03*  
*Reviewed: 6/14*  
*Revised: 11/04, 6/14*  
*Rescinds: GBLA*

*Burnsville-Eagan-Savage School District Policy 406*

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to Independent School District 191 employees as to the data the school district collects and maintains regarding its personnel.

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

- A. All data on individuals collected, created, received, maintained or disseminated by Independent School District 191, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Personnel data" means government data on individuals collected because they are or were employees of the school district, applicants for employment, volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission.
- E. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- F. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.

- G. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

#### IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteer and independent contractors, is public:
1. name;
  2. employee identification number, which may not be the employee’s social security number;
  3. actual gross salary;
  4. salary range;
  5. terms and conditions of employment relationship;
  6. contract fees;
  7. actual gross pension;
  8. the value and nature of employer-paid fringe benefits;
  9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
  10. job title;
  11. bargaining unit;
  12. job description;
  13. education and training background;
  14. previous work experience;
  15. date of first and last employment;
  16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
  17. the final disposition of any disciplinary action, as defined in Minn. Stat. §13.43, Subd. 2(b), together with the specific reasons for the action and

data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;

18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
  19. work location;
  20. work telephone number;
  21. badge number;
  22. work-related continuing education;
  23. honors and awards received;
  24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on applicants for employment or advisory board/commission is public:
1. veteran status;
  2. relevant test scores;
  3. rank on eligible list;
  4. job history;
  5. education and training; and
  6. work availability;
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Regardless of whether there has been a final disposition as defined in Minn. Stat. §13.43, Subd.2 (b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. 13.43, Subd. 2(e), or if a public

official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

- E. According to Minn. Stat. Section 13.43, subd. 2 (f)(1)(2), data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

## V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents is private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Personal data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- E. Independent School District 191 may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- F. Independent School District 191 may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
  1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. §253.07, Subd. 1; or
  3. A court, law enforcement agency or prosecuting authority.
- G. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law

enforcement in the investigation of such a crime or alleged crime.

- H. A complainant has access to a statement provided by the complainant to be school district in connection with a complaint or charge against an employee.
- I. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
  1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- J. Independent School District 191 shall make any report to the board of teaching or the state board of education as required by Minn. Stat. §122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. §122A.20, Subd. 2.
- K. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Ch. 268.
- L. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Minnesota Department of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- M. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.

- N. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- O. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- P. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- Q. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

## **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals is classified as both private and confidential by Chap. 13, or any other state or federal law, the data is private.

## **VII. CHANGE IN CLASSIFICATIONS**

The classification of data in the possession of Independent School District 191 shall change if ~~it~~ **the school district** is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## **VIII. RESPONSIBLE AUTHORITY**

The school district has designated Stacey Sovine, executive director of human resources as the authority responsible for personnel data. If you have any questions, contact him at 952-707-2010.

## **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

### Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. §13.02 (Definitions)  
Minn. Stat. §13.37 (General Nonpublic Data)  
Minn. Stat. §13.39 (Civil Investigation Data)  
Minn. Stat. §13.43 (Personnel Data)  
Minn. Stat. §122A.20, Subd. 2 (Mandatory Reporting)

Cross References:

Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

*Adopted: 4/01*  
*Reviewed: 1/11*  
*Revised: 3/11*  
*Rescinds: GBEAC*

*Burnsville-Eagan-Savage School District Policy 410*

## **410 FAMILY AND MEDICAL LEAVE POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide for family and medical leave to Independent School District 191 employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under Minnesota law.

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

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

### **III. DEFINITIONS**

#### **A. “Covered active duty” means:**

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

#### **B. “Covered servicemember” means:**

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- E. “Outpatient status” means, with respect to a covered servicemember, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
  2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- F. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
  2. to attend military events and related activities of a covered military member;
  3. to address issues related to childcare and school activities of a covered military member’s child;
  4. to address financial and legal arrangements for a covered military member;

5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
  6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
  7. to attend post-deployment activities related to a covered military member; and
  8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- G. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
  2. continuing treatment by a health care provider.
- H. “Veteran” has the meaning given in 38 U.S.C. § 101.

#### **IV. LEAVE ENTITLEMENT**

##### **A. Twelve-week Leave**

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee’s child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
  - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
  - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.

2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
  - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
  - b. a “serious injury or illness,” in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee’s own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis,

based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely

contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Six-week Leave

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half of the full time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.

3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

## **V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
  1. take leave for the entire period or periods of the planned medical treatment; or
  2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
  2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
  3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

## **VI. OTHER**

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- C. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. §§ 181.940-181.944 (Parenting Leave)  
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)  
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)  
38 U.S.C. § 101 (Definitions)  
29 C.F.R. Part 825 (Family and Medical Leave Act)

**Cross References:** MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

*Adopted:*  
*Reviewed:*  
*Revised: 4/13*  
*Rescinds: DLCA*

*Burnsville-Eagan-Savage School District Policy 412*

## **412 EXPENSE REIMBURSEMENT**

### **I. PURPOSE**

The purpose of this policy is to control school district business expenses by identifying those expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the school board member, employee, or board appointed agent seeks reimbursement.

### **II. SCOPE**

This policy applies to all school board members, employees, and board appointed agents.

### **III. DEFINITIONS**

“Authorizing Administrator,” means the individual with the authority and accountability for the budget which is funding and approving the expense.

### **IV. AUTHORIZATION**

All school district business expenses to be reimbursed must be approved by the authorizing administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

### **V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the standard mileage rates set by the Internal Revenue Service. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

### **VI. AIRLINE TRAVEL CREDIT**

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.

1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
  2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

## **VII. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

***Legal References:*** Minn. Stat. § 15.435 (Airline Travel Credit)  
 Minn. Stat. § 471.665 (Mileage Allowances)  
 Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
 Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)  
 Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

***Cross References:*** MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members).

*Adopted: 06/14*  
*Reviewed:*  
*Revised: 4/13*  
*Rescinds: JBA-ACA*

*Burnsville-Eagan-Savage School District Policy 413*

## **413 HARASSMENT AND VIOLENCE**

### **I. PURPOSE**

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

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

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take

appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

### III. DEFINITIONS

- A. “Assault” is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
  2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
  3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
    - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
    - b. has a record of such an impairment; or
    - c. is regarded as having such an impairment.
  2. “Familial status” means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor’s legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
  5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
  7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s

employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates the executive director of human resources as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint

involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>

- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or

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<sup>1</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

violence prohibited by this policy.

- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **VII. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

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

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

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

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

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

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 Minn. Stat. § 609.341 (Definitions)  
 Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
 MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
 MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
 MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
 MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



*Each Student Real-World Ready*

<b>Type:</b> Regular	<b>Meeting Date:</b> June 19, 2014	<b>Place on Agenda:</b> Reports	<b>Agenda Item:</b> III.A
<b>Topic:</b> Report on 2014-15 Propay Implementation			
<b>Presenter(s):</b> Joe Gothard, Superintendent and Dave Watkins, Director of Instruction			
The School Board will receive a report regarding the 2013-14 Propay Implementation.			

# Board of Education Overview of ProPay

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**BES** BURNSVILLE  
EAGAN SAVAGE   
INDEPENDENT SCHOOL DISTRICT 191

# Q-Comp Overview

Minnesota's Q-Comp Model allows districts to design and collectively bargain a plan which must meet five requirements:

- Career Ladder/Advancement Options
- Job Embedded Professional Development
- Teacher Evaluation
- Performance Pay
- Alternative Salary Schedule

The One91 District Q-Comp Model or ProPay Model was created collaboratively by district administration and the BEA and approved by the Board of Education. It was designed to align with One91's Professional Learning Community process, School Improvement Plans, support staff growth and increase student outcomes. One91 staff work collaboratively and collectively to achieve focused goals in the above mentioned areas.

# ProPay: At-A-Glance

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ProPay Component	Expectations
Building Goal \$200	Implement strategies that support a building goal focused on student achievement and aligned with core instruction.
Collaborative Team Goal \$200	Engage in the development and implementation of a collaborative team goal that addresses one of the school improvement goals.
Personalized Professional Learning Plan \$400	Develop and implement a professional learning plan that is personalized, aligned with the school improvement goals and building PD plan, and aligned with the teaching license renewal expectations.
Observations and Instructional Coaching \$1200	Demonstrate teachers/staff professional practice through 3 formative observations and coaching sessions conducted by 2 different observers.

# ProPay: At-A-Glance

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ProPay Component	Additional Information
Building Goal \$200	<ul style="list-style-type: none"><li>• Led by Principal or Program Administrator and Building Leadership Team</li><li>• Addressed through building/program Professional Development Plan</li></ul>
Collaborative Team Goal \$200	<ul style="list-style-type: none"><li>• Led by Principal or Program Administrator and Building Leadership Team (BLT)</li><li>• Teachers work with grade and/or content alike teachers in building or across the district.</li></ul>
Personalized Professional Learning Plan \$400	<ul style="list-style-type: none"><li>• Developed by individual teacher</li><li>• Supported by Instructional Coaches (IC), BLT, Principal/Program Administrator, Curriculum Leads, Building and/or District Professional Development Plan</li></ul>
Observations and Instructional Coaching \$1200	<ul style="list-style-type: none"><li>• Supported by Principal or Program Administrator, BLT, and IC</li></ul>

# ProPay: Building Goals

Goals must be focused on strengthening core instruction and aligned with the School Improvement Plan (SIP) and building based Professional Development Plan.

- Required by Minnesota Department of Education (MDE) for all districts participating in Q-Comp
- Identified and overseen by Principal or Program Administrator and Building Leadership Team (BLT)
- Focused on improving student achievement (MCA, MAP Data, etc...)
- Reported to MDE by October 1
- Monitored by BLT throughout the school year with updates provided to building staff and District Leadership Team (DLT)
- Processed in fall of subsequent school year
- \$200 payout to licensed staff assigned to building, if goal is met

# ProPay: Collaborative Teams

All licensed staff are part of a Collaborative Team (CT). CT goals are aligned with one of the goals from the SIP (or CIMP Plan for special education staff). CT goals focus on improved student learning.

- CTs determined by principal and BLT with input from licensed staff
- CTs required by MDE for all districts participating in Q-Comp
- CTs collaborate during CT time to learn from and with each other and focus on improved student learning
- Teams share results of their learning with their BLT throughout the year; DLT provides updates throughout the year
- CT goals focus on improved student learning (results do not have to be linked to MCA or MAP data)
- CT goals are processed in the fall of the subsequent year
- \$200 payout for licensed staff if CT goal is met

# ProPay: Personalized Professional Learning Plan<sup>96</sup>

Professional Learning Plan (PLP) development and implementation are aligned with the coaching and observation process.

- Teachers/staff develop and implement a professional learning plan that is personalized, aligned with the school improvement goals and building PD plan, and aligned with the teaching license renewal expectations.
- Instructional Coaches will hold informational sessions, lead after-school “drop-in” PD sessions, and meet with licensed staff in buildings to clarify the expectations for the PLP.
- Sessions traditionally begin in late September and/or as building and CT goals are finalized.
- Instructional Coaches will work with licensed teachers to support the development and implementation of their PLP throughout the year.
- PLP payout is \$400 and has be processed after the end of each school year.

# ProPay: Observations and Instructional Coaching

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Instructional Coaches will work with building principals, supervisors, and BLTs to ensure coaching and observation cycles are completed.

- Teachers/staff demonstrate their professional practices through 3 formative observations and coaching sessions conducted by 2 different observers.
- Instructional Coaches will schedule coaching, observation cycles with tenured licensed staff.
- Principals and Program Administrators will schedule coaching, observation cycles with probationary teachers.
- Note the anticipated timelines:
  - 1<sup>st</sup> coaching, observation cycle before winter break
  - 2<sup>nd</sup> coaching, observation cycle by the middle of February
  - 3<sup>rd</sup> coaching, observation cycle by early May
- Instructional Coaches will help manage all forms for the PLP and coaching processes, as the processes are closely aligned.
- Coaching payout is \$1,200 and is processed after the end of the school year.

# Q-Comp/ProPay Program Review 98

Each Q-Comp district is required to conduct a site review with teachers/staff who participate in Q-Comp. The Minnesota Department of Education (MDE) has established a Best Practice Model which has been used as a guide to tailor a meaningful program review specific to One91.

- Instructional Coaches created the survey for program review and aligned it tightly to MDE Best Practice Model.
- The first twenty questions focused on teachers/staff involvement, understanding, and perception of collaborative teams, BLT, Instructional Coaches, Danielson's Framework.
- The final nine questions were answered by BLT members, The BLT questions focused on protocols, responsibilities, training and Danielson's Framework.
- 84% of the teachers/staff connected to ProPay participated in the survey or 640 out of 760 teachers/staff members.

# Q-Comp/ProPay Program Review 99

The following are a few sample results from the survey for Q-Comp/ProPay program review as it relates to the MDE Best Practice Model:

- 78.88% of teachers/staff surveyed felt that the work done in Collaborative Teams has an overall positive impact on their instruction or practices.
- 55.79% of teachers/staff agree that the work of their BLT had a positive impact on student achievement.
- 62.44% of teachers/staff felt Instructional Coaches had a positive impact on their instruction or practices.
- 78.33% of teachers/staff responded that the work of their Collaborative Team enhances their work as a teacher/staff member.
- 54.47% of teachers/staff felt the work of their BLT had a positive impact on their professional growth.

# Q-Comp/ProPay Program Review

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## 2012-13 ProPay Component Financial Breakdown

ProPay Component	Number of Staff	Percentage of Staff
Building Goal \$200	242	32%
Collaborative Team Goal \$200	704	94%
Personalized Professional Learning Plan \$400	731	98%
Observations and Instructional Coaching \$1200	722	97%
Maximum Pro-Pay Amount \$2000	241	32%

# ProPay Next Steps

As we move from the 2013-14 school year to the 2014-15 school year One91 staff will be doing extensive work around the One91 ProPay Model.

- The One91 ProPay Committee will start by backwards mapping the 2014-15 Goals & Outcomes of the ProPay Model.
- Data dives will be conducted related to the ProPay around:
  - Implementation of the model
  - Fidelity of the model
  - Student Growth
  - Alignment to Danielson Framework
  - Professional Development
  - Achievement Gap
  - Student Engagement
- Examination of each building/program SIP goals as they relate to student needs.
- Review of Collaborative Teams and their impact on student growth and staff development.
- Assess the links between building SIPs and PLPs and their relationship to student growth.
- Examine the teacher/staff observation and coaching cycle as it relates to the Danielson Framework.
- Define focus areas, professional learning needs, monitoring plans, and goals for 2015-16 and beyond as it relates to SIPs and the One91 ProPay Model.

# What questions do you have?

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QCOMP Annual Report

ISD 191

Board of Education

2013-2014

# Sections

Section 1:	Comments by Teachers and Administrators
Section 2:	Factors Impacting Instruction and Raising Student Achievement
Section 3:	Annual Program Review Summary
Section 4:	Final Report Submitted to Minnesota Department of Education

## Comments by Teachers and Administrators

Reflect Dialogue Data  
**Student Achievement**  
 Support Learning data Connections Passion  
 Resources Professionalism Relaxed  
 Challenge Respected Instruction Implement  
**Instructional Coaches**  
 Regularly Collaboration Discuss Shared Gains  
**Reaching Every Student**  
 Strive Intentionality Confidential  
 Feedback Professional Partnership  
 Organized Assessment  
 Performance  
 Re Think Collegial  
 Valuable Impact

**ProPay  
2013-2014**

**Comments by Teachers and Administrators Regarding ProPay  
Collected and Compiled by ISD 191 Instructional Coaches**

When I reflect on my PD during the past two years, I know my professional coach has had the most lasting and positive impact on my teaching. I know my coach has one goal when working with me: to help me become the best teacher I can be. Discussing my caseload and teaching situation, and the issues I face, posing questions to encourage reflection on my teaching and lesson planning, and offering a multitude of solutions is true professional development. I look forward to observations from my coach as they provide me, an ESL teacher, with focused opportunities for positive growth.

-Britt Nordrum

I like the ProPay System because it gives me the opportunity to work with an Instructional Coach. Working with an Instructional Coach has provided me with valuable insight, feedback, affirmation and support as I implement new strategies in my classroom and reflect on my teaching and learning. I always try something new when being observed by an Instructional Coach because I know s/he will have a different lens and I find significant value in that.

**-Anonymous Teacher**

The structure of ProPay, with its Instructional Coaches, has really allowed me to grow as a teacher, as I am able to engage in professional conversation in a non-invasive environment. I have been in two buildings the last two years, and have been fortunate to learn and engage in conversation with two different Instructional Coaches. Both of them have shown a very high level of knowledge for teaching and learning, and have allowed me to openly discuss areas of concern that I see in my own teaching. I know when being observed, the Instructional Coaches are truly looking for ways to help me grow as a teacher, which will in turn foster student growth. Needless to say, I have been very happy with our ProPay system, and the opportunities for learning that have come from it.

**-Greg May**

ProPay has allowed me to examine my teaching more closely. It has helped me to realize my strengths and identify areas for improvement. It has given me the opportunity to work more closely with my job-similar colleagues. As a result, ProPay has improved my ability to impact student performance.

**-Anonymous Teacher**

ProPay has benefitted our school in these ways:

- 1) **LEARNING FOCUS:** Instructional Coaches work with teachers to improve instructional practices and help teachers to reflect on their own practice in order to improve learning for students.
- 2) **COLLABORATION FOCUS:** We have a strong Building Leadership Team that meets regularly to support our School Improvement Plan through shared decision making, Professional Development and strong connections with our Collaborative Teams.
- 3) **RESULTS FOCUS:** Through SMART Collaborative Team Goals, Personal Learning Plans, and SMART School-wide goals we are able to focus on Results – we track learning with data – the 4 Learners Chart – to make sure we are meeting needs in the Core as well as with Interventions and Enrichments.

**-Principal**

I think the Instructional Coaches are an excellent support for teachers. They have a great deal of expertise and I think they are well respected. My coach has helped me and our staff stay organized with forms, dates, etc

**-Anonymous Teacher**

The ProPay process has encouraged me to ask more deliberate questions and strive for richer dialogue with teachers around best practice in early childhood. Our observation meetings have produced more meaningful conversations with a focus on teacher growth in order to better meet the needs of children and their families. The process provides an opportunity to highlight strengths and discuss practical, intentional strategies to improve one's practice.

**-Cindy Check**

**ECFE Coordinator**

The Instructional Coaches have been an asset to my professional learning experience. As an Early Childhood Family Educator leading groups in Parent Education it is unusual to be "coached" by someone with the same Education/license and professional training. I've received honest and helpful feedback as a parent Educator/ teacher. I actually look forward to the classroom observations, meeting together with my "coach"-es and the feedback has been constructive.

**-Anonymous Teacher**

ProPay is an organized system which enables me as a teacher to: set goals, work on implementing them, get feedback from my instructional coach, collaborate with colleagues, and reflect on students/my teaching. With this system in place, I feel my teaching has become more effective and as a result, my students are making great academic gains. I value the guidance of my instructional coach and the support I receive as I continue to polish my craft, my passion, and my career as an educator.

**-Anonymous Teacher**

ProPay has provided me an effective framework to refine the science of teaching and learning while combining the art of meaningful lesson design. This is all done with the support of a collaborative team and supportive instructional coaches and administrators.

**-Anonymous Teacher**

The current ProPay system is one that has truly benefited our students and their learning. The model we have is a result of at least 5 years of steady progress and understanding of what Collaborative Teams are and how they best work. Our dialogue and work within our Collaborative Teams has grown in shared terminology, understanding of how children are progressing, ideas for intervention and enrichment, and the goals we have for our grade level. We know all of our students better as a result of the ProPay system, not just the students in our individual classrooms. Our Instructional Coaches have helped provide the framework for this work, and have guided us in our own professional growth.

**-Jennifer McCarthy**

My ProPay is focused on developing curriculum for the new media production classes at BHS. We are working on a partnership between the school and city of Burnsville (BCTV) that allows our students to use studio equipment to produce a weekly newsmagazine show called Blaze Weekly. We have added an advanced class this year which will allow our students to create independent projects, experience internships in the field, and produce senior studies projects that will prepare them for college and eventually a career in broadcast journalism, video production, multimedia or film.

**-Anonymous Teacher**

With the use of ongoing assessment, I was able to identify gaps in my students' learning. As I worked with my students to bring them closer to reading at their grade level, this data guided my instruction. Additionally, working with my collaborative team was instrumental in helping me add new resources to enhance instruction. For example, when my students were struggling with learning how to infer, I received valuable resources from my team.

In my new role as a Reading Interventionist, this has been a year of continuous growth for me. Through collaboration with colleagues, graduate courses I have taken, and observing my students, I am learning about how to positively impact students with different learning styles, especially those who are tactile / kinesthetic learners.

**-Deb Hanson**

The ProPay model used in ISD 191 is helpful and beneficial to the classroom and students. By having coaches do observations and providing feedback, I have gained skills that have improved my instruction and student learning. For example, I am creating lessons that are driven by essential vocabulary and essential learning outcomes that students readily use and understand. Having a coach seems natural and not invasive as we work together to help me to grow as a professional and person. I hope this model will continue to be used as it beneficial to our school district overall.

**-Tracey Plante**

Being involved in a collaborative team has allowed me to meet with my colleagues on a regular basis. Since we all teach in different schools and rarely saw each other in the past, this is wonderful! We share the ideas, frustrations, and joys of our teaching. In the past, we had to tie into what was being done by classroom teachers, which made us feel like round pegs in square holes. We appreciate that the district is now allowing us to make our work apply to what we teach. Our students benefit from our time together, but so do we!

**-Anonymous Teacher**

Having an instructional coach continues to be a valuable asset for my professional growth. I have received valuable input for classroom structure, instructional procedures, and resource development. As a result of Pro-Pay, my practice has become more intent and therefore, more valuable to students.

**-Kari Orlando**

The ProPay process is like baking a cake. Before implementation I had the ingredients or skills I needed to teach and I had the utensils or tools to do it. However, the cake, or lesson, didn't always turn out like the picture on the box. Sometimes I over baked it, sometimes I missed an ingredient or two. With the pro pay process I have a clear picture of what skills or learning targets my students need to work on and how these are all building upon each other as they move through the grades. The Instructional Coaches provide additional tools and cooking advice that I didn't even know I was missing before. Those tools help me make and bake my cake in a way that hopefully has my students asking for seconds.

**Angie Kachman**

ProPay has benefitted me in two main ways. The first is with my collaborative team. We were all new to the grade level, so the time we had provided to meet was invaluable. It allowed us to help support each other while we were all figuring out new concepts and skills to teach. The second way it benefitted me was with the coaching. Not only was this a new grade level for me this year, but it was with a different age group. Working with my Instructional Coach, I was able to implement strategies and management techniques that were new to me. These changes completely affected my classroom environment. I would have been struggling without someone to be in my room and give me help!

**-Anonymous Teacher**

ProPay has benefitted me through the conversations I've been able to have with my Instructional Coach. The context of collegial discussion and dialogue has allowed me to explore my ideas and instructional practices and receive other perspectives, resources, and feedback. I love the professional, confidential, relaxed way my coach approaches each of our meetings. I've always tried to connect my learning and focus, to work that would benefit other teachers and students through exploring the Danielson framework and best practices. Ultimately, I always learn something new!

**-Anonymous Teacher**

ProPay and coaching has been beneficial to me. It is wonderful to have a colleague with time and training to come in and give feedback on classroom instruction and the learning observed. I appreciated the dialogue during pre and post observations to deepen my reflection or get another perspective. Although I am always reflecting on how a lesson went and what I need to do to improve professionally, there is a different level of intentionality when one writes it down and discusses that reflection with another teacher. It is very beneficial.

**-Kathy Silvers**

ProPay provides the opportunity to collaborate with another teaching professional (instructional coach). This has been instrumental for me in reflecting on my teaching. Our CT group has allowed us the opportunity to focus on a specific content area (math). The vertical alignment along with representation from grades 3-6, our gifted teacher and math interventionists will support common language and practices within our school.

**-Anonymous Teacher**

The current format of ProPay has been beneficial for me as it now directly can be related to what I can use in daily practice with the children I work with. I am grouped with the team I work with on a daily and weekly basis which helps with connecting our practice to what we are learning during our professional development and collaborative team meetings. Finally, I feel like the assessment we use can now directly reflect how the practices we implement with children directly affect their rate of progress on needs.

**-Anonymous Teacher**

The ProPay system has provided me professional conversation about lessons I have taught throughout the year. It is not very often where a teacher receives feedback on their lessons or ideas to make a lesson better. I have appreciated the insight to new ideas and the motivation to keep learning and trying new ways of engaging students in my classroom.

Our Instructional Coach also provided support with our CT. She took the time to help us work through a difficult schedule. She also gave us ideas on how to make our CT run more smoothly. This was the only instruction we received on "HOW" a CT group should look. We appreciated her help and professionalism throughout the school year.

**- Kristy Schafer**

ProPay has helped me become better and stronger teacher due to the excellent guidance from my Instructional Coach. She has engaged me in very meaningful and helpful conversations on how to better meet the needs of my students while improving my teaching. Due to her positive and non-threatening ways I have enjoyed the process and look forward to next year. I know it will another year for positive growth!

This process does not intimidate but rather promote growth. AMEN!

**-Jonalyn Lippka**

ProPay has benefitted our school by enabling teachers to find better ways to collaborate, not only related to their specific curriculum and teaching strategies, but also in terms of the challenges we face and the myriad ways in which we need to rethink our practice. With structured CT time, we are reminded that collaboration is an important component of our work. I know that I am a much better teacher when I have the chance to work with others. At the same time, our CT work is also open-ended enough that teachers have a chance to work on the things they need (not just the work that others think we need). This is the delicate balance that we are trying to achieve with our ProPay system and I think this is working well.

**-Anonymous Teacher**

ProPay has helped our 5<sup>th</sup> grade team really narrow in on what our students need work on. We have set our goal to be driven by our students' achievement. It is also wonderful to have a coach to observe you, as you're teaching, then to meet with them to not be judged, but to be able to talk with them about your teaching in the classroom. The feedback has been so great to hear, both positives and improvements to make. Overall, I feel ProPay is such a good tool for our district to have in order to have positive outcomes from, both, students and teachers, over the course of the school year.

**-Anonymous Teacher**

There is a direct correlation in my teaching and student learning. As I have answered the questions on the impact of student learning, instruction, and professional learning, I continue to go back to my own personal goal for this year. The "give me evidence of students' growth" part stands out. I set a daily learning target for students to achieve, and with observation and checklists I feel confident students are learning. I am contributing to our school improvement plan in that way as well. I have record of students improving on fitness scores and PACER testing, while also learning the terminology/vocabulary of lifetime recreational activities.

**-Anonymous Teacher**

I like being able to plan a “normal lesson” and not feel like I have to come up with something spectacular for the observation. This allows me to have an authentic conversation about my methods and how I can improve my teaching. Most importantly, my coach has always been willing to give advice or provide resources. Propay has given me the sense that someone wants to help me succeed in reaching every student.

**-Rick Geddes**

## Factors Impacting Instruction and Raising Student Achievement

<b>ProPay</b> <b>2013-2014</b> <b>Factors Impacting Instruction and Raising Student Achievement</b> <b>Created by ISD 191 Instructional Coaches</b>
<b><u>Observable Best Practice</u></b>
<p><b><u>Lesson Clarity:</u></b>  All ISD 191 teachers have been coached on the use of daily learning targets. This student friendly language can now be seen and heard in daily lessons. As a result, students are presented with statements of learning rather than statements of student activity. Teachers are continuing to align their daily learning targets to their course or grade level standards. Greater alignment of activities and assessments has been observed.</p>
<p><b><u>Formative Assessments:</u></b>  Many teachers are using formative assessments to check for understanding with more frequency in their classrooms. Formative assessments are used to stop and check for immediate needs and students receive prompt feedback. This data is used to create flexible groups and regroup students based on individual needs with greater frequency.</p>
<p><b><u>Teacher Reflection:</u></b>  ISD 191 staff reflect regularly on their practice, noting strategies that work and what they would change in a lesson to increase student achievement. Teachers are thinking more critically about their practice. Some principals have noted deeper research based conversations with teachers.</p>
<p><b><u>Goal Oriented Process:</u></b>  Licensed staff receive coaching specific to their written goals and individual practice. The ProPay model also supports collaboration among staff who engage in similar work. Collaborative processes are being developed and implemented which are facilitating discussions focused on determining gaps/needs in learning and in teaching.</p>
<p><b><u>Instructional Coaching Model:</u></b>  The instructional coaching process is a conduit for staff seeking instructional strategies to fill a need identified through self-reflection and/or administrative evaluations. Confidentiality and trust established between staff and coaches allows staff to discuss areas of vulnerability. Staff are willing to have honest dialogue, take risks and develop their pedagogy.</p>
<b><u>Instructional Focal Points</u></b>
<p><b><u>Coach as Resource:</u></b>  The instructional coaches have the unique gift of working with every tenured licensed staff member throughout the district engaging in discussions about instruction and student learning. Coaches help staff members turn professional learning into practice.</p>
<p><b><u>Cognitive Engagement:</u></b>  The staff has worked with coaches to define and support cognitive engagement. Through Danielson's Framework, coaches promote critical thinking through student discussions, reflections and explanations of their thinking.</p>

## Annual Program Review Summary

# **QCOMP / ProPay Program Review / 2013-2014**

## **Overview for** **ISD 191 Board of Education**

### **Overview**

Each QCOMP district is required to conduct a site review with teachers/staff who participate in QCOMP. The Minnesota Department of Education has established a Best Practice Model which has been used as a guide to tailor a meaningful program review specific to ISD 191.

Last year, a few teachers and sites were selected to be part of this review. This year, the program review was conducted district-wide based on input from teachers/staff, building leadership team members, and collaborative teams. Eighteen collaborative teams were observed by instructional coaches and six hundred forty teachers/staff responded to a ProPay survey.

Information collected during the site visits and the survey have provided a way to analyze different components of ProPay. The program's strengths and areas of improvement will be documented with a focus on inter-rater reliability and continual program advancement. Components of the ProPay Review may be included in a year-end report sent to MDE.

## **Collaborative Team Site Visits**

Instructional coaches visited eighteen collaborative team meetings at schools/departments throughout the district. At each elementary school, third grade collaborative teams were observed. At the secondary sites, social studies collaborative teams were observed. Other programs in the district (ECSE, ECFE, and SPED Cluster) were also observed by instructional coaches. The purpose of designating a grade level or department was to focus on inter-rater reliability. Next year's review will include collaborative teams from a different grade level or department.

Prior to observing collaborative teams, instructional coaches created a document based on different observable components. The purpose of creating the document was to increase inter-rater reliability when compiling observable data during site visits. Structures and procedures were a focal point when observing each collaborative team. In addition, the coaches' document contained sections based on curriculum and instruction development, monitoring progress, and differentiated instruction and support. During observations, coaches were in agreement that structures and procedures for each collaborative team would be examined and record keeping would occur. Record keeping for the other sections (curriculum and instruction, monitoring progress, and differentiated instruction) would occur only if they were discussion points during collaborative team observation.

After observing a collaborative team, the coaches (two or three) who observed the team met to discuss the "look fors", as well as the observable strengths and areas of improvement for the collaborative team. An overall summary for each collaborative team was created based on agreed upon observable "look fors". Each collaborative team's strengths and areas of improvement were also documented.

## **ProPay Survey**

The ProPay Survey was emailed to teachers on February 10th. Emails were sent to teachers and principals prior to the survey. In addition, instructional coaches visited each site, shared at staff meetings, visited teachers, and placed reminders in teachers/staff mail boxes. The overall goal was to have a minimum of 80% of the teachers/staff connected to ProPay take the survey. The survey closed on February 24th. At closing, 640 out of 760 teachers responded to the survey. 84% of the teachers connected to ProPay participated in the survey.

The survey was created by instructional coaches and is tightly aligned to Minnesota Department of Education's Best Practice Model. The first twenty questions focus on teachers/staff involvement, understanding, and perception of collaborative teams, building leadership teams, instructional coaching, and Danielson's Framework. The final nine questions were answered by building leadership team members. The building leadership team questions focused on protocols, responsibilities, training, and Danielson's Framework.

Program Growth Opportunities for 2014-2015  
Based on Information from 2014 Collaborative Team Observations

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**Provide professional development at a district or building level with a focus on:**

- creating group CT norms.
- creating an agenda prior to weekly CT meetings.
- tightening a CT's focus during collaborative team meetings.

Program Growth Opportunities for 2014-2015  
Based on Information from 2014 ProPay Survey

**Provide consistent communication for all teachers/staff connected to ProPay.**

**Provide professional development on tightening/narrowing the focus of BLT work.**

**Provide professional development on tightening/narrowing the focus of CT work.**

**Encourage better communication between the BLT and teachers/staff.**

**Set guidelines for each collaborative team across the district**

**Refine the BLT training process and continue to train BLT members prior to round two observations.**

Final Report Submitted to Minnesota Department of Education



### Q Comp Annual Report 2013-14

Please provide an update on the district Q Comp program for the current school year that includes the summary of findings and recommendations from the annual board report as required under Minnesota Statutes, section 122A.414, subdivision 3(a).

Submit the report in SharePoint according to the directions in the guidelines with the district name as the beginning of the file title (i.e., *ABC School District Q Comp Annual Report 062114*).

Please provide the following **District Identification Information**.

**District Name:** Burnsville / Eagan / Savage

**District Number:** 191

**Date Presented to the School Board:** June 19, 2014

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. ***All information reported should be based on the current school year.*** It is recommended that each question be addressed with a brief summary of 3-7 sentences.

#### Component 1: Teacher Leaders

##### Implementation

1. Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)?  yes  no
1. If no, please explain what changes have occurred and why?

##### Impact

2. How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction?

**Each teacher completed a self-assessment using Danielson's Framework for Effective Teaching. Instructional coaches conducted two observations and met a minimum of four times a year with each teacher. In addition, a different instructional coach, teacher leader, or administrator met with each teacher and conducted a third observation. Instructional coaches and second observers focused conversations and feedback during pre and post conferences on Danielson's Framework, professional learning plans, and**

**observational feedback based on the selected Danielson components. As a result, the impact of improved classroom instruction was evident by the ongoing and comprehensive reflections of teachers in regards to observations and professional learning plan development and implementation. Based on questions connected to the program review, a majority of teachers indicated instructional coaching has positively impacted their instruction.**

3. How did the work of teacher leaders impact student achievement?

**Instructional coaches and trained observers observed lessons and provided feedback and focused discussions centered on impacting student achievement. In addition, pre and post conference forms, professional learning plans, and end of the year reflections examined how teachers were impacting student achievement based on their professional learning goals and selected components from Danielson's Framework for Effective Teaching. Building Leadership Teams created school-wide goals based on improving student achievement and collaborative teams met regularly to focus their work on improving instruction or examining student data with a goal of positively impacting student achievement. Analysis of the program review indicates teacher leaders may want to continue discussions with teachers or provide professional development about the impact of using student data to guide teaching and student learning**

#### **Review Findings**

4. How did the training teacher leaders received impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members?

**Teacher leaders received training and resources to fulfill the responsibilities of the position and increase inter-rater reliability. Professional development for building leadership teams and administrators centered on reviewing Danielson's Framework for Effective Teaching and learning about resources tied to classroom observations. These resources included using component cards and scripting forms connected to "look fors" when observing a lesson. All teacher leaders met in the summer and fall to work on goal setting, school improvement plans, and aligning the work of collaborative teams. A focal point of these meetings examined setting goals to positively impact instruction and student achievement. Based on questions connected to the program review, a majority of teacher leaders found the observation training and support materials beneficial.**

5. What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members?

**Individual teachers indicated a connection between the work of teacher leaders and the work of collaborative teams within a building. The results from the program review showed teachers leaders are viewed by licensed staff members as providing professional development, acting as a second observer, and focusing attention on the building goal.**

## Recommendations

6. How will the district use the review findings to improve the effectiveness of Component 1?

**Based on analysis of the program review, the following recommendations will improve the effectiveness of Teacher Leaders:**

- Provide professional development on narrowing the focus of BLT work.
- Provide professional development on narrowing the focus of CT work.
- Outline strategies to provide better communication between the BLT and staff.
- Refine the BLT training process and continue to train BLT members prior to round two observations.

**\*\* The program review was district-wide and given to all teacher connected to QCOMP.**

## Component 2: Job-embedded Professional Development

### Implementation

1. Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)?  yes  no
  - a. If no, please explain the changes that have occurred and why?

### Impact

2. How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction?

**Learning teams connected their goals and action steps to core instruction or systems of intervention which are part of the strategic plan and school improvement plans. Professional development (standards work, common assessment, essential learning outcomes and daily targets) was provided to support the work of learning teams. In addition, teacher learning was linked to meeting regularly with learning teams to focus on impacting classroom instruction. Ongoing and end of the year reflections provided teachers a way to document their learning and its impact on classroom instruction. Learning teams were required to document their work, as well as complete rubrics and reflection questions during the year and forward this information to building and district leadership teams (teacher leaders). Information provided by learning teams and gathered by teacher leaders was part of the professional development planning process. There was a strong connection between individual teacher reflections and learning and the learning that occurred during learning team meetings and professional development.**

3. How did teacher learning from learning teams and other job-embedded professional development impact student achievement?

**Learning teams focused their work on instructional planning and assessment. Many teams used assessment data and student work to inform their collaborative processing and instructional planning with a focus on improving student achievement. In addition, collaborative teams communicated their goals, actions steps and progress to the school's/program's building leadership team. Many teachers/staff connected their learning team's goal to their own professional learning plan. Learning teams and teachers also used assessment or data to guide their teaching to impact student achievement. Teachers were required to document the impact of their professional learning and the work of learning teams throughout the year, as well as list the evidence they would collect to document/record how student learning has been improved/enhanced as a result of their professional learning.**

### **Review Findings**

4. How did the sites or learning teams identify needs and instructional strategies to increase student achievement?

**Administrators and building leadership teams analyzed data and created school improvement plans. Instructional needs and strategies were connected to core instruction and systems of intervention. Emphasis was placed on linking action steps to student achievement. Collaborative teams wrote goals on improving instruction and increasing student achievement.**

**Some of the key instructional strategies that learning teams focused on during the year included:**

- **Identifying essential learning outcomes based on prioritized standards**
- **Defining learning targets for each of the essential learning outcomes**
- **Communicating student friendly learning targets**
- **Developing proactive instructional interventions and enrichments**
- **Developing common formative assessments**
- **Implementing AVID instructional strategies**

**The instructional strategies align with the district's curriculum and instructional planning and they are evident in the school improvement plans.**

5. How did learning teams use data and implement the selected instructional strategies and follow-up on implementation?

**Collaborative teams were required to create SMART goals to improve student achievement. The learning team goals were aligned with the student achievement goals that are part of a building's School Improvement Plan. Collaborative teams were required to assess student achievement data to determine a target area of focus and communicate the rationale and cite the data that supports the development of the goal. In addition, learning teams regularly evaluated and documented the progress of their goal and updated building leadership teams on the status of their goal. Ongoing reflections were forwarded to building leadership teams during the year and an end of the year collaborative team reflection was completed by learning teams to analyze and gauge the effectiveness of instructional strategies connected to improving instruction and student learning.**

### **Recommendations**

6. How will the district use the review findings to improve the effectiveness of Component 2?

**Based on analysis of the program review, the following recommendations will improve the effectiveness of Job Embedded Professional Development:**

**Refine the BLT training process and continue to train BLT members prior to round two observations.**

**Provide professional development at a district or building level with a focus on:**

- creating CT norms.
- creating an agenda prior to weekly CT meetings.
- tightening a CT's focus during collaborative team meetings.

**Provide professional development on tightening/narrowing the work of building leaders and learning teams.**

**Outline strategies to provide better communication between the BLT and teachers/staff.**

**\*\* The program review was district-wide and given to all teachers connected to QCOMP.**

### Component 3: Observation/Evaluation

#### Implementation

1. Are licensed staff members observed/evaluated at least three times per year by at least two trained observers/evaluators as outlined in the approved plan (approval letter and subsequent plan change approval letters)?  yes  no
  - a. If no, please explain the changes that have occurred and why?

#### Impact

2. What impact did the observation/evaluation process, including coaching, have on classroom instruction?

**Instructional Coaches or trained observers meet with teachers for a pre-observation to discuss the lesson to be observed, as well as their yearlong professional learning plan. During the pre-observation, learning targets, lesson delivery, assessment strategies, and cognitive engagement are part of classroom instruction discussion. In addition, components within Danielson's Framework are examined and tied to each teacher's professional learning goal. Following the observation, feedback/evaluation is provided to teachers based on elements within Danielson's Framework. Teachers are also required to complete post-observation forms and a professional learning plan reflection. Both forms focus on reflecting on classroom instruction. Using this process, teachers are more intentional as they focus on on Essential Learning Outcomes in the form of daily learning targets and using assessment to guide their teaching and impact student learning.**

3. What impact did the observation/evaluation process, including coaching, have on student achievement?

**Similar to the previous questions, teachers are required to participate in a pre and post conference and an observation three times per year. The required forms connected to the process, are focused on student achievement. During the post conference, teachers reflect and discuss if the students learned the intended outcome, how they knew they learned the intended outcome, and what steps were in place for students in need of re-teaching or enrichment. Due to specific questions by coaches, teachers are more intentional in their use of formative assessment to analyze student achievement**

## Review Findings

4. How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice?

**Teachers receive feedback during the pre and post conference, as well as an observational write-up. Teachers are required to complete an ongoing professional learning plan reflection based on how their teaching and student learning has changed as a result of their professional learning plan goal, actions, and impact on instruction/student learning. In addition, teachers are required to complete a post observation form and discuss their continued learning to deepen their understanding and enhance their practice. The reflection form is ongoing and teachers meet with a coach or trained observer throughout the year, therefore instructional practice can be viewed as a year-long continuum.**

5. How did the training observers/evaluators received throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members?

**Inter-rater reliability was a focal point for observers/evaluators during the year. Instructional coaches met before observations began and discussed "look fors" pertaining to Danielson's Framework. In addition, instructional coaches created component cards to outline "look fors" within each component. These cards were shared with teachers, trained observers, and administrators. To start the year, instructional coaches observed a lesson with the Pro-Pay Coordinator. Notes were compared after the lesson to check for inter-rater reliability. During a district leadership team professional day, second observers and administrators reviewed the process for observing a teacher and lesson "look for" were discussed to increase inter-rater reliability among all observers.**

## Recommendations

6. How will the district use the review findings to improve the effectiveness of Component 3?

**Based on analysis of the program review, the following recommendations will improve the effectiveness of Job Embedded Professional Development:**

- Refine the BLT training process and continue to train BLT members prior to round two observations.
- The purchase of Teachscape and professional development for instructional coaches, administrators, and teachers on the Danielson's Framework for Teaching will significantly increase inter-rater reliability.

## Component 4: Performance Pay

### Implementation

1. Are the performance pay amounts and standards the same as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

**yes**  no

7. If no, please explain the changes that have occurred and why?

### Impact

8. What percentage of all licensed staff met the standard to earn performance pay for the measures of student achievement? **TBD % (Building Goal- Fall Reporting)**
9. What percentage of all licensed staff met the standard to earn performance pay for observation/evaluation results? **100 % (Classroom Observations)**
10. What percentage of **tenured licensed** staff met the standard to earn performance pay for observation/evaluation results? **100 % (Classroom Observations)**
11. What percentage of **probationary licensed** staff met the standard to earn performance pay for observation/evaluation results? **100 % (Classroom Observations)**
12. Is performance pay awarded for another area (besides schoolwide goals, measures of student achievement and observation/evaluation results)?  
 **yes**  no
13. If yes, what percentage of all licensed staff members met the standard to earn performance pay for this other area? **99 % (Professional Learning Plan and Collaborative Team Goals)**

### Recommendations

14. How will the district use the data to improve the effectiveness of Component 4?

**The district will examine how each part of performance pay is aligned with the district vision and school improvement plans. Using the adopted growth model, building leadership team vision and collaborative team focus may need to be in better alignment. A newly adopted plan of implementing, learning, and standards work may improve the effectiveness of buildings meeting their school-wide goal.**

## Component 5: Reformed Salary Schedule

### Implementation

1. Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters)? yes no
  - a. If no, please explain the changes that have occurred and why?

### Impact

2. What percentage of all licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? **100%**
  - a. What percentage of tenured licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? **100%**
  - b. What percentage of probationary licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? **100%**

### Recommendations

15. How will the district use the data to improve the effectiveness of Component 5?

**QCOMP in ISD 191 is based on a growth model. Teachers/staff create learning plans with a focus on improving instruction and student achievement. The results of the program review and reflective summaries reveal that staff members are seeing a positive impact upon improved instruction and student performance. Based on analysis of the program review, the following recommendations will improve the effectiveness of Teacher Leaders:**

- Provide professional development on narrowing the focus of BLT work.
- Provide professional development on narrowing the focus of CT work.
- Outline strategies to provide better communication between the BLT and teachers/staff.

**\*\* The program review was district-wide and given to all teacher connected to QCOMP.**

## General Program Impact and Recommendations

1. What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program?

**Teachers have a greater understanding of breaking standards into essential learning outcomes. They are more focused on breaking lessons into daily targets and checking for understanding using formative assessment. In addition, collaborative teams meet regularly to work on goals and actions steps. Teachers also are observed three times per year and provided feedback to improve their instruction. They are also required to complete a professional learning plan and write reflections based on how their work is positively impacting their instruction and student learning.**

2. What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program?

**Based on the work and reflections of teachers and collaborative teams, teachers are positively impacting student achievement. There is a greater use of formative assessments to check for student understanding. Furthermore, student achievement centered building goals have helped align school improvement plans to the work of collaborative teams and teachers. Teachers and collaborative teams are required to document how their work is impacting teaching and student achievement by recording reflections throughout the year.**

3. How will the district use the review findings to improve the overall effectiveness of the program?

**The program review was done on a larger scale compared to the previous year. All teachers/staff connected to QCOMP were given a survey. In addition, teacher leaders were surveyed and collaborative teams were observed. At closing, 640 out of 760 teachers completed the program review. Questions were based on MDE's Best Practice Model and adjusted to better meet the needs of QCOMP in ISD 191. After analyzing responses and revisiting the rationale for each question, teachers/staff and building leadership team members responded positively to observations, feedback, collaborative teams, pre/post conferences, reflection forms, second observer training, and instructional coaching. The program review revealed a few areas in need of improvement to better meet the needs of teachers and students in the district. Listed below is a chart outlining these areas:**

Overall Summary Program Growth Opportunities for Next Year <u>Based on Information from 2014 Collaborative Team Observations</u>	
Suggested Growth Opportunities	Possible Facilitators Of Growth Opportunities
Professional development focused on creating group norms.	<ul style="list-style-type: none"> <li>• TLT Department</li> <li>• Site Administrator / DLT</li> </ul>
Communication about the importance of creating an agenda prior to a collaborative team meeting.	<ul style="list-style-type: none"> <li>• Site Administrator / DLT</li> </ul>
Communication about narrowing a group's focus during collaborative team meetings.	<ul style="list-style-type: none"> <li>• TLT Department</li> <li>• Site Administrator / DLT</li> </ul>

Overall Summary Program Growth Opportunities for Next Year <u>Based on Information from 2014 Pro-Pay Survey</u>	
Suggested Growth Opportunities	Possible Facilitators Of Growth Opportunities
Consistent protocols should be established for all teachers/staff connected to ProPay to receive the same email/s regarding availability and the hiring process of BLT and DLT positions.	<ul style="list-style-type: none"> <li>• Pro-Pay Coordinator</li> <li>• Director of Teaching and Learning</li> </ul>
District leadership may want to narrow the focus of BLT work. A narrower focus by BLTs may have a greater impact on instruction and student learning.	<ul style="list-style-type: none"> <li>• District-Wide Administration</li> </ul>
Communication between the BLT and teachers/staff should be examined. Information about the current work of BLTs could be shared electronically or at staff meetings.	<ul style="list-style-type: none"> <li>• Building/Program Administrators</li> </ul>
Set time expectations for each collaborative team across the district. The composition of some collaborative teams should be examined since the make-up of the team greatly diminishes the amount of time they are able to meet.	<ul style="list-style-type: none"> <li>• District-Wide Administration</li> <li>• Director of Teaching and Learning</li> </ul>

<p>District leadership and building leadership teams may want to narrow the focus of CT work. A succinct focus by CTs may have a greater impact on student learning.</p>	<ul style="list-style-type: none"> <li>• District-Wide Administration</li> <li>• Building/Program Administrators</li> <li>• Building Leadership Teams</li> </ul>
<p>Continue to train BLT members prior to round 2 observations. Training occurred with all BLT members in November of 2013. Another option might be to have instructional coaches train BLTs at their sites.</p>	<ul style="list-style-type: none"> <li>• Pro-Pay Coordinator</li> </ul>
<p>Continue to send out a letter about the availability of additional training to administrators/BLTs prior to round 2 observations.</p>	<ul style="list-style-type: none"> <li>• Pro-Pay Coordinator</li> </ul>

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

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AGENDA ITEM: III. B

To: Members of the Board of Education  
Superintendent Joseph Gothard

From: Stacey Sovine  
Executive Director of Human Resources

Date: June 19, 2014

RE: **Proposed ratification of the Q-Comp / Pro-pay plan and Memorandum of Understanding with the Burnsville Education Association.**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2014 – 2015 PRO-PAY PLAN AND MEMORANDUM OF UNDERSTANDING WITH THE BURNSVILLE EDUCATION ASSOCIATION.**

**The major language items include:**

- Major items on this document include updating dates
- Moving from 4 year cycle to 3 year review cycle
- Updating Salary Schedules

# **Burnsville – Eagan – Savage**

## **Teacher Professional Pay System**

*Memorandum of Understanding  
Between the Burnsville Education Association  
and the  
School Board of Independent School District #191*

**July 1, 2014 - June 30, 2015**

## **BURNSVILLE – EAGAN – SAVAGE TEACHER PROFESSIONAL PAY SYSTEM**

This Agreement is entered into pursuant to Minn. Stat. § 122A.414 and the Public Employment Labor Relations Act (PELRA) of 1971, as amended, Minn. Stat. § 179A.01, et seq., by and between Independent School District No. 191, Burnsville – Eagan – Savage (herein after “District”) as the public employer under the PELRA and the Burnsville Education Association (herein after “BEA”) as the exclusive representative of teachers employed by the District under the PELRA, for the purpose of fully implementing the Burnsville – Eagan – Savage Teacher Professional Pay System (known hereafter as Pro-Pay). The terms of this Agreement are as follows:

### **AUTHORITY**

**Laws:** This Agreement has been negotiated pursuant to and in compliance with the provisions of Minn. Stat. §§ 122A.414, 122A.4144 and 179A.01 et seq. The statutory authority specifically includes an exception to the PELRA in the form of an optional right to re-open negotiations regarding only the Professional Pay System.

### **BACKGROUND AND LEGAL REQUIREMENTS**

**1. Effect:** This Agreement supersedes and replaces any salary or other provision of the PELRA Master Agreement that may currently be in effect between the District and the BEA that is inconsistent with any provision of this Agreement, subject to the contingencies specified in this Article.

**2. Contingency:** Effect of Contingencies: In the event that any contingency specified in this Section is not met, then this Agreement will have no force or effect and the terms and conditions of employment of the teachers employed by the District will be governed by the PELRA Master Agreement then in effect. Provided, however, that either party may re-open negotiations for the PRO-PAY agreement as permitted under law in an effort to cure any cause that has nullified this Agreement.

- a. MDE Approval: This Agreement is contingent upon the legal requirements both of timely and of continuing approval by the Minnesota Department of Education for the ~~2013-2014~~ 2014-2015 school year and thereafter.
- b. Ratification: This Agreement is contingent upon its ratification by the bargaining unit represented by the BEA and by the School Board of the District.
- c. Continuing Revenue: This Agreement is contingent upon the initial and continuing receipt of revenue based upon at least two hundred and sixty dollars (\$260.00) per pupil as specified in M.S. 122A.415, Subd.1 (2005). In the event additional revenue is allocated by the legislature, ISD #191 and the BEA agree to reopen the MOU to negotiate allocation of the revenue only.

**Notice of Amendments:** The District and BEA agree to discuss issues related to PRO - PAY during negotiations. In the event the District and BEA amend this Agreement, the Minnesota Department of Education must be apprised of the amendment(s). In the event that the MDE asserts that any amendment is illegal and that revenue for the PRO - PAY will be suspended, withheld, terminated or

otherwise reduced, then this Agreement may be terminated effective with the date of the MDE's decisions regarding changes in revenue by either party giving written notice to the other party at its official business address.

**Implementation Review:** Five administrators and five BEA appointed committee members will schedule monthly meetings to review and resolve any issues related to implementation.

**Budget Review:** PRO - PAY is funded by categorical revenue. The BEA President and District Superintendent or his/her designee will periodically meet and review the budget. At least one such review shall occur prior to the adoption of the budget for the upcoming year. The review shall include a review of end-of-year expenditures; staff coded to the account and any carryover monies.

**Annual Review:** The Pro-Pay Committee will meet annually to review and evaluate the effectiveness of the plan with respect to:

- Teacher Satisfaction
- Impact on student achievement
- Impact on school culture

The results will be used to modify the plan, consistent with the Notice of Amendment section above.

## **TEACHER PROFESSIONAL PAY SYSTEM**

### **Section 1. Schedules:**

- Subd. 1. The Professional Pay System Schedule is attached and incorporated by reference effective for fiscal year July 1, ~~2013~~ 2014 to June 30, ~~2014~~ 2015 as Appendix A. ABE and ECFE teachers shall follow the Professional Pay System Schedule Appendix B.
- Subd. 2. Any teacher hired after the inception of the professional pay plan will be placed on the matrix as provided in Article V of the Master Agreement.
- Subd. 3. Any change in location of a teacher on the PRO - PAY matrix for subsequent fiscal years will be determined in accordance with the provisions of this Agreement. Any dispute regarding location on the PRO - PAY matrix will be resolved through the grievance provision of the Master Agreement.

### **Section 2. Probationary Teachers:**

- a. Each probationary teacher who has all or part of a three-year probationary period of employment under the law must complete all of the applicable performance appraisal requirements and engage in the Collaborative Teams, except as noted in Section 9, Subd 4 and Subd 5, in accordance with the District's standards in order to earn a performance increment for the subsequent year.
- b. Probationary Status: The District retains its managerial authority under the PELRA to evaluate and decide on the renewal or non-renewal of probationary teachers as provided by § M.S. 122A.40.

### **Section 3. Non-probationary Teachers:**

- a. Notice of Assignment: Each teacher's contract will specify the teacher's career and level placement as well as compensation information.
- b. Contingencies: In the event of the occurrence of a contingency that voids this Agreement, salary under the PRO - PAY will not be a part of any teacher's rights under the Continuing Contract statute. Salary rights will be determined pursuant to Article V

of the Master Agreement.

- c. Standards: Attainment of performance increments will be in accordance with the standards of the PRO - PAY.

**Section 4. Calendar:**

Subd. 1. **Development of District and School-Wide Goals:**

- a. On an annual basis, the District Leadership Team (DLT) will set district improvement goals. The goals will be based on an analysis of student data and will align with the strategic plan and MDE requirements.
- b. On an annual basis, Building Leadership Teams (BLT) will set school-wide improvement goals within their School Improvement Plan (SIP). The goals will be based on an analysis of student data and will align with the strategic plan and district goals.

Subd. 2. **Teacher Responsibilities Summary:**

- a. Building Goal: Implement strategies that support a building goal focused on student achievement and aligned with core instruction.
- b. Collaborative Team Goal: Engage in the development and implementation of a collaborative team goal that addresses one of your school improvement goals.
- c. Personalized Professional Learning Plan: Develop and implement a professional learning plan that is personalized, aligned with your school improvement goals and building PD plan, and aligned with the teaching license renewal expectations.
- d. Observations and Instructional Coaching: Demonstrate your professional practice through 3 formative observations and coaching sessions conducted by 2 different observers (instructional coach and another trained observer).
- e. The goal setting and observation templates, rubrics, and examples explain what teachers must do to be successful in the PRO - PAY system.
- f. Licensed staff will move vertically on the salary schedule and earn the performance pay incentive if the majority of their ratings are in proficient or exemplary categories by the end of the year when all three observations are compiled.

Subd. 3. **Timelines:**

a. Building Goal (\$200)

i. Deadlines

1. Building Leadership Teams will submit building goal by October 1.
2. Sites will document their progress throughout the year.
3. Sites will share their emerging results at District Leadership Team meetings during the year.

ii. Completion and Processing

1. Evidence of completion and final progress monitoring will be processed in the fall when all data are available.
2. Payments shall occur by the last pay date in October of the following school year.

b. Collaborative Team Goal (\$200)

i. Deadlines

1. Collaborative teams will develop their team's goal once the School Improvement Plan's (or CIMP Plan) student achievement goals have been identified.
2. Collaborative teams will document their progress throughout the year and will share/report their progress with the building leadership team.
3. Collaborative teams will share their emerging results during collaborative

- team time during the year.
    - ii. Completion & Processing
      1. Evidence of completion should be submitted by May 15.
      2. Because some Collaborative Teams may choose to use standardized tests, payout will be processed in the fall when all data are available.
      3. Teachers may revise their Collaborative Team Goals and resubmit them up until October 31st or within 6 calendar weeks of date of hire, whichever is later.
      4. Payments shall occur by the last pay date in October of the following school year.
  - c. Professional Learning Plan (\$400)
    - i. Deadlines
      1. Teachers will identify and develop their professional learning plan by October 15.
      2. Teachers will engage in PD aligned with their building PD and/or participate in other PD opportunities to support their area or interest.
      3. Teachers will document their progress in preparation for their observations.
      4. Teachers will document their learning in a reflective summary after their observations are completed.
    - ii. Completion & Processing
      1. Evidence of completion and the final reflective narrative will be shared with your Instructional Coach by May 15.
      2. Payments shall occur by July 15.
  - d. Coaching and Observations (\$1200)
    - i. Deadlines
      1. The first observation should be completed before winter break.
      2. The second observation should be completed before February 15.
      3. The third observation should be completed by May 1.
    - ii. Completion & Processing
      1. Teachers schedule their pre- and post-observation conferences with their instructional coach and other trained observer.
      2. Teachers complete their pre-observation reflection two days before their scheduled observation.
      3. The pre-observation includes a progress update connected to their professional learning plan in preparation for their observations.
      4. Post-observation reflections need to be completed within five days following each observation.
      5. Payments shall occur by July 15.
- Subd. 4. **Coaching and Observations:**
- a. The district evaluation system maintains the core structure of having principals / administrators evaluate non-tenured staff 3 times each year along with **1/3** of the tenured teachers.
  - b. Licensed staff participate in three coaching observations based on their professional learning plan and connected to Danielson's Frameworks.
  - c. Instructional coaches will conduct two formative observations.
  - d. The third formative observation will be conducted from another trained observer, of the employee's choice.
  - e. The Professional Learning Plan will be integral to the Pre- and Post- Observation discussions

## **Section 5 Performance Incentive Pay Dispute Resolution:**

### Subd. 1. **Limitations:**

- a. Scope: The dispute resolution mechanism of this Agreement extends only to disputes regarding a teacher's compliance with the standards of the PRO - PAY. Teachers retain all rights to dispute resolution as per the Master Agreement regarding all other provisions of the contract aside from those relating to PRO - PAY.
- b. Exclusive Remedy: The dispute resolution mechanism of this Agreement is the exclusive remedy for resolving disputes regarding a teacher's compliance with the standards of PRO - PAY.

### Subd 2. **Teachers who have a scoring dispute:**

- a. If a teacher is not satisfied with an observation, the instructor needs to schedule a meeting with his/her observer / coach to appeal the score. If the teacher and observer do not reach a satisfactory outcome, which may include another observation, the teacher may schedule an additional observation with a different trained observer by contacting the Director of Instruction.
- b. If the outcome of the additional observation is not satisfactory to the teacher, the instructor may meet with the Director of Instruction to request an additional appeal. If the Director of Instruction determines an additional observation is warranted, he or she will conduct the observation for the teacher. The Director of Instruction will consult with the BEA president before making a final decision. The Pro-pay committee will be updated on all disputes.

**Section 6: Career Ladder Descriptions:** Career Ladders are career opportunities for teachers and other licensed professionals that broaden their influence on the teaching profession. It is the expectation that teachers would return to teaching, either full or part-time after serving as an Instructional Coach for a 3-5 year period of time. However, career ladder teacher performance will be reviewed on an annual basis. Teachers who are at the Emerging Professional Level in their careers are eligible to apply for career ladder positions. Career Ladders present teachers with many opportunities for leadership. It is the intent of the District and BEA to encourage as many different qualified teachers as possible to assume leadership positions. Career Ladder positions in ISD #191 include the following:

Instructional Coaches (\$4,000 stipend for full assignment) (TOSAs funded through Pro-Pay, integration, PD, and site funds) will work with teachers to create Collaborative Team (CT) student achievement goals that align to the School Improvement Plans and assist in helping them write individual Personalized Professional Learning Plans (PLP). The role of the Instructional Coach is to help each teacher reach his/her goals through conducting observations and providing feedback. Instructional Coaches will be decision makers regarding Pro-Pay performance pay tied to each teacher's Professional Growth Plan. The instructional coaches responsibilities will include serving on the District Leadership Team and the BLT of the assigned building(s).

Employees seeking career ladder promotions will be able to complete an application for available Instructional Coach positions. A selection team consisting of 3 teachers appointed by the BEA and 3 administrators / principals will review, identify and approve a pool of qualified employees for the career promotions based on agreed upon criteria and qualifications. If the selection team decides there are not enough qualified applicants for promotion, they may either extend the application deadline, recruit other employees or post for external candidates.

Instructional Coaches may return to their previous position after **1-2 3** years, if available. The request to return must be submitted by February 1<sup>st</sup>. If the previous assignment is not available, the teacher shall return to the previous department at the building from which the teacher transferred.

After completing three or more years in the position, instructional coaches continue to have the right to return to teaching. The District will place the returning teacher in a position for which he or she is appropriately licensed.

Instructional Coaches will work a 184 day schedule that meets the training and evaluation needs of the position.

Building Leadership Team (\$2,000 stipend) members (a proportionate and representative team of teachers & staff in each building – teachers receive a stipend from Pro-Pay) are responsible for writing, implementing, and evaluating the School Improvement Plans and the School Professional Development Plans aligned to the District Strategic Goals and the District 5 Year PD Plan. Each BLT member will facilitate the work of collaborative teams (CT). The BLT will approve the Collaborative Teams achievement goals to ensure alignment to the School Improvement Plan (which includes the Pro-Pay building goals) and will address questions/issues regarding goal attainment.

The BLT ratio for probationary/tenured teachers:

<u>Max # of Probationary Teachers</u>	<u>Total teachers on BLTs</u>
1	1-7
2	8-12
3	13-17
4	18+

The District Leadership Team (\$500 stipend) consists of the principal and two BLT members from each site (teachers receive a stipend from Pro-Pay), the Instructional Coaches, community members, Teaching and Learning Directors and Coordinators, and several other district leaders. This team meets 4 – 5 times each year to develop strategic plans, evaluate plan implementation, and to ensure alignment of our efforts. This team is responsible for ensuring the requirements of Pro-Pay, integration, and programs are met and in alignment with the District Strategic Goals.

**Section 7: Substitute Teacher Availability:** Comprehensive implementation of PRO-PAY requires that teachers occasionally leave their classrooms. Teachers will be given opportunity for Pre- and Post observation time. If needed the district will hire substitutes to provide coverage.

**Section 8: Professional Pay Plan Schedule:**

- a. The Pro-Pay System Schedules are attached and incorporated by reference as described in Section 1, subd 1. effective for fiscal year July 1, **2013 2014** - June 30, **2014 2015**.
- b. Any change in location of a teacher on the PRO-PAY matrix for subsequent fiscal years will be determined in accordance with the provisions of this Agreement. Any dispute regarding initial placement on the PRO-PAY matrix will be resolved through the grievance provision of the Master Agreement.

**Section 9: Special Circumstances:**

- Subd. 1. **Teachers with documented performance concerns:** Teachers with documented

performance concerns will be provided with more direction in the area of goal-setting. Teachers will set goals that are linked to the areas(s) of needed improvement with input from the building principal. In addition, the teacher will be observed at least three times in a given year. One of the observations must be conducted by the principal. The teacher will have the option of involving the instructional coach in the improvement process if he or she chooses.

- Subd. 2. **Teachers on a formal improvement plan:** Teachers who do not meet expectations and have been formally notified of substandard performance as per provisions in the collective bargaining agreement and are at risk of not earning a performance increment, will not participate in PRO-PAY. The teacher, teacher's principal and the Executive Director of Human Resources will meet as a team to determine the best way to provide assistance to the teacher.
- Subd. 3. **Performance Increment Pay Dispute Resolution:**
- a. Teachers who demonstrate substandard performance such that they are at risk of not earning a performance increment must be notified prior to January 1st.
  - b. Prior to March 1 of that year, the teacher must have the opportunity to have consulted and worked with immediate supervisors in raising the level of job performance, consistent with ARTICLE V, Section 8, Subdivision 3 of the Master Agreement. Additional assistance is available as per Section 9. subd. 1. of this Memorandum of Understanding.
  - c. The exclusive dispute resolution process is the grievance procedure described in ARTICLE XV of the Master Agreement.
- Subd. 4. **Partial Year Teachers:**
- a. If a leave of absence is less than a semester, the employee is eligible for 100% of the Professional Learning Plan amount, the Collaborative Team and Building Goal. The teacher is eligible for performance incentive pay based upon the number of completed observations as identified within the observation schedule defined in Section 4, Subd. 3. d.
  - b. Long Term Subs hired for the remainder of the school year with at least 120 remaining student contact days shall be fully eligible for all elements of Pro-Pay. No other Long Term Subs will participate in Pro-Pay incentives.
  - c. Teachers hired into a new position, or as a replacement teacher, for the second semester or longer, shall be eligible for 100% of the Professional Learning Plans amount, Collaborative Team, and Building Goal. The teacher is eligible for performance incentive pay based upon the number of completed observations as identified within the observation schedule defined in Section 4, Subd. 3. d.
  - d. No teacher hired after the first student contact day of Semester 2 will be eligible to participate in Pro-Pay incentives.
- Subd 5. **Part-time and Hourly Paid Teachers:** Teachers who are on less than 0.4 FTE contracts, or less than 588 hours annually, will not be required to participate in Pro-Pay. If participating in Pro-Pay, they will not receive hourly compensation for attendance at Pro-Pay required Collaborative Team meetings. Pre- and Post-Observation meetings will be scheduled within their compensated time. If a teacher qualified under this section chooses not to participate in Pro-Pay, then (s)he will be compensated for any required attendance at Collaborative Team meetings or other Professional Development that occurs outside of their scheduled work time, at the

hourly rates established in Appendix C-4 of the Master Agreement.

**Section 10: Professional Pay:** Teachers as defined by 122A. 40 and Occupational Therapists represented by the BEA are eligible to earn two types of pay as defined below. The performance incentive pay for teachers represented in the Master Agreement is covered under Teacher Professional Pay System Section. 4.

- Subd 1. **Performance Incentive Pay and Increment Advancement Process:**
- a. \$200 for meeting the school student achievement goal;
  - b. \$200 for meeting the Collaborative Team student achievement goal;
  - c. \$400 for the Personalized Professional Learning Plan (PLP);
  - d. \$1200 for demonstrating evidence of professional learning through participation in the observations and the collaborative Instructional Coaching.
  - e. Licensed staff will move vertically on the salary schedule and earn the performance pay incentive if the majority of their ratings are in proficient or exemplary categories by the end of the year when all three observations are compiled.

**Section 11: Performance I Levels:**

As an educational institution, ISD #191 recognizes the value of enhanced content knowledge and the attainment of advanced pedagogical skills. Levels specify educational levels. Each level represents the attainment of additional, relevant post-graduate coursework.

- a. Level I = BA or BS degree
- b. Level II = BA + 20 quarter credits
- c. Level III = BA + 40 quarter credits
- d. Level IV = BA + 60 quarter credits OR Master's degree

Teachers cannot progress beyond Level IV until he/she attains a Master's degree.

- e. Level V = MA + 20 quarter credits
- f. Level VI = MA + 40 quarter credits
- g. Level VII = MA + 60 quarter credits OR Educational Specialist OR PhD

**APPENDIX A**  
**Salary Schedule for 2012 – 2013\* 2014-2015**

	Level I	Level II	Level III	Level IV	Level V	Level VI	Level VII
<b>Probationary 1</b>	\$36,510	\$38,030	\$39,360	\$41,260	\$43,160	\$44,950	\$47,170
<b>Probationary 2</b>	\$36,530	\$38,060	\$39,390	\$41,290	\$43,200	\$44,980	\$47,200
<b>Probationary 3</b>	\$36,570	\$38,090	\$39,420	\$41,330	\$43,230	\$45,010	\$47,230
<b>Emerging Professional 1</b>	\$37,270	\$38,570	\$40,280	\$43,460	\$46,820	\$47,590	\$49,930
<b>Emerging Professional 2</b>	\$38,190	\$39,830	\$41,700	\$45,070	\$48,990	\$49,910	\$52,070
<b>Emerging Professional 3</b>	\$40,470	\$42,140	\$44,190	\$47,650	\$49,960	\$52,300	\$55,060
<b>Professional 1</b>	\$43,900	\$44,030	\$45,870	\$49,590	\$51,920	\$54,040	\$57,220
<b>Professional 2</b>	\$43,900	\$47,530	\$47,990	\$51,770	\$53,880	\$56,630	\$59,410
<b>Professional 3</b>	\$43,900	\$47,530	\$52,290	\$54,310	\$57,050	\$60,020	\$63,000
<b>Master Professional 1</b>	\$43,900	\$47,530	\$52,290	\$57,450	\$60,210	\$63,170	\$66,350
<b>Master Professional 2</b>	\$43,900	\$47,530	\$52,290	\$61,480	\$64,570	\$67,690	\$71,180
<b>Master Professional 3</b>	\$43,900	\$47,530	\$52,290	\$66,790	\$69,990	\$73,350	\$76,910
<b>Career Professional A</b>	\$46,330	\$50,810	\$56,070	\$70,500	\$74,160	\$78,000	\$82,580
<b>Career Professional B</b>	\$49,820	\$53,740	\$59,630	\$73,510	\$77,620	\$81,960	\$87,890

**Appendix B (ABE-ECFE)**  
**Salary Schedule for 2012 – 2013\* 2014-2015**

	Level I	Level II	Level III	Level IV	Level V	Level VI	Level VII
<b>Probationary 1</b>	\$24.88	\$25.63	\$26.36	\$27.12	\$27.67	\$28.23	\$28.79
<b>Emerging Professional 1</b>	\$25.63	\$26.36	\$27.12	\$27.86	\$28.42	\$29.00	\$29.57
<b>Professional 1</b>	\$26.36	\$27.12	\$27.86	\$28.61	\$29.18	\$29.77	\$30.37
<b>Professional 2</b>	\$27.12	\$27.86	\$28.61	\$29.36	\$29.94	\$30.55	\$31.16
<b>Master Professional 1</b>	\$27.86	\$28.61	\$29.36	\$30.12	\$30.71	\$31.33	\$31.95
<b>Career Professional A</b>	\$29.73	\$30.50	\$31.27	\$32.04	\$32.68	\$33.33	\$34.00

**DESCRIPTION OF PERFORMANCE INCREMENT PERFORMANCE TARGETS:**

**Probationary Teachers** are beginning to translate their content knowledge into plans for instruction. During the probationary years teachers are acquiring the materials and developing effective learning activities. Probationary teachers are exploring methods of effective classroom management and physical room arrangement to enhance learning. They are beginning to acquire confidence in their ability to establish rapport with students. They are exploring and comparing strategies for dealing with problem behaviors. They recognize the importance of clear directions and asking a variety of questions but are developing their skills in this area. Probationary teachers work hard to establish grading and record-keeping methods that comport with district requirements.

**Emerging Professionals** are gaining skills in the areas of planning, instruction and classroom management. They have established routines for organizational tasks and classroom management that are more automatic and support instruction. They are able to devote more time to instruction and providing effective feedback to students.

**Professional Teachers** demonstrate deep content and curricular knowledge. They demonstrate the ability to develop learning activities that both engage students and teach the desired content. They have a deep understanding of the scope and sequence of the curriculum. Classrooms run smoothly and professional responsibilities are understood and carried out.

**Master Professionals** understand the needs of individual students in each class and design instruction to meet those needs. Learning objectives are clearly articulated and instruction directly targets those objectives. Student learning is assessed and the results analyzed to determine reteaching needs. Teachers utilize strategies to engage students in deep level discussion and answer higher level questions. The Master Professional contributes to the school by sharing expertise on district-wide and school-wide committees. The teacher shows professionalism in all assigned duties; whether presenting to peers, facilitating site-council, or performing hall duty.

## **Memorandum of Understanding**

### **Burnsville Education Association and the School Board of Independent School District #191**

Signature of Chairperson Board of Education: \_\_\_\_\_

Date:

Signature of BEA President: \_\_\_\_\_

Date:

Signature of BEA Chief Negotiator: \_\_\_\_\_

Date:

Signature of Director of Human Resources: \_\_\_\_\_

Date:



**Agenda III.C  
June 19, 2014**

**To: Members, Board of Education**

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

**Date: June 19, 2014**

**Re: Establish Fiscal Year 2014 Committed Fund Balance**

RECOMMENDATION: That the Board of Education approve the commitment of fund balance for Fiscal year 2014 to include fund balance resulting from carryover funds, Integration funds, and ProPay funds. The amounts of which will be determined by the audited Fiscal year 2014 financial statements.

The Fund Balance Policy DAA approved June 2, 2011 follows GASB Statement No. 54 which allows for the highest decision-making authority of a government, our Board of Education, to commit fund balance for a specific purpose by taking action prior to year end while the amounts can be determined in the subsequent period. Commitments would be calculated as follows:

**Carryover Funds:** Calculated with revenues generated by department or site plus any unspent expenditure budget, as audited.

**Integration Funds:** Calculated with grant revenues unspent, as audited.

**ProPay funds:** Calculated with dedicated revenues unspent, as audited.

I recommend the Board of Education approve the commitment of fund balances for Fiscal Year 2014.

**Agenda III-D  
June 19, 2014**

**TO: Members, Board of Education**  
**FROM: Lisa Rider, Executive Director of Business Services**  
**DATE: June 19, 2014**  
**RE: Approve FY2014-2015 Adopted Budget**

RECOMMENDATION: That the Board of Education approve the 2014-15 Adopted Budget providing all funds revenues of \$157,578,910 and all funds expenditures of \$163,689,736.

Since February 6, 2014, when the board approved a preliminary General Fund Budget for FY2014-15 representing revenues of \$114,990,490 and expenditures of \$120,268,655; the administration has worked to finalize positions for the coming year and to modify line item budgets within the given parameters.

Below is a summary of the FY2014-2015 Adopted Budget for your review. A full summary of the General Fund budget units and their narratives and details were provided June 5, 2014 for review prior to action for adoption at the June 19, 2014 board meeting.

<u>Fund</u>	<u>Revenue</u>	<u>Expenditure</u>
General	\$ 115,657,087	\$ 120,295,546
Food Service	4,953,260	4,862,172
Community Service	5,158,552	5,319,213
Capital Projects	25,000	2,016,114
Debt Service	10,391,961	9,719,341
Total Governmental	136,185,860	142,212,386
Trust & Agency	682,250	680,000
Internal Service	20,710,800	20,797,350
All Funds	<u>\$ 157,578,910</u>	<u>\$ 163,689,736</u>

The 2014-2015 Budget was prepared in accordance with the following Board of Education decisions. The parameters used to develop the budget are detailed in the presentation materials but are essentially as follows:

1. General education funding, on a per pupil basis, was increased as by legislation to \$5,831 per pupil unit.
2. Elementary class sizes averaging around 25.2:1 resulting from a range of class sizes of 21-30 depending on grade level and secondary class sizes averaging around 33-35:1.
3. Enrollment decreased with estimates based on projected end of year Early Childhood-12 average daily membership of 9,414 for 2014-2015 and 9,474 for 2013-2014, a decrease of 60 average daily memberships. Magnet enrollments are included in this estimate.
4. An estimated \$550,000 reduction in Health Insurance costs across the operating funds is included as a result of the OPEB Trust implicit rate contributions.
5. Fourteen percent increase in 2014-2015 health insurance premium costs as a part of the transition into the second year of being self-insured for employee health benefits.
6. After pulling in actual salaries versus the average used in planning and adjusting for other line item budgets, expenditure estimates are about \$27,000 more than the total expenditures preliminarily approved in February. Additionally the increase in revenue is the result of an increase in the general education formula from \$5,806 to \$5,831 and in increase in the estimated aid for desegregation and nonpublic pupil transportation aid of approximately \$300,000. Together, these assumptions result in an estimated projected end of year Unassigned Fund Balance for the General Fund of about 10.46% considering the use of restricted and committed fund balances in the areas of Area Learning Center, Capital, Program Carryover, and ProPay.

This adopted budget will be revised later in the year to adjust for actual data relating to federal updates, enrollment, staffing, audited fund balances, etc.

Given the projected fund balance is above the current Board Policy, there is no need for a waiver; however, prior to adopting the 2014-2015 budget the board will need to define what fund balances they would be committing for 2014-2015.

## **GENERAL FUND**

### **Overview**

On February 6, 2016, the Board acted to preliminarily approve the general fund total revenues and total expenditures. The revenue assumptions indicated within this adopted FY15 budget are greater than the February estimates as a result of the change in the general education formula recently passed by the legislature and updated estimates for desegregation and nonpublic pupil transportation aid. Federal assumptions are conservative and are expected to be modified mid-year. The budget proposed calls for a spend down of Restricted Capital funds of \$20,000, Restricted Area Learning Center funds of \$987,000 and a spend down of Committed Fund Balance by \$375,000. The projected spend down of fund balance and the resulting Unassigned Fund Balance is 10.46% of general fund expenditures. As more current information becomes available, the budget will be revised accordingly.

Following is a list of the most significant assumptions used in developing the revenue budget:

### **Basic Allowance**

The basic funding allowance is \$5,831 per pupil unit.

### **Special Education**

Special education categorical aid has been estimated similar to prior year budgeted revenues. This is an area of particularly conservative revenue estimates due to the complexity of the calculation.

### **Referendum**

The district's referendum authority is a combined \$1,684.75 per adjusted pupil unit (the state maximum) as approved by the voters in November 2002 and November 2007. Legislation has pulled \$424 per adjusted pupil unit out as a separate category of funding called Location Equity Revenue of approximately \$4.4 million for FY15. This results in the remainder of \$1,260.75 per adjusted pupil unit being used to calculate referendum revenue of approximately \$13 million. Total referendum revenue adjusts each year in direct proportion to adjusted pupil unit adjustment. Combined, the location equity revenue and referendum revenue equal approximately \$17.4 million, or roughly 15% of total general fund revenues.

### **Alternative Teacher Compensation**

Alternative teacher compensation revenue of approximately \$2.48 million is included in the 2014-2015 budget. The expenditures in this area are in excess of revenues as a purposeful spend down of previous years of committed fund balance. These funds may only be utilized for Alternative Teacher Compensation.

### **Compensatory**

Compensatory revenue of approximately \$7.1 million is included and a portion of these funds is budgeted to cover the addition of social workers at the elementary buildings. The remainder of this funding continues to be dedicated to providing educational programs for at risk students through various District initiatives.

### **English Learners**

The estimate is based on the assessment of student needs within our district. The degree of services needed by students range and our assessment of students and the responding services will fluctuate.

### **Enrollment**

Enrollment is a crucial factor in determining a school district's revenue because most funding formulas are student based. The 2014-2015 adopted budget assumes a decline in estimated EC-12 enrollment from 9,474 students (Average Daily Membership) in 2013-2014 to 9,414 in 2014-2015. Enrollment uncertainty creates the potential for significant increases or decreases in student-based revenue. This assumption will need to be re-evaluated when the October 1, 2014, enrollment is known and the retention factor for 2013-2014 is determined. With each student generating approximately \$8,775 in revenue, a small deviation in enrollment can produce a significant change in revenue.

### **Revenue Restrictions**

Restrictions on the use of general education revenue are offset with dedicated revenue. Following are restrictions imposed on general education revenue in 2014-2015:

Basic Skills (Compensatory, EL)	Operating Capital
Learning & Development	Area Learning Center
Gifted & Talented	Alternative Teacher Compensation
Integration	Staff Development

### **Capital Expenditures**

Capital expenditures are budgeted in the General Fund but are supported by revenue that is dedicated to this purpose. Capital expenditures included in this budget amount to approximately \$3.16 million and are projected to exceed revenue by approximately \$19,000.

### **Site Based Budgeting**

A large portion of the operating budget is expended at the site level based on ranges of class sizes determined by Principals and other Administrators in the staffing process. Instructional budgets, while determined on a uniform basis across the district, are distributed among various accounts and programs at the school building level. Any budget balance at the end of a year in school accounts is carried forward to the succeeding year provided the Board continues to commit the related fund balance.

### **District-wide Copier Leases**

On May 15, 2014, the board took action to revoke the funds preliminarily budgeted to cover the current copier leases for the district. This adopted budget includes funding for new copier leases, yet to be determined, as copiers are considered essential to the functions of a school district. The budgeted amounts are included in budget units 08020, 09030, 10010, 14010, 15020, 16050, and 16070.

### **FOOD SERVICE**

The Food Service Fund budget shows a surplus of \$91,088 for the 2014-2015 year. Three components have contributed to the current budget. One is recent legislation which allows students qualifying for reduced-price school meals to receive free lunches and breakfasts. Additionally, all Kindergarten students qualify for free breakfasts. Second is the Paid Lunch Equity federal requirement has been calculated for our district and requires a 5 cent increase in meal prices. Third is, to help offset the impact to families of the required increase, this budget reflects the decision as a district to absorb the service fees when electronic payment is used to pay for meals. This will make it cost-effective and easy for parents/guardians to pay for meals electronically.

The lunch prices for 2014-2015 are \$2.40 for elementary and \$2.50 for Junior High and High School Students, and \$3.60 for adults. Milk prices remain at \$0.45. Breakfast prices remain at \$1.40 for all students above Kindergarten and \$2.00 for adults.

**COMMUNITY EDUCATION**

The Community Education Fund shows a planned spend down of fund balance of approximately \$161,000 with no transfer from the General Fund.

**CAPITAL PROJECTS**

The Capital Projects Fund indicates a projected spend down of fund balance for the 2014-2015 year of approximately \$2 million. This spend down is reflective of the deferred maintenance projects across the district and in particular that which is in process at Burnsville High School.

**DEBT REDEMPTION**

The Debt Redemption Fund is used to record revenues and expenses relating to principal and interest on bonded debt. These funds are dedicated to debt redemption and cannot be used for any other purpose.

**SUMMARY**

This budget was developed in accordance with direction provided by the Board of Education. There is potential for significant change as actual enrollment and staffing patterns are recognized. Our reality is there are constant changes to staffing assignments as we adjust our staffing to best serve our students needs. Therefore much of the staffing details will change but overall the amount of positions approved by the board to fulfill its' mission will remain within the guidelines of the proposed budget. Overall, the adopted budget is consistent with earlier projections.



**Agenda III.E.  
June 19, 2014**

**To: Members, Board of Education**

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

**Date: June 19, 2014**

**Re: Resolution Approving Intermediate District 917 Health and Safety**

RECOMMENDATION: That the Board of Education approve the formal resolution authorizing the inclusion of proportionate share of Intermediate District 917's Health and Safety Expenditures in District 191's property tax levy payable in 2015.

State allows school districts to levy property taxes to support their Health and Safety program, including the Health and Safety program of Intermediate Districts of which they are a member. Intermediate District 917 has proposed a levy for this purpose in the amount of \$24,970.00. Our prorated share would be \$4,274.00. Adoption of the resolution attached authorizes the inclusion of the amount in our Health and Safety tax levy payable 2014. I recommend approval.

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT #191  
(Burnsville)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of School Board of Independent School District No. 191, State of Minnesota, was held on June 19, 2014 at 6:30 p.m., for the purpose, in part, of approving the Intermediate School District No. 917's health and safety program budget and authorizing the inclusion of a proportionate share of Intermediate School District's health and safety projects in the district's application for health and safety revenue.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING INTERMEDIATE SCHOOL DISTRICT  
NO. 917'S HEALTH AND SAFETY PROGRAM BUDGET AND  
AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF  
THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR HEALTH  
AND SAFETY REVENUE**

BE IT RESOLVED by the School Board of Independent School District No. 191, State of Minnesota, as follows:

1. The School Board of Intermediate School District 917 has approved a health and safety program budget for its facilities for the 2014-2015 school year in the amount of \$24,907.00. The various components of this program budget are attached as Exhibit A here to and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.57, Subdivision 1, as amended, provides that if an intermediate school district's health and safety budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its health and safety revenue application.
3. The proportionate share of the costs of the intermediate school district's health and safety program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district health and safety program times a formula that weights two components equally between the member districts; total net tax capacity and Adjusted Marginal Cost pupil units. The inclusion of this proportionate share in the district's health and safety revenue

application for fiscal year 2015 is hereby approved, subject to approval by the Commissioner of Education.

- 3. Upon receipt of the proportionate share of health and safety revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF DAKOTA

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 191, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District No. 191, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District No. 917's health and safety program budget and authorizing the inclusion of a proportionate share of the Intermediate School District's health and safety projects in the district's application for health and safety revenue.

WITNESS MY HAND officially as such Clerk this 19 day of June, 2014.

\_\_\_\_\_  
Dee Currier, Clerk  
Independent School District #191



**Agenda III.F.  
June 19, 2014**

**To: Members, Board of Education**

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

**Date: June 19, 2014**

**Re: Approve Annual Application for Health and Safety Program**

RECOMMENDATION: That the Board of Education approve annual Application for Health and Safety program as estimated for FY14, FY15 and FY16 by UFARS finance and affirm current Board Policy #803 Health and Safety as it currently exists.

Minnesota Statute 123B.57 subdivision,1, requires board approval of a Health and Safety Policy and approval of the estimated budgets by UFARS finance by fiscal year. Below are the estimates provided through our Health and Safety submission for approval by the Board of Education. These projects are aligned with the Health and Safety Policy of the district. Board Policy #803 was approved by second reading of the board on May 16, 2013. No adjustments to the current policy are needed.

<b>UFARS Finance</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
347-Physical Hazards	168,892	221,831	95,892
349-Other Hazardous Materials	53,500	20,500	36,300
352- Environmental Health and Safety	155,800	164,800	191,450
358-Asbestos Removal	52,500	13,750	33,000
363-Fire Safety	92,699	60,834	61,613
<b>Total</b>	<b>\$523,391</b>	<b>\$481,715</b>	<b>\$418,255</b>

BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT

Policy 803 Health and Safety Policy

I. PURPOSE

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

II. SCOPE

This policy is intended to protect the health and safety of employees, students, and visiting public. All employees must follow safe working practices, obey rules and regulations and work in a way that maintains the high safety and health standards developed and sanctioned by the school district.

III. DEFINITIONS

None.

IV. POLICY STATEMENT

The school district's health and safety programs will assist administration, supervisors, and staff in controlling hazards and risks which will minimize employee injuries and illnesses. This policy is designed to encourage all employees to promote the safety of their fellow employees, students, and the public. To accomplish health and safety goals, all administrators and supervisors are responsible and accountable for implementing this policy, and to insure it is followed. The policy of the district is to provide a safe work environment, adequate tools and training, and the necessary personal protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices provided by the district.

The following written management plans have been established to assist in reducing or eliminating hazards to persons and facilities. The district expects that staff will fulfill their individual responsibilities toward achieving safety excellence and environmental responsiveness by exercising good judgment at all times and abiding by the requirements set forth in the health and safety programs listed below.

- Asbestos
- AWAIR (Safety Committee)
- Bloodborne Pathogens
- Chemical Hygiene (Lab Safety Standards)
- Community Right to Know
- Compressed Gas
- Fire Prevention & Protection
- First Aid/CPR/AED
- Hearing Conservation
- Indoor Air Quality
- Integrated Pest Management
- Lead In Water and Paint
- Lockout/Tag out
- OSHA Inspections & Compliance
- Playground Safety

History: Issued as Policy EB 7/94, revised 3/05; changed to Policy 803 5/13

<b>Approved by:</b> Board of Education	<b>Clerk's Signature:</b> /s/ Bob VandenBoom	<b>Date:</b> May 16, 2013
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- Personal Protective Equipment
- Aerial Lifts
- Propane Tank Safety
- Industrial Arts Safety Officer

*Cross References:*

- Radon Respiratory Protection
- Underground and Above Ground Storage Tanks
- Fork Lift Operations
- Hazardous Waste (pharmaceutical waste)
- Confined Space
- Emergency Action Plan
- Employee Right To Know
- Electrical Safety
- Machine Guarding
- Fall Protection
- Respiratory Protection

## V. RESPONSIBILITIES

*Director of Operations and Properties* – maintain written management plans for each of the areas above and to ensure employees have access to these plans.

## VI. EXCLUSIONS

None, it is assumed that the policy applies across the school district.

## VII. CONTACTS

<u>Office/Department</u>	<u>Telephone Number</u>
Director of Operations and Properties	952-707-2035

## VIII. LEGAL REFERENCES

M.S. 123B.57

M.S. 182 (Occupational Health & Safety)



**Agenda Item III.G  
June 19, 2014**

**To:** Members, Board of Education  
**From:** Lisa Rider, Executive Director of Business Services  
**Date:** June 19, 2014  
**Re:** Filing Dates for School Board Elections

**RECOMMENDATION:** That the Board of Education approves the resolution and filing notice establishing July 29, 2014 through August 12, 2014 as the filing period for Directors of the School Board for the November 4, 2014 School Board Election.

The 2014 School Board election process commences with publishing notice of the filing dates for the office of School Board Director. There are four (4) positions to be filled in this general election. The terms of Jim Schmid, Abigail Alt, Bob VandenBoom and Dan Luth expire in January 2015. The notice will be published and posted as required by law. I recommend approval of the attached notice.

**Attachments:**

Resolution Establishing Dates for Filing Affidavits of Candidacy  
Notice of Filing dates for Election to School Board

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 191  
(BURNSVILLE-EAGAN-SAVAGE)  
STATE OF MINNESOTA

HELD: JUNE 19, 2014

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 191 (Burnsville-Eagan-Savage), State of Minnesota, was held in said school district on June 19 2014, at 6:30 o'clock p.m., for the purpose, in part, of establishing dates for filing affidavits of candidacy for the 2014 school district general election.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION ESTABLISHING DATES  
FOR FILING AFFIDAVITS OF CANDIDACY**

BE IT RESOLVED by the School Board of Independent School District No. 191, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 191 shall begin on July 29, 2014 and shall close on August 12, 2014. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 12, 2014.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.

4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 191  
(BURNSVILLE-EAGAN-SAVAGE)  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 191 shall begin on July 29, 2014, and shall close at 5:00 o'clock p.m. on August 12, 2014.

The general election shall be held on Tuesday, November 4, 2014. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, 100 River Ridge Court, Burnsville, MN 55337. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 12, 2014.

Dated: June 19, 2014

BY ORDER OF THE SCHOOL BOARD

/s/

\_\_\_\_\_  
DeeDee Currier, School District Clerk  
Independent School District No. 191  
(Burnsville-Eagan-Savage)  
State of Minnesota

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA )  
 )SS  
COUNTY OF DAKOTA )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 191 (Burnsville-Eagan-Savage), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to establishing dates for filing affidavits of candidacy, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 19 day of June, 2014.

\_\_\_\_\_  
DeeDee Currier, School District Clerk



**Agenda Item III.H  
June 19, 2014**

**To:** Members, Board of Education  
**From:** Lisa Rider, Executive Director of Business Services  
**Date:** June 19, 2014  
**Re:** Resolution Calling General Election to Elect Four (4) Directors

**RECOMMENDATION:** That the Board of Education adopts the formal resolution calling a general election on November 4, 2014 for the purpose of electing four (4) directors to the School Board.

This resolution calls the general school board election to fill four (4) positions on the School Board. The term of office for Jim Schmid, Abigail Alt, Bob VandenBoom and Dan Luth expire when the re-elected or newly elected directors take office on January 8, 2015.

I recommend the adoption of the resolutions.

**ATTACHMENTS:** Resolution Calling School Board Election

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 191  
(BURNSVILLE-EAGAN-SAVAGE)  
STATE OF MINNESOTA

HELD: JUNE 19, 2014

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 191 (Burnsville-Eagan-Savage), State of Minnesota, was held in said school district on June 19, 2014, at 6:30 o'clock p.m.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 191, State of Minnesota, as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years each.

The clerk shall include on the general election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such Affidavits as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held in conjunction with the state general election on Tuesday, the 4th day of November, 2014.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the

cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as those for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall specify the date of said election and the office or offices to be voted on at said general election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election.

The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with state, city, township and county election authorities conducting the state general and other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

5. The clerk is further authorized and directed to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

# GENERAL ELECTION BALLOT

## INDEPENDENT SCHOOL DISTRICT NO. 191 (BURNSVILLE-EAGAN-SAVAGE)

### NOVEMBER 4, 2014

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#### INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this:



---

#### SCHOOL BOARD MEMBER

VOTE FOR UP TO FOUR

NAME

NAME

NAME

NAME

NAME

NAME

NAME

NAME

\_\_\_\_\_  
write-in, if any

\_\_\_\_\_  
write-in, if any

\_\_\_\_\_  
write-in, if any

\_\_\_\_\_  
write-in, if any

---

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

7. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

8. The individuals designated as judges for the state general election shall act as election judges for this general election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed by the school board between the third and the tenth day following the general election.

The motion for the adoption of the foregoing resolution was duly seconded by

\_\_\_\_\_ and upon vote being taken thereon the following voted in favor

thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA    )  
  )SS  
COUNTY OF DAKOTA    )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 191 (Burnsville-Eagan-Savage), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of the general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 19 day of June, 2014.

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DeeDee Currier, School District Clerk



**To:** Board of Education, Members **Agenda Item III.I**

**From:** Bob VandenBoom, Vice Chairperson

**Re:** Student Performance and Achievement Committee Resolution

**Date:** June 19, 2014

**Recommendation:** That the Board of Education approves revisions to the Student Performance and Achievement Committee Resolution.

ATTACHMENT: Student Performance and Achievement Committee Resolution

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

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

**RESOLUTION TO ESTABLISH A STANDING  
STUDENT PERFORMANCE AND ACHIEVEMENT COMMITTEE**

WHEREAS,

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

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

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

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

- To gather, review and report evidence of student performance over time in order to measure learning
- To analyze learning and student engagement metrics to highlight critical areas in need of improvement as well as to promote better alignment of district resources to critical student outcomes.
- To collaborate with the Assistant Superintendent, the Teaching and Learning Team, and others - as required - to ensure that curriculum, instruction, professional development and assessments support desired student outcomes.
- To evaluate processes, policies and long-range planning needs vs. desired student outcomes and deliver recommendations - in support of the Strategic Roadmap - to the Superintendent and School Board for action.
- To encourage Board to establish and communicate high expectations for student support beyond our classrooms to parents, staff and the greater business community – with the goal of driving deeper student engagement, self-confidence, and academic achievement.

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

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

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

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

and the following voted against the motion:

Whereupon said Resolution was declared duly passed and adopted on ~~January 9,~~ June 19, 2014.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Vision One91



*Each  
Student  
Real-World  
Ready*

# Vision One91

- Board of Education's request:
  - ▣ **The Superintendent and administrative team generate a recommendation for grade reconfiguration and long-term facility use for PK-12+ student programming.**



# Vision One91

Engaging our entire community and driven by committed educational stakeholders, Vision One91 will define a system of **grade alignment**, **facilities use** and **programming** that will deliver on District 191's mission to ensure that each student is **real-world ready**.

# Vision One91



Creating this together

# Vision One91



# Vision One91



Comprehensive 9-12 high school

# Vision One91



Focus on college and career readiness

# Vision One91



Middle schools with grades 6-8, elementary schools with K-5

# Vision One 91



Give up leased spaces; move programs into district buildings

# Vision One91



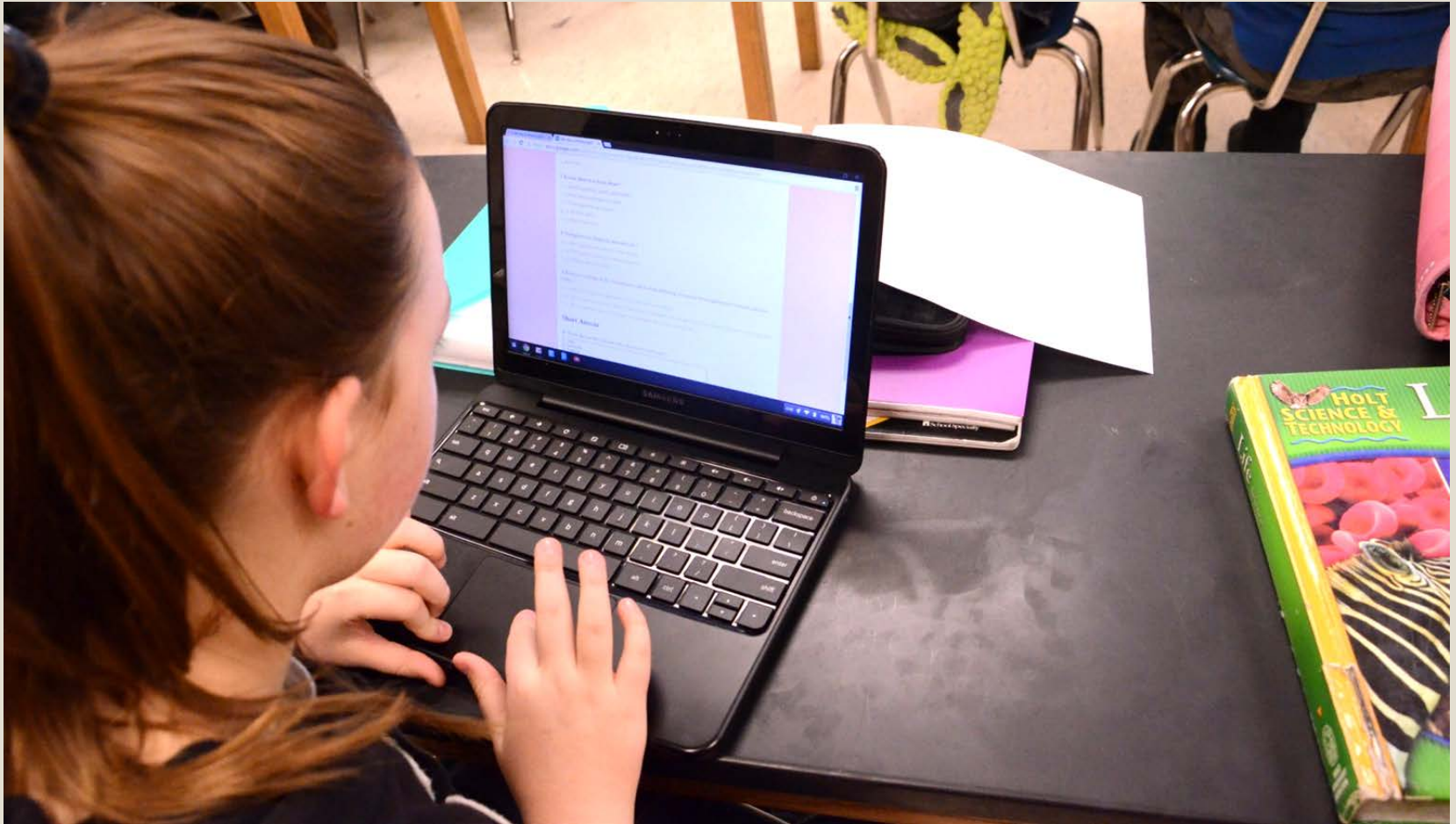
Adult Basic Education needs space for current program needs

# Vision One91



Best use of facilities for student learning

# Vision One91



Technology integrated into classroom learning

# Vision One91

## Instructional Programming

State aligned 6-8 standards 9-12 coherence and access to programs

Technology integrated with instruction

Facilities that support innovative learning

## Facility Improvements

Flexible space for programs that no longer restricts adaptive practices

Allow for up to 3200 capacity at 9-12 school(s)

Security enhancements for schools

## Community

Taxpayer annual increase depending on scope of project(s)

Community vote needed by early 2015 to complete with start of 2016-17 school year

Alleviates disenfranchised parent concerns

## Additions

Additional classrooms at BHS

Activity Center: curricular/extra-curricular and community

Additional classrooms at some elementary schools

# Vision One91



Further discussion with community and staff members



*Each Student Real-World Ready*

<b>Type:</b> Report	<b>Meeting Date:</b> June 19, 2015	<b>Place on Agenda:</b> New Business	<b>Agenda Item:</b> III.J
<b>Topic:</b> Vision One91			
<b>Presenter(s):</b> Superintendent Joe Gothard			
Superintendent Gothard will give a report on Vision One91.			



*Each Student Real-World Ready*

<b>Type:</b> Report	<b>Meeting Date:</b> June 19, 2015	<b>Place on Agenda:</b> Reports	<b>Agenda Item:</b> 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>			