



## Regular Meeting Agenda

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN 55337  
January 28, 2016  
6:30 PM

(6:00 PM Superintendent Listening Session with Dr. Joe Gothard, Superintendent and Stephanie Corbey, Executive Director of Individualized Student Services)

I. Call to Order

- A. Welcome Public
- B. Pledge of Allegiance
- C. Public Recognition
  - 1. Marion W. Savage Celebration School Recognition

II. Annual Organization of the Board of Education

**Speaker(s):** Dan Luth, Chair

- A. Board Assignments to Standing Committees and Other Representation
  - 1. Approve a Resolution to Discontinue the Legislative Standing Committee 4
  - 2. Approve Board Assignments 6

III. 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. Approve Meeting Minutes 9
  - 2. Approve Personnel Recommendations 17
  - 3. Adopt a Resolution to Accept Donations 18
  - 4. Payroll, Expenditures, Receipts and Investments 20
  - 5. Budget Analysis 74
  - 6. Approve, on a Second Reading Basis, Board Policy 404: *Employment Background Checks* (rescind GCDC)

7. Approve, on a Second Reading Basis, 498: <i>Political Campaigns and Activities</i> (rescind GBG)	88
8. Approve, on a Second Reading Basis, Board Policies 518: <i>DNAR - Do not Attempt Resuscitation Orders</i> , 528: <i>Student Parental, Family, and Marital Status Nondiscrimination</i> (rescind JFE, JFF), 530: <i>Immunization Requirements</i> (rescind JHCB), 602.5: <i>School Cancellation</i> (rescind EBCD), 610: <i>Field Trips</i> (rescind IICA), 620: <i>Credit for Learning</i> , 624: <i>Online Learning Options</i> , and 799: <i>Animals in the Schools</i> (rescind ING)	91
9. Approve an Extended Field Trip Request for 4th and 5th Grade Students at Vista View Elementary	118
10. Change Order #044, #045, #050, #054, #055, #056 and #057 for the 2015 Additions and Alterations to Burnsville High School	119
<b>IV. New Business</b>	
A. Approve Entering into a Contract with Superintendent Gothard for a Term of Three (3) Years Commencing July 1, 2016 and Ending June 30, 2019	138
<b>Speaker(s):</b> Dan Luth, Chair	
B. Approve the Proposed Revisions and Re-Adopt the Unchanged Language in the 2015-2017 Master Agreement with the Association of Clerical Employees of ISD 191	148
<b>Speaker(s):</b> Stacey Sovine, Executive Director of Human Resources	
C. Approve the Proposed Revisions and Re-Adopt the Unchanged Language in the 2015-2017 Terms and Conditions of Employment or the Confidential Employees of ISD 191	166
<b>Speaker(s):</b> Stacey Sovine, Executive Director of Human Resources	
D. Approve the Proposed Revisions and Re-Adopt the Unchanged Language in the 2015-2016 Terms and Conditions of Employment for the Unaffiliated Employees of ISD 191	174
<b>Speaker(s):</b> Stacey Sovine, Executive Director of Human Resources	
E. Receive a Report on the 2016-19 Student Device Implementation Plan	185
<b>Speaker(s):</b> Doug Johnson, Director of Technology	
F. Approve, on a First Reading Basis, Board Policies 416: <i>Drug and Alcohol Testing</i> (rescind BAB) and 417: <i>Chemical Use and Abuse</i> (rescind GBCB-R and JFCH)	212
<b>Speaker(s):</b> Dr. Joe Gothard, Superintendent	
G. Adopt the Resolution Providing for the Sale of General Obligation Alternative Facilities Refunding Bonds, Series 2016A	276
<b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	
H. Approve the 2016-2017 Start and End Times for Schools	298
<b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	
<b>V. Board of Education Committee Reports</b>	
<b>VI. Adjourn to a Workshop</b>	

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District 191 welcomes members of the public to attend Board of Education meetings, work sessions and other public gatherings. However, public participation is allowed only during listening sessions, which are held before regular board meetings. Community members who wish to share their thoughts and opinions on meeting topics should contact the Superintendent's office at 952-707-2005 to schedule a meeting with the Superintendent or member of her leadership team. 300

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**Agenda II.A.1.  
January 28, 2016**

**To:** Board of Education, Members

**From:** Dan Luth, Chair

**Date:** January 28, 2016

**Re:** Adopt a Resolution to Abolish the Legislative Standing Committee

**RECOMMENDATION:** That the Board of Education adopts the resolution to abolish the Legislative Committee.

Attachment: Resolution

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

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

**RESOLUTION TO ABOLISH THE LEGISLATIVE STANDING COMMITTEE**

WHEREAS,

1. Board Policy 213: *School Board Committees* provides the structure and operation of committees or subcommittees of the School Board;
2. The School Board reserves the right to abolish any standing committee as it deems appropriate;
3. The Independent School District 191 Board of Education has determined that the Legislative Standing Committee is no longer needed to facilitate the operation of the school board and the school district.

THEREFORE, BE IT RESOLVED by the Independent School District 191 Board of Education to abolish the Legislative Standing Committee.

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 28, 2016.

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

\_\_\_\_\_  
Dr. Joe Gothard  
Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Agenda II.A.2.  
January 28, 2016**

**To:** Board of Education, Members  
Dr. Joe Gothard, Superintendent

**From:** Dan Luth, chair

**Date:** January 28, 2016

**Re:** Board Committee Appointments

**RECOMMENDATION:** That the Board of Education approves the board representative appointments for 2016.

Attachment

## 2016 Board Assignments - Standing Committee

### **Policy Committee** (3 board members with one as chair)

Alt, chair  
Sweep  
Schmid

### **Student Performance & Achievement Committee** (3 board members with one as chair)

Currier, chair  
Hill  
Alt

### **Technology Committee** (3 board member with one as chair)

Hill, chair  
Schmid  
VandenBoom

### **Negotiating Committee** (3 board members with one as chair)

Sweep, chair  
VandenBoom  
Currier

## 2016 Board Assignments - Other

### **Meet & Confer** (1 board member)

Alt

### **MSBA** (1 board member)

Currier

### **AMSD** (1 board member)

VandenBoom

### **Foundation 191** (1 board member)

Sweep

### **Minnesota State High School League** (1 board member)

Schmid

**BHS Hall of Fame** (1 board member)

Currier

**Burnsville Chamber of Commerce** (1 board member)

Alt

**Savage Chamber of Commerce** (1 board member)

Currier

**Dakota Chamber of Commerce** (1 board member)

VandenBoom

**Scott County SCALE** (1 board member)

Sweep

**U of M CIS Program** (1 board member)

Schmid

**District 917** (1 board member)

Hill

**TIES** (1 board member)

Luth

School Board Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 January 14, 2016

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

Call to Order

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

Attendance

VandenBoom welcomed the audience and asked Abegaz to lead the Pledge of Allegiance.

Pledge of Allegiance

Moved by Sweep that Luth be nominated and elected chair of the board for 2016. Motion carried (7, 0).

Organization of the School Board

On behalf of the school board, Luth thanked and commended VandenBoom for his work as board chair in 2015.

Luth became chairperson of the meeting.

Moved by Hill that Alt be nominated and elected vice chair of the board for 2016. Motion carried (7, 0).

Moved by VandenBoom that Schmid be nominated and elected clerk of the board for 2016. Motion carried (7, 0).

Moved by Hill that Sweep be nominated and elected treasurer of the board for 2016. Motion carried (7, 0).

Moved by Schmid, seconded by Hill, that salaries of board members be set at \$550 per month and that the chairperson receives an additional \$50 per month in recognition of additional duties and expenses associated with the position. Motion carried (6, 1 with Currier, Luth, VandenBoom, Hill, Schmid and Sweep voting in favor and Alt voting against).

Board Salaries

Moved by Currier, seconded by VandenBoom, to approve the consent agenda items I.F-I

-All regular meetings of the Independent School District 191 Board of Education commence at 6:30 p.m. on the dates noted below with

Regular Board Meeting

meetings conducted at the Diamondhead Education Center (or in the Council Chambers at Burnsville City Hall during the summer of 2016) and cable cast.

Schedule

January 28, 2016	November 10, 2016
February 11, 2016	November 17, 2016*
February 25, 2016	December 1, 2016*
March 10, 2016	December 15, 2016*
March 24, 2016	January 12, 2017
April 14, 2016	January 26, 2017
April 28, 2016	February 9, 2017
May 12, 2016	February 23, 2017
May 26, 2016	March 9, 2017
June 9, 2016	March 23, 2017
June 23, 2016	April 13, 2017
July 21, 2016*	April 27, 2017
August 11, 2016	May 11, 2017
August 25, 2016	May 25, 2017
September 15, 2016*	June 8, 2017
September 29, 2016*	June 22, 2017
October 13, 2016	August 10, 2017
October 27, 2016	August 24, 2017

-Adopt a resolution which authorizes the executive director of business services to enter into electronic (telephone) fund transfer agreements with the district's official depositories per Chapter 334 of the laws of Minnesota.

Electronic Fund Transfers/Fiscal Authorizations

-Adopt a resolution authorizing the use of facsimile signatures on payroll and claim checks as prescribed in M.S. 47.41 and furthermore that the use of facsimile signatures be authorized for individual personnel contracts covered by board adopted master agreements.

Use of Facsimile Signatures

-Approve that U.S. Bank of Minneapolis, Minnesota School Districts Liquid Asset Fund Plus, MN Trust and Associated Bank, WI be designated as official depositories of the district for the 2016 calendar year per M.S. 124.05.

Official Depositories

Motion carried after discussion (7, 0).

Committee appointments will be made at the January 28, 2016 board meeting. Moved by Hill, seconded by Schmid, to make the current Ad Hoc Committee for Technology into a standing committee of the board from this point forward. Motion carried (7, 0).

Technology Committee

WHEREAS,

1. Board Policy 213: School Board Committees provides the structure and operation of committees or subcommittees of the School Board;
2. The School Board has determined that establishing a standing Technology Committee will support the district technology goals and help with the management of Board affairs related to technology;
3. The Burnsville-Eagan-Savage District 191 Strategic Roadmap 2015-2020 states: Utilize technology for instruction to provide rigorous, personalized learning, and maximize operational systems;
4. The mission for the Burnsville-Eagan-Savage District 191 – District Technology Plan is:
  - Ensure equitable digital access for all students,
  - Create individualized learning experiences,
  - Leverage technology for applied and engaged learning,
  - Graduate students who are information and technologically literate problem-solvers,
  - Use technology to efficiently manage district operations and provide data for effective decision making,
  - Promote home-school communication technologies that establish powerful partnerships.
5. The Technology Committee’s purpose is to:
  - Review the existing district technology plan to identify and prioritize major work and timelines,
  - Draft recommendations to address selected policies related to technology funding, integration, access, support, and professional development,
  - Draft an annual revised district technology plan and budget defining our future vision for technology integration and usage for Board approval.

6. The Technology Committee will consist of three School Board members appointed by the Board Chair, in consultation with the Vice Chair;

7. The Technology Committee will meet monthly as determined by the Committee Chair.

THEREFORE, BE IT RESOLVED by the School Board of ISD 191 to establish a standing Technology Committee with three appointed Board Members, who meet monthly for the purposes stated above

Moved by Alt, seconded by Sweep, to approve consent agenda items I.K-N:

-As of January 1, 2016, Dr. Joseph Gothard, superintendent or his designee be designated as the agent in filing applications for and representing the district in state- and federally-funded programs.

Agent

-The following law firms be appointed as legal counsel for Independent School District 191 for 2016 and that they be paid on an hourly basis for services rendered.

Legal Counsel

- Kennedy & Graven Chartered
- Pfefferle Kane LLP (formerly Terhaar, Archibald, Pfefferle & Griebel, LLP)
- Booth Law Group LLC
- Rupp, Anderson, Squires & Waldspurger, P.A.
- Knutson Flynn & Deans, P.A.
- Hitesman & Wold, P.A.

-Sun Thisweek be designated as the official newspaper for 2016 per M.S. 123.33; Subdivision 11, and M.S. Chapter 331. Motion carried (7, 0).

Newspaper

-Designate Dr. Joseph Gothard, superintendent and Jami Kenney, executive assistant as the Identified Officials with Authority to authorize user access to MDE secure websites for Independent School District 191 and gives them the responsibility of assigning job duties to local education agency staff.

Identified Officials with Authority

Motion carried (7, 0).

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

Agenda

Moved by Sweep, seconded by Alt, to approve the consent agenda items III.B.1-4:

Consent Agenda Minutes

- Minutes of the December 17, 2015 board meeting and closed session.

- Personnel changes for E. Grove, A. Mishica, S. Vodnick, M. Alvarado, L. Brown, H. Ostertag, J. Anderson, M. Critensen, D. Scherer, S. Waters and L. Schmeichel.
  - Adopt a resolution to approve and accept donations as presented. A complete list of donations is listed on the district website.
  - Approve change orders #034, #037, #039, #040, #041, #042, #043, #046, #047 #048, #049, #051, #052, and #053 for the 2015 Additions and Alterations to Burnsville High School.
- Motion carried (7, 0).

Human Resources

Donations

Change Orders

Moved by VandenBoom, seconded by Currier, that the Board of Education approves the 2016-17 ISD 191 Secondary Course Catalog. Motion carried after discussion (7, 0).

Secondary Course Catalog

Moved by Schmid, seconded by Sweep, that the Board of Education approves the 2015-16 Revised Budget providing revenues and expenditures in all funds as follows:

2015-16 Revised Budget

<u>Fund</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Inc (Decr) to Fund Balance</u>
<b>General</b>	\$ 118,046,063	\$ 121,227,919	\$ (3,181,856)
<b>Food Service</b>	5,459,059	5,501,902	(42,843)
<b>Community Service</b>	6,146,430	6,201,941	(55,511)
<b>Alt Facility and Capital Projects</b>	1,318,000	70,046,291	(68,728,291)
<b>Debt Service</b>	10,013,006	11,242,968	(1,229,962)
<b>Total Governmental</b>	<b>140,982,558</b>	<b>214,221,021</b>	<b>(73,238,463)</b>
<b>Trust &amp; Agency</b>	682,150	680,000	2,150
<b>Internal Service</b>	20,912,307	21,851,734	(939,427)
<b>All Funds</b>	<b>\$ 162,577,015</b>	<b>\$ 236,752,755</b>	<b>\$ (74,175,740)</b>

Motion carried after discussion (7, 0).

Moved by VandenBoom, seconded by Currier, that the Board of Education award the Nicollet Junior High School science casework-owner direct purchase to the following vendor and authorize the signing of contract with said vendor: contract # 0980M Owner Direct Purchase for Science Laboratory Casework-Material to Haldeman-Homme, Inc. for \$234,710 and contract # 0980L Owner Direct Purchase for Science Laboratory Casework-Labor to Haldeman-

Nicollet Junior High Science Casework

Homme, Inc. for \$49,295. Motion carried after discussion (7, 0).

Moved by Alt, seconded by Currier, that the Board of Education approve the proposed revisions and re-adopt the unchanged language in the 2015-2017 collective bargaining agreement with the Burnsville Education Association and Independent School District 191. Motion carried after discussion (7, 0).

2015-2017  
Collective  
Bargaining  
Agreement

Moved by Currier, seconded by Schmid, that the Board of Education approves the FY 16 Achievement and Integration Revenue Budget Revision. The FY16 Achievement and Integration Revenue Budget plan represents Revenues of \$1,923,278.13 and expenditures of \$1,923,278.13. Motion carried after discussion (7, 0).

FY 16  
Achievement  
and Integration  
Revenue Budget  
Revision

Moved by Currier, seconded by Alt, to approve on a first reading basis, Board Policy 404: *Employment Background Checks* (rescind GCDC). Motion carried with discussion (6, 1 with Currier, Alt, Luth, VandenBoom, Sweep and Hill voting in favor and Schmid voting against.)

Policies

Moved by Currier, seconded by Alt, to approve on a first reading basis, Board Policy 498: *Political Campaigns and Activities* (rescind GBG). Motion carried with discussion (6,1 with Currier, Alt, Luth, VandenBoom, Sweep, and Schmid voting in favor and Hill voting against.)

Moved by VandenBoom, seconded by Sweep, to approve, on a first reading basis, Board Policies 518: *DNAR - Do not Attempt Resuscitation Orders*, 528: *Student Parental, Family, and Marital Status Nondiscrimination* (rescind JFE, JFF), 530: *Immunization Requirements* (rescind JHCB), 602.5: *School Cancellation* (rescind EBCD), 610: *Field Trips* (rescind IICA), 620: *Credit for Learning*, 624: *Online Learning Options*, and 799: *Animals in the Schools* (rescind ING) with Policy 606: *Instructional Materials* being referred back to committee. Motion carried unanimously (7, 0).

Superintendent Gothard gave a verbal update. Student Representative Abegaz gave a verbal update. Board members Currier, Alt, Sweep, and VandenBoom gave verbal updates.

Reports

Moved by Schmid, seconded by VandenBoom to adjourn the meeting to a board workshop at 8:54 p.m. Motion carried (7, 0).

Adjourn

The workshop began at 9:01 p.m. and concluded at 10:30 p.m. The topics of discussion were Potential Bond Refundings and Middle School Model Presentations.

Workshop

January 28, 2016

Jim Schmid, clerk  
Approved

Date

DRAFT

School Board Workshop Minutes  
INDEPENDENT SCHOOL DISTRICT 191  
January 21, 2016

The workshop of the Board of Education was called to order by Chair Luth at 5:17 p.m. at the Administrative Services Center, 100 River Ridge Court, Burnsville, MN, 55337.

Call to Order

Members present: Directors Currier, Alt, Hill, Schmid, VandenBoom and Chair Luth. Director Sweep was absent. Others in attendance were Dr. Gothard, L. Rider, C. Amoroso and members of the public.

Attendance

2016-2017 start and end times for schools was discussed.

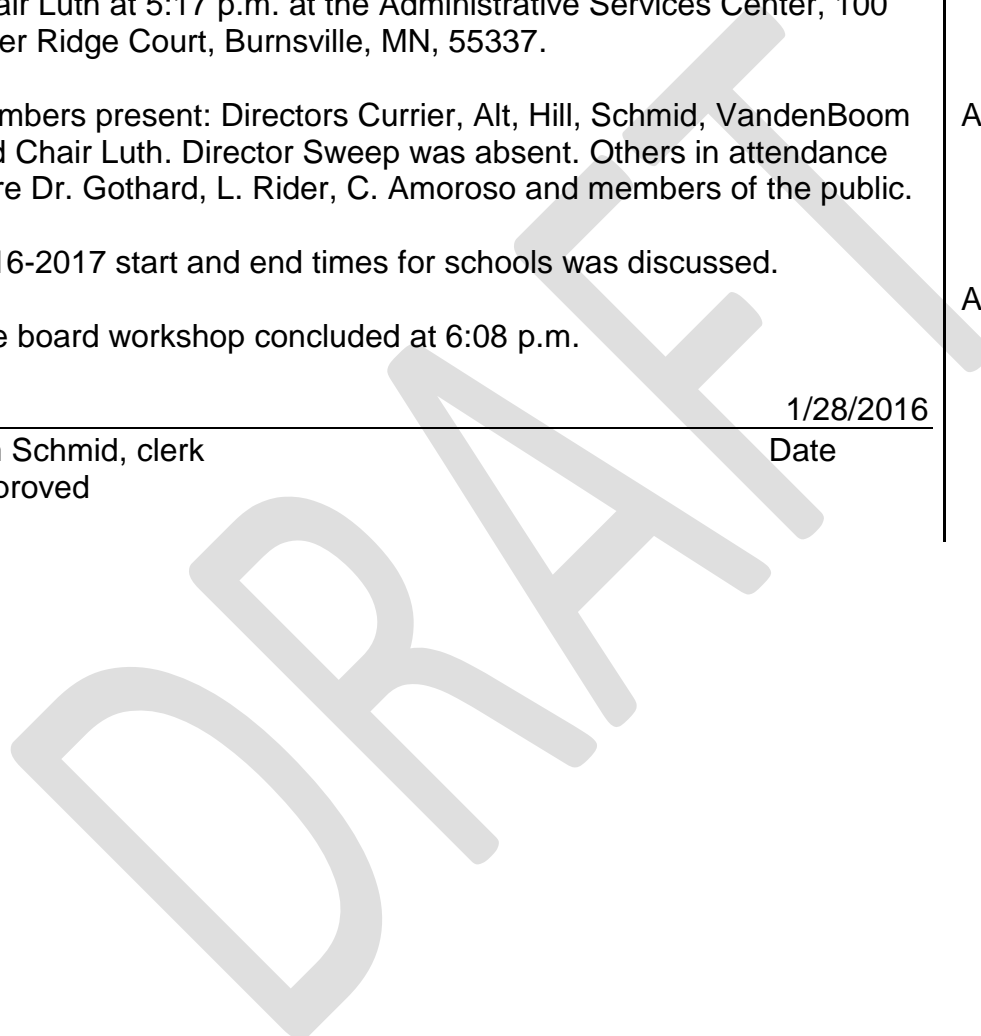
Agenda

The board workshop concluded at 6:08 p.m.

1/28/2016

Jim Schmid, clerk  
Approved

Date



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

TO: Members, Board of Education  
Joe Gothard, Superintendent

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: January 28, 2016

RE: Recommended Personnel Changes

**Certified**

**Appointment**

Joan Dybvig	*Replacement-Long Term Substitute, Teacher, 1.0 FTE, MWS, effective 2/10/16
Julie Isakson	-Replacement-Long Term Substitute, Teacher, .50 FTE, WB, effective 1/13/16
Rebecca Mueske	*New- Teacher, SPED, 1.0 FTE, HV, effective 1/20/16
Lauren Ostman	-Replacement-Teacher, Early Childhood Special Education, 1.0 FTE, DEC, effective 1/25/16
Christina Polk	-Replacement-Long Term Substitute, Teacher, 1.0 FTE, ERJH, effective 01/04/16
Sara Winkelman	*New-Guidance Counselor, 1.0 FTE, BHS, effective 1/25/16

**Classified**

**Appointment**

Maxine Abernethy	-New-AVID Tutor, District-Wide, effective 2015/2016 school year
Dominic Goodbuffalo	-New-Cultural Liaison, 8 hrs/day, District-Wide, effective 1/25/16
Elissa Kapusinski	-New-AVID Tutor, District-Wide, effective 2015/2016 school year
Sophie Kingsbury	*New-EA Level III, 4 hrs/day, Rahn, effective 1/26/16
Mark Woodward	*New-AVID Tutor, District, effective 2015/2016 school year

**Change in Assignment**

Tara Kruger	-Assignment changes to EA Level II and III, 6.75 hrs/day, EN, effective 1/4/16
Patrick Marchessault	*Assignment changes to Custodian Day Shift Lead, 8hrs/day, NJH, effective 1/25/16

**Resignation**

Rebecca Mueske	*EA Level IV, HV, effective 1/19/16
Carrie Pope	*Food Service Associate, ERJH, effective 1/26/16

**Coaches/Co-Curricular Appointment**

Sean Harrington	-Replacement-Assistant Wrestling Coach, BHS, effective Winter Season
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**Community Education**

**Change in Assignment**

Dawn Burdick	-Assignment changes to Program Associate, DEC, effective 2/1/16
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**Agenda III.B.3  
January 28, 2016**

**To:** Members, Board of Education  
Dr. Joe Gothard, superintendent  
**From:** Lisa K. Rider, Executive Director of Business Services  
**Date:** January 21, 2016  
**Re:** Donations

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

**RESOLUTION TO APPROVE AND ACCEPT DONATIONS**

**WHEREAS,**

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

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

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

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

Members in favor of the motion:

Members opposed:

Whereupon said Resolution was declared duly passed and adopted on January 28, 2016.

\_\_\_\_\_  
Jim Schmid  
Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
1/7/2016	MW Savage Elementary PTO	ISD 191	BrainPower in a Backpack	\$1,500.00
1/11/2016	Wells Fargo Matching Gift Program	Hidden Valley Elementary	For Beautification/Playground Fund	\$70.00
1/12/2016	Mark and Kim Evanko	ISD 191	BrainPower in a Backpack	\$75.00
1/12/2016	World Class Entertainment LLC	Burnsville High School	Support the Travel Club	\$200.00
1/8/2016	Tom Marlow	Gideon Pond Elementary	Classroom use	6 Electric Pencil Sharpeners
1/14/2016	Burnsville Lion's Club	Burnsville High School	Burnsville High School Scholarship Fund	\$10,000.00

Total monetary contributions to accept: **\$11,845.00**



**Agenda III.B.4  
Jan 28th, 2016**

**TO: Dr. Joe Gothard, Superintendent and Board of Education**

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

**DATE: Jan 28th, 2016**

**RE: December Payroll, Claims and Receipts**

**RECOMMENDATION:** That the Board approves December payroll checks numbered 718321-718348, and Direct Deposit notices numbered 593645-596601, in the net amount of \$3,595,986.30. Dec & Jan claims to date represented by checks numbered 443743-444351, 144-146, 1014500-1014835, and 101222-101274 and wire transfers and adjustments totaling \$10,518,923.10. Also, that the Board accepts Dec receipts of \$9,720,004.82 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$102,899,269.96 as of December 31, 2015.

December payroll, wire transfers, claims and receipts have been prepared under the direction of Gordon Winterlin, Director of Accounting, 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  
December 2015**

**Cash Receipts**

Receipts	\$9,720,004.82
Miscellaneous Adjustments	

**TOTAL DECEMBER CASH RECEIVED**9,720,004.82**CASH DISBURSEMENTS**

Dec

Regular Payroll Checks	718321-718348	\$3,595,986.30
Direct Deposit Notices	593645-596601	

Nov Payables previously approved:		\$251,296.85
Dec Claims previously approved:		\$1,110,888.55

Dec Claims:	443743-443944	\$4,011,047.25
	444031-444099	
	144-146	
	1014500-1014701	
	101222-101262	

Dec Wire Transfers		\$4,674,923.75
Miscellaneous Adjustments		\$10,037.06

**TOTAL DEC CASH DISBURSED**13,654,179.76**TOTAL EXPENSES TO BE APPROVED**

Nov Cash Disbursed	\$13,654,179.76
Less: Items Previously Approved	-\$1,362,185.40

Plus: Dec Payables	443945-444030	\$507,226.76
Checks	444267-444351	

Jan Claims:	444100-444266	\$1,315,688.28
Checks	1014702-1014835	
	101263-101274	

**TOTAL TO BE APPROVED**14,114,909.40

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 12/31/2015</u>
GENERAL FUND	\$2,268,695.36	\$26,189,083.99	\$28,457,779.35
OPEB	\$13,242.37	\$9,794,062.00	\$9,807,304.37
OPEB EQUITY INV THROUGH OCTOBER 31, 2015	\$51,904.82	\$4,539,247.74	\$4,591,152.56
2015A SCHOOL BUILDING BONDS	\$98,400.47	\$55,334,298.45	\$55,432,698.92
2012A ALT FACILITIES	\$781,134.86	\$3,000,078.90	\$3,781,213.76
ALT FACILITY FUND	\$829,121.00	\$0.00	\$829,121.00
	<u>\$4,042,498.88</u>	<u>\$98,856,771.08</u>	<u>\$102,899,269.96</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: 12/31/15

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	\$2,268,695.36	\$2,268,695.36	
TS	215224	1	09/04/15	01/11/16	MN TRUST TERM SERIES	\$2,000,989.59	\$2,000,000.00	0.140
SEC	33790	1	01/23/15	01/22/16	Bank Of Baroda Certificate of Deposit	\$248,000.00	\$248,000.00	0.300
SEC	33793	1	01/23/15	01/22/16	Firstmerit Bank NA Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
TS	209624	1	05/19/15	01/26/16	MN TRUST TERM SERIES	\$961,313.23	\$960,451.19	0.130
CD	193379	1	01/30/14	01/27/16	MECHANICS SAVINGS BANK	\$249,928.83	\$247,700.00	0.453
CD	195418	1	04/02/14	01/27/16	ABC BANK / AUSTIN BANK OF CHICAGO	\$249,991.37	\$248,700.00	0.285
CD	195419	1	04/02/14	01/27/16	NATIONAL BANK OF COXSACKIE	\$249,992.64	\$248,900.00	0.241
CD	195420	1	04/02/14	01/27/16	EAST WEST BANK	\$249,912.05	\$248,800.00	0.246
CD	195421	1	04/02/14	01/27/16	ORRSTOWN BANK	\$249,992.66	\$248,900.00	0.241
CD	196228	1	05/06/14	01/27/16	FAR EAST NATIONAL BANK	\$100,466.68	\$100,000.00	0.270
CD	196229	1	05/06/14	01/27/16	FINANCIAL FEDERAL BANK	\$249,306.09	\$248,400.00	0.211
CD	196274	1	05/08/14	01/27/16	EAST WEST BANK	\$4,049,392.45	\$4,030,000.00	0.280
CD	196749	1	05/22/14	01/27/16	ACCESS NATIONAL BANK	\$249,956.86	\$248,700.00	0.300
CD	205378	1	01/20/15	01/27/16	AFFILIATED BANK	\$249,999.29	\$249,130.00	0.342
CD	205379	1	01/20/15	01/27/16	FIRST COMMONS BANK NA	\$249,997.37	\$249,350.00	0.248
CD	205380	1	01/20/15	01/27/16	FIRST ADVANTAGE BANK- TN	\$249,996.05	\$249,380.00	0.242
CD	205381	1	01/20/15	01/27/16	BANKVISTA	\$249,979.27	\$249,110.00	0.342
CD	205382	1	01/20/15	01/27/16	BREMER BANK, NA	\$249,991.75	\$249,230.00	0.300
SEC	33791	1	01/28/15	01/28/16	Santander Bank, N.A. / Sovereign Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.300
CD	193377	1	01/30/14	02/01/16	SEASIDE NATIONAL BANK & TRUST	\$249,934.94	\$247,700.00	0.450
CD	193378	1	01/30/14	02/01/16	PRIVATE BANK - MI	\$249,932.47	\$247,400.00	0.510
CDR	193423	1	02/06/14	02/04/16	Landmark Bank, N.A.	\$243,372.87	\$241,235.77	0.449
CDR	193423	2	02/06/14	02/04/16	Standing Stone National Bank	\$243,372.87	\$241,235.77	0.449
CDR	193423	3	02/06/14	02/04/16	First State Bank	\$243,372.87	\$241,235.77	0.449
CDR	193423	4	02/06/14	02/04/16	Norway Savings Bank (MHC)	\$243,372.87	\$241,235.77	0.449
CDR	193423	5	02/06/14	02/04/16	F&M Bank and Trust Company	\$243,372.87	\$241,235.77	0.449
CDR	193423	6	02/06/14	02/04/16	Citizens Security Bank & Trust Company	\$217,609.47	\$215,698.61	0.449
CDR	193423	7	02/06/14	02/04/16	Southern Bank	\$217,291.71	\$215,383.64	0.449
CDR	193423	8	02/06/14	02/04/16	LegacyTexas Bank / ViewPoint Bank (MHC)	\$140,667.23	\$139,432.01	0.449
CDR	193423	9	02/06/14	02/04/16	Mutual of Omaha Bank	\$124,399.26	\$123,306.89	0.449
CD	194320	1	03/03/14	03/14/16	POST OAK BANK, NA	\$249,914.78	\$247,900.00	0.400
CD	194321	1	03/03/14	03/14/16	PREMIER BANK	\$249,927.32	\$248,100.00	0.362
CD	194322	1	03/03/14	03/14/16	INDEPENDENT BANK / BANK OF HOUSTON	\$249,965.07	\$248,200.00	0.350
CD	194323	1	03/03/14	03/14/16	STATE BANK OF DAVIS	\$249,932.51	\$248,200.00	0.348
CD	194324	1	03/03/14	03/14/16	LENA STATE BANK	\$249,927.31	\$248,200.00	0.342
CD	208545	1	04/02/15	04/01/16	STATE BANK OF INDIA (NY)	\$249,952.09	\$249,300.00	0.262
CD	208546	1	04/02/15	04/01/16	BANCO POPULAR NORTH AMERICA	\$82,505.75	\$82,300.00	0.250
CD	208547	1	04/02/15	04/01/16	BANCO POPULAR NORTH AMERICA	\$84,210.00	\$84,000.00	0.250
CD	208548	1	04/02/15	04/01/16	BANCO POPULAR NORTH AMERICA	\$83,207.50	\$83,000.00	0.250
SEC	34466	1	04/09/15	04/06/16	Bank Of India Certificate of Deposit	\$248,000.00	\$248,000.00	0.351
SEC	34467	1	04/16/15	04/15/16	Synovus Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
CD	210440	1	06/03/15	06/02/16	COMMUNITY CAPITAL BANK OF VIRGINIA	\$249,951.11	\$249,300.00	0.261
CD	210441	1	06/03/15	06/02/16	MRV BANKS	\$249,902.84	\$249,300.00	0.242
CD	210442	1	06/03/15	06/02/16	TOMATOBANK NA	\$249,446.88	\$248,800.00	0.260

**BURNSVILLE ISD 191 / GENERAL FUND**

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Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
CD	210443	1	06/03/15	06/02/16	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$249,946.37	\$249,200.00	0.300
CD	210444	1	06/03/15	06/02/16	HIAWATHA BANK AND TRUST COMPANY	\$249,927.34	\$249,200.00	0.292
CD	208542	1	04/02/15	07/26/16	METROPOLITAN COMMERCIAL BANK	\$249,959.80	\$249,000.00	0.293
CD	208543	1	04/02/15	07/26/16	ROCKFORD B&TC	\$249,959.80	\$249,000.00	0.293
CD	208544	1	04/02/15	07/26/16	GREAT MIDWEST BANK	\$249,946.44	\$249,300.00	0.197
CD	215193	1	09/04/15	09/02/16	PENTAGON FEDERAL CREDIT UNION (183 day and out)	\$2,760,666.39	\$2,750,000.00	0.390
SEC	36017	1	09/15/15	09/15/16	Everbank Certificate of Deposit	\$248,000.00	\$248,000.00	0.450
SEC	34831	1	06/12/15	12/12/16	Berkshire Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.517
SEC	36016	1	09/10/15	03/10/17	Capital One Bank (usa), National Association Certificate of Deposit	\$248,000.00	\$248,000.00	0.718
CD	215192	1	09/04/15	03/28/17	PENTAGON FEDERAL CREDIT UNION (183 day and out)	\$3,779,332.19	\$3,750,000.00	0.500
SEC	36587	1	11/24/15	07/14/17	Federal Home Loan Mortgage Corporation Note	\$1,500,000.00	\$1,499,932.80	0.753

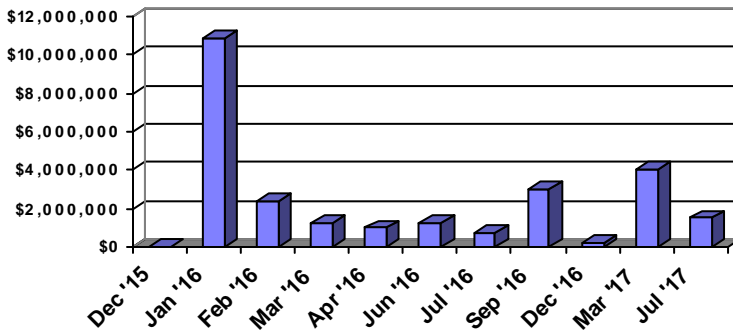
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> **\$28,570,182.46**    **\$28,457,779.35**

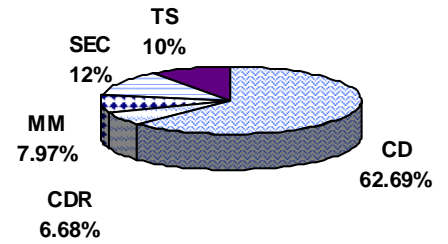
Time and Dollar Weighted Portfolio Yield: **0.495 %**

Weighted Average Portfolio Maturity: **152.85 Days**

**MM: 7.97%**  
**CD's: 62.70%**  
**CP: 0.00%**  
**SEC: 12.25%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 12/31/15

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	\$13,242.37	\$13,242.37	
CD	181996	1	01/16/13	01/19/16	BANK OF THE WEST	\$249,980.28	\$246,200.00	0.510
CD	181997	1	01/16/13	01/19/16	MIDLAND STATES BANK	\$206,595.48	\$203,800.00	0.456
CD	182847	1	02/19/13	02/19/16	EAST BOSTON SAVINGS BANK	\$249,956.54	\$245,900.00	0.550
CD	182848	1	02/19/13	02/19/16	BRIDGEWATER BANK	\$249,899.41	\$245,800.00	0.556
CD	186939	1	06/21/13	06/21/16	FIFTH THIRD BANK	\$155,206.99	\$152,000.00	0.703
CD	187204	1	06/27/13	06/27/16	FIFTH THIRD BANK	\$92,008.39	\$90,000.00	0.743
SEC	29761	1	06/28/13	06/28/16	BMW Bank Of North America Certificate of Deposit	\$249,000.00	\$249,000.00	0.753
CD	208035	1	03/24/15	06/30/16	CFG COMMUNITY BANK	\$249,921.56	\$248,500.00	0.450
CD	208036	1	03/24/15	06/30/16	IDB BANK- NY	\$100,497.94	\$100,000.00	0.392
CD	208037	1	03/24/15	06/30/16	GBC INTERNATIONAL BANK	\$203,045.66	\$202,500.00	0.212
CD	217111	1	10/15/15	06/30/16	MODERN BANK, NATIONAL ASSOCIATION	\$110,196.19	\$110,000.00	0.251
SEC	34379	1	03/30/15	06/30/16	Safra National Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.360
CD	187467	1	07/02/13	07/05/16	FIRST CAPITAL BANK	\$249,919.20	\$244,400.00	0.750
CD	187468	1	07/02/13	07/05/16	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	07/02/13	11/14/16	DAKOTA COMMUNITY BANK	\$249,965.13	\$244,200.00	0.700
CD	192889	1	01/13/14	01/13/17	FAR EAST NATIONAL BANK	\$144,811.46	\$140,800.00	0.949
SEC	23783	1	12/20/10	02/01/17	Woodridge Illinois Taxable	\$150,000.00	\$150,000.00	3.350
SEC	30736	1	09/25/13	09/25/17	Cit Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.508
CD	205079	1	01/08/15	01/08/18	FIRST FREEDOM BANK	\$164,252.21	\$159,400.00	1.012
CD	205080	1	01/08/15	01/08/18	TRUSTONE FINANCIAL FEDERAL CREDIT UNION	\$249,684.73	\$241,600.00	1.111
CD	205081	1	01/08/15	01/08/18	HIBERNIA BANK	\$207,054.62	\$201,000.00	1.003
CD	192888	1	01/13/14	01/16/18	INDUSTRIAL & COMMERCIAL BANK OF CHINA	\$210,686.40	\$200,000.00	1.332
SEC	33742	1	01/14/15	01/16/18	Goldman Sachs Bank USA Certificate of Deposit	\$248,000.00	\$248,000.00	1.404
CD	205817	1	02/03/15	02/05/18	ADIRONDACK BANK	\$240,475.35	\$234,000.00	0.921
CD	205818	1	02/03/15	02/05/18	FIRST NB OF MCGREGOR	\$102,681.43	\$100,000.00	0.891
CD	205819	1	02/03/15	02/05/18	FIRST NATIONAL BANK	\$249,815.96	\$243,000.00	0.932
SEC	33857	1	02/05/15	02/05/18	Ally Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.154
CD	182782	1	02/15/13	02/15/18	PLAINS COMMERCE BANK	\$249,902.70	\$236,400.00	1.142
CD	208034	1	03/24/15	03/26/18	PEAPACK-GLADSTONE BANK	\$208,860.51	\$203,000.00	0.960
SEC	30731	1	09/25/13	09/25/18	Discover Bank Certificate of Deposit	\$247,000.00	\$247,000.00	2.013
SEC	30738	1	09/25/13	09/25/18	Compass Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.962
CD	192886	1	01/13/14	01/14/19	M.Y. SAFRA BANK	\$248,142.42	\$228,500.00	1.717
CD	192887	1	01/13/14	01/14/19	STEARNS BANK NA (N)	\$248,500.88	\$230,700.00	1.542
SEC	28287	1	10/09/12	01/15/19	Lakewood Township NJ Ref	\$630,000.00	\$630,000.00	1.580
SEC	28397	1	11/15/12	08/15/19	DENTON TX INDEP SCH DIST TXBL -REF - SER C	\$1,000,000.00	\$1,000,000.00	1.520
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	12/01/19	FAIRFIELD & UNION OH LOCAL SCH DIST	\$330,000.00	\$294,162.00	1.620
SEC	28355	1	10/19/12	12/01/19	COOK CNTY IL HIGH SCH DIST #205 THORNTON TWP	\$350,000.00	\$350,000.00	1.939

**BURNSVILLE ISD 191 / 2009 OPEB TRUST**

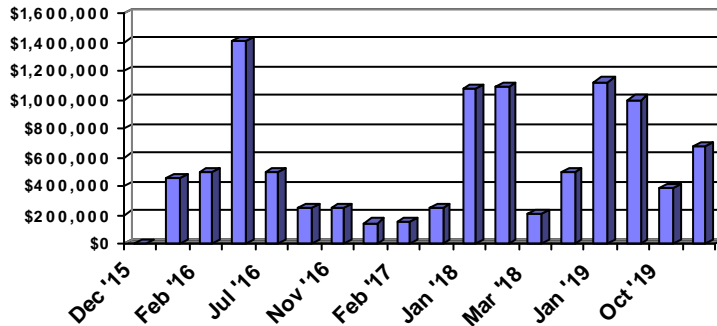
3596  
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Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield &amp; Weighted Average Portfolio Maturity are calculated only on the CD, CP, &amp; SEC desk.</i>						<b>Total Amount --&gt;</b>	<b>\$9,987,195.25</b>	<b>\$9,807,304.37</b>

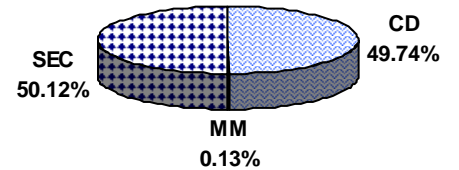
**Time and Dollar Weighted Portfolio Yield: 1.443 %**

**Weighted Average Portfolio Maturity: 718.68 Days**

**MM: 0.14%**  
**CD's: 50.95%**  
**CP: 0.00%**  
**SEC: 48.91%**



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



**Portfolio Allocation by Transaction Type**



# Total Portfolio Report CAR

As of: 12/31/15

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 / 2015A BONDS

5762

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$98,400.47	\$98,400.47	
SDA					Savings Deposit Account - CITIBANK (SDA)	\$17,261,178.00	\$17,261,178.00	
TS	209625	1	05/19/15	01/26/16	MN TRUST TERM SERIES	\$3,002,692.61	\$3,000,000.00	0.130
TS	217911	1	11/16/15	01/26/16	MN TRUST TERM SERIES	\$11,246,700.54	\$11,243,420.45	0.150
CD	209399	1	05/12/15	05/11/16	FIRST NATIONAL BANK OF PARK FALLS	\$249,263.58	\$248,400.00	0.348
SEC	34641	1	05/14/15	05/12/16	IOWA ST HGR EDU LOAN AUTH RANS-UNIV OF DUBUQUE	\$4,900,000.00	\$4,900,000.00	0.550
SEC	34615	1	05/15/15	05/13/16	First Niagara Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.251
CD	209360	1	05/08/15	05/19/16	FIELDPOINT PRIVATE BANK & TRUST	\$249,900.26	\$249,000.00	0.351
CD	209361	1	05/08/15	05/19/16	BANK OF CHINA	\$249,993.70	\$249,200.00	0.308
CD	209362	1	05/08/15	05/19/16	FARMERS & MERCHANTS UNION BANK	\$249,951.19	\$249,200.00	0.292
CD	209363	1	05/08/15	05/19/16	IDB BANK- NY	\$148,446.13	\$148,000.00	0.292
SEC	34614	1	05/20/15	05/20/16	Bankunited, NA Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
SEC	34616	1	05/20/15	05/20/16	Investors Bank (mhc) Certificate of Deposit	\$248,000.00	\$248,000.00	0.250
SEC	34617	1	05/13/15	06/01/16	waukee ia csd	\$725,000.00	\$725,000.00	0.350
SEC	34625	1	05/14/15	06/15/16	UMATILLA SD 008R-A	\$330,000.00	\$330,000.00	0.370
CD	209397	1	05/12/15	06/16/16	OREGON COMMUNITY BANK & TRUST	\$249,334.69	\$248,400.00	0.343
CD	209398	1	05/12/15	06/16/16	ASIAN PACIFIC NATIONAL BANK	\$249,253.06	\$248,300.00	0.349
CD	216903	1	10/06/15	06/16/16	BRIDGEWATER BANK	\$1,001,427.54	\$1,000,000.00	0.205
CD	209396	1	05/12/15	07/21/16	SUMMIT BANK - OR	\$249,173.29	\$248,100.00	0.363
CD	213963	1	08/12/15	07/21/16	HomeBank of Arkansas	\$249,996.15	\$249,400.00	0.254
CD	213964	1	08/12/15	07/21/16	UNITY NATIONAL BANK OF HOUSTON	\$249,912.38	\$249,300.00	0.261
CD	213965	1	08/12/15	07/21/16	BANK OF THE OZARKS	\$249,995.95	\$249,500.00	0.211
CD	213966	1	08/12/15	07/21/16	CENTRAL BANK OF OKLAHOMA / ONB BANK AND TRUST COMPANY	\$249,995.52	\$249,500.00	0.211
CD	213967	1	08/12/15	07/21/16	PACIFIC WESTERN BANK	\$249,970.75	\$249,500.00	0.200
CD	213968	1	08/12/15	07/21/16	COMMUNITY WEST BANK	\$249,927.29	\$249,500.00	0.182
CD	213969	1	08/12/15	07/21/16	BANK 7	\$249,942.32	\$249,400.00	0.231
CD	213970	1	08/12/15	07/21/16	FIRST GUARANTY BANK	\$249,982.27	\$249,600.00	0.163
CD	216901	1	10/06/15	07/21/16	SECURITY BANK & TRUST CO	\$100,197.14	\$100,000.00	0.249
CD	216902	1	10/06/15	07/21/16	BRIDGEWATER BANK	\$651,312.45	\$650,000.00	0.255
SEC	34620	1	05/13/15	08/01/16	Huntsville AL	\$150,000.00	\$150,000.00	0.370
CD	213962	1	08/12/15	08/11/16	PLAINSCAPITAL BANK	\$249,936.03	\$249,300.00	0.255
CD	209381	1	05/12/15	08/18/16	HIGHLAND BANK	\$1,004,437.22	\$1,000,000.00	0.349
CD	212776	1	07/03/15	08/18/16	FIRST HOME BANK	\$249,921.59	\$249,100.00	0.293
CD	212777	1	07/03/15	08/18/16	STRATFORD STATE BANK	\$249,915.94	\$249,200.00	0.251
CD	213958	1	08/12/15	08/18/16	ENERBANK USA	\$249,915.62	\$249,000.00	0.361
CD	213959	1	08/12/15	08/18/16	GRANDPOINT BANK	\$249,993.67	\$249,100.00	0.345
CD	213960	1	08/12/15	08/18/16	CITIZENS COMMUNITY BANK	\$249,976.51	\$249,200.00	0.300
CD	213961	1	08/12/15	08/18/16	PAN AMERICAN BANK	\$249,989.58	\$249,200.00	0.306
CD	216897	1	10/06/15	08/18/16	LANDMARK COMMUNITY BANK	\$249,930.51	\$249,300.00	0.291
CD	216898	1	10/06/15	08/18/16	BOFI FEDERAL BANK	\$249,955.48	\$249,200.00	0.350
CD	216899	1	10/06/15	08/18/16	AMERICAN INVESTORS BANK AND MORTGAGE	\$249,540.64	\$249,000.00	0.250
CD	216900	1	10/06/15	08/18/16	WOLVERINE BANK, FSB	\$249,952.31	\$249,400.00	0.255
SEC	35761	1	08/19/15	08/19/16	Tcf National Bank - Dtc Certificate of Deposit	\$248,000.00	\$248,000.00	0.350
SEC	35763	1	08/19/15	08/19/16	Mizuho Bank (USA) Certificate of Deposit	\$248,000.00	\$248,000.00	0.400

**BURNSVILLE ISD 191 / 2015A BONDS**

**5762**  
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Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SEC	35759	1	08/25/15	08/25/16	Bbcn Bank Certificate of Deposit	\$249,000.00	\$249,000.00	0.400
SEC	34618	1	06/04/15	09/01/16	LEAVENWORTH CNTY KS UNIF SCH DIST #458	\$995,000.00	\$995,000.00	0.540
SEC	34624	1	06/04/15	09/01/16	GEARY CNTY KS UNIF SCH DIST #475	\$555,000.00	\$555,000.00	0.400
SEC	34628	1	06/01/15	09/01/16	NORTH CENTRL WI TECH CLG DIST	\$1,540,000.00	\$1,540,000.00	0.400
CD	209358	1	05/08/15	09/15/16	GLOBAL BANK	\$249,986.60	\$249,000.00	0.292
CD	209359	1	05/08/15	09/15/16	MIDDLEFIELD BANKING COMPANY	\$249,918.22	\$249,100.00	0.242
CD	209379	1	05/12/15	09/15/16	HIGHLAND BANK	\$249,969.88	\$248,300.00	0.499
CD	209380	1	05/12/15	09/15/16	HIGHLAND BANK	\$755,742.08	\$751,700.00	0.399
SEC	34619	1	05/13/15	09/15/16	MONROE CNTY PA	\$275,000.00	\$275,000.00	0.460
SEC	34621	1	05/14/15	09/15/16	BRISTOL TWP PA	\$500,000.00	\$500,000.00	0.450
CD	209365	1	05/11/15	10/21/16	BRIDGEWATER BANK	\$1,005,875.25	\$1,000,000.00	0.406
CD	209357	1	05/08/15	11/17/16	SONABANK	\$249,995.36	\$248,100.00	0.499
CD	218112	1	12/01/15	12/01/16	KS STATE BANK / KANSAS STATE BANK OF MANHATTAN	\$249,965.10	\$248,200.00	0.711

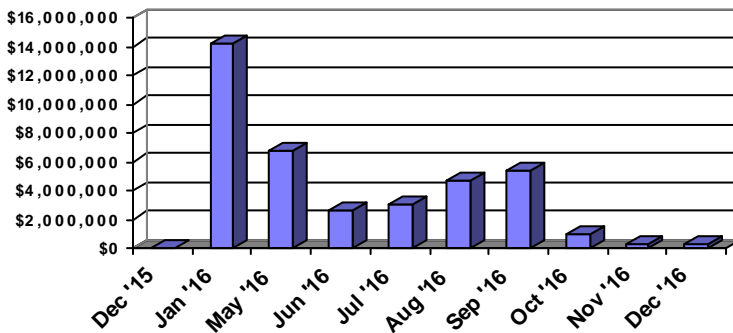
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

**Total Amount --> \$55,481,864.87 \$55,432,698.92**

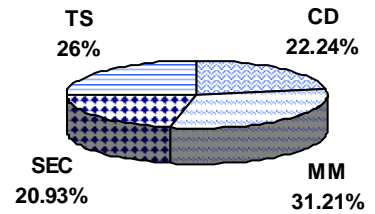
**Time and Dollar Weighted Portfolio Yield: 0.361 %**

**Weighted Average Portfolio Maturity: 94.72 Days**

**MM: 31.32%**  
**CD's: 22.31%**  
**CP: 0.00%**  
**SEC: 20.67%**



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



**Portfolio Allocation by Transaction Type**



# Total Portfolio Report CAR

As of: 12/31/15

PMA Financial Network, Inc.

2135 CityGate Lane 28  
 7th Floor  
 Naperville, Illinois 60563  
 Telephone . 630-657-6400  
 Facsimile . 630-718-8701

## BURNSVILLE ISD 191 / 2012A ALT FACILITY

5070

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$781,134.86	\$781,134.86	
SDA					Savings Deposit Account - CITIBANK (SDA)	\$78.90	\$78.90	
TS	218041	1	11/24/15	01/26/16	MN TRUST TERM SERIES	\$3,000,673.16	\$3,000,000.00	0.130
<b>Total Amount --&gt;</b>						<b>\$3,781,886.92</b>	<b>\$3,781,213.76</b>	

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

Time and Dollar Weighted Portfolio Yield: 0.130 %

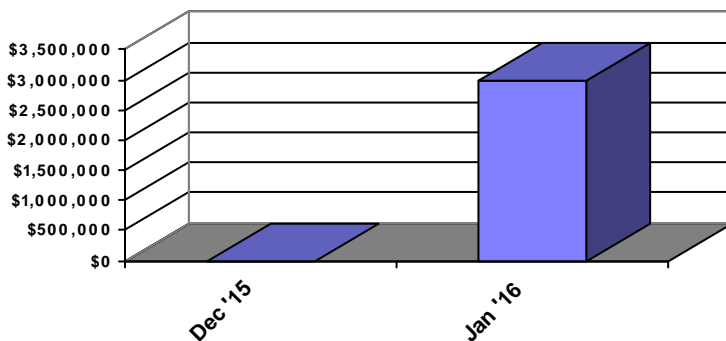
Weighted Average Portfolio Maturity: 20.63 Days

MM: 20.66%

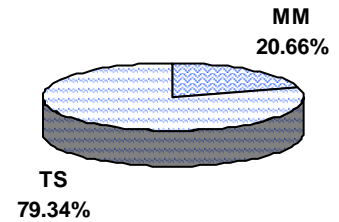
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 12/31/15

PMA Financial Network, Inc.

2135 CityGate Lane 29  
 7th Floor  
 Naperville, Illinois 60563  
 Telephone . 630-657-6400  
 Facsimile . 630-718-8701

## BURNSVILLE ISD 191 / ALT FACILITY FUND

5298

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$829,121.00	\$829,121.00	
<b>Total Amount --&gt;</b>						<b>\$829,121.00</b>	<b>\$829,121.00</b>	

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

Time and Dollar Weighted Portfolio Yield: 0.000 %

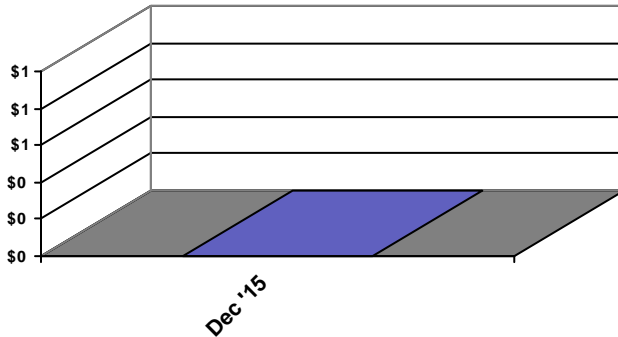
Weighted Average Portfolio Maturity: 0.00 Days

MM: 100.00%

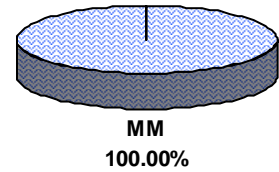
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

December 2015

## Wire Transfers

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>For</b>
120115	Dakota County	MSDLAF	166,000.00	Curr Tax Advance
120115	MSDLAF	State of Minnesota	116,797.73	November 30 Payroll - State Taxes
120115	MSDLAF	State of Minnesota	3,369.50	November 30 Payroll - Child Support
120115	MSDLAF	Internal Revenue Service	721,887.66	November 30 Payroll - Federal Taxes
120115	State of Minnesota	MSDLAF	105,131.48	MN State - MMB
120115	MSDLAF	Medica	10,444.60	Dec Admin Fee
120115	MSDLAF	Preferred One	67,750.11	Dec Admin Fee
120215	Scott County	MSDLAF	516,316.04	2015 2nd Half Settlement
120215	State of Minnesota	MSDLAF	14,899.08	MN State - MMB
120315	State of Minnesota	MSDLAF	2,139.64	MN State - MMB
120315	MSDLAF	Preferred One	240,278.14	Health Insurance
120415	MSDLAF	Corporate Health	16,623.75	Flex Claims
120415	MSDLAF	Corporate Health	7,242.37	Medical Claims
120415	MSDLAF	Delta Dental	16,233.38	Dental Insurance
120815	MSDLAF	Wells Fargo	179,410.12	Lease Payment
120915	MSDLAF	US Bank	70,000.00	P Card Prefunding wire
120915	MSDLAF	US Bank	35,000.00	Payment Plus Prefunding wire
121015	MSDLAF	Delta Dental	8,656.75	Dental Insurance
121015	MSDLAF	Preferred One	242,715.25	Health Insurance
121115	MSDLAF	TRA	327,947.11	November 30 Payroll - TRA
121115	MSDLAF	PERA	103,269.92	November 30 Payroll - PERA
121115	MSDLAF	Corporate Health	11,139.08	Flex Claims
121115	MSDLAF	Corporate Health	14,937.51	Medical Claims
121415	State of Minnesota	MSDLAF	3,560.28	MN State - MMB
121515	MSDLAF	People's Bank	180,970.81	December 15 Payroll - TSA wire
121515	MSDLAF	Teacher's Federal Credit Union	37,934.96	December 15 Payroll - Teacher's Dues
121515	State of Minnesota	MSDLAF	4,314,587.36	MN State - MMB
121615	Dakota County	MSDLAF	9,898.75	LCTS Q4, 2015 Payment
121615	MSDLAF	State of Minnesota	111,106.92	December 15 Payroll - State Taxes
121615	MSDLAF	Internal Revenue Service	679,575.70	December 15 Payroll - Federal Taxes

December 2015

## Wire Transfers

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>For</b>
121615	MSDLAF	Delta Dental	12,239.96	Dental Insurance
121615	MSDLAF	State of Minnesota	3,369.50	December 15 Payroll - Child Support
121715	State of Minnesota	MSDLAF	638,646.04	MN State - MMB
121715	MSDLAF	Preferred One	441,306.15	Health Insurance
121815	MSDLAF	Corporate Health	17,078.49	Flex Claims
121815	MSDLAF	Corporate Health	9,672.56	Medical Claims
122315	State of Minnesota	MSDLAF	516.00	MN State - MMB
122315	MSDLAF	Delta Dental	18,253.18	Dental Insurance
122315	MSDLAF	Corporate Health	5,880.87	Flex Claims
122315	MSDLAF	Corporate Health	13,993.33	Medical Claims
122415	MSDLAF	Preferred One	243,246.44	Health Insurance
122815	MSDLAF	PERA	103,351.34	December 15 Payroll - PERA wire
122815	MSDLAF	TRA	329,096.56	December 15 Payroll - TRA wire
123015	MSDLAF	Teacher's Federal Credit Union	37,810.32	December 30 Payroll - Teacher's Dues
123015	MSDLAF	People's Bank	183,267.16	December 30 Payroll - TSA wire
123015	MSDLAF	Delta Dental	6,534.82	Dental Insurance
123015	State of Minnesota	MSDLAF	3,104,795.15	MN State - MMB
123015	State of Minnesota	MSDLAF	18,270.87	MN State - MMB
123115	MSDLAF	Internal Revenue Service	720,087.20	December 30 Payroll - Federal Taxes
123115	MSDLAF	Corporate Health	13,422.56	Flex Claims
123115	MSDLAF	Corporate Health	5,697.38	Medical Claims

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1014500		\$17.60	2015-12-09 00:00:00.0000000	88888	5747	CORDAHL, AMBER
1	1014501		\$59.00	2015-12-09 00:00:00.0000000	88888	6687	HILL, GWEN LOUISE
1	1014502		\$30.53	2015-12-09 00:00:00.0000000	88888	7298	BRENNAN, CAROL ANN
1	1014503		\$37.95	2015-12-09 00:00:00.0000000	88888	7304	GOSSMAN, LISA ANN
1	1014504		\$12.94	2015-12-09 00:00:00.0000000	88888	7847	KOLSTAD, MICHELE M
1	1014505		\$64.17	2015-12-09 00:00:00.0000000	88888	8784	CARROLL, MICHELE
1	1014506		\$40.06	2015-12-09 00:00:00.0000000	88888	9250	DUNDON, MARY LOU
1	1014507		\$10.00	2015-12-09 00:00:00.0000000	88888	9373	BROWN, MARY KAY
1	1014508		\$35.19	2015-12-09 00:00:00.0000000	88888	13243	FINCH, JEANNE
1	1014509		\$15.01	2015-12-09 00:00:00.0000000	88888	13411	BRINKMAN, CAROLE I
1	1014510		\$106.04	2015-12-09 00:00:00.0000000	88888	14623	JOHNSHOY, JANET
1	1014511		\$15.78	2015-12-09 00:00:00.0000000	88888	14624	JORDAN, JOANNA
1	1014512		\$5.18	2015-12-09 00:00:00.0000000	88888	14641	ENGSTROM, HEATHER L
1	1014513		\$59.00	2015-12-09 00:00:00.0000000	88888	15074	CHAMERLIK, KAREN
1	1014514		\$6.78	2015-12-09 00:00:00.0000000	88888	16244	GILBERTSON, SHERRY A
1	1014515		\$896.16	2015-12-09 00:00:00.0000000	88888	16319	CONNELL, PAUL J
1	1014516		\$17.48	2015-12-09 00:00:00.0000000	88888	16377	ALEXON, BETH J
1	1014517		\$30.19	2015-12-09 00:00:00.0000000	88888	16448	HENRICH, SARAH L
1	1014518		\$89.53	2015-12-09 00:00:00.0000000	88888	16789	KRONABETTER, JULIE R
1	1014519		\$52.06	2015-12-09 00:00:00.0000000	88888	16895	GANT, SARAH M
1	1014520		\$28.78	2015-12-09 00:00:00.0000000	88888	17003	ARIAS, ANGELA JOY
1	1014521		\$63.71	2015-12-09 00:00:00.0000000	88888	17076	AHO, ELLA N
1	1014522		\$10.69	2015-12-09 00:00:00.0000000	88888	17156	BOMSTA, LYLE J
1	1014523		\$35.94	2015-12-09 00:00:00.0000000	88888	17175	FUNSTON, KATHY L
1	1014524		\$18.29	2015-12-09 00:00:00.0000000	88888	17216	CHOUANARD, MARY E
1	1014525		\$59.00	2015-12-09	88888	17322	CZAPAR, KELLY N

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
1	1014526		\$107.24	2015-12-09 00:00:00.0000000	88888	17322	CZAPAR, KELLY N
1	1014527		\$26.97	2015-12-09 00:00:00.0000000	88888	17365	KOPEL, JACLYN C
1	1014528		\$78.66	2015-12-09 00:00:00.0000000	88888	17731	KIBLER, CHRISTIAN D
1	1014529		\$64.17	2015-12-09 00:00:00.0000000	88888	17737	BLAZQUEZ, JAVIER
1	1014530		\$72.74	2015-12-09 00:00:00.0000000	88888	17904	ERICKSON, SHELLY L
1	1014531		\$80.96	2015-12-09 00:00:00.0000000	88888	18313	GREGORY, AMANDA
1	1014532		\$104.19	2015-12-09 00:00:00.0000000	88888	18645	EBENHOH, TEEGAN M
1	1014533		\$39.79	2015-12-09 00:00:00.0000000	88888	18691	GULDEN, JANET
1	1014534		\$23.56	2015-12-09 00:00:00.0000000	88888	1524	WENDORF, GREGORY
1	1014535		\$60.04	2015-12-09 00:00:00.0000000	88888	5573	WEILER, ROBERT M
1	1014536		\$352.25	2015-12-09 00:00:00.0000000	88888	6874	STEAD, AMY JO
1	1014537		\$349.03	2015-12-09 00:00:00.0000000	88888	7268	MESARCHIK, MARY L
1	1014538		\$405.00	2015-12-09 00:00:00.0000000	88888	8269	VAN DER WOUDE, LORALIE A
1	1014539		\$222.50	2015-12-09 00:00:00.0000000	88888	9216	MEYER, NANCY L
1	1014540		\$36.86	2015-12-09 00:00:00.0000000	88888	9239	OPATZ, LARRY
1	1014541		\$41.40	2015-12-09 00:00:00.0000000	88888	9670	ROBOLE, VICKI M
1	1014542		\$300.32	2015-12-09 00:00:00.0000000	88888	9802	O'NEILL-MAGER, JENNIFER
1	1014543		\$10.00	2015-12-09 00:00:00.0000000	88888	10140	MACKEY, GALE M
1	1014544		\$29.99	2015-12-09 00:00:00.0000000	88888	10823	SMOLKE, ANGELA S C
1	1014545		\$17.42	2015-12-09 00:00:00.0000000	88888	11808	SPODEN, ANNEMARIE
1	1014546		\$31.00	2015-12-09 00:00:00.0000000	88888	12413	SANDBERG, ANN
1	1014547		\$5.98	2015-12-09 00:00:00.0000000	88888	12901	MCCUE, MICHELLE
1	1014548		\$29.84	2015-12-09 00:00:00.0000000	88888	13437	SULLIVAN, JODI L
1	1014549		\$15.53	2015-12-09 00:00:00.0000000	88888	13693	NEAL, BRYENY B
1	1014550		\$53.48	2015-12-09 00:00:00.0000000	88888	13905	WENDLING, PAULA L

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1014551		\$22.77	2015-12-09 00:00:00.0000000	88888	14000	MCCLELLAN, MELISSA E
1	1014552		\$93.32	2015-12-09 00:00:00.0000000	88888	14609	ROESKE, MELISSA L
1	1014553		\$32.20	2015-12-09 00:00:00.0000000	88888	14998	NEUER, MICHELLE E
1	1014554		\$37.49	2015-12-09 00:00:00.0000000	88888	15179	WENDORF, ERIC S
1	1014555		\$84.53	2015-12-09 00:00:00.0000000	88888	15911	WILLSON, DAWN M
1	1014556		\$105.23	2015-12-09 00:00:00.0000000	88888	16213	STAHLY, JANICE
1	1014557		\$25.70	2015-12-09 00:00:00.0000000	88888	16970	RAMOS, VERONICA
1	1014558		\$85.16	2015-12-09 00:00:00.0000000	88888	16979	SYLVESTER, GREGORY
1	1014559		\$51.75	2015-12-09 00:00:00.0000000	88888	16999	RENKEN, CARISSA M
1	1014560		\$60.00	2015-12-09 00:00:00.0000000	88888	17240	SCHNOBRICH, ANGELA M
1	1014561		\$29.39	2015-12-09 00:00:00.0000000	88888	17471	SCHMID, JAMES D
1	1014562		\$20.70	2015-12-09 00:00:00.0000000	88888	17471	SCHMID, JAMES D
1	1014563		\$36.05	2015-12-09 00:00:00.0000000	88888	17586	PERLICH, SHAWN
1	1014564		\$38.36	2015-12-09 00:00:00.0000000	88888	18071	MCPARLAND, SHANNON
1	1014565		\$33.35	2015-12-09 00:00:00.0000000	88888	18230	SAHLI, TERESEA
1	1014566		\$249.43	2015-12-09 00:00:00.0000000	88888	18404	POPE, ROBERT J
1	1014567		\$27.77	2015-12-09 00:00:00.0000000	88888	18536	SPAULDING, SHEILA J
1	1014568		\$31.28	2015-12-09 00:00:00.0000000	88888	18624	ROEHL, PETER A
1	1014569		\$10.64	2015-12-09 00:00:00.0000000	88888	18635	MCDOWELL, MORGAN
1	1014570		\$99.95	2015-12-09 00:00:00.0000000	88888	18639	PIOTROWSKI, AMY
1	1014571		\$23.81	2015-12-16 00:00:00.0000000	88888	6452	BERG, JANET
1	1014572		\$46.58	2015-12-16 00:00:00.0000000	88888	7269	BARTH, TAMI RAE
1	1014573		\$10.00	2015-12-16 00:00:00.0000000	88888	7770	ANDERSON, MEGAN
1	1014574		\$17.42	2015-12-16 00:00:00.0000000	88888	8189	BRAUN, JEAN C
1	1014575		\$20.99	2015-12-16 00:00:00.0000000	88888	9302	BOHR, JENNIFER L
1	1014576		\$11.39	2015-12-16	88888	9500	DEBRONSKY, ROBIN

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
1	1014577		\$37.55	2015-12-16 00:00:00.0000000	88888	9569	ANDREWS, DONNA
1	1014578		\$97.00	2015-12-16 00:00:00.0000000	88888	9760	KUZIEJ, JANET L
1	1014579		\$24.44	2015-12-16 00:00:00.0000000	88888	10142	HOLCOMBE, SARA J
1	1014580		\$98.33	2015-12-16 00:00:00.0000000	88888	10290	BRADY, STEVE
1	1014581		\$257.60	2015-12-16 00:00:00.0000000	88888	10425	GOODLING, BEVERLY
1	1014582		\$47.90	2015-12-16 00:00:00.0000000	88888	11817	ALVEY, HEATHER
1	1014583		\$5.99	2015-12-16 00:00:00.0000000	88888	11821	BLANDIN, MELISSA
1	1014584		\$85.85	2015-12-16 00:00:00.0000000	88888	12301	HJERMSTAD, HEATHER
1	1014585		\$33.35	2015-12-16 00:00:00.0000000	88888	12319	CIN, STEPHANIE P
1	1014586		\$73.66	2015-12-16 00:00:00.0000000	88888	12806	CORBAY, STEPHANIE A
1	1014587		\$16.28	2015-12-16 00:00:00.0000000	88888	13290	LINDELL, MICHELLE M
1	1014588		\$325.24	2015-12-16 00:00:00.0000000	88888	13364	CHRISTIAN, DAVID
1	1014589		\$18.58	2015-12-16 00:00:00.0000000	88888	13364	CHRISTIAN, DAVID
1	1014590		\$38.83	2015-12-16 00:00:00.0000000	88888	13396	HUTCHINSON, JENNIFER L
1	1014591		\$17.01	2015-12-16 00:00:00.0000000	88888	13396	HUTCHINSON, JENNIFER L
1	1014592		\$71.30	2015-12-16 00:00:00.0000000	88888	13495	BROWN, CHRISTOPHER M
1	1014593		\$28.50	2015-12-16 00:00:00.0000000	88888	15982	ANDERSON, BJORN RS
1	1014594		\$47.95	2015-12-16 00:00:00.0000000	88888	15982	ANDERSON, BJORN RS
1	1014595		\$39.98	2015-12-16 00:00:00.0000000	88888	15983	BAGGOT, LYNN
1	1014596		\$140.53	2015-12-16 00:00:00.0000000	88888	16001	FRITZ, KIMBERLY A
1	1014597		\$54.72	2015-12-16 00:00:00.0000000	88888	16244	GILBERTSON, SHERRY A
1	1014598		\$22.30	2015-12-16 00:00:00.0000000	88888	16617	HANSEN, MARIE C
1	1014599		\$62.00	2015-12-16 00:00:00.0000000	88888	16946	DAHL, SABRINA LYNN
1	1014600		\$53.65	2015-12-16 00:00:00.0000000	88888	17435	LUND, ELLIOTT J
1	1014601		\$206.93	2015-12-16 00:00:00.0000000	88888	17521	KREBS, TYLER JON

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1014602		\$108.21	2015-12-16 00:00:00.0000000	88888	17540	BARRY, AMBER LEIGH
1	1014603		\$37.55	2015-12-16 00:00:00.0000000	88888	17755	JOHNSON, CORY CHARLES
1	1014604		\$150.00	2015-12-16 00:00:00.0000000	88888	17901	KENNEY, JAMI
1	1014605		\$109.00	2015-12-16 00:00:00.0000000	88888	18043	AMOROSO, CYNTHIA
1	1014606		\$639.89	2015-12-16 00:00:00.0000000	88888	18043	AMOROSO, CYNTHIA
1	1014607		\$496.18	2015-12-16 00:00:00.0000000	88888	18114	LENHARDT, ROBERT S
1	1014608		\$35.00	2015-12-16 00:00:00.0000000	88888	18297	KOCH, REBECCA M
1	1014609		\$54.87	2015-12-16 00:00:00.0000000	88888	18297	KOCH, REBECCA M
1	1014610		\$147.20	2015-12-16 00:00:00.0000000	88888	4356	SIMON, GLENN D.
1	1014611		\$40.88	2015-12-16 00:00:00.0000000	88888	6326	NEPSUND, CYNTHIA J
1	1014612		\$17.25	2015-12-16 00:00:00.0000000	88888	7284	QUIRK, KATHLEEN
1	1014613		\$76.13	2015-12-16 00:00:00.0000000	88888	7829	ROCZNIAK, EUGENE A
1	1014614		\$1,412.00	2015-12-16 00:00:00.0000000	88888	8627	ORTH, STEVEN D. R.
1	1014615		\$6.73	2015-12-16 00:00:00.0000000	88888	9277	ZEIGLER, SARAH
1	1014616		\$31.17	2015-12-16 00:00:00.0000000	88888	10299	WEIGHTMAN, ELIZABETH C
1	1014617		\$205.79	2015-12-16 00:00:00.0000000	88888	11073	MEYER, CHAD
1	1014618		\$62.27	2015-12-16 00:00:00.0000000	88888	11462	VAURIO, SONYA
1	1014619		\$32.51	2015-12-16 00:00:00.0000000	88888	12647	WALLER MCDEVITT, JENNIFER
1	1014620		\$31.28	2015-12-16 00:00:00.0000000	88888	13470	SMALLEY, AMY C
1	1014621		\$119.60	2015-12-16 00:00:00.0000000	88888	13692	NIEMIEC, ALICIA
1	1014622		\$10.12	2015-12-16 00:00:00.0000000	88888	16066	REAGAN, KATHRYN M
1	1014623		\$93.73	2015-12-16 00:00:00.0000000	88888	17431	QUINTANA, MARIANA
1	1014624		\$67.74	2015-12-16 00:00:00.0000000	88888	17827	SCHMEICHEL, MATTHEW T
1	1014625		\$150.00	2015-12-16 00:00:00.0000000	88888	17950	QUESENBERRY, KIMBERLY
1	1014626		\$26.99	2015-12-16 00:00:00.0000000	88888	18334	SHANLEY, SARAH J
1	1014627		\$10.00	2015-12-16	88888	18398	OLSEN, SUSAN

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
1	1014628		\$69.58	2015-12-23 00:00:00.0000000	88888	7255	HAUER, PAMELA A
1	1014629		\$73.75	2015-12-23 00:00:00.0000000	88888	7279	BEARTH, LUKE A
1	1014630		\$17.88	2015-12-23 00:00:00.0000000	88888	7839	BARNES, CHERISE C
1	1014631		\$177.14	2015-12-23 00:00:00.0000000	88888	8128	GIERADA, BARBARA L
1	1014632		\$27.33	2015-12-23 00:00:00.0000000	88888	8128	GIERADA, BARBARA L
1	1014633		\$19.28	2015-12-23 00:00:00.0000000	88888	8287	KRUPKE, GRETA
1	1014634		\$155.83	2015-12-23 00:00:00.0000000	88888	9267	HOLDEN, MATTHEW J
1	1014635		\$24.41	2015-12-23 00:00:00.0000000	88888	9752	CAMPEN, KIMBERLY A.
1	1014636		\$34.46	2015-12-23 00:00:00.0000000	88888	11818	HAMMER, JEFFREY
1	1014637		\$34.27	2015-12-23 00:00:00.0000000	88888	11971	GOODING, DIANE
1	1014638		\$15.29	2015-12-23 00:00:00.0000000	88888	12609	HAMEL, AMY
1	1014639		\$36.72	2015-12-23 00:00:00.0000000	88888	13256	FANDRICH, KARI M
1	1014640		\$192.64	2015-12-23 00:00:00.0000000	88888	13352	FINCH, CHRISTINE M
1	1014641		\$42.50	2015-12-23 00:00:00.0000000	88888	13378	HAPPE, NICOLE
1	1014642		\$30.36	2015-12-23 00:00:00.0000000	88888	13378	HAPPE, NICOLE
1	1014643		\$37.15	2015-12-23 00:00:00.0000000	88888	13406	ALLEN, SUSAN M
1	1014644		\$20.46	2015-12-23 00:00:00.0000000	88888	14006	GRIFFIN, LYND SAY K
1	1014645		\$8.91	2015-12-23 00:00:00.0000000	88888	14147	KLINNERT, ELIZABETH
1	1014646		\$32.95	2015-12-23 00:00:00.0000000	88888	14479	KIBLER, JEANNE
1	1014647		\$76.07	2015-12-23 00:00:00.0000000	88888	14594	HEWETT, THOMAS
1	1014648		\$680.00	2015-12-23 00:00:00.0000000	88888	14984	JENSEN, AMANDA LYNN
1	1014649		\$66.76	2015-12-23 00:00:00.0000000	88888	16004	JORGENSEN, SHANNON E
1	1014650		\$39.39	2015-12-23 00:00:00.0000000	88888	16448	HENRICH, SARAH L
1	1014651		\$35.94	2015-12-23 00:00:00.0000000	88888	16946	DAHL, SABRINA LYNN
1	1014652		\$75.00	2015-12-23 00:00:00.0000000	88888	17082	LADUKE, LIZETTE

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1014653		\$40.71	2015-12-23 00:00:00.0000000	88888	17246	CANTON, EMILIE J
1	1014654		\$55.02	2015-12-23 00:00:00.0000000	88888	17292	CALNON, JENNIFER
1	1014655		\$20.55	2015-12-23 00:00:00.0000000	88888	17752	BRAGG, KAITLIN
1	1014656		\$27.21	2015-12-23 00:00:00.0000000	88888	17771	HELWIG, KRISTINE K
1	1014657		\$400.00	2015-12-23 00:00:00.0000000	88888	17994	GOTHARD, JOSEPH M
1	1014658		\$50.87	2015-12-23 00:00:00.0000000	88888	18007	LAMONT, HEIDI O
1	1014659		\$66.88	2015-12-23 00:00:00.0000000	88888	18029	GOEBEL, ARIELLE L THIBEAULT
1	1014660		\$200.00	2015-12-23 00:00:00.0000000	88888	18043	AMOROSO, CYNTHIA
1	1014661		\$23.92	2015-12-23 00:00:00.0000000	88888	18265	BROWN, JACKLYN D
1	1014662		\$46.98	2015-12-23 00:00:00.0000000	88888	18369	HAGEL, AVERYEL F
1	1014663		\$14.85	2015-12-23 00:00:00.0000000	88888	18369	HAGEL, AVERYEL F
1	1014664		\$27.60	2015-12-23 00:00:00.0000000	88888	18369	HAGEL, AVERYEL F
1	1014665		\$200.00	2015-12-23 00:00:00.0000000	88888	18391	JOHNSON, DOUGLAS A
1	1014666		\$241.99	2015-12-23 00:00:00.0000000	88888	18410	JUNGERS, GAIL
1	1014667		\$6.10	2015-12-23 00:00:00.0000000	88888	18513	BYRNES, NICOLE
1	1014668		\$33.76	2015-12-23 00:00:00.0000000	88888	18513	BYRNES, NICOLE
1	1014669		\$39.45	2015-12-23 00:00:00.0000000	88888	18656	ELLIS, TENEASHA L
1	1014670		\$32.20	2015-12-23 00:00:00.0000000	88888	5728	SAUERMANN-PAGE, KARIN G
1	1014671		\$68.12	2015-12-23 00:00:00.0000000	88888	8281	PLASCHKO, MARY BETH
1	1014672		\$1,106.13	2015-12-23 00:00:00.0000000	88888	8627	ORTH, STEVEN D. R.
1	1014673		\$6.04	2015-12-23 00:00:00.0000000	88888	11895	WITTENKELLER, JANE E
1	1014674		\$38.00	2015-12-23 00:00:00.0000000	88888	11948	TOELLER, SANDRA L
1	1014675		\$9.49	2015-12-23 00:00:00.0000000	88888	12009	STENE, BARBARA
1	1014676		\$33.00	2015-12-23 00:00:00.0000000	88888	12203	MAY, MARIE T
1	1014677		\$25.83	2015-12-23 00:00:00.0000000	88888	12397	PELTIER, BRAD W
1	1014678		\$22.77	2015-12-23	88888	12869	SCHEIT, ANDREA

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
1	1014679		\$70.00	2015-12-23 00:00:00.0000000	88888	12967	TEACHOUT, EVI SUE
1	1014680		\$41.98	2015-12-23 00:00:00.0000000	88888	13441	TESMER, RUSSELL
1	1014681		\$24.36	2015-12-23 00:00:00.0000000	88888	14130	MCCROSKEY, SHARI
1	1014682		\$9.26	2015-12-23 00:00:00.0000000	88888	14779	ZAK, GLORIA
1	1014683		\$25.42	2015-12-23 00:00:00.0000000	88888	15821	NAAS, ANNE B
1	1014684		\$25.53	2015-12-23 00:00:00.0000000	88888	15940	ZELLMER, JULIE A
1	1014685		\$1,052.59	2015-12-23 00:00:00.0000000	88888	16016	SCHWENN, JEFFREY A
1	1014686		\$123.74	2015-12-23 00:00:00.0000000	88888	16046	STRAHOTA, SARA J
1	1014687		\$200.00	2015-12-23 00:00:00.0000000	88888	16166	RIDER, LISA K
1	1014688		\$5.00	2015-12-23 00:00:00.0000000	88888	16491	VITALI, ALICIA F
1	1014689		\$53.02	2015-12-23 00:00:00.0000000	88888	16669	PETTINELLI, STEPHEN M
1	1014690		\$85.00	2015-12-23 00:00:00.0000000	88888	16816	SAHLI, JONATHAN C
1	1014691		\$200.00	2015-12-23 00:00:00.0000000	88888	17487	SOVINE, STACEY
1	1014692		\$40.71	2015-12-23 00:00:00.0000000	88888	17719	NIERENGARTEN, BRIANNA L
1	1014693		\$15.53	2015-12-23 00:00:00.0000000	88888	17785	OLSON-WYMAN, SAMANTHA L
1	1014694		\$200.00	2015-12-23 00:00:00.0000000	88888	18287	STANLEY, STACIE L
1	1014695		\$200.00	2015-12-23 00:00:00.0000000	88888	18405	WINTERLIN, GORDON D
1	1014696		\$38.30	2015-12-23 00:00:00.0000000	88888	18631	STONE, KERRY
1	1014697		\$44.05	2015-12-23 00:00:00.0000000	88888	18657	MCINNIS, MARNIE JO
1	1014698		\$74.21	2015-12-23 00:00:00.0000000	88888	18671	MANZ, GRACE
1	1014699		\$3.74	2015-12-23 00:00:00.0000000	88888	18677	MCLAUGHLIN, ALEXANDRA M
1	1014700		\$82.36	2015-12-23 00:00:00.0000000	88888	18679	MEYER, JESSICA M
1	1014701		\$15.30	2015-12-23 00:00:00.0000000	88888	18740	SWAIN, SHAWN L
1	1014702		\$23.21	2016-01-06 00:00:00.0000000	88888	3383	ILES, CORNELIA
1	1014703		\$28.18	2016-01-06 00:00:00.0000000	88888	4467	BARLAGE, SUSAN

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1014704		\$12.08	2016-01-06 00:00:00.0000000	88888	5747	CORDAHL, AMBER
1	1014705		\$61.01	2016-01-06 00:00:00.0000000	88888	7298	BRENNAN, CAROL ANN
1	1014706		\$67.79	2016-01-06 00:00:00.0000000	88888	7304	GOSSMAN, LISA ANN
1	1014707		\$57.29	2016-01-06 00:00:00.0000000	88888	7388	KNUTSEN, HEIDI
1	1014708		\$14.03	2016-01-06 00:00:00.0000000	88888	7572	KAISER, TANYA J
1	1014709		\$49.91	2016-01-06 00:00:00.0000000	88888	8784	CARROLL, MICHELE
1	1014710		\$146.97	2016-01-06 00:00:00.0000000	88888	9267	HOLDEN, MATTHEW J
1	1014711		\$38.51	2016-01-06 00:00:00.0000000	88888	9689	FINN, FAY E
1	1014712		\$11.97	2016-01-06 00:00:00.0000000	88888	9881	LIVERS, GRACE
1	1014713		\$125.00	2016-01-06 00:00:00.0000000	88888	10142	HOLCOMBE, SARA J
1	1014714		\$257.60	2016-01-06 00:00:00.0000000	88888	10425	GOODLING, BEVERLY
1	1014715		\$60.72	2016-01-06 00:00:00.0000000	88888	13406	ALLEN, SUSAN M
1	1014716		\$11.44	2016-01-06 00:00:00.0000000	88888	13411	BRINKMAN, CAROLE I
1	1014717		\$53.48	2016-01-06 00:00:00.0000000	88888	13495	BROWN, CHRISTOPHER M
1	1014718		\$38.47	2016-01-06 00:00:00.0000000	88888	14479	KIBLER, JEANNE
1	1014719		\$3,246.00	2016-01-06 00:00:00.0000000	88888	14596	JENSEN, JENNIFER
1	1014720		\$59.17	2016-01-06 00:00:00.0000000	88888	14751	KELLER, KATIE
1	1014721		\$39.39	2016-01-06 00:00:00.0000000	88888	15074	CHAMERLIK, KAREN
1	1014722		\$39.33	2016-01-06 00:00:00.0000000	88888	15922	DUNN, RUTH C
1	1014723		\$37.34	2016-01-06 00:00:00.0000000	88888	15977	HEIM, WILLIAM V
1	1014724		\$61.18	2016-01-06 00:00:00.0000000	88888	16015	EICHTEN, HEIDI J
1	1014725		\$32.03	2016-01-06 00:00:00.0000000	88888	16448	HENRICH, SARAH L
1	1014726		\$127.65	2016-01-06 00:00:00.0000000	88888	16735	GORTON, RACHEL
1	1014727		\$9.60	2016-01-06 00:00:00.0000000	88888	17175	FUNSTON, KATHY L
1	1014728		\$22.66	2016-01-06 00:00:00.0000000	88888	17216	CHOUANARD, MARY E
1	1014729		\$20.82	2016-01-06	88888	18313	GREGORY, AMANDA

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
1	1014730		\$28.64	2016-01-06 00:00:00.0000000	88888	18313	GREGORY, AMANDA
1	1014731		\$65.78	2016-01-06 00:00:00.0000000	88888	18313	GREGORY, AMANDA
1	1014732		\$211.84	2016-01-06 00:00:00.0000000	88888	18325	DIETRICH, KELLY J
1	1014733		\$94.42	2016-01-06 00:00:00.0000000	88888	18645	EBENHOH, TEEGAN M
1	1014734		\$62.44	2016-01-06 00:00:00.0000000	88888	18691	GULDEN, JANET
1	1014735		\$17.00	2016-01-06 00:00:00.0000000	88888	1322	PAULSEN, JANE ANN
1	1014736		\$24.59	2016-01-06 00:00:00.0000000	88888	7858	WARMKA, CHERI R
1	1014737		\$764.97	2016-01-06 00:00:00.0000000	88888	8359	TAYLOR, JORDAN A-M
1	1014738		\$116.80	2016-01-06 00:00:00.0000000	88888	8412	OSTENDORF, CHARLENE M
1	1014739		\$11.25	2016-01-06 00:00:00.0000000	88888	11481	STEENSGARD, ANN M
1	1014740		\$10.35	2016-01-06 00:00:00.0000000	88888	11808	SPODEN, ANNEMARIE
1	1014741		\$108.10	2016-01-06 00:00:00.0000000	88888	13692	NIEMIEC, ALICIA
1	1014742		\$12.94	2016-01-06 00:00:00.0000000	88888	13693	NEAL, BRYENY B
1	1014743		\$1.84	2016-01-06 00:00:00.0000000	88888	13898	TORGERSEN, SHERRY LYNN
1	1014744		\$100.00	2016-01-06 00:00:00.0000000	88888	14484	SCHMEICHEL, LINDA
1	1014745		\$49.97	2016-01-06 00:00:00.0000000	88888	14609	ROESKE, MELISSA L
1	1014746		\$43.07	2016-01-06 00:00:00.0000000	88888	14609	ROESKE, MELISSA L
1	1014747		\$40.08	2016-01-06 00:00:00.0000000	88888	14671	SMITH, TRACY J
1	1014748		\$100.74	2016-01-06 00:00:00.0000000	88888	14961	SPRY, KARIE
1	1014749		\$50.60	2016-01-06 00:00:00.0000000	88888	14998	NEUER, MICHELLE E
1	1014750		\$18.60	2016-01-06 00:00:00.0000000	88888	15856	TOUSIGNANT, HOLLY
1	1014751		\$139.15	2016-01-06 00:00:00.0000000	88888	15911	WILLSON, DAWN M
1	1014752		\$40.77	2016-01-06 00:00:00.0000000	88888	16345	WALCZAK, CHERYL M
1	1014753		\$65.44	2016-01-06 00:00:00.0000000	88888	16345	WALCZAK, CHERYL M
1	1014754		\$11.98	2016-01-06 00:00:00.0000000	88888	16491	VITALI, ALICIA F

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1014755		\$101.20	2016-01-06 00:00:00.0000000	88888	16574	ROBASSE, CHRISTINE M
1	1014756		\$20.56	2016-01-06 00:00:00.0000000	88888	17120	OLSON, DIANE B
1	1014757		\$124.33	2016-01-06 00:00:00.0000000	88888	17169	VAUGHT, ELIZABETH C
1	1014758		\$64.34	2016-01-06 00:00:00.0000000	88888	17431	QUINTANA, MARIANA
1	1014759		\$2,190.00	2016-01-06 00:00:00.0000000	88888	17487	SOVINE, STACEY
1	1014760		\$44.44	2016-01-06 00:00:00.0000000	88888	17562	SAHLI, SCOTT J
1	1014761		\$37.32	2016-01-06 00:00:00.0000000	88888	17586	PERLICH, SHAWN
1	1014762		\$48.76	2016-01-06 00:00:00.0000000	88888	17716	NEWBY, MATTHEW
1	1014763		\$18.69	2016-01-06 00:00:00.0000000	88888	17716	NEWBY, MATTHEW
1	1014764		\$29.27	2016-01-06 00:00:00.0000000	88888	17719	NIERENGARTEN, BRIANNA L
1	1014765		\$80.85	2016-01-06 00:00:00.0000000	88888	18074	SHAW, OKSANA
1	1014766		\$46.75	2016-01-06 00:00:00.0000000	88888	18310	THOMPSON, DAVID P
1	1014767		\$29.10	2016-01-06 00:00:00.0000000	88888	18310	THOMPSON, DAVID P
1	1014768		\$15.99	2016-01-06 00:00:00.0000000	88888	18536	SPAULDING, SHEILA J
1	1014769		\$38.87	2016-01-06 00:00:00.0000000	88888	18657	MCINNIS, MARNIE JO
1	1014770		\$30.47	2016-01-13 00:00:00.0000000	88888	6810	KNUDSEN, EVYENIA
1	1014771		\$281.12	2016-01-13 00:00:00.0000000	88888	7490	LEAKE, DONALD L
1	1014772		\$15.30	2016-01-13 00:00:00.0000000	88888	7847	KOLSTAD, MICHELE M
1	1014773		\$31.84	2016-01-13 00:00:00.0000000	88888	8217	DWIRE, MELINDA
1	1014774		\$115.60	2016-01-13 00:00:00.0000000	88888	8284	JEFFERS, LUCRETIA
1	1014775		\$130.41	2016-01-13 00:00:00.0000000	88888	9267	HOLDEN, MATTHEW J
1	1014776		\$11.04	2016-01-13 00:00:00.0000000	88888	9500	DEBRONSKY, ROBIN
1	1014777		\$90.85	2016-01-13 00:00:00.0000000	88888	9569	ANDREWS, DONNA
1	1014778		\$82.80	2016-01-13 00:00:00.0000000	88888	10290	BRADY, STEVE
1	1014779		\$65.99	2016-01-13 00:00:00.0000000	88888	10638	FREDRICKSON, REBECCA
1	1014780		\$69.58	2016-01-13	88888	12301	HJERMSTAD, HEATHER

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
1	1014781		\$33.12	2016-01-13 00:00:00.0000000	88888	13243	FINCH, JEANNE
1	1014782		\$96.65	2016-01-13 00:00:00.0000000	88888	13352	FINCH, CHRISTINE M
1	1014783		\$51.53	2016-01-13 00:00:00.0000000	88888	14077	HELKE, DAVID M
1	1014784		\$36.64	2016-01-13 00:00:00.0000000	88888	14112	HARTL, ARAN J
1	1014785		\$10.07	2016-01-13 00:00:00.0000000	88888	14112	HARTL, ARAN J
1	1014786		\$40.42	2016-01-13 00:00:00.0000000	88888	14624	JORDAN, JOANNA
1	1014787		\$1.04	2016-01-13 00:00:00.0000000	88888	14641	ENGSTROM, HEATHER L
1	1014788		\$157.74	2016-01-13 00:00:00.0000000	88888	15682	GONZALEZ, MEGAN
1	1014789		\$22.99	2016-01-13 00:00:00.0000000	88888	15982	ANDERSON, BJORN RS
1	1014790		\$162.15	2016-01-13 00:00:00.0000000	88888	16001	FRITZ, KIMBERLY A
1	1014791		\$61.30	2016-01-13 00:00:00.0000000	88888	16004	JORGENSON, SHANNON E
1	1014792		\$87.16	2016-01-13 00:00:00.0000000	88888	16313	HANSON, DEBRA A
1	1014793		\$17.25	2016-01-13 00:00:00.0000000	88888	16377	ALEXON, BETH J
1	1014794		\$51.39	2016-01-13 00:00:00.0000000	88888	16602	GOMER, JENNA M
1	1014795		\$48.24	2016-01-13 00:00:00.0000000	88888	16789	KRONABETTER, JULIE R
1	1014796		\$30.07	2016-01-13 00:00:00.0000000	88888	17076	AHO, ELLA N
1	1014797		\$92.81	2016-01-13 00:00:00.0000000	88888	17322	CZAPAR, KELLY N
1	1014798		\$61.35	2016-01-13 00:00:00.0000000	88888	17435	LUND, ELLIOTT J
1	1014799		\$15.87	2016-01-13 00:00:00.0000000	88888	18297	KOCH, REBECCA M
1	1014800		\$9.82	2016-01-13 00:00:00.0000000	88888	18297	KOCH, REBECCA M
1	1014801		\$25.01	2016-01-13 00:00:00.0000000	88888	18369	HAGEL, AVERYEL F
1	1014802		\$170.00	2016-01-13 00:00:00.0000000	88888	18430	COOK, LAURIE N
1	1014803		\$8.11	2016-01-13 00:00:00.0000000	88888	18649	BLUHM, WILLIAM AE
1	1014804		\$170.00	2016-01-13 00:00:00.0000000	88888	18685	LARSON, ROSS
1	1014805		\$2.73	2016-01-13 00:00:00.0000000	88888	1322	PAULSEN, JANE ANN

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1014806		\$111.21	2016-01-13 00:00:00.0000000	88888	4356	SIMON, GLENN D.
1	1014807		\$197.58	2016-01-13 00:00:00.0000000	88888	6624	WESSEN, JANE E
1	1014808		\$4,380.00	2016-01-13 00:00:00.0000000	88888	8086	NEPSUND, JEFF L
1	1014809		\$590.00	2016-01-13 00:00:00.0000000	88888	8627	ORTH, STEVEN D. R.
1	1014810		\$28.92	2016-01-13 00:00:00.0000000	88888	9239	OPATZ, LARRY
1	1014811		\$52.42	2016-01-13 00:00:00.0000000	88888	9501	MOSEY, PATRICIA
1	1014812		\$54.50	2016-01-13 00:00:00.0000000	88888	9771	PLUCINAK, JODY L
1	1014813		\$55.86	2016-01-13 00:00:00.0000000	88888	9771	PLUCINAK, JODY L
1	1014814		\$44.94	2016-01-13 00:00:00.0000000	88888	11867	SCHLINK, JOANNE
1	1014815		\$9.66	2016-01-13 00:00:00.0000000	88888	12397	PELTIER, BRAD W
1	1014816		\$148.35	2016-01-13 00:00:00.0000000	88888	12579	STARKEY, MICHELE M
1	1014817		\$125.00	2016-01-13 00:00:00.0000000	88888	12724	STEEG, KIMBERLY KAYE
1	1014818		\$63.38	2016-01-13 00:00:00.0000000	88888	12901	MCCUE, MICHELLE
1	1014819		\$139.15	2016-01-13 00:00:00.0000000	88888	13381	NESVIG, ERIKA
1	1014820		\$56.75	2016-01-13 00:00:00.0000000	88888	14127	ZONDAG, KIMBERLY
1	1014821		\$11.83	2016-01-13 00:00:00.0000000	88888	14130	MCCROSKEY, SHARI
1	1014822		\$38.98	2016-01-13 00:00:00.0000000	88888	16046	STRAHOTA, SARA J
1	1014823		\$87.98	2016-01-13 00:00:00.0000000	88888	16213	STAHLY, JANICE
1	1014824		\$22.80	2016-01-13 00:00:00.0000000	88888	16679	MERKLING, ANGELA MARTIN
1	1014825		\$46.58	2016-01-13 00:00:00.0000000	88888	16999	RENKEN, CARISSA M
1	1014826		\$18.61	2016-01-13 00:00:00.0000000	88888	17586	PERLICH, SHAWN
1	1014827		\$11.75	2016-01-13 00:00:00.0000000	88888	18031	THOMAS, JESSICA
1	1014828		\$30.02	2016-01-13 00:00:00.0000000	88888	18215	WATKINS, DAVID
1	1014829		\$668.36	2016-01-13 00:00:00.0000000	88888	18288	REMSING, JODY L
1	1014830		\$78.16	2016-01-13 00:00:00.0000000	88888	18353	MORRISSEY, MICHELLE M
1	1014831		\$32.60	2016-01-13	88888	18608	SATHER, DEREK D

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
1	1014832		\$17.37	2016-01-13 00:00:00.0000000	88888	18635	MCDOWELL, MORGAN
1	1014833		\$143.69	2016-01-13 00:00:00.0000000	88888	18639	PIOTROWSKI, AMY
1	1014834		\$170.00	2016-01-13 00:00:00.0000000	88888	18684	RUTHIG, CANDI
1	1014835		\$23.69	2016-01-13 00:00:00.0000000	88888	18740	SWAIN, SHAWN L
<b>Check Count</b>	<b>336</b>	<b>Grand Total</b>	<b>\$38,933.70</b>				

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	443743	Clear	\$237.00	2015-12-11 00:00:00.0000000	26638	0	ACADEMIC INNOVATIONS
4	443744	Clear	\$1,016.00	2015-12-11 00:00:00.0000000	28551	0	ADVANCED IMAGING SOLUTIONS
4	443745	Clear	\$10,064.85	2015-12-11 00:00:00.0000000	28551	1	ADVANCED IMAGING SOLUTIONS
4	443746	Clear	\$87.00	2015-12-11 00:00:00.0000000	06215	0	AIRPORT TAXI, INC.
4	443747	Clear	\$90.00	2015-12-11 00:00:00.0000000	23652	0	ALL IN ONE TRANSLATION AGENCY, LLC
4	443748	Clear	\$769.28	2015-12-11 00:00:00.0000000	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	443749		\$75.00	2015-12-11 00:00:00.0000000	28643	0	ANDERSON, CONRAD
4	443750	Clear	\$78.00	2015-12-11 00:00:00.0000000	24943	0	BERGERON, JASON
4	443751	Clear	\$91.00	2015-12-11 00:00:00.0000000	29036	0	BIENIEK, DEANNA
4	443752	Clear	\$2,882.58	2015-12-11 00:00:00.0000000	00172	1	BLICK ART MATERIALS
4	443753	Clear	\$154.16	2015-12-11 00:00:00.0000000	02861	2	BLUETARP FINANCIAL, INC.
4	443754	Clear	\$75.00	2015-12-11 00:00:00.0000000	27636	0	BUNNELL, AMBER
4	443755	Clear	\$150.00	2015-12-11 00:00:00.0000000	00673	0	BURNSVILLE, CITY OF
4	443756	Clear	\$266.02	2015-12-11 00:00:00.0000000	02781	5	CENTURYLINK
4	443757		\$60.00	2015-12-11 00:00:00.0000000	28260	0	CHOY, SERGIO R.
4	443758		\$75.00	2015-12-11 00:00:00.0000000	20258	0	CHRISTINA, JACOB
4	443759	Clear	\$91.00	2015-12-11 00:00:00.0000000	20211	0	CLAPP, DEBORAH
4	443760	Clear	\$9.02	2015-12-11 00:00:00.0000000	26565	1	COMCAST
4	443761	Clear	\$780.00	2015-12-11 00:00:00.0000000	25919	0	CORDOVA, LETICIA
4	443762	Clear	\$116.18	2015-12-11 00:00:00.0000000	00502	0	CORNERSTONE COPY CENTER
4	443763	Clear	\$1,870.00	2015-12-11 00:00:00.0000000	00666	1	COUNCIL FOR EXCEPTIONAL CHILDREN
4	443764	Clear	\$156.00	2015-12-11 00:00:00.0000000	03139	0	DELMONICO, DAVE
4	443765		\$45.50	2015-12-11 00:00:00.0000000	20189	0	DOMALIK, STEPHANIE
4	443766	Clear	\$90.00	2015-12-11 00:00:00.0000000	06299	0	ECKHOLM, EDWARD PAUL
4	443767		\$137.00	2015-12-11 00:00:00.0000000	24084	0	EIDER, JAKE
4	443768	Clear	\$118.00	2015-12-11	29039	0	ESTERLY, JUSTIN

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
4	443769	Clear	\$175.00	2015-12-11 00:00:00.0000000	20540	0	GARDEN & ASSOCIATES, INC
4	443770	Clear	\$2,160.00	2015-12-11 00:00:00.0000000	04957	0	GEMINI ATHLETIC WEAR, INC.
4	443771		\$137.00	2015-12-11 00:00:00.0000000	28321	0	GERIS, BROCK
4	443772	Clear	\$119.00	2015-12-11 00:00:00.0000000	09939	0	GHELLER, KERI
4	443773	Clear	\$45.50	2015-12-11 00:00:00.0000000	09240	0	GOLDADE, HEATHER
4	443774	Clear	\$59.00	2015-12-11 00:00:00.0000000	08895	0	HARRISON, TYLER
4	443775	Clear	\$34,210.12	2015-12-11 00:00:00.0000000	27811	0	HEADWAY EMOTIONAL HEALTH SERVICES
4	443776	Clear	\$24,218.00	2015-12-11 00:00:00.0000000	20379	1	HEARTLAND BUSINESS SYSTEMS
4	443777	Clear	\$91.00	2015-12-11 00:00:00.0000000	08818	0	HELGREN, ALLISON
4	443778	Clear	\$81.00	2015-12-11 00:00:00.0000000	28714	0	HERRMANN, MICHAEL
4	443779	Clear	\$137.00	2015-12-11 00:00:00.0000000	28729	0	JARVIS, JAMES
4	443780	Clear	\$81.00	2015-12-11 00:00:00.0000000	07850	0	JENSEN, RANDY
4	443781	Clear	\$81.00	2015-12-11 00:00:00.0000000	08815	0	JOHNSTON, ADAM
4	443782	Clear	\$38,910.79	2015-12-11 00:00:00.0000000	27633	0	KELLY SERVICES, INC.
4	443783	Clear	\$1,645.00	2015-12-11 00:00:00.0000000	08356	1	KENNEDY & GRAVEN, CHARTERED
4	443784	Clear	\$59.00	2015-12-11 00:00:00.0000000	08235	0	KERR, BRADY
4	443785	Clear	\$141.51	2015-12-11 00:00:00.0000000	23036	0	KIHLSTADIUS, TAMMY
4	443786	Clear	\$137.00	2015-12-11 00:00:00.0000000	07997	0	KLEIN, MATTHEW
4	443787		\$75.00	2015-12-11 00:00:00.0000000	27939	0	KLOETZKE, JOSEPH
4	443788	Clear	\$57.00	2015-12-11 00:00:00.0000000	03225	0	KORTE, STEVE
4	443789	Clear	\$75.00	2015-12-11 00:00:00.0000000	08976	0	LANDY, SCOTT
4	443790		\$140.00	2015-12-11 00:00:00.0000000	E2173	0	LATTERY, AUDREY
4	443791	Clear	\$91.00	2015-12-11 00:00:00.0000000	26929	0	LINDEMANN, LISA
4	443792	Clear	\$209.25	2015-12-11 00:00:00.0000000	28978	0	LINDSKOOG BOSCH, ALEJANDRA
4	443793	Clear	\$91.00	2015-12-11 00:00:00.0000000	29042	0	LINK, RACHEL

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	443794	Clear	\$4,712.03	2015-12-11 00:00:00.0000000	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	443795	Clear	\$13,744.64	2015-12-11 00:00:00.0000000	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	443796		\$300.00	2015-12-11 00:00:00.0000000	09029	0	MN ACADEMY OF SCIENCE
4	443797	Clear	\$896.00	2015-12-11 00:00:00.0000000	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	443798	Clear	\$360.00	2015-12-11 00:00:00.0000000	24243	0	MUNOZ, MARIBEL
4	443799		\$150.00	2015-12-11 00:00:00.0000000	03730	0	NELSON, DON
4	443800	Clear	\$1,902.00	2015-12-11 00:00:00.0000000	29333	0	PEDIATECH NURSING, LLC
4	443801	Clear	\$1,095.00	2015-12-11 00:00:00.0000000	24879	0	PEREZ, MELISSA M.
4	443802	Unissued	\$0.00	2015-12-11 00:00:00.0000000	24879	0	PEREZ, MELISSA M.
4	443803	Clear	\$180.00	2015-12-11 00:00:00.0000000	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	443804	Clear	\$180.00	2015-12-11 00:00:00.0000000	22793	0	RABINOWICZ, JACK
4	443805	Clear	\$2,000.00	2015-12-11 00:00:00.0000000	08798	12	REGENTS OF THE UNIVERSITY OF MINNESOTA
4	443806	Clear	\$225.00	2015-12-11 00:00:00.0000000	03223	0	SAMUEL FRENCH, INC.
4	443807	Clear	\$118.00	2015-12-11 00:00:00.0000000	00016	3054	THE TRAVELERS- ST PAUL CL CLAIM
4	443808	Clear	\$1,116.00	2015-12-11 00:00:00.0000000	02039	0	THE WORKS
4	443809	Clear	\$1,198.64	2015-12-11 00:00:00.0000000	08203	1	TIES
4	443810	Clear	\$40.33	2015-12-11 00:00:00.0000000	04172	0	UNITED PARCEL SERVICE
4	443811	Clear	\$5,278.50	2015-12-11 00:00:00.0000000	00535	1	VERIZON WIRELESS
4	443812	Clear	\$190.05	2015-12-11 00:00:00.0000000	20007	0	WASTE MANAGEMENT
4	443813	Clear	\$15,270.02	2015-12-11 00:00:00.0000000	02776	0	XCEL ENERGY
4	443814	Clear	\$540.00	2015-12-14 00:00:00.0000000	29258	0	AKERSON, ELIZABETH
4	443815		\$60.00	2015-12-14 00:00:00.0000000	28401	0	CHOY, KEREN
4	443816	Clear	\$60,949.60	2015-12-14 00:00:00.0000000	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	443817		\$320.00	2015-12-14 00:00:00.0000000	06734	2	EASTVIEW LDT BOOSTER CLUB
4	443818	Clear	\$133.90	2015-12-14 00:00:00.0000000	09272	2	ECM PUBLISHERS, INC.
4	443819		\$169.50	2015-12-14	28531	0	EDUCATION MINNESOTA

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
4	443820	Clear	\$401.00	2015-12-14 00:00:00.0000000	28896	0	FELHABER LARSON
4	443821	Clear	\$2,063.35	2015-12-14 00:00:00.0000000	28651	0	FOOD GROUP
4	443822		\$78.34	2015-12-14 00:00:00.0000000	28202	0	FOUNDATION 191
4	443823	Clear	\$91.70	2015-12-14 00:00:00.0000000	00001	1677	FOX, PAUL OR DIANNA
4	443824	Clear	\$2,601.25	2015-12-14 00:00:00.0000000	20540	0	GARDEN & ASSOCIATES, INC
4	443825	Clear	\$300.00	2015-12-14 00:00:00.0000000	02830	1	HILL-MURRAY GIRLS BASKETBALL
4	443826		\$90.00	2015-12-14 00:00:00.0000000	00000	8806	HOEVET, ANDREW
4	443827	Clear	\$11,530.78	2015-12-14 00:00:00.0000000	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	443828	Clear	\$60.00	2015-12-14 00:00:00.0000000	20487	0	KIM TONG TRANSLATION SERVICE, INC.
4	443829	Clear	\$108.00	2015-12-14 00:00:00.0000000	08984	0	MADER, MARIA
4	443830		\$91.00	2015-12-14 00:00:00.0000000	26923	0	MASON, TERRI
4	443831	Clear	\$75.00	2015-12-14 00:00:00.0000000	23667	0	MCCRARY, KELLY
4	443832	Clear	\$700.00	2015-12-14 00:00:00.0000000	25883	0	NATIONAL SPORTS CENTER-SCHWAN CUP
4	443833	Clear	\$78.00	2015-12-14 00:00:00.0000000	05032	0	PARKER, SCOTT
4	443834	Clear	\$99.00	2015-12-14 00:00:00.0000000	29171	0	PERFORMANT RECOVERY INC
4	443835	Clear	\$80.00	2015-12-14 00:00:00.0000000	08220	0	ROCHESTER MAYO HIGH SCHOOL
4	443836	Clear	\$400.00	2015-12-14 00:00:00.0000000	27475	0	ROZALES, CRYSTAL
4	443837	Clear	\$714.45	2015-12-14 00:00:00.0000000	03196	4	SCHOLASTIC INC.
4	443838	Clear	\$63,653.00	2015-12-14 00:00:00.0000000	23848	0	SFM
4	443839	Clear	\$75.00	2015-12-14 00:00:00.0000000	27563	0	SHRED RIGHT
4	443840	Clear	\$75.00	2015-12-14 00:00:00.0000000	28977	0	STAFFA, CARLA
4	443841	Clear	\$132.00	2015-12-14 00:00:00.0000000	08203	0	TIES DEPOT
4	443842	Clear	\$993.88	2015-12-14 00:00:00.0000000	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	443843	Clear	\$1,200.00	2015-12-14 00:00:00.0000000	08798	10	UNIVERSITY OF MINNESOTA
4	443844	Clear	\$51,434.05	2015-12-14 00:00:00.0000000	04417	1	US FOODS INC

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	443845	Unissued	\$0.00	2015-12-14 00:00:00.0000000	04417	1	US FOODS INC
4	443846	Unissued	\$0.00	2015-12-14 00:00:00.0000000	04417	1	US FOODS INC
4	443847	Unissued	\$0.00	2015-12-14 00:00:00.0000000	04417	1	US FOODS INC
4	443848	Clear	\$75.00	2015-12-14 00:00:00.0000000	29170	0	VERGIN, MICHAEL
4	443849	Clear	\$75.00	2015-12-14 00:00:00.0000000	28275	0	ZAVALA, HANAN
4	443850		\$8,125.00	2015-12-18 00:00:00.0000000	00111	3	ACT
4	443851	Clear	\$1,280.20	2015-12-18 00:00:00.0000000	28171	0	ADVANCEPIERRE FOODS
4	443852	Clear	\$500.00	2015-12-18 00:00:00.0000000	00778	0	ARMSTRONG, MAUREEN
4	443853	Clear	\$75.00	2015-12-18 00:00:00.0000000	27522	0	BAKKE, JASON
4	443854	Clear	\$81.00	2015-12-18 00:00:00.0000000	20860	0	BERGMANN, MATTHEW
4	443855	Clear	\$39.54	2015-12-18 00:00:00.0000000	00172	1	BLICK ART MATERIALS
4	443856	Clear	\$75.00	2015-12-18 00:00:00.0000000	20522	0	BLOCK, DAN
4	443857	Clear	\$77.09	2015-12-18 00:00:00.0000000	02861	2	BLUETARP FINANCIAL, INC.
4	443858	Clear	\$81.00	2015-12-18 00:00:00.0000000	05039	0	BRANDT, KEVIN
4	443859	Clear	\$137.00	2015-12-18 00:00:00.0000000	28686	0	BUCHOLZ, ELLIOTT
4	443860		\$240.00	2015-12-18 00:00:00.0000000	27534	0	CAHLANDER, KARLA
4	443861	Clear	\$81.00	2015-12-18 00:00:00.0000000	26633	0	CARLSON, JULIE
4	443862	Clear	\$144.00	2015-12-18 00:00:00.0000000	29066	0	CODDINGTON, MICHAEL
4	443863		\$81.00	2015-12-18 00:00:00.0000000	20794	0	COLEMAN, ROBERT
4	443864	Clear	\$1,568.00	2015-12-18 00:00:00.0000000	27274	0	COMPUTER EXPLORERS
4	443865	Clear	\$15.00	2015-12-18 00:00:00.0000000	00502	0	CORNERSTONE COPY CENTER
4	443866		\$9,542.35	2015-12-18 00:00:00.0000000	28504	0	CORPORATE HEALTH SYSTEMS, INC.
4	443867	Clear	\$177.00	2015-12-18 00:00:00.0000000	20621	0	DELMONICO, DUSTIN
4	443868	Clear	\$118.00	2015-12-18 00:00:00.0000000	20615	0	DINEEN, KELLIE
4	443869		\$15,295.50	2015-12-18 00:00:00.0000000	28604	0	DIRSEC, INC.
4	443870		\$75.00	2015-12-18	21011	0	DROUCHES, GEORGE

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
4	443871	Clear	\$556,363.32	2015-12-18 00:00:00.0000000	28300	1	DURHAM SCHOOL SERVICES
4	443872	Clear	\$3,078.21	2015-12-18 00:00:00.0000000	02333	1	EARTHGRAINS BAKING CO. INC.
4	443873	Clear	\$479.20	2015-12-18 00:00:00.0000000	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	443874	Clear	\$137.00	2015-12-18 00:00:00.0000000	20644	0	FREY, DAVE
4	443875	Clear	\$118.00	2015-12-18 00:00:00.0000000	20393	0	GAGNE, RYAN
4	443876	Clear	\$137.00	2015-12-18 00:00:00.0000000	25939	0	GASKINS, NORMAN
4	443877	Clear	\$94.00	2015-12-18 00:00:00.0000000	29361	0	GENGLER, AARON
4	443878	Clear	\$215.00	2015-12-18 00:00:00.0000000	28321	0	GERIS, BROCK
4	443879	Clear	\$639.35	2015-12-18 00:00:00.0000000	20744	0	GOPHER STATE EVENTS, LLC
4	443880	Clear	\$59.00	2015-12-18 00:00:00.0000000	29009	0	HALL, STEVEN
4	443881	Clear	\$250.00	2015-12-18 00:00:00.0000000	20679	0	HASTINGS, RACHEL
4	443882		\$630.00	2015-12-18 00:00:00.0000000	01038	0	HEALTH CONSULTANTS FOR CHILD CARE
4	443883	Clear	\$75.00	2015-12-18 00:00:00.0000000	21505	0	HEALY, CHUCK
4	443884	Clear	\$81.00	2015-12-18 00:00:00.0000000	24088	0	HEALY, MICHAEL
4	443885	Clear	\$12.44	2015-12-18 00:00:00.0000000	00862	3	HERFF JONES, INC.
4	443886		\$160.00	2015-12-18 00:00:00.0000000	29192	0	HEY, DAVIS
4	443887	Clear	\$75.00	2015-12-18 00:00:00.0000000	07799	0	HILL, SCOTT
4	443888		\$6,990.00	2015-12-18 00:00:00.0000000	28876	0	IMAGINE DESIGN & CREATIVE CONSULTING, INC
4	443889	Clear	\$11,300.00	2015-12-18 00:00:00.0000000	20700	0	INFINITY SYSTEMS, INC.
4	443890	Clear	\$115.21	2015-12-18 00:00:00.0000000	02483	0	INTEGRA TELECOM
4	443891		\$198.00	2015-12-18 00:00:00.0000000	01703	0	JOHNSON, ANDY
4	443892	Clear	\$57.00	2015-12-18 00:00:00.0000000	24067	0	JOHNSON, DENNIS
4	443893	Clear	\$75.00	2015-12-18 00:00:00.0000000	28915	0	JOHNSON, ZACHARY
4	443894		\$75.00	2015-12-18 00:00:00.0000000	09376	0	KARNAS, JIM
4	443895	Clear	\$275.00	2015-12-18 00:00:00.0000000	20699	0	KASSON MANTORVILLE PUBLIC SCHOOLS

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	443896	Clear	\$189.00	2015-12-18 00:00:00.0000000	28421	0	KENDALL, BRUCE
4	443897	Clear	\$137.00	2015-12-18 00:00:00.0000000	23607	0	KENNEY, PATRICK
4	443898	Clear	\$118.00	2015-12-18 00:00:00.0000000	07997	0	KLEIN, MATTHEW
4	443899	Clear	\$75.00	2015-12-18 00:00:00.0000000	01894	0	KORBA, SCOTT
4	443900		\$91.00	2015-12-18 00:00:00.0000000	20639	0	LONG, MELISSA
4	443901	Clear	\$81.00	2015-12-18 00:00:00.0000000	28657	0	LUKANICH, JAMES
4	443902	Clear	\$234.60	2015-12-18 00:00:00.0000000	27932	1	MATHESON TRI-GAS, INC.
4	443903	Clear	\$75.00	2015-12-18 00:00:00.0000000	02957	0	MCGIVERN, JEROME J. "JAY"
4	443904	Clear	\$70.00	2015-12-18 00:00:00.0000000	08865	19	METRO ECSU
4	443905	Clear	\$87.50	2015-12-18 00:00:00.0000000	22385	0	METRO TRANSIT
4	443906	Clear	\$119.00	2015-12-18 00:00:00.0000000	20629	0	MEYER, KIMBERLEY
4	443907	Clear	\$185.00	2015-12-18 00:00:00.0000000	21050	0	MILLER, ELIJAH
4	443908	Clear	\$3,139.89	2015-12-18 00:00:00.0000000	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	443909	Clear	\$150.00	2015-12-18 00:00:00.0000000	06265	6	NATIONAL ASSOCIATION OF SCHOOL NURSES (NASN)
4	443910	Clear	\$67.00	2015-12-18 00:00:00.0000000	23609	0	NEUMAN, MICHAEL
4	443911	Clear	\$78.00	2015-12-18 00:00:00.0000000	21434	0	NOLANDER, STEVE
4	443912	Clear	\$2,621.61	2015-12-18 00:00:00.0000000	06477	0	OFFICE OF ENTERPRISE TECHNOLOGY
4	443913	Clear	\$175.00	2015-12-18 00:00:00.0000000	03695	0	OVERHEAD DOOR COMPANY OF THE NORTHLAND
4	443914	Clear	\$78.00	2015-12-18 00:00:00.0000000	23622	0	PARKER, JON RYAN
4	443915		\$137.00	2015-12-18 00:00:00.0000000	28131	0	PAULSON, MIKE
4	443916		\$75.00	2015-12-18 00:00:00.0000000	28656	0	PEARSON, TIMOTHY
4	443917	Clear	\$91.00	2015-12-18 00:00:00.0000000	20628	0	RAJKOWSKI, LAINE
4	443918	Clear	\$137.00	2015-12-18 00:00:00.0000000	05126	0	ROGERS, GREGORY
4	443919	Clear	\$45.50	2015-12-18 00:00:00.0000000	20627	0	ROSS, SHANNON
4	443920	Clear	\$45.50	2015-12-18 00:00:00.0000000	20626	0	ROSVOLD, JENNA
4	443921	Clear	\$75.00	2015-12-18	06270	0	RYAN, TOM

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
4	443922	Clear	\$756.00	2015-12-18 00:00:00.0000000	03532	2	SCHMITT MUSIC
4	443923	Clear	\$137.00	2015-12-18 00:00:00.0000000	28742	0	SCHULT, DENNY
4	443924	Clear	\$12,439.52	2015-12-18 00:00:00.0000000	23848	0	SFM
4	443925	Clear	\$50.85	2015-12-18 00:00:00.0000000	03585	0	SIGNAL SYSTEMS INC.
4	443926		\$118.00	2015-12-18 00:00:00.0000000	28318	0	SKELLY, BRIAN
4	443927	Clear	\$91.00	2015-12-18 00:00:00.0000000	20625	0	SORBEL, STEPHANIE
4	443928	Clear	\$67.00	2015-12-18 00:00:00.0000000	26322	0	STEPHAN, BILL
4	443929	Clear	\$1,060.00	2015-12-18 00:00:00.0000000	21607	0	SUCCESS BEYOND THE CLASSROOM
4	443930	Clear	\$59.00	2015-12-18 00:00:00.0000000	27543	0	SWILER, GREGORY C.
4	443931	Clear	\$89,247.30	2015-12-18 00:00:00.0000000	08203	1	TIES
4	443932	Clear	\$380.00	2015-12-18 00:00:00.0000000	08203	0	TIES DEPOT
4	443933	Clear	\$19,835.81	2015-12-18 00:00:00.0000000	03802	0	TRIO SUPPLY
4	443934	Unissued	\$0.00	2015-12-18 00:00:00.0000000	03802	0	TRIO SUPPLY
4	443935	Unissued	\$0.00	2015-12-18 00:00:00.0000000	03802	0	TRIO SUPPLY
4	443936	Clear	\$44.64	2015-12-18 00:00:00.0000000	21190	0	TROUSIL, WANDA
4	443937		\$299.50	2015-12-18 00:00:00.0000000	26170	0	TUMBLEWEED PRESS, INC.
4	443938	Clear	\$780.65	2015-12-18 00:00:00.0000000	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	443939	Clear	\$60.00	2015-12-18 00:00:00.0000000	25560	0	WARSAME, KADRA
4	443940	Clear	\$91.00	2015-12-18 00:00:00.0000000	20622	0	WIELAND, KRYSTA
4	443941		\$81.00	2015-12-18 00:00:00.0000000	21755	0	WIGLEY, JOSH
4	443942	Clear	\$81.00	2015-12-18 00:00:00.0000000	05416	0	WILTJER, BRENDEN
4	443943	Clear	\$56.00	2015-12-18 00:00:00.0000000	20624	0	WONG, RODNEY
4	443944	Clear	\$59.00	2015-12-18 00:00:00.0000000	20623	0	WORDEN, JASON
4	443945		\$12,309.51	2016-01-01 00:00:00.0000000	28147	1	AGROPUR
4	443946	Unissued	\$0.00	2016-01-01 00:00:00.0000000	28147	1	AGROPUR

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	443947	Unissued	\$0.00	2016-01-01 00:00:00.0000000	28147	1	AGROPUR
4	443948	Unissued	\$0.00	2016-01-01 00:00:00.0000000	28147	1	AGROPUR
4	443949	Unissued	\$0.00	2016-01-01 00:00:00.0000000	28147	1	AGROPUR
4	443950	Unissued	\$0.00	2016-01-01 00:00:00.0000000	28147	1	AGROPUR
4	443951	Unissued	\$0.00	2016-01-01 00:00:00.0000000	28147	1	AGROPUR
4	443952		\$342.00	2016-01-01 00:00:00.0000000	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	443953	Unissued	\$0.00	2016-01-01 00:00:00.0000000	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	443954		\$611.92	2016-01-01 00:00:00.0000000	03178	1	AQUA LOGIC, INC.
4	443955		\$303.00	2016-01-01 00:00:00.0000000	03931	0	BERRY COFFEE COMPANY
4	443956		\$465.10	2016-01-01 00:00:00.0000000	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	443957		\$8,491.09	2016-01-01 00:00:00.0000000	00477	0	BIX PRODUCE COMPANY
4	443958	Unissued	\$0.00	2016-01-01 00:00:00.0000000	00477	0	BIX PRODUCE COMPANY
4	443959	Unissued	\$0.00	2016-01-01 00:00:00.0000000	00477	0	BIX PRODUCE COMPANY
4	443960	Unissued	\$0.00	2016-01-01 00:00:00.0000000	00477	0	BIX PRODUCE COMPANY
4	443961		\$2,894.43	2016-01-01 00:00:00.0000000	26720	0	BLUE BELL ENTERPRISES, INC.
4	443962		\$117.73	2016-01-01 00:00:00.0000000	20289	1	CDW GOVERNMENT, INC.
4	443963		\$480.00	2016-01-01 00:00:00.0000000	26628	0	CENTRAL FIRE PROTECTION, INC.
4	443964		\$28.77	2016-01-01 00:00:00.0000000	00645	0	CUB FOODS
4	443965		\$10,409.81	2016-01-01 00:00:00.0000000	04186	1	DALCO
4	443966	Unissued	\$0.00	2016-01-01 00:00:00.0000000	04186	1	DALCO
4	443967	Unissued	\$0.00	2016-01-01 00:00:00.0000000	04186	1	DALCO
4	443968		\$74.14	2016-01-01 00:00:00.0000000	00837	1	DEMCO, INC.
4	443969		\$5,628.00	2016-01-01 00:00:00.0000000	29282	0	DIVERSIFIED FOODS, INC.
4	443970		\$5,052.47	2016-01-01 00:00:00.0000000	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	443971	Unissued	\$0.00	2016-01-01 00:00:00.0000000	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	443972		\$240.00	2016-01-01	24933	0	DURAND MANUFACTURING, INC.

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
4	443973		\$251.08	2016-01-01 00:00:00.0000000	22450	1	ERIC ARMIN INC.
4	443974		\$109.00	2016-01-01 00:00:00.0000000	23645	0	ESTR PUBLICATIONS
4	443975		\$6.51	2016-01-01 00:00:00.0000000	23054	1	FASTENAL
4	443976		\$333.88	2016-01-01 00:00:00.0000000	26109	0	FIELD ENVIRONMENTAL CONSULTING, INC.
4	443977		\$4,797.81	2016-01-01 00:00:00.0000000	00691	0	FRONTIER AG & TURF
4	443978		\$424.08	2016-01-01 00:00:00.0000000	01541	1	GENERAL PARTS, LLC
4	443979		\$482.79	2016-01-01 00:00:00.0000000	01458	1	GOPHER
4	443980		\$8,059.34	2016-01-01 00:00:00.0000000	04387	1	GRAINGER
4	443981	Unissued	\$0.00	2016-01-01 00:00:00.0000000	04387	1	GRAINGER
4	443982		\$810.00	2016-01-01 00:00:00.0000000	01641	0	H&B SPECIALIZED PRODUCTS, INC.
4	443983		\$832.44	2016-01-01 00:00:00.0000000	09318	1	HILLYARD INC - MINNEAPOLIS
4	443984		\$356.88	2016-01-01 00:00:00.0000000	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	443985		\$153.04	2016-01-01 00:00:00.0000000	22258	1	INDUSTRIAL WASTE SERVICES INC.
4	443986		\$588.56	2016-01-01 00:00:00.0000000	28007	1	INPRO CORPORATION
4	443987		\$1,445.10	2016-01-01 00:00:00.0000000	28877	0	INTERSTATE ALL BATTERY CENTER
4	443988		\$227.70	2016-01-01 00:00:00.0000000	07486	1	JOHNSTONE SUPPLY
4	443989		\$15,150.00	2016-01-01 00:00:00.0000000	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	443990		\$520.00	2016-01-01 00:00:00.0000000	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	443991		\$40.24	2016-01-01 00:00:00.0000000	02203	0	LAKESHORE LEARNING MATERIALS
4	443992		\$4,573.70	2016-01-01 00:00:00.0000000	27253	0	LANDS BEST FOODS LLC
4	443993		\$150.00	2016-01-01 00:00:00.0000000	06419	1	LENSCRAFTERS, INC.
4	443994		\$241.47	2016-01-01 00:00:00.0000000	01969	0	LIBRARY STORE, INC.
4	443995		\$634.50	2016-01-01 00:00:00.0000000	05077	0	LOCKSAFE INC.
4	443996		\$5,779.67	2016-01-01 00:00:00.0000000	02196	0	MACKIN EDUCATIONAL RESOURCES
4	443997		\$99.82	2016-01-01 00:00:00.0000000	02413	0	MIDWEST BADGE & NOVELTY CO., INC.

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	443998		\$495.00	2016-01-01 00:00:00.0000000	25369	0	MIDWEST PLAYGROUND CONTRACTORS INC
4	443999		\$685.62	2016-01-01 00:00:00.0000000	23914	0	MIDWEST VENDING
4	444000		\$192.00	2016-01-01 00:00:00.0000000	28041	0	MIXMI BRANDS INC.
4	444001		\$107.00	2016-01-01 00:00:00.0000000	06838	0	MOLLY HAWKINS' HOUSE INC
4	444002		\$462.00	2016-01-01 00:00:00.0000000	27205	0	MONDO PUBLISHING
4	444003		\$276.05	2016-01-01 00:00:00.0000000	03519	0	NAPA AUTO PARTS
4	444004		\$56.11	2016-01-01 00:00:00.0000000	02704	0	NASCO
4	444005		\$5,014.32	2016-01-01 00:00:00.0000000	25372	4	NCS PEARSON INC
4	444006		\$432.23	2016-01-01 00:00:00.0000000	02489	1	OFFICE DEPOT COMPANY
4	444007		\$142.50	2016-01-01 00:00:00.0000000	27700	0	OLYMPIC COMMUNICATIONS INC.
4	444008		\$46.24	2016-01-01 00:00:00.0000000	06011	1	ORIENTAL TRADING CO., INC.
4	444009		\$119.88	2016-01-01 00:00:00.0000000	03123	0	PAPCO INC
4	444010		\$63.80	2016-01-01 00:00:00.0000000	04333	1	PATTERSON MEDICAL SUPPLY INC
4	444011		\$439.07	2016-01-01 00:00:00.0000000	03116	1	PEARSON EDUCATION
4	444012		\$230.95	2016-01-01 00:00:00.0000000	03073	1	PRO-ED
4	444013		\$1,000.00	2016-01-01 00:00:00.0000000	28785	1	PRODOCON, INC
4	444014		\$6,841.10	2016-01-01 00:00:00.0000000	03101	0	PUMP AND METER SERVICE, INC.
4	444015		\$465.30	2016-01-01 00:00:00.0000000	20847	0	PYRAMID EDUCATIONAL CONSULTANTS, INC.
4	444016		\$175.00	2016-01-01 00:00:00.0000000	08799	0	R.E. CARLSON
4	444017		\$93.84	2016-01-01 00:00:00.0000000	07235	0	REALLY GOOD STUFF
4	444018		\$235.49	2016-01-01 00:00:00.0000000	05511	0	RED WING SHOE STORE
4	444019		\$107.99	2016-01-01 00:00:00.0000000	21851	0	RED WING SHOE STORE
4	444020		\$50.96	2016-01-01 00:00:00.0000000	03808	1	SCANTRON CORPORATION
4	444021		\$182.78	2016-01-01 00:00:00.0000000	03532	2	SCHMITT MUSIC
4	444022		\$58.00	2016-01-01 00:00:00.0000000	03553	0	SOUTHPAW ENTERPRISES, INC.
4	444023		\$3,567.05	2016-01-01	23998	2	SUMMIT COMMERCIAL FACILITIES

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			GROUP
4	444024		\$378.00	2016-01-01 00:00:00.0000000	28352	0	TALENT ASSESSMENT, INC.
4	444025		\$1,500.00	2016-01-01 00:00:00.0000000	28997	0	TEXTHELP INC
4	444026		\$23,932.22	2016-01-01 00:00:00.0000000	08203	1	TIES
4	444027		\$1,546.30	2016-01-01 00:00:00.0000000	22123	1	TOTAL FILTRATION SERVICES, INC.
4	444028		\$336.16	2016-01-01 00:00:00.0000000	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	444029		\$7,014.80	2016-01-01 00:00:00.0000000	04563	0	WENZEL PLUMBING-HEATING-COOLING
4	444030		\$112.20	2016-01-01 00:00:00.0000000	24860	2	WESTERN PSYCHOLOGICAL SERVICES
4	444031	Clear	\$39,848.75	2015-12-23 00:00:00.0000000	05296	0	360 COMMUNITIES
4	444032	Clear	\$5,300.00	2015-12-23 00:00:00.0000000	00111	3	ACT
4	444033		\$630.00	2015-12-23 00:00:00.0000000	26089	0	ADAGIO DJAY ENTERTAINMENT
4	444034	Clear	\$31.50	2015-12-23 00:00:00.0000000	28147	1	AGROPUR
4	444035	Clear	\$81.50	2015-12-23 00:00:00.0000000	06215	0	AIRPORT TAXI, INC.
4	444036	Clear	\$90.00	2015-12-23 00:00:00.0000000	23652	0	ALL IN ONE TRANSLATION AGENCY, LLC
4	444037	Clear	\$3,082.11	2015-12-23 00:00:00.0000000	08358	0	BERTELSON TOTAL OFFICE SOLUTIONS
4	444038	Clear	\$459.00	2015-12-23 00:00:00.0000000	28404	0	BOOTH LAW GROUP PLLC
4	444039		\$27,167.80	2015-12-23 00:00:00.0000000	00435	0	BURNSVILLE ICE CENTER
4	444040	Clear	\$576.55	2015-12-23 00:00:00.0000000	02781	5	CENTURYLINK
4	444041		\$180.00	2015-12-23 00:00:00.0000000	28260	0	CHOY, SERGIO R.
4	444042	Clear	\$911.93	2015-12-23 00:00:00.0000000	27279	1	COLE PAPERS INC.
4	444043	Clear	\$660.00	2015-12-23 00:00:00.0000000	25919	0	CORDOVA, LETICIA
4	444044	Clear	\$884.75	2015-12-23 00:00:00.0000000	28540	0	CORE BEVERAGE
4	444045	Clear	\$1,491.02	2015-12-23 00:00:00.0000000	00502	0	CORNERSTONE COPY CENTER
4	444046		\$721.86	2015-12-23 00:00:00.0000000	29348	1	DELICIOSO CATERING
4	444047		\$30.00	2015-12-23 00:00:00.0000000	28051	0	DO GOOD DIAPERS LLC
4	444048	Clear	\$750.24	2015-12-23 00:00:00.0000000	07092	0	EAGAN SHIRT WERKS

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	444049	Clear	\$10,784.60	2015-12-23 00:00:00.0000000	20041	1	EAGLE BLUFF ENVIRONMENTAL LEARNING CENTER
4	444050		\$296.00	2015-12-23 00:00:00.0000000	28747	0	FERDINAND, MARGARET
4	444051	Clear	\$465.00	2015-12-23 00:00:00.0000000	20540	0	GARDEN & ASSOCIATES, INC
4	444052	Clear	\$173.54	2015-12-23 00:00:00.0000000	02086	0	GLEWWE DOORS, INC.
4	444053		\$75.00	2015-12-23 00:00:00.0000000	24168	0	GRIFFITHS, DAN
4	444054	Clear	\$20,135.52	2015-12-23 00:00:00.0000000	20347	1	HOUSE OF PRINT
4	444055	Clear	\$8,059.00	2015-12-23 00:00:00.0000000	28603	1	HUMANeX VENTURES LLC
4	444056		\$206.50	2015-12-23 00:00:00.0000000	01994	0	J&R SCHOOL SUPPLIES, INC.
4	444057	Clear	\$240.00	2015-12-23 00:00:00.0000000	28929	0	JOHN'S SEWER AND DRAIN CLEANING, INC.
4	444058		\$836.00	2015-12-23 00:00:00.0000000	23140	0	JUNIOR ACHIEVEMENT OF THE UPPER MIDWEST INC.
4	444059	Clear	\$20,745.45	2015-12-23 00:00:00.0000000	27633	0	KELLY SERVICES, INC.
4	444060	Clear	\$37,990.79	2015-12-23 00:00:00.0000000	28503	1	LINA
4	444061	Clear	\$734.75	2015-12-23 00:00:00.0000000	28978	0	LINDSKOOG BOSCH, ALEJANDRA
4	444062		\$5,511.93	2015-12-23 00:00:00.0000000	28752	0	LOWERY MCDONNELL COMPANY
4	444063	Void	\$300.00	2015-12-23 00:00:00.0000000	02196	0	MACKIN EDUCATIONAL RESOURCES
4	444064	Clear	\$170.00	2015-12-23 00:00:00.0000000	09951	0	MATH MASTERS OF MN
4	444065	Clear	\$87.50	2015-12-23 00:00:00.0000000	22324	0	MULTILINGUAL WORD, INC.
4	444066	Clear	\$59.97	2015-12-23 00:00:00.0000000	27289	0	NETWORX CORPORATION
4	444067	Clear	\$408.89	2015-12-23 00:00:00.0000000	00000	9592	OLSON, NANCY
4	444068	Clear	\$2,632.00	2015-12-23 00:00:00.0000000	29333	0	PEDIATECH NURSING, LLC
4	444069	Clear	\$660.00	2015-12-23 00:00:00.0000000	24879	0	PEREZ, MELISSA M.
4	444070		\$75.00	2015-12-23 00:00:00.0000000	11062	0	PETERSON, LEANN L
4	444071	Clear	\$182.00	2015-12-23 00:00:00.0000000	26529	0	PLAIN, SUSAN
4	444072		\$60.00	2015-12-23 00:00:00.0000000	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	444073	Clear	\$60.00	2015-12-23 00:00:00.0000000	22793	0	RABINOWICZ, JACK
4	444074	Clear	\$100.00	2015-12-23	00001	1678	RADCLIFF, ADAM

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
4	444075	Clear	\$14,980.49	2015-12-23 00:00:00.0000000	08798	12	REGENTS OF THE UNIVERSITY OF MINNESOTA
4	444076	Clear	\$1,932.43	2015-12-23 00:00:00.0000000	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	444077	Clear	\$2,013.35	2015-12-23 00:00:00.0000000	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	444078	Clear	\$60.00	2015-12-23 00:00:00.0000000	21163	0	RODRIGUEZ, ERIC
4	444079		\$539.00	2015-12-23 00:00:00.0000000	07711	0	ROLANDO, NORMAN
4	444080		\$224.88	2015-12-23 00:00:00.0000000	09588	4	SAVAGE, CITY OF
4	444081	Clear	\$88.25	2015-12-23 00:00:00.0000000	03532	2	SCHMITT MUSIC
4	444082	Clear	\$3,991.68	2015-12-23 00:00:00.0000000	09331	0	SCHMITTY & SONS SCHOOL BUSES, INC.
4	444083	Clear	\$637.61	2015-12-23 00:00:00.0000000	27704	0	STEVE WEISS MUSIC
4	444084		\$15.00	2015-12-23 00:00:00.0000000	00016	3055	SYED, JIA`YI
4	444085	Clear	\$378.05	2015-12-23 00:00:00.0000000	28502	0	THE MCDOWELL AGENCY, INC.
4	444086	Clear	\$3,717.34	2015-12-23 00:00:00.0000000	29144	0	TODAY'S CLASSROOM
4	444087	Clear	\$1,045.00	2015-12-23 00:00:00.0000000	28962	1	TOPPERS PIZZA BURNSVILLE
4	444088	Unissued	\$0.00	2015-12-23 00:00:00.0000000	28962	1	TOPPERS PIZZA BURNSVILLE
4	444089		\$1.60	2015-12-23 00:00:00.0000000	00000	233	TORANZA, MICHELLE
4	444090		\$60.94	2015-12-23 00:00:00.0000000	E7415	0	UMHOFER, THOMAS C
4	444091	Clear	\$77,793.26	2015-12-23 00:00:00.0000000	04417	1	US FOODS INC
4	444092	Unissued	\$0.00	2015-12-23 00:00:00.0000000	04417	1	US FOODS INC
4	444093	Unissued	\$0.00	2015-12-23 00:00:00.0000000	04417	1	US FOODS INC
4	444094	Unissued	\$0.00	2015-12-23 00:00:00.0000000	04417	1	US FOODS INC
4	444095	Unissued	\$0.00	2015-12-23 00:00:00.0000000	04417	1	US FOODS INC
4	444096	Unissued	\$0.00	2015-12-23 00:00:00.0000000	04417	1	US FOODS INC
4	444097	Clear	\$188.00	2015-12-23 00:00:00.0000000	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	444098		\$120.00	2015-12-23 00:00:00.0000000	25560	0	WARSAME, KADRA
4	444099		\$64.00	2015-12-23 00:00:00.0000000	26509	0	ZABEL, RUSS

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	444100		\$369.60	2016-01-05 00:00:00.0000000	29248	0	ACHIEVE MOORE LLC
4	444101		\$42.00	2016-01-05 00:00:00.0000000	06215	0	AIRPORT TAXI, INC.
4	444102		\$118.00	2016-01-05 00:00:00.0000000	22218	0	ANDERSON, JESSE
4	444103		\$56.50	2016-01-05 00:00:00.0000000	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	444104		\$137.00	2016-01-05 00:00:00.0000000	24943	0	BERGERON, JASON
4	444105		\$1,700.00	2016-01-05 00:00:00.0000000	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	444106		\$75.00	2016-01-05 00:00:00.0000000	27018	0	CARTER, JEREMY
4	444107		\$4,800.00	2016-01-05 00:00:00.0000000	21968	0	CEL PUBLIC RELATIONS, INC.
4	444108		\$25,480.53	2016-01-05 00:00:00.0000000	02519	0	CENTERPOINT ENERGY
4	444109		\$1,409.17	2016-01-05 00:00:00.0000000	02519	3	CENTERPOINT ENERGY SERVICES, INC.
4	444110		\$405.00	2016-01-05 00:00:00.0000000	28260	0	CHOY, SERGIO R.
4	444111		\$1,363.86	2016-01-05 00:00:00.0000000	00502	0	CORNERSTONE COPY CENTER
4	444112		\$265.00	2016-01-05 00:00:00.0000000	00666	1	COUNCIL FOR EXCEPTIONAL CHILDREN
4	444113		\$150.00	2016-01-05 00:00:00.0000000	27895	0	EBELING, LINDA
4	444114		\$169.50	2016-01-05 00:00:00.0000000	28531	0	EDUCATION MINNESOTA
4	444115		\$6.26	2016-01-05 00:00:00.0000000	01463	0	FEDEX
4	444116		\$81.00	2016-01-05 00:00:00.0000000	21305	0	FERRIE, PATRICK
4	444117		\$1,469.52	2016-01-05 00:00:00.0000000	28651	0	FOOD GROUP
4	444118		\$4,380.00	2016-01-05 00:00:00.0000000	01475	0	FRIEDGES LANDSCAPING, INC.
4	444119		\$472.50	2016-01-05 00:00:00.0000000	20540	0	GARDEN & ASSOCIATES, INC
4	444120		\$79.00	2016-01-05 00:00:00.0000000	29361	0	GENGLER, AARON
4	444121		\$519.50	2016-01-05 00:00:00.0000000	04248	0	GEYEN, JULIE
4	444122		\$413.00	2016-01-05 00:00:00.0000000	20324	1	GURSTEL,STALOCH & CHARGO PA
4	444123		\$583.50	2016-01-05 00:00:00.0000000	01641	0	H&B SPECIALIZED PRODUCTS, INC.
4	444124		\$120.00	2016-01-05 00:00:00.0000000	02762	0	HEDBERG, CAROL
4	444125		\$156.00	2016-01-05	25914	0	HOPKINS, SHAUN

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
4	444126		\$160.00	2016-01-05 00:00:00.0000000	00016	2882	JACOBSON, DEAN
4	444127		\$79.00	2016-01-05 00:00:00.0000000	01703	0	JOHNSON, ANDY
4	444128		\$189.00	2016-01-05 00:00:00.0000000	20523	0	JONES, SCOTT
4	444129		\$81.80	2016-01-05 00:00:00.0000000	27225	0	K&K EXPRESS, LLC
4	444130		\$40,244.16	2016-01-05 00:00:00.0000000	27633	0	KELLY SERVICES, INC.
4	444131		\$973.25	2016-01-05 00:00:00.0000000	28978	0	LINDSKOOG BOSCH, ALEJANDRA
4	444132		\$5,022.40	2016-01-05 00:00:00.0000000	26241	0	M&E REALTY COMPANY
4	444133		\$1,274.00	2016-01-05 00:00:00.0000000	25512	0	MAYER ARTS, INC.
4	444134		\$1,964.00	2016-01-05 00:00:00.0000000	24921	0	MECA SPORTSWEAR
4	444135		\$368.00	2016-01-05 00:00:00.0000000	23866	0	MESSERLI & KRAMER PA
4	444136		\$850.00	2016-01-05 00:00:00.0000000	29160	0	MINNESOTA QUIZ BOWL ALLIANCE (MQBA)
4	444137		\$450.00	2016-01-05 00:00:00.0000000	09552	0	MN STATE COLLEGES & UNIVERSITIES
4	444138		\$80.00	2016-01-05 00:00:00.0000000	02445	0	MN STATE HIGH SCHOOL LEAGUE (MSHSL)
4	444139		\$3,785.05	2016-01-05 00:00:00.0000000	04476	0	NATIONAL TREASURE KUNG FU INC
4	444140		\$112.00	2016-01-05 00:00:00.0000000	08769	0	NCPERS MINNESOTA
4	444141		\$30.00	2016-01-05 00:00:00.0000000	03091	4	NCS PEARSON INC
4	444142		\$708.00	2016-01-05 00:00:00.0000000	29243	0	NORTHERN, GERRI
4	444143		\$1,600.00	2016-01-05 00:00:00.0000000	21907	0	OLSON, JANE
4	444144		\$100.00	2016-01-05 00:00:00.0000000	02400	1	ORNDORF, RICK
4	444145		\$360.00	2016-01-05 00:00:00.0000000	24879	0	PEREZ, MELISSA M.
4	444146		\$98.00	2016-01-05 00:00:00.0000000	29171	0	PERFORMANT RECOVERY INC
4	444147		\$75.00	2016-01-05 00:00:00.0000000	20830	0	REVENIG, SCOTT
4	444148		\$455.70	2016-01-05 00:00:00.0000000	28168	0	ROARK, RICHARD JEFFREY
4	444149		\$200.30	2016-01-05 00:00:00.0000000	00927	0	RUBENSTEIN & ZIFF, INC.
4	444150		\$475.00	2016-01-05 00:00:00.0000000	28676	0	RUMBLE ON THE RED

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	444151		\$3,795.00	2016-01-05 00:00:00.0000000	26796	0	SAFEWAY DRIVING SCHOOL
4	444152		\$160.00	2016-01-05 00:00:00.0000000	00016	3058	SCHANDELMEIER, WILLIAM
4	444153		\$7,359.60	2016-01-05 00:00:00.0000000	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	444154		\$486.00	2016-01-05 00:00:00.0000000	28802	0	SLIPSCREEN PRINTING LLC
4	444155		\$143.52	2016-01-05 00:00:00.0000000	27209	0	SOCCERCHILI
4	444156		\$619.50	2016-01-05 00:00:00.0000000	25227	0	SOLBERG, STACY
4	444157		\$75.00	2016-01-05 00:00:00.0000000	25013	0	STARR, DWAYNE
4	444158		\$1,002.00	2016-01-05 00:00:00.0000000	21149	0	SUCANSKY, SARAH
4	444159		\$248.00	2016-01-05 00:00:00.0000000	27465	0	SUMMER, JULIE ANNA
4	444160		\$37.00	2016-01-05 00:00:00.0000000	28624	0	TNT AUDIO INC.
4	444161		\$81.00	2016-01-05 00:00:00.0000000	07221	0	TVEDT, ERIC
4	444162		\$3,285.54	2016-01-05 00:00:00.0000000	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	444163		\$20.90	2016-01-05 00:00:00.0000000	00001	1679	URES, ROCHELLE
4	444164		\$568.00	2016-01-05 00:00:00.0000000	24793	0	WATCH ME DRAW! LLC
4	444165		\$285.00	2016-01-05 00:00:00.0000000	09814	0	WAYZATA HIGH SCHOOL
4	444166		\$322.64	2016-01-05 00:00:00.0000000	00016	3057	WURTZBERGER, MICHAEL
4	444167		\$363.22	2016-01-08 00:00:00.0000000	02623	1	ACCO BRANDS USA LLC
4	444168		\$15,566.68	2016-01-08 00:00:00.0000000	28551	0	ADVANCED IMAGING SOLUTIONS
4	444169		\$10,064.85	2016-01-08 00:00:00.0000000	28551	1	ADVANCED IMAGING SOLUTIONS
4	444170		\$161.50	2016-01-08 00:00:00.0000000	27125	0	ALLEN, DARIEL J.
4	444171		\$1,000.00	2016-01-08 00:00:00.0000000	29091	0	ANCHONDO, MARISA
4	444172		\$150.00	2016-01-08 00:00:00.0000000	01971	1	ARC GREATER TWIN CITIES
4	444173		\$3,076.00	2016-01-08 00:00:00.0000000	27223	1	AVID CENTER
4	444174		\$63.00	2016-01-08 00:00:00.0000000	00016	3059	BOROFF, ANNA
4	444175		\$355.00	2016-01-08 00:00:00.0000000	00706	0	BURNSVILLE CHAMBER OF COMMERCE
4	444176		\$208.00	2016-01-08	08957	1	BURNSVILLE ROTARY BREAKFAST

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
4	444177		\$8,984.43	2016-01-08 00:00:00.0000000	04226	0	BURNSVILLE, CITY OF
4	444178	Unissued	\$0.00	2016-01-08 00:00:00.0000000	04226	0	BURNSVILLE, CITY OF
4	444179		\$333.00	2016-01-08 00:00:00.0000000	28973	0	CASPERSON, JULIE
4	444180		\$325.84	2016-01-08 00:00:00.0000000	02519	0	CENTERPOINT ENERGY
4	444181		\$120.00	2016-01-08 00:00:00.0000000	28260	0	CHOY, SERGIO R.
4	444182		\$42.62	2016-01-08 00:00:00.0000000	25513	1	CHURCH OFFSET PRINTING, INC.
4	444183		\$660.00	2016-01-08 00:00:00.0000000	25919	0	CORDOVA, LETICIA
4	444184		\$532.10	2016-01-08 00:00:00.0000000	00502	0	CORNERSTONE COPY CENTER
4	444185		\$370.00	2016-01-08 00:00:00.0000000	03958	0	DAKOTA COUNTY REGIONAL CHAMBER OF COMMERCE
4	444186		\$20,268.75	2016-01-08 00:00:00.0000000	22059	0	DAKOTA OUTDOORS LLC
4	444187		\$341.00	2016-01-08 00:00:00.0000000	00930	1	DVS RENEWAL
4	444188		\$159.65	2016-01-08 00:00:00.0000000	09272	2	ECM PUBLISHERS, INC.
4	444189		\$641.60	2016-01-08 00:00:00.0000000	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	444190		\$78.34	2016-01-08 00:00:00.0000000	28202	0	FOUNDATION 191
4	444191		\$510.00	2016-01-08 00:00:00.0000000	20540	0	GARDEN & ASSOCIATES, INC
4	444192		\$176.00	2016-01-08 00:00:00.0000000	00052	0	IKI INC.
4	444193		\$600.00	2016-01-08 00:00:00.0000000	07462	1	IND. SCHOOL DIST. 709
4	444194		\$281.77	2016-01-08 00:00:00.0000000	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	444195		\$400.00	2016-01-08 00:00:00.0000000	01994	0	J&R SCHOOL SUPPLIES, INC.
4	444196		\$780.00	2016-01-08 00:00:00.0000000	27818	1	JUNIOR LIBRARY GUILD
4	444197		\$750.00	2016-01-08 00:00:00.0000000	21993	0	KEOUGH, SHANNON
4	444198		\$31,889.00	2016-01-08 00:00:00.0000000	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
4	444199		\$3,679.69	2016-01-08 00:00:00.0000000	08682	2	LIFETOUGH
4	444200		\$4,250.00	2016-01-08 00:00:00.0000000	28953	0	LINDSEY, DELORES
4	444201		\$225.00	2016-01-08 00:00:00.0000000	24253	0	LOFFLER COMPANIES, INC.

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	444202		\$850.00	2016-01-08 00:00:00.0000000	09951	0	MATH MASTERS OF MN
4	444203		\$336.00	2016-01-08 00:00:00.0000000	25512	0	MAYER ARTS, INC.
4	444204		\$896.00	2016-01-08 00:00:00.0000000	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	444205		\$490.00	2016-01-08 00:00:00.0000000	22324	0	MULTILINGUAL WORD, INC.
4	444206		\$3,449.07	2016-01-08 00:00:00.0000000	24335	1	NEW DOMINION SCHOOL
4	444207		\$2,155.00	2016-01-08 00:00:00.0000000	21021	1	NORTHERN STAR COUNCIL/BSA
4	444208		\$9,912.00	2016-01-08 00:00:00.0000000	29351	0	O'KEEFE INC
4	444209		\$897.00	2016-01-08 00:00:00.0000000	29333	0	PEDIATECH NURSING, LLC
4	444210		\$540.00	2016-01-08 00:00:00.0000000	24879	0	PEREZ, MELISSA M.
4	444211		\$229.00	2016-01-08 00:00:00.0000000	29073	0	PRO AUDIO SERVICE
4	444212		\$60.00	2016-01-08 00:00:00.0000000	22793	0	RABINOWICZ, JACK
4	444213		\$8,900.00	2016-01-08 00:00:00.0000000	24336	1	ROSETTA STONE LTD
4	444214		\$174.00	2016-01-08 00:00:00.0000000	25562	0	SACHS, ALICE
4	444215		\$75.00	2016-01-08 00:00:00.0000000	20491	0	SAVAGE, DAWN
4	444216		\$31.20	2016-01-08 00:00:00.0000000	27563	0	SHRED RIGHT
4	444217		\$4,650.00	2016-01-08 00:00:00.0000000	27742	0	STRATEGIC SOURCE INC
4	444218		\$172.95	2016-01-08 00:00:00.0000000	28502	0	THE MCDOWELL AGENCY, INC.
4	444219		\$274.74	2016-01-08 00:00:00.0000000	22031	0	UPSCALED DESIGNS, LLC
4	444220		\$94.00	2016-01-08 00:00:00.0000000	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	444221		\$342.40	2016-01-08 00:00:00.0000000	22496	0	WILLIAM V. MACGILL & CO.
4	444222		\$60.00	2016-01-08 00:00:00.0000000	25837	0	WILLIAMS, REBECCA
4	444223		\$13.32	2016-01-08 00:00:00.0000000	02776	0	XCEL ENERGY
4	444224		\$184.90	2016-01-12 00:00:00.0000000	03931	0	BERRY COFFEE COMPANY
4	444225		\$960.45	2016-01-12 00:00:00.0000000	08358	0	BERTELSON TOTAL OFFICE SOLUTIONS
4	444226		\$653.65	2016-01-12 00:00:00.0000000	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	444227		\$2,925.00	2016-01-12	00435	0	BURNSVILLE ICE CENTER

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
4	444228		\$255.00	2016-01-12 00:00:00.0000000	00673	0	BURNSVILLE, CITY OF
4	444229		\$266.02	2016-01-12 00:00:00.0000000	02781	5	CENTURYLINK
4	444230		\$20,272.00	2016-01-12 00:00:00.0000000	27322	0	CLIFTONLARSONALLEN, LLP
4	444231		\$9.02	2016-01-12 00:00:00.0000000	26565	1	COMCAST
4	444232		\$151.88	2016-01-12 00:00:00.0000000	03866	0	CONTINENTAL CLAY COMPANY
4	444233		\$360.00	2016-01-12 00:00:00.0000000	20524	0	DEWALD, RINA C.
4	444234		\$9,624.62	2016-01-12 00:00:00.0000000	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	444235		\$715.10	2016-01-12 00:00:00.0000000	01002	0	EAGAN, CITY OF
4	444236		\$5,508.33	2016-01-12 00:00:00.0000000	04416	0	FAIRVIEW
4	444237		\$935.65	2016-01-12 00:00:00.0000000	28651	0	FOOD GROUP
4	444238		\$135.00	2016-01-12 00:00:00.0000000	29182	0	HUTSAL, OLEKSANDRA
4	444239		\$150.00	2016-01-12 00:00:00.0000000	27501	0	IND. SCHOOL DIST. 2172
4	444240		\$480.00	2016-01-12 00:00:00.0000000	07462	1	IND. SCHOOL DIST. 709
4	444241		\$2,783.20	2016-01-12 00:00:00.0000000	02483	0	INTEGRA TELECOM
4	444242		\$6,029.02	2016-01-12 00:00:00.0000000	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	444243		\$3,000.00	2016-01-12 00:00:00.0000000	01029	0	INVER HILLS COMMUNITY COLLEGE
4	444244		\$42,818.96	2016-01-12 00:00:00.0000000	27633	0	KELLY SERVICES, INC.
4	444245		\$1,080.50	2016-01-12 00:00:00.0000000	08356	1	KENNEDY & GRAVEN, CHARTERED
4	444246		\$1,346.00	2016-01-12 00:00:00.0000000	28903	0	LITURGICAL PUBLICATIONS, INC.
4	444247		\$12,449.39	2016-01-12 00:00:00.0000000	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	444248		\$155.00	2016-01-12 00:00:00.0000000	03164	1	MN MUSIC EDUCATORS ASSOC CLINIC (MMEA-CLINIC)
4	444249		\$150.00	2016-01-12 00:00:00.0000000	21858	1	MN YOUTH READING AWARDS (MYRA)
4	444250		\$105.00	2016-01-12 00:00:00.0000000	22324	0	MULTILINGUAL WORD, INC.
4	444251		\$2,600.00	2016-01-12 00:00:00.0000000	06964	0	NICOL, BARBARA
4	444252		\$60.00	2016-01-12 00:00:00.0000000	24879	0	PEREZ, MELISSA M.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	444253		\$10.00	2016-01-12 00:00:00.0000000	00000	5445	PHUONG, VAN
4	444254		\$105.00	2016-01-12 00:00:00.0000000	21458	0	PRIOR LAKE HIGH SCHOOL
4	444255		\$841.00	2016-01-12 00:00:00.0000000	28277	0	ROBERT J. BRUNO, LTD
4	444256		\$4,859.19	2016-01-12 00:00:00.0000000	09588	0	SAVAGE, CITY OF
4	444257		\$500.00	2016-01-12 00:00:00.0000000	29027	0	SCHOUVIELLER, LORI
4	444258		\$21,208.31	2016-01-12 00:00:00.0000000	23848	0	SFM
4	444259		\$15.00	2016-01-12 00:00:00.0000000	27563	0	SHRED RIGHT
4	444260		\$900.00	2016-01-12 00:00:00.0000000	28802	0	SLIPSCREEN PRINTING LLC
4	444261		\$395.00	2016-01-12 00:00:00.0000000	27951	0	SONIC SOUND ENTERTAINMENT
4	444262		\$55.00	2016-01-12 00:00:00.0000000	05900	0	UNIQUE SOFTWARE CORPORATION
4	444263		\$14.14	2016-01-12 00:00:00.0000000	04172	0	UNITED PARCEL SERVICE
4	444264		\$43,941.99	2016-01-12 00:00:00.0000000	04417	1	US FOODS INC
4	444265	Unissued	\$0.00	2016-01-12 00:00:00.0000000	04417	1	US FOODS INC
4	444266	Unissued	\$0.00	2016-01-12 00:00:00.0000000	04417	1	US FOODS INC
4	444267		\$536.25	2016-01-16 00:00:00.0000000	04796	1	409-PRAXAIR DISTRIBUTION INC
4	444268		\$174.24	2016-01-16 00:00:00.0000000	01118	0	ABLENET, INC.
4	444269		\$13,016.55	2016-01-16 00:00:00.0000000	28147	1	AGROPUR
4	444270	Unissued	\$0.00	2016-01-16 00:00:00.0000000	28147	1	AGROPUR
4	444271	Unissued	\$0.00	2016-01-16 00:00:00.0000000	28147	1	AGROPUR
4	444272	Unissued	\$0.00	2016-01-16 00:00:00.0000000	28147	1	AGROPUR
4	444273	Unissued	\$0.00	2016-01-16 00:00:00.0000000	28147	1	AGROPUR
4	444274	Unissued	\$0.00	2016-01-16 00:00:00.0000000	28147	1	AGROPUR
4	444275	Unissued	\$0.00	2016-01-16 00:00:00.0000000	28147	1	AGROPUR
4	444276	Unissued	\$0.00	2016-01-16 00:00:00.0000000	28147	1	AGROPUR
4	444277		\$70.65	2016-01-16 00:00:00.0000000	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	444278		\$1,288.00	2016-01-16	00249	1	APPLE COMPUTER INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
4	444279		\$183.51	2016-01-16 00:00:00.0000000	00428	0	ARAMARK
4	444280		\$3,738.00	2016-01-16 00:00:00.0000000	05941	1	ASPEN EQUIPMENT CO.
4	444281		\$1,277.12	2016-01-16 00:00:00.0000000	08358	0	BERTELSON TOTAL OFFICE SOLUTIONS
4	444282		\$259.98	2016-01-16 00:00:00.0000000	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	444283		\$345.14	2016-01-16 00:00:00.0000000	21117	0	BIO CORPORATION
4	444284		\$9,559.81	2016-01-16 00:00:00.0000000	00477	0	BIX PRODUCE COMPANY
4	444285	Unissued	\$0.00	2016-01-16 00:00:00.0000000	00477	0	BIX PRODUCE COMPANY
4	444286	Unissued	\$0.00	2016-01-16 00:00:00.0000000	00477	0	BIX PRODUCE COMPANY
4	444287	Unissued	\$0.00	2016-01-16 00:00:00.0000000	00477	0	BIX PRODUCE COMPANY
4	444288		\$4,499.28	2016-01-16 00:00:00.0000000	00397	0	BRO-TEX, INC.
4	444289		\$17.00	2016-01-16 00:00:00.0000000	00483	0	CASSIDY-TRICKER INDUSTRIAL SALES, INC.
4	444290		\$60.02	2016-01-16 00:00:00.0000000	25513	1	CHURCH OFFSET PRINTING, INC.
4	444291		\$1,300.63	2016-01-16 00:00:00.0000000	23509	0	COOL AIR MECHANICAL, INC.
4	444292		\$12,815.00	2016-01-16 00:00:00.0000000	29228	1	CUMMINS NPOWER LLC
4	444293		\$9,712.06	2016-01-16 00:00:00.0000000	04186	1	DALCO
4	444294	Unissued	\$0.00	2016-01-16 00:00:00.0000000	04186	1	DALCO
4	444295	Unissued	\$0.00	2016-01-16 00:00:00.0000000	04186	1	DALCO
4	444296		\$1,623.01	2016-01-16 00:00:00.0000000	22970	0	DELEGARD TOOL COMPANY
4	444297		\$52.99	2016-01-16 00:00:00.0000000	00837	1	DEMCO, INC.
4	444298		\$6,622.11	2016-01-16 00:00:00.0000000	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	444299	Unissued	\$0.00	2016-01-16 00:00:00.0000000	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	444300		\$425.00	2016-01-16 00:00:00.0000000	24933	0	DURAND MANUFACTURING, INC.
4	444301		\$196.00	2016-01-16 00:00:00.0000000	01064	2	EARL F. ANDERSEN
4	444302		\$471.90	2016-01-16 00:00:00.0000000	28982	0	EKON-O-PAC, LLC
4	444303		\$1,665.00	2016-01-16 00:00:00.0000000	26949	0	FAIRFIELD GLASS & WINDOW, INC.

# Check Register Report

68

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	444304		\$7.50	2016-01-16 00:00:00.0000000	23054	1	FASTENAL
4	444305		\$4,051.29	2016-01-16 00:00:00.0000000	26109	0	FIELD ENVIRONMENTAL CONSULTING, INC.
4	444306		\$1,949.80	2016-01-16 00:00:00.0000000	01541	1	GENERAL PARTS, LLC
4	444307		\$236.68	2016-01-16 00:00:00.0000000	02086	0	GLEWWE DOORS, INC.
4	444308		\$84.85	2016-01-16 00:00:00.0000000	04387	1	GRAINGER
4	444309		\$65.00	2016-01-16 00:00:00.0000000	24154	0	HEALTH COUNSELING SERVICES
4	444310		\$149.26	2016-01-16 00:00:00.0000000	22358	0	HEINZ DISPENSING SOLUTIONS
4	444311		\$603.75	2016-01-16 00:00:00.0000000	09046	0	HI TECH REFRIGERATION
4	444312		\$1,041.77	2016-01-16 00:00:00.0000000	08148	0	HL CORPORATION
4	444313		\$1,333.81	2016-01-16 00:00:00.0000000	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	444314		\$267.50	2016-01-16 00:00:00.0000000	27693	0	IDEAL SERVICES, INC.
4	444315		\$55.00	2016-01-16 00:00:00.0000000	29071	0	JOBS FOUNDATION/TECH DUMP
4	444316		\$2,518.25	2016-01-16 00:00:00.0000000	05816	0	JOHN A. DALVIN & SON, INC.
4	444317		\$345.00	2016-01-16 00:00:00.0000000	28929	0	JOHN'S SEWER AND DRAIN CLEANING, INC.
4	444318		\$75.60	2016-01-16 00:00:00.0000000	07486	1	JOHNSTONE SUPPLY
4	444319		\$520.00	2016-01-16 00:00:00.0000000	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	444320		\$206.80	2016-01-16 00:00:00.0000000	04212	0	LAB AIDS, INC.
4	444321		\$2,939.60	2016-01-16 00:00:00.0000000	27253	0	LANDS BEST FOODS LLC
4	444322		\$2,791.27	2016-01-16 00:00:00.0000000	28777	0	LOVEGREEN MACHINE SAFETY INC
4	444323		\$488.54	2016-01-16 00:00:00.0000000	02196	0	MACKIN EDUCATIONAL RESOURCES
4	444324		\$612.64	2016-01-16 00:00:00.0000000	27932	1	MATHESON TRI-GAS, INC.
4	444325		\$12,375.00	2016-01-16 00:00:00.0000000	27063	0	MIDWEST BLINDS
4	444326		\$624.00	2016-01-16 00:00:00.0000000	28041	0	MIXMI BRANDS INC.
4	444327		\$301.72	2016-01-16 00:00:00.0000000	27342	0	MONOPRICE
4	444328		\$82.54	2016-01-16 00:00:00.0000000	27342	1	MONOPRICE
4	444329		\$117.04	2016-01-16	03519	0	NAPA AUTO PARTS

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			
4	444330		\$172.50	2016-01-16 00:00:00.0000000	02489	1	OFFICE DEPOT COMPANY
4	444331		\$305.80	2016-01-16 00:00:00.0000000	21277	0	PCM SALES, INC.
4	444332		\$2,400.00	2016-01-16 00:00:00.0000000	28310	1	POWER SECURE
4	444333		\$422.40	2016-01-16 00:00:00.0000000	03073	1	PRO-ED
4	444334		\$2,059.00	2016-01-16 00:00:00.0000000	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	444335		\$128.00	2016-01-16 00:00:00.0000000	03409	0	R.M. COTTON COMPANY
4	444336		\$125.00	2016-01-16 00:00:00.0000000	05511	0	RED WING SHOE STORE
4	444337		\$375.00	2016-01-16 00:00:00.0000000	21851	0	RED WING SHOE STORE
4	444338		\$266.24	2016-01-16 00:00:00.0000000	28946	0	REFRESH TECHNOLOGIES
4	444339		\$42.46	2016-01-16 00:00:00.0000000	03196	3	SCHOLASTIC INC.
4	444340		\$132.04	2016-01-16 00:00:00.0000000	25097	1	SCHOOL SPECIALTY INC
4	444341		\$1,621.26	2016-01-16 00:00:00.0000000	03587	1	SIMPLEX GRINNELL
4	444342		\$18,475.39	2016-01-16 00:00:00.0000000	06710	2	STATE OF MINNESOTA
4	444343		\$673.35	2016-01-16 00:00:00.0000000	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	444344		\$4,435.80	2016-01-16 00:00:00.0000000	27677	0	THE RETROFIT COMPANIES, INC.
4	444345		\$207,974.23	2016-01-16 00:00:00.0000000	08203	1	TIES
4	444346		\$1,619.84	2016-01-16 00:00:00.0000000	22123	1	TOTAL FILTRATION SERVICES, INC.
4	444347		\$8,063.49	2016-01-16 00:00:00.0000000	03802	0	TRIO SUPPLY
4	444348	Unissued	\$0.00	2016-01-16 00:00:00.0000000	03802	0	TRIO SUPPLY
4	444349		\$371.52	2016-01-16 00:00:00.0000000	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	444350		\$71.44	2016-01-16 00:00:00.0000000	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	444351		\$3,863.00	2016-01-16 00:00:00.0000000	29156	0	WILDERNESS INQUIRY
<b>Check Count</b>	<b>609</b>	<b>Grand Total</b>	<b>\$2,387,967.98</b>				

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
6	144		\$2,127.06	2015-12-23 00:00:00.0000000	07752	1	MILLER ELECTRIC, INC.
6	145		\$30,647.37	2015-12-23 00:00:00.0000000	20320	0	NORTHERN AIR CORPORATION (NAC)
6	146		\$1,406.16	2015-12-23 00:00:00.0000000	26086	0	ORKIN COMMERCIAL SERVICES
<b>Check Count</b>	<b>3</b>	<b>Grand Total</b>	<b>\$34,180.59</b>				

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	101222		\$2,200.00	2015-12-11 00:00:00.0000000	04796	1	409-PRAXAIR DISTRIBUTION INC
3	101223		\$351,298.32	2015-12-11 00:00:00.0000000	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101224		\$2,097.80	2015-12-11 00:00:00.0000000	25449	2	AUTOMATED LOGIC CONSTRUCTION SERVICES
3	101225		\$46,646.35	2015-12-11 00:00:00.0000000	22015	0	CM CONSTRUCTION COMPANY, INC.
3	101226		\$257.50	2015-12-11 00:00:00.0000000	09272	2	ECM PUBLISHERS, INC.
3	101227		\$1,248.00	2015-12-11 00:00:00.0000000	01078	0	ELECTRO WATCHMAN, INC.
3	101228		\$124.30	2015-12-11 00:00:00.0000000	01436	2	HEINEMANN EDUCATIONAL BOOKS
3	101229		\$11,827.00	2015-12-11 00:00:00.0000000	27888	1	NORTHERN TECHNOLOGIES, INC.
3	101230		\$244.00	2015-12-11 00:00:00.0000000	03587	1	SIMPLEX GRINNELL
3	101231		\$1,187.50	2015-12-11 00:00:00.0000000	27356	0	PFEFFERLE KANE LLP
3	101232		\$55,663.00	2015-12-11 00:00:00.0000000	29165	0	WENCK CONSTRUCTION, INC.
3	101233		\$29,715.00	2015-12-18 00:00:00.0000000	04796	1	409-PRAXAIR DISTRIBUTION INC
3	101234		\$6,550.00	2015-12-18 00:00:00.0000000	04400	0	BESTER BROS TRANSFER & STORAGE CO
3	101235		\$15,480.00	2015-12-18 00:00:00.0000000	00459	0	BITUMINOUS ROADWAYS, INC.
3	101236		\$12,028.00	2015-12-18 00:00:00.0000000	00673	0	BURNSVILLE, CITY OF
3	101237		\$27,027.50	2015-12-18 00:00:00.0000000	29317	0	CROSTOWN MASONRY, INC.
3	101238		\$56,628.00	2015-12-18 00:00:00.0000000	00809	0	DAKOTA ELECTRIC ASSOCIATION
3	101239		\$33,001.10	2015-12-18 00:00:00.0000000	29211	0	DERAU CONSTRUCTION, LLC
3	101240		\$96,278.70	2015-12-18 00:00:00.0000000	24553	0	EBERT CONSTRUCTION
3	101241		\$28,785.00	2015-12-18 00:00:00.0000000	29358	0	EL-JAY PLUMBING & HEATING, INC
3	101242		\$39,458.25	2015-12-18 00:00:00.0000000	29360	0	G URBAN COMPANIES INC
3	101243		\$225,337.16	2015-12-18 00:00:00.0000000	03078	0	KLAMM MECHANICAL CONTRACTORS, INC.
3	101244		\$216,717.80	2015-12-18 00:00:00.0000000	26837	0	LLOYD'S CONSTRUCTION SERVICES, INC.
3	101245		\$77,662.50	2015-12-18 00:00:00.0000000	29276	0	MAX STEININGER, INC.
3	101246		\$56,259.00	2015-12-18 00:00:00.0000000	29315	0	METRO UTILITIES, INC.
3	101247		\$15,074.93	2015-12-18	07914	3	MN DEPT OF LABOR AND

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				00:00:00.0000000			INDUSTRY
3	101248		\$9,090.35	2015-12-18 00:00:00.0000000	07914	3	MN DEPT OF LABOR AND INDUSTRY
3	101249		\$902.71	2015-12-18 00:00:00.0000000	27422	0	NETWORK DESIGN, INC.
3	101250		\$105,598.08	2015-12-18 00:00:00.0000000	26112	1	NORTHERN ESCROW, INC.
3	101251		\$304,469.30	2015-12-18 00:00:00.0000000	29318	0	NORTHLAND CONCRETE & MASONRY, LLC
3	101252		\$97,541.25	2015-12-18 00:00:00.0000000	22848	0	PEOPLES ELECTRIC COMPANY, INC
3	101253		\$4,709.17	2015-12-18 00:00:00.0000000	03101	0	PUMP AND METER SERVICE, INC.
3	101254		\$19,000.00	2015-12-18 00:00:00.0000000	29357	0	RED CEDAR STEEL ERECTORS
3	101255		\$2,537.50	2015-12-18 00:00:00.0000000	27677	0	THE RETROFIT COMPANIES, INC.
3	101256		\$544.35	2015-12-18 00:00:00.0000000	29359	0	W.L. HALL CO.
3	101257		\$526,195.50	2015-12-18 00:00:00.0000000	29316	0	WELLS CONCRETE
3	101258		\$41,341.55	2015-12-18 00:00:00.0000000	29165	0	WENCK CONSTRUCTION, INC.
3	101259		\$279.97	2015-12-23 00:00:00.0000000	23412	1	B&H PHOTO-VIDEO
3	101260		\$2,240.00	2015-12-23 00:00:00.0000000	29241	0	JAMES R HILL, INC.
3	101261		\$6,848.75	2015-12-23 00:00:00.0000000	27745	0	PLADSON ENVIRONMENTAL, INC.
3	101262		\$841.65	2015-12-23 00:00:00.0000000	29144	0	TODAY'S CLASSROOM
3	101263		\$577,274.83	2016-01-08 00:00:00.0000000	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101264		\$7,455.00	2016-01-08 00:00:00.0000000	27736	0	GLOBAL COMMUNICATIONS WIRING & SERVICES
3	101265		\$108,368.38	2016-01-08 00:00:00.0000000	27702	0	MORCON CONSTRUCTION INC.
3	101266		\$7,907.25	2016-01-08 00:00:00.0000000	27888	1	NORTHERN TECHNOLOGIES, INC.
3	101267		\$4,836.00	2016-01-08 00:00:00.0000000	03695	0	OVERHEAD DOOR COMPANY OF THE NORTHLAND
3	101268		\$570.00	2016-01-08 00:00:00.0000000	27745	0	PLADSON ENVIRONMENTAL, INC.
3	101269		\$840.00	2016-01-08 00:00:00.0000000	23241	0	RYAN MECHANICAL, INC.
3	101270		\$24,256.00	2016-01-08 00:00:00.0000000	02217	1	SIEMENS INDUSTRY, INC.
3	101271		\$985.00	2016-01-15 00:00:00.0000000	28494	0	KEYSTONE CONTRACTING, INC.
3	101272		\$11,930.00	2016-01-15 00:00:00.0000000	27677	0	THE RETROFIT COMPANIES, INC.

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	101273		\$93,917.87	2016-01-15 00:00:00.0000000	29165	0	WENCK CONSTRUCTION, INC.
3	101274		\$3,602.85	2016-01-15 00:00:00.0000000	04377	0	WIGEN COMPANIES, INC. #86
<b>Check Count</b>	<b>53</b>	<b>Grand Total</b>	<b>\$3,372,880.02</b>				



**Agenda III.B.5  
January 28, 2016**

**TO: Dr. Joe Gothard, Superintendent and Board of Education**

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

**DATE: January 28, 2016**

**RE: Budget Analysis for the Month Ending December 31, 2015**

**RECOMMENDATION:** That the Board accepts the Budget Analysis for the month ending December 31, 2016

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

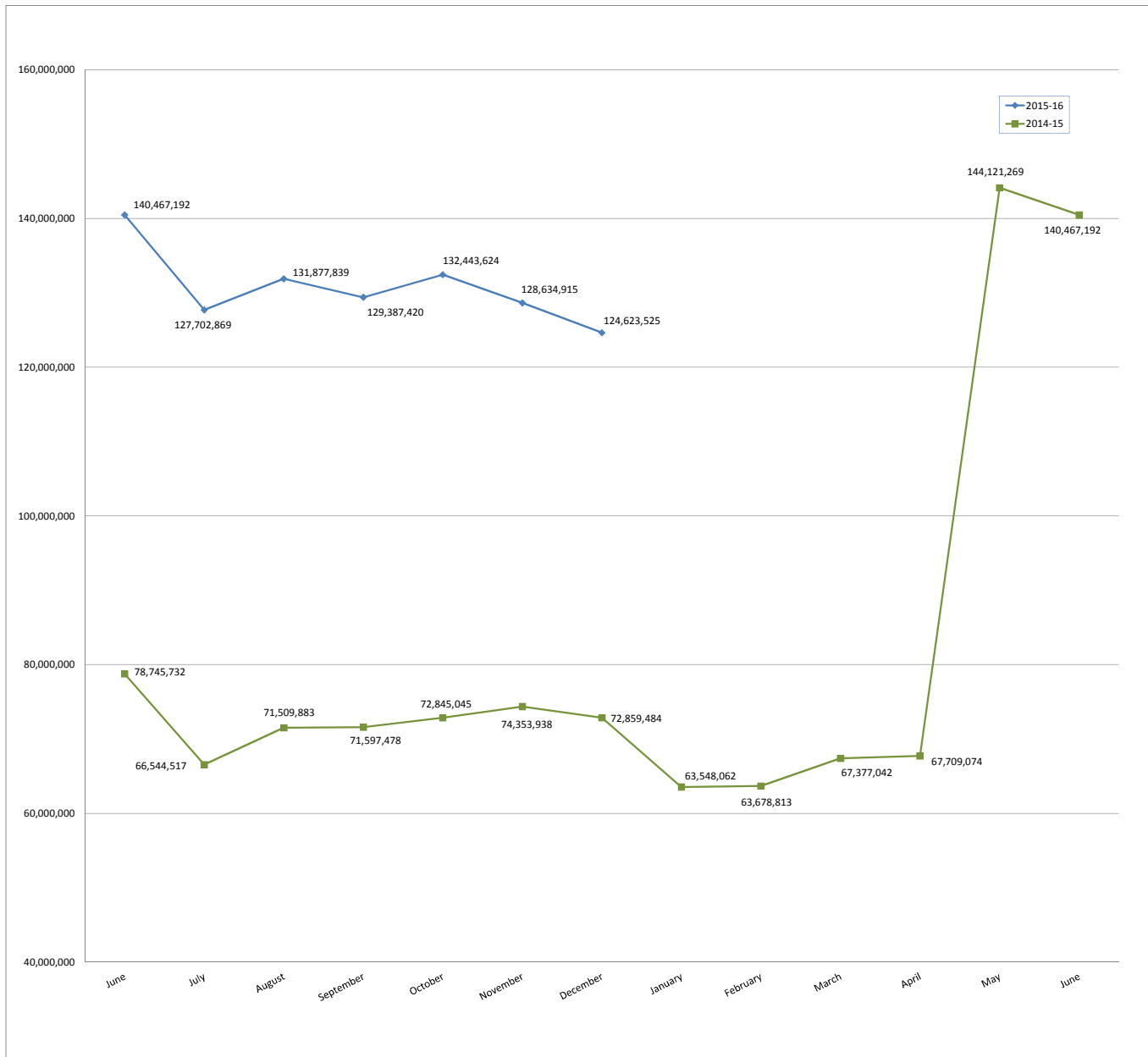
	Year-to-Date Revenue	% of Adopted Budget	Year-to-Date Expenditures	% of Adopted Budget
All Funds	\$ 48,389,298	30.71%	\$ 73,968,194	45.19%
General Fund	\$ 33,750,953	29.18%	\$ 45,930,671	38.18%

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

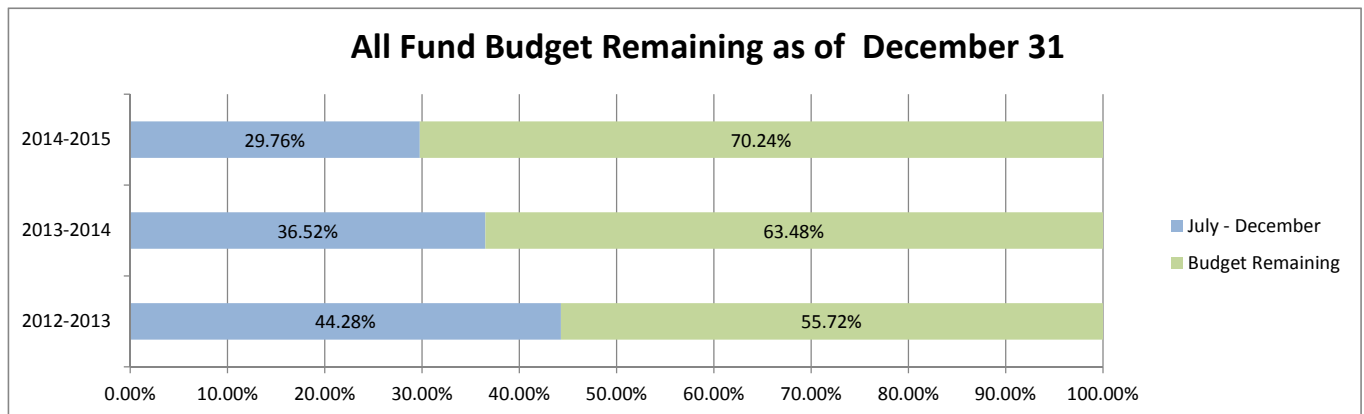
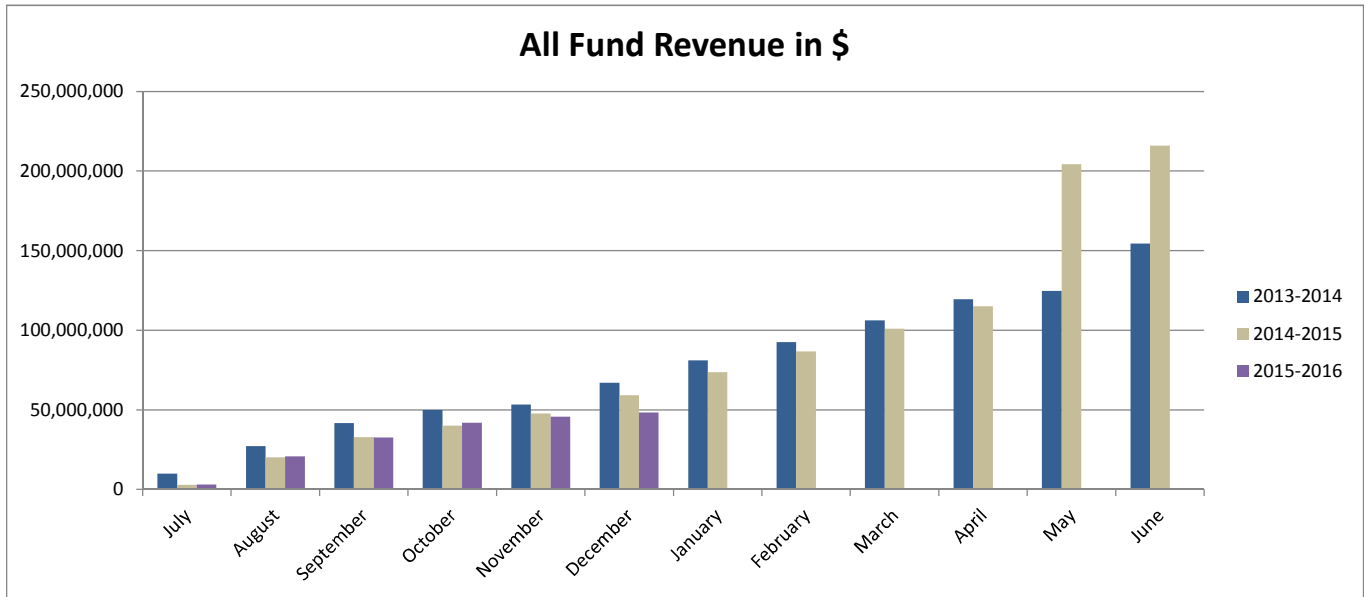
All of the reports and graphs show last year's actual figures, this year's budget and this year's activity to day. Additional detail is available upon request. I would be glad to answer any questions regarding these reports.

ALL FUNDS CASH AND INVESTMENTS  
2014-15 AND 2015-16



**REVENUE COMPARISON  
ALL FUNDS**

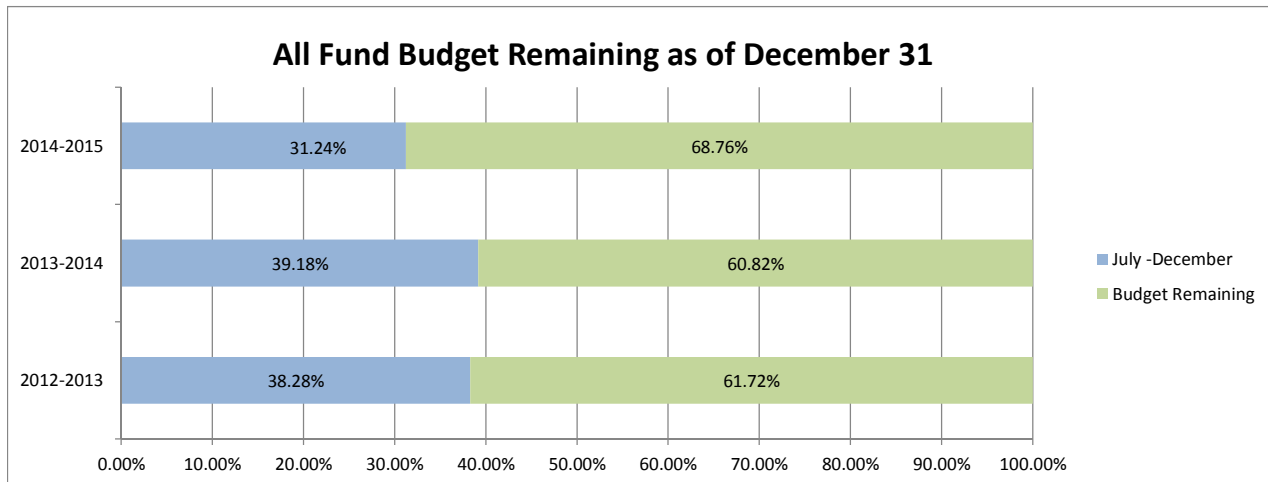
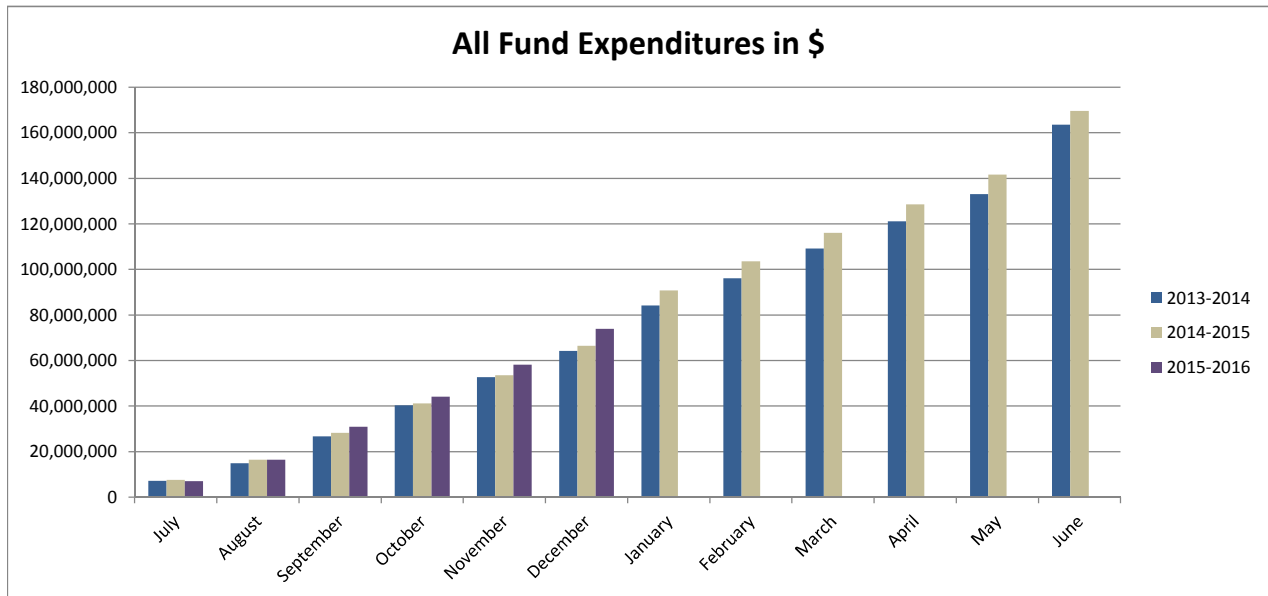
	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	9,962,088	6.59%	2,850,387	1.76%	3,044,376	1.87%
August	27,156,320	17.96%	20,097,761	12.38%	20,776,436	12.78%
September	41,620,021	27.53%	32,867,875	20.25%	32,729,505	20.13%
October	49,945,312	33.03%	40,162,882	24.75%	41,826,417	25.73%
November	53,270,705	35.23%	47,710,427 **	29.40%	45,631,362 **	28.07%
December	66,951,638	44.28%	59,268,168	36.52%	48,389,298	29.76%
January	81,044,548	53.60%	73,682,714	45.40%		0.00%
February	92,574,079	61.23%	86,673,781	53.41%		0.00%
March	106,129,747	70.19%	100,985,658	62.23%		0.00%
April	119,537,187	79.06%	115,060,703	70.90%		0.00%
May	124,812,839	82.55%	204,278,857	125.87%		0.00%
June	154,456,907	102.15%	215,999,627	133.10%		0.00%
<b>BUDGET</b>	<b>151,200,818</b>	<b>100.00%</b>	<b>162,289,404</b>	<b>100.00%</b>	<b>162,577,015</b>	<b>100.00%</b>



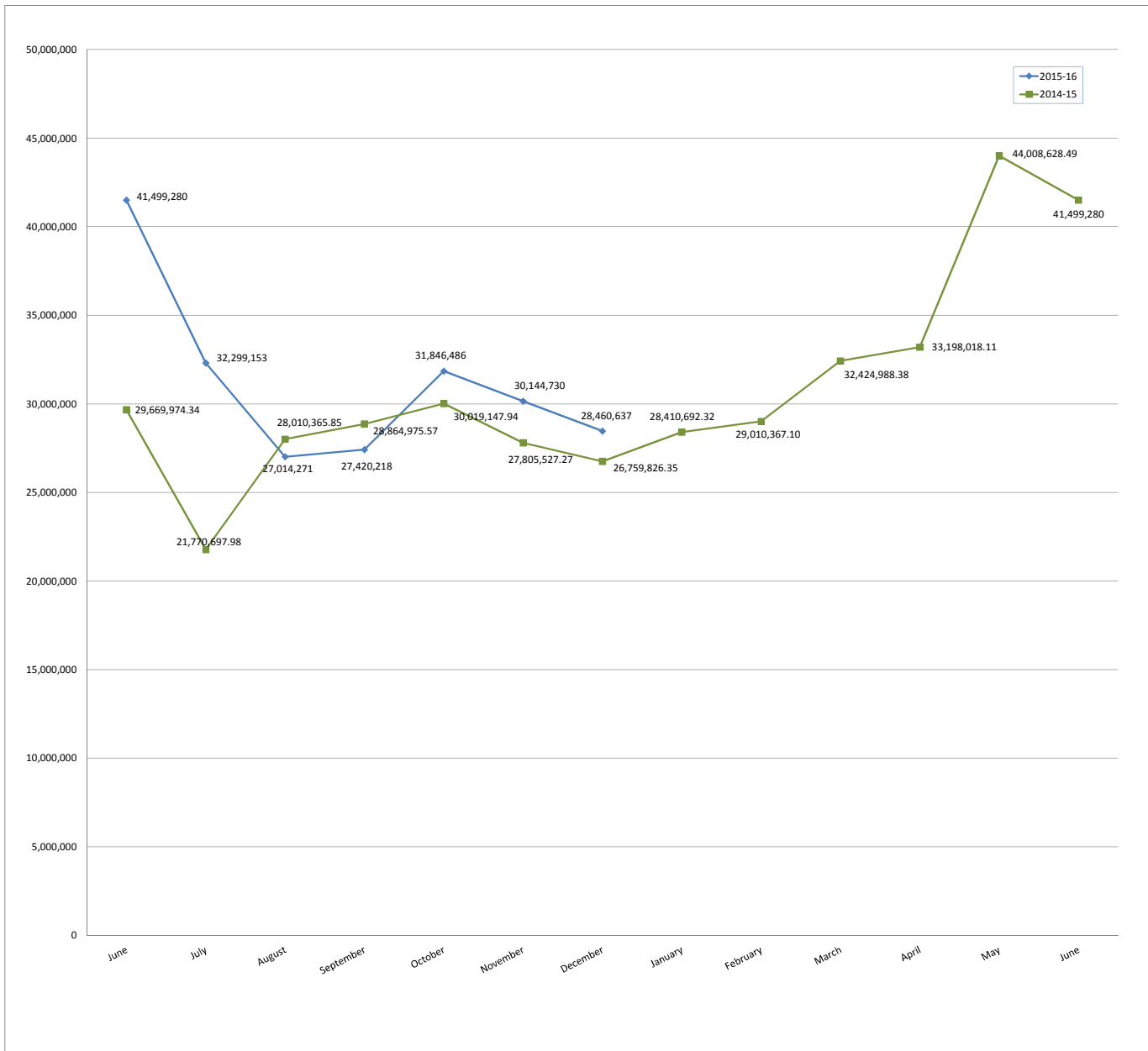
\*\* The year to year comparison will vary due to the timing of the reversal of prior year accruals.

**EXPENDITURE COMPARISON  
ALL FUNDS**

	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	7,158,138	4.26%	7,547,048	4.45%	7,049,033	2.98%
August	14,925,772	8.89%	16,483,027	9.71%	16,404,117	6.93%
September	26,723,106	15.92%	28,293,796	16.67%	30,882,275	13.04%
October	40,284,425	23.99%	41,129,759	24.23%	44,144,329	18.65%
November	52,655,277	31.36%	53,531,556	31.54%	58,247,227	24.60%
December	64,273,426	38.28%	66,513,786	39.18%	73,968,194	31.24%
January	84,162,075	50.12%	90,772,024	53.47%		0.00%
February	96,072,892	57.22%	103,617,253	61.04%		0.00%
March	109,116,145	64.98%	115,995,927	68.33%		0.00%
April	121,080,912	72.11%	128,584,685	75.75%		0.00%
May	133,051,690	79.24%	141,606,925	83.42%		0.00%
June	163,502,430	97.37%	169,539,828	99.88%		
<b>BUDGET</b>	<b>167,911,404</b>	<b>100.00%</b>	<b>169,749,976</b>	<b>100.00%</b>	<b>236,752,755</b>	<b>100.00%</b>

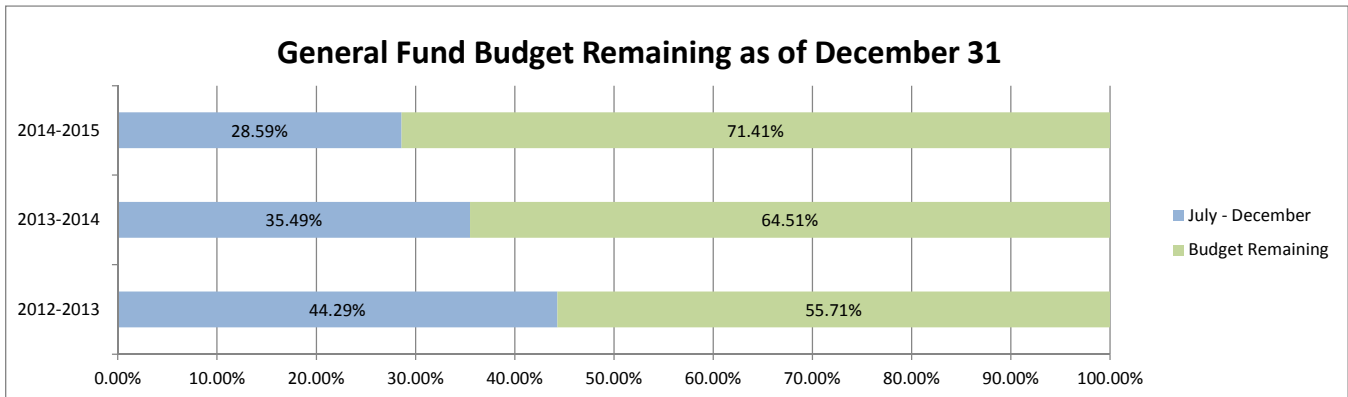
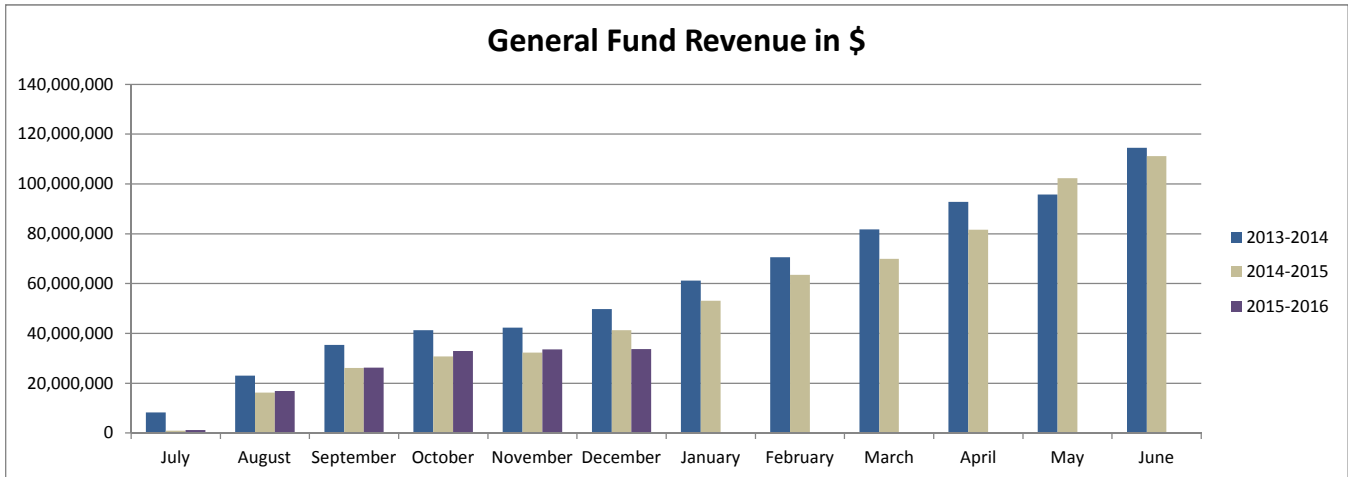


GENERAL FUND CASH AND INVESTMENTS  
2014-15 AND 2015-16



**REVENUE COMPARISON  
GENERAL FUND**

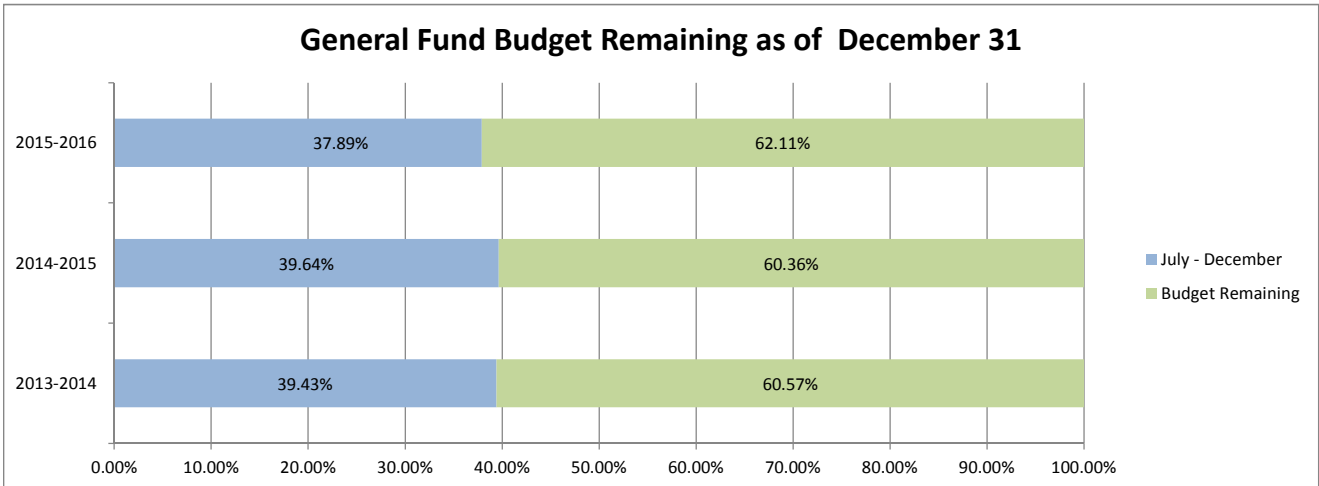
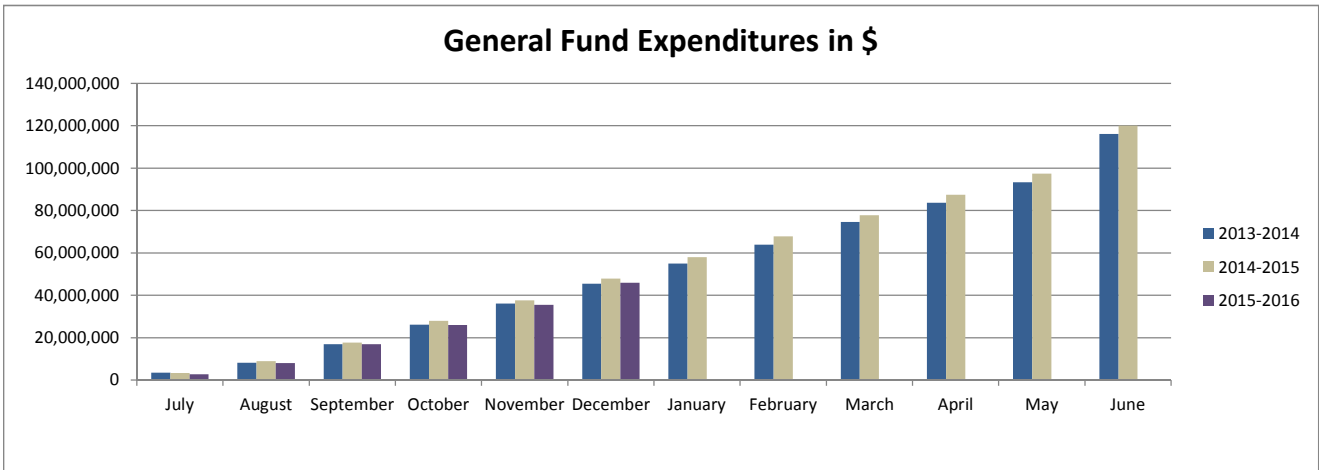
	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	8,213,239	7.30%	998,299	0.86%	1,172,002	0.99%
August	23,035,862	20.48%	16,255,179	13.98%	16,819,666	14.25%
September	35,369,620	31.44%	26,150,902	22.49%	26,303,462	22.28%
October	41,313,574	36.72%	30,774,320	26.46%	32,868,210	27.84%
November	42,329,912	37.63%	32,344,957 **	27.81%	33,523,977 **	28.40%
December	49,821,048	44.29%	41,271,780	35.49%	33,750,953	28.59%
January	61,240,048	54.44%	53,037,217	45.61%		0.00%
February	70,541,317	62.71%	63,519,175	54.62%		0.00%
March	81,730,478	72.65%	69,865,296	60.08%		0.00%
April	92,855,155	82.54%	81,679,509	70.24%		0.00%
May	95,758,464	85.12%	102,274,231	87.95%		0.00%
June	114,521,447	101.80%	111,161,850	95.59%		
<b>BUDGET</b>	<b>112,496,929</b>	<b>100.00%</b>	<b>116,289,398</b>	<b>100.00%</b>	<b>118,046,063</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**

	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	3,493,163	3.03%	3,337,696	2.77%	2,684,247	2.21%
August	8,175,160	7.09%	8,947,182	7.41%	7,972,377	6.58%
September	16,950,675	14.69%	17,645,205	14.62%	16,911,827	13.95%
October	26,176,565	22.69%	27,881,276	23.10%	25,943,715	21.40%
November	36,060,193	31.26%	37,625,436	31.17%	35,429,463	29.23%
December	45,489,506	39.43%	47,847,779	39.64%	45,930,671	37.89%
January	54,985,329	47.66%	57,981,560	48.04%		0.00%
February	63,905,214	55.39%	67,797,669	56.17%		0.00%
March	74,531,071	64.60%	77,794,585	64.46%		0.00%
April	83,716,830	72.57%	87,372,670	72.39%		0.00%
May	93,317,546	80.89%	97,383,134	80.69%		0.00%
June	116,061,352	100.60%	120,005,229	99.43%		0.00%
<b>BUDGET</b>	<b>115,368,022</b>	<b>100.00%</b>	<b>120,691,888</b>	<b>100.00%</b>	<b>121,227,919</b>	<b>100.00%</b>





**Agenda III.B.6.  
January 28, 2016**

**To:** Board of Education, Members  
**From:** Dr. Joe Gothard, Superintendent  
**Date:** January 21, 2016  
**Re:** Board Policy 404: *Employment Background Checks*

**RECOMMENDATION:** Approve, on a second reading basis, Board Policy 404: *Employment Background Checks* and rescind GCDC.

The Policy Review Committee and administration have reviewed Policy 404 and recommend approval on a second reading basis.

Attached is Policy 404 for your review.

*Adopted:* 3/2007  
*Reviewed:* 1/14/2016  
*Revised:* 10/2008, 1/28/2016  
*Rescinds:* GCDC

*Burnsville-Eagan-Savage School District Policy 404*

## **404 EMPLOYMENT BACKGROUND CHECKS**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, Independent School District 191 will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district will also conduct criminal history background checks on all adults who provide after school academic assistance to students or who volunteer as chaperones for students on school-sponsored, overnight field trips. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

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

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

### **III. PROCEDURES**

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. For an individual to be eligible for employment, to provide athletic coaching services or other extracurricular academic coaching services, volunteer academic assistance, or chaperone services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
  2. the other school hiring authority conducted a criminal background check within the previous 12 months;
  3. the individual executes a written consent form giving the school district access to the results of the check; and
  4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for

employment or provision of services.

- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, student employees, student teachers, and administrative interns.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

#### **IV. CRIMINAL HISTORY CONSENT FORM**

A form to obtain consent for a criminal history background check can be obtained from the Human Resource Department.

***Legal References:*** Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)  
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background  
Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

***Cross References:***



**Agenda III.B.7.  
January 28, 2016**

**To:** Board of Education, Members  
**From:** Dr. Joe Gothard, Superintendent  
**Date:** January 21, 2016  
**Re:** Board Policy 498: *Political Campaigns and Activities*

**RECOMMENDATION:** Approve, on a second reading basis, Board Policy 498: *Political Campaigns and Activities* and rescind GBG.

The Policy Review Committee and administration have reviewed Policy 498 and recommend approval on a second reading basis.

Attached is Policy 498 for your review.

*Adopted:* 1/28/2016  
*Reviewed:* 1/14/2016  
*Revised:*  
*Rescinds:* GBG

*Burnsville-Eagan-Savage School District Policy 498*

## **498 POLITICAL CAMPAIGNS AND ACTIVITIES**

### **I. PURPOSES**

The purpose of this policy is to recognize the participation of students and employees in political issues. Further, the purpose of this policy is to establish guidelines for the participation of students and employees in political campaigns, partisan or non-partisan election activities, and the distribution of political or partisan materials.

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

- A. The school district will maintain neutrality as to all political campaigns and issues. The school district will not expend public funds or resources to advocate for particular candidates or for only one side of a controversial question. However, the school district may expend reasonable amounts to apprise voters in the school district of facts pertinent to an election, bond issue, or referendum.
- B. The school district recognizes the rights of students and employees to participate in political campaigns and political issues, elections, and public service and the right of students to pursue an education conducted in a suitable academic environment free from disruption.
- C. To protect First Amendment rights, while at the same time preserving the integrity of the education objectives and responsibilities of the school district, the school board adopts the following guidelines.

### **III. DEFINITIONS**

- A. “Distribution” means circulation or dissemination of material by electronic means and/or by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material. This includes, but is not limited to, posting on a wall, bulletin board, or other building surface, or anywhere on school district property; leaving items to be picked up by interested persons; directly giving items to persons; or placing items in rooms in a school district building.
- B. “Nonschool-sponsored material” or “unofficial material” includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored

material include, but are not limited to, leaflets, brochures, buttons, badges, fliers, petitions, posters, and underground newspapers, whether written by students or employees.

- C. “Nonschool person” means any person who is not a currently enrolled student or a current employee of the school district.
- D. “Political materials” include, but are not limited to, digital or any paper, handbill, poster, booklet, brochure, advertisement, sample ballot, display, or audio or video presentation, that pertains to a political candidate or political issue.
- E. “Political issue” is an issue that is the subject of a public referendum which is being debated by political candidates or organizations.
- F. “Political candidate” is a person who seeks nomination or election to partisan or nonpartisan public or party office or who has filed as candidate for election.
- G. A “political activity” is an act that is of a nature, done with intent, or done in a way, to influence or tend to directly or indirectly influence, voting at a primary or an election or, if it is done because a person is about to vote, has voted, or has refrained from voting at a primary or an election.
- H. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
- I. “Work hours” for school district employees refer to the period between the time an employee is scheduled to begin work and the end of the employee’s assigned work day (excluding the employee’s lunch and break periods), and any paid overtime hours or extra-duty hours for which the employee has volunteered or been assigned.

#### **IV. PROCEDURES**

- A. Political Activities of Employees in General
  - 1. Employees of the school district, while acting in the capacity of a school district employee, shall not engage in any political activity during the school day, during work hours, or at school activities.
  - 2. School district employees shall be free to engage in political activities outside of the school day, work hours, or school activities and to campaign and run for political office. Employees shall not allow such political activities to interfere with the proper performance of their school duties and shall not use school time, supplies, or equipment in these activities.

3. A school district employee or official shall not use his or her official authority or influence to compel a person to take part in a political activity, to pay or promise to pay a political contribution, or apply for membership in or become a member in a political organization.
4. Teachers or other school district employees may not use or recruit students during the school day, during work hours, or at school activities for either distribution of political materials or other political activities.
5. School district employees, while acting in the capacity of a school district employee, shall refrain from any conduct that is intended to be or that reasonably could be perceived as endorsing or opposing specific political issues or political candidates.
6. The implementation of and compliance with this policy shall be coordinated by the superintendent or designee. All inquiries regarding school district elections, referendum, candidates and campaigns shall be referred to the superintendent or designee.

B. Distribution of Political Materials

1. The distribution of political materials on school district property by nonschool persons is governed by Policy 904, Distribution of Materials on School District Property by Nonschool Persons.
2. The distribution of political materials on school district property by students and employees is governed by Policy 505, Distribution of Nonschool-sponsored Materials on School Premises by Students and Employees.

C. School District Property, Facilities, and Activities

1. Nonpublic forums. All school district property and facilities are nonpublic forums that are designated as reserved for their intended purpose of education and education-related activities. Political activities will not be allowed in such nonpublic forums unless it is part of approved curriculum. Further, reasonable time, place, and manner restrictions may be imposed in such a nonpublic forum.
2. Public forums by designation. The building principal, with approval of the superintendent and the school board, may designate specific property or facilities of the school district as limited public forums open for certain expressive activity such as political speech. The open character of such property or facilities will not be retained indefinitely. Further, reasonable time, place, and manner restrictions may be imposed. The building

principal and the superintendent are responsible for establishing the time, place, and manner restrictions and for ensuring equality of treatment toward all candidates and issues when such a designated public forum is created.

## V. VIOLATION OF POLICY

- A. Violation of this policy by a student will be halted, and appropriate disciplinary action will be taken in accordance with the school district's student discipline policy and/or any governing statute.
- B. Violation of this policy by an employee will be halted, and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called. In addition, other action may be taken, if appropriate.

## VI. IMPLEMENTATION/NOTICE OF POLICY

- A. A copy of this policy will be available to all staff.
- B. The school district will develop a method of discussing the policy with students and employees.
- C. The school district administration may develop any additional guidelines and procedures necessary to implement this policy. Such additional guidelines shall be submitted to the school board for approval. Upon approval, such guidelines and procedures shall be an addendum to this policy.

**Legal References:** Minn. Stat. § 10A.01, Subd. 5  
 Minn. Stat. § 43A.32  
 Minn. Stat. § 211A.02, Subd.8  
 Minn. Stat. § 211B.09 (Prohibited public employee activities)  
 Op. Minn. Atty. Gen. 159a-3 (May 24, 1966) (concluding that a school district could not make expenditure of public funds for printing and mailing of literature urging passage of a bond issue)

**Cross References:** Burnsville-Eagan-Savage School District Policy 505 (Distribution of Nonschool-sponsored Materials on School Premises by Students and Employees)  
 Burnsville-Eagan-Savage School District Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



**Agenda III.B.8.  
January 28, 2016**

**To:** Board of Education, Members  
**From:** Dr. Joe Gothard, Superintendent  
**Date:** January 21, 2016  
**Re:** Board Policies

**RECOMMENDATION:** Approve, on a second reading basis, Board Policies 518: *DNAR - Do not Attempt Resuscitation Orders*, 528: *Student Parental, Family, and Marital Status Nondiscrimination* (rescind JFE, JFF), 530: *Immunization Requirements* (rescind JHCB), 602.5: *School Cancellation* (rescind EBCD), 606: *Instructional Materials* (rescind IIAA, IIAC, KLB, KLBA), 610: *Field Trips* (rescind IICA), 620: *Credit for Learning*, 624: *Online Learning Options*, and 799: *Animals in the Schools* (rescind ING).

The Policy Review Committee and administration have reviewed these policies and recommend approval on a second reading basis.

Attached are the policies your review.

*Adopted:* 1/28/2016  
*Reviewed:* 1/14/2016  
*Revised:*  
*Rescinds:*

*Burnsville-Eagan-Savage School District Policy 518*

**518 DNAR - DO NOT ATTEMPT RESUSCITATION ORDERS**

**I. PURPOSE**

When any student experiences sudden illness or injury, the role of staff is to render emergency health care to preserve life and prevent disability. In life-threatening emergencies, the emergency medical system (911) will be activated. Federal mandates guarantee that students have the right to an education in the least restrictive environment. The school district recognizes that it is serving students with complex health needs, and that district staff may be presented with written Do Not Attempt Resuscitation orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

**II. GENERAL STATEMENT OF POLICY**

- A. The primary mission of the Independent School District 191 is education. DNAR orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNAR orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNAR orders, shall be advised of and shall be given a copy of this policy.

***Legal References:*** 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
 42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

***Cross References:***

*Adopted:* 1/1986  
*Reviewed:* 1/14/2016  
*Revised:* 6/2009, 1/28/2016  
*Rescinds:* JFE, JFF

*Burnsville-Eagan-Savage School District Policy 528*

## **528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION**

### **I. PURPOSE**

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

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

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. The school board has designated Executive Director of Human Resources, 100 River Ridge Court, Burnsville, MN, 55337, 952-707-2010 as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- F. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title

IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

- G. Any reports of unlawful discrimination under this policy will be handled, investigated, and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.
- H. Every school district employee shall be responsible for complying with this policy.

***Legal References:*** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
 34 C.F.R. Part 106 (Implementing Regulations of Title IX)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 102 (Equal Educational Opportunity)  
 Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)  
 Burnsville-Eagan-Savage School District Policy 522 (Student Sex Nondiscrimination)

*Adopted:* 1/1999  
*Reviewed:* 1/14/2016  
*Revised:* 6/2009, 1/28/2016  
*Rescinds:* JHCB

*Burnsville-Eagan-Savage School District Policy 530*

## **530 IMMUNIZATION REQUIREMENTS**

### **I. PURPOSE**

The purpose of this policy is to require that all students receive the proper immunizations or show appropriate exemption as mandated by the MN Immunization law to ensure the health and safety of all students.

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

All students enrolled in Independent School District 191 are required to provide proof of immunizations, or appropriate documentation exempting the student from such immunizations, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

### **III. STUDENT IMMUNIZATION REQUIREMENTS**

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunizations or documentation of exemption. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law indicating the month, day and year each immunization was administered; or
  2. a statement, from a parent or guardian, physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month, day and year each immunization was administered and is in the process of completing the series within eight months
- B. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. above, or statement of

exemption from immunizations set forth in Section IV., below, to the superintendent or designee of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.

- C. When evidence of the presence of a communicable disease exists or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- D. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

#### **IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS**

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

#### **V. NOTICE OF IMMUNIZATION REQUIREMENTS**

- A. The school district will develop and implement a procedure to:
  1. Notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
  2. Notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
  3. Review student health records to determine whether the required information has been provided; and
  4. Make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student

and/or the student's parent or guardian of the conditions for re-enrollment.

## VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515, Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
 Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
 Minn. Stat. § 121A.17 (School Board Responsibilities)  
 Minn. Stat. § 144.29 (Health Records; Children of School Age)  
 Minn. Stat. § 144.3351 (Immunization Data)  
 Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)  
 Minn. Stat. § 144.442 (Testing in Schools)  
 Minn. Rules Parts 4604.0100-4604.1000 (Immunization)  
*McCarthy v. Ozark Sch. Dist.*, 359 F.3d 1029 (8<sup>th</sup> Cir. 2004)  
 Op. Atty. Gen. 169-W (July 23, 1980)  
 Op. Atty. Gen. 169-W (Jan. 17, 1968)

**Cross References:** Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)

*Adopted:* 11/1996  
*Reviewed:* 1/14/2016  
*Revised:* 3/2005, 1/28/2016  
*Rescinds:* EBCD

*Burnsville-Eagan-Savage School District Policy 602.5*

## **602.5 SCHOOL CANCELLATION**

### **I. PURPOSE**

The purpose of this policy is to provide for closing, delay, and early dismissal of school.

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

The superintendent or designee is responsible for determining when the safety of students, staff or patrons warrants closing school for the day or days, delaying the start of the school day, or dismissing school early. The closing, delay, or early dismissal may apply to all buildings and activities or may be specific to a particular building(s) or activity. The superintendent or designee shall establish rules and practices for school closing, delay, and early dismissal.

#### **A. Delayed Starts**

When the start of a school day is delayed due to an emergency, and unless directed otherwise, staff members are expected to report to work at their usual time or as soon as practical thereafter. Upon receiving notice that the start of the school day will be delayed, the building principal or program director shall notify staff members of the late start. Employees are not excused from any portion of their normal workday as the result of a late start unless expressly dismissed by the superintendent or designee. Leave provisions contained in respective employment agreements may be used as applicable and with appropriate notification on approval. All other school activities, including childcare, will be delayed or altered due to the delayed start of the school day.

#### **B. Early Dismissals**

Upon receiving notice that school will be dismissed early, the building principal or program director shall notify staff members of the impending dismissal. The type of emergency and student departure schedule will determine how long personnel shall remain in the building and the duties they will perform. In general, employees are expected to work if they are to be compensated for that day. If authorized by the applicable employment agreement, employees may utilize various leave provisions, including supervisor approved compensatory time, if they wish to leave

before the end of their normal workday. Most school activities, including childcare, are to be discontinued as soon as practical.

### C. School Closing

Upon notice that school will be closed due to an emergency, the building principal or program director shall notify staff members of the closing. Unless expressly dismissed with pay by the superintendent or designee, compensation for the day is governed by the respective employment agreement. Makeup days, if any, shall be scheduled by the school district and compensation paid according to applicable employment agreements.

In general, employees providing direct service to students will work on alternate days to be determined by the school district. Other employees are expected to work if they are to be compensated for the day. Leave provisions contained in respective employment agreements may be used as applicable and with appropriate notification and approval.

## III. GENERAL INFORMATION ON DISMISSALS AND CLOSINGS

In general, when schools are dismissed early or closed for the day, all other activities and programs in district buildings or involving Independent School District 191 students are canceled, including community education programs. Exceptions are permitted when conditions change or if the event is scheduled to occur at another location not affected by the emergency. Exceptions may be granted by the superintendent or designee or building principals. Delayed starts, early dismissals, and school closings will be posted on the homepage of the district web site ([www.isd191.org](http://www.isd191.org)) as well as on the home pages of school building web sites. An instant parent notification system will be used to contact parents directly via provided contact information.

If the emergency is of sufficient duration, the school calendar may be extended to maintain the number of instructional days. No additional compensation shall be provided for this extended time unless the respective employment contracts dictate otherwise.

### *Legal References:*

### *Cross References:*

Adopted: 11/2000  
 Reviewed: 1/14/2016  
 Revised: 3/2007, 1/28/2016  
 Rescinds: IICA

*Burnsville-Eagan-Savage School District Policy 610*

## **610 FIELD TRIPS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

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

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

#### **A. Instructional Trips**

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

#### **B. Supplementary Trips**

This category pertains to those trips in which students voluntarily participate and which may take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

#### **C. Extended Trips**

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).

2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.
3. The process to obtain extended field trip permission is:
  - a. An ISD 191 employee initiates a written request (form: Proposal for Extended Field Trip) to the activities director or principal.
  - b. The activities director and principal review the request and, if appropriate, forward the request for preliminary approval (prior to communicating with parents and students) by the superintendent or Board of Education as appropriate per schedule below:

**PRELIMINARY APPROVAL SCHEDULE**

Local, Regional Travel - Principal	60 days in advance
National Travel - Superintendent	120 days in advance
International Travel – School Board	180 days in advance

- c. The superintendent reviews the request, and if appropriate, forwards the request to the Board of Education.
- d. The trip is approved or denied.
- e. Activities director or principal notifies the coach/advisor of the trip status.
- f. Parents and students are contacted regarding the feasibility of the approved trip.
- g. The activities director and principal review the request and, if appropriate, forward the request for final approval by the superintendent or Board of Education as appropriate per the schedule below:

**FINAL APPROVAL SCHEDULE**

Local, Regional Travel - Principal	30 days in advance
National Travel - Superintendent	60 days in advance
International Travel – School Board	120 days in advance

**III. REGULATIONS**

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors

deemed important and in the best interest of students.

- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  - 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
  - 2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

#### IV. CANCELLATION

The superintendent is authorized to cancel an approved field trip should safety circumstances arise that in the superintendent's judgment warrant such action (e.g., based on U.S. State department travel advisories or other basis as determined by the superintendent).

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
 Minn. Stat. § 123B.37 (Prohibited Fees)  
 Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)  
 Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
 Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

**Cross References:** Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 Burnsville-Eagan-Savage School District Policy 423 (Employee – Student Relationships)

Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)  
Burnsville-Eagan-Savage School District Policy 707 (Transportation of  
Public School Students)  
Burnsville-Eagan-Savage School District Policy 709 (Student  
Transportation Safety Policy)  
Burnsville-Eagan-Savage School District Policy 710 (Extracurricular  
Transportation)

*Adopted:* 4/1997  
*Reviewed:* 1/14/2016  
*Revised:* 6/2009, 1/28/2016  
*Rescinds:* IKF

*Burnsville-Eagan-Savage School District Policy 620*

## **620 CREDIT FOR LEARNING**

### **I. PURPOSE**

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options, other advanced enrichment programs, alternative learning sites, and out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

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

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, out-of-school experiences, and online courses and programs.

### **III. DEFINITIONS**

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by the North Central Association of Colleges and Schools, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.

#### IV. **TRANSFER OF CREDIT FROM OTHER SCHOOLS**

##### A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.

##### B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
  - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
  - b. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district’s high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district’s high school graduation requirements will not be used to compute honor roll and/or class rank.
  - c. If no comparable course is offered by the school district for which

high school graduation credit would be provided, no credit will be provided to the student.

2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
  - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
  - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
  - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements, but the grade shall be a "P" (pass).
  - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.

## **V. POST-SECONDARY ENROLLMENT CREDIT**

- A. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
  1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
  2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
  3. When a determination is made that the content of the post-secondary

course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
  5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
  6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- B. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

## **VI. CREDIT FROM ONLINE LEARNING COURSES**

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

## **VII. ADVANCED ACADEMIC CREDIT**

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the

higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.

- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

### **VIII. PROCESS FOR AWARDING CREDIT**

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be

provided credit until requested documentation is available for review, if requested.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)  
 Minn. Stat. § 120B.021 (Required Academic Standards)  
 Minn. Stat. § 120B.11 (School District Process)  
 Minn. Stat. § 120B.14 (Advanced Academic Credit)  
 Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
 Minn. Stat. § 123B.445 (Nonpublic Education Council)  
 Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)  
 Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)  
 Minn. Stat. § 124D.095 (Online Learning Option)  
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
 Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
 Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
 Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

**Cross References:** Burnsville-Eagan-Savage School District Policy 104 (School District Mission Statement)  
 Burnsville-Eagan-Savage School District Policy 601 (School District Curriculum and Instruction Goals)  
 Burnsville-Eagan-Savage School District Policy 613 (Graduation Requirements)  
 Burnsville-Eagan-Savage School District Policy 614 (School District Testing Plan and Procedure)  
 Burnsville-Eagan-Savage School District Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
 Burnsville-Eagan-Savage School District Policy 616 (School District System Accountability)  
 Burnsville-Eagan-Savage School District Policy 618 (Assessment of Student Achievement)  
 Burnsville-Eagan-Savage School District Policy 624 (Online Learning Options)

*Adopted:* 1/28/2016  
*Reviewed:* 1/14/2016  
*Revised:*  
*Rescinds:*

*Burnsville-Eagan-Savage School District Policy 624*

## **624 ONLINE LEARNING OPTIONS**

### **I. PURPOSE**

The purpose of this policy is to recognize and govern online learning options of students enrolled in Independent School District 191 for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning.

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

- A. On-line learning should be held to the same standards as traditional learning.
- B. Supervision of students' on-line coursework is the responsibility of the on-line provider.
- C. On-line learning must meet the standards established by the District non-discrimination policy.
- D. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- E. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- F. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district.
- G. The school district shall continue to provide non-academic services to online learning students.
- H. Online learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

### **III. DEFINITIONS**

- A. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.

- B. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- C. “Enrolling district” means the school district or charter school in which a student is enrolled under Minn. Stat. § 120A.22, Subd. 4, for purposes of compulsory education.
- D. “Full-time online learning provider” means an enrolling school authorized by the Minnesota Department of Education (MDE) to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- E. “Online learning course syllabus” is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online learning course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to-teacher communications, and the academic support available to the online learning student.
- F. “Online learning” is a form of digital learning delivered by an approved online learning provider under Paragraph III.H.
- G. “Online learning student” is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Student” is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minn. Stat. §§ 120A.22 and 120A.24.
- J. “Supplemental online learning” means an online learning course taken in place of a course period at a local district school.

#### **IV. PROCEDURES**

- A. Dissemination and Receipt of Information
  - 1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.

2. The school district will receive and maintain information provided to it by online learning providers.
3. The online learning provider must report or make available information on an individual student's progress and accumulated credit to the student, the student's parent, and the enrolling district in a manner specified by the Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.
4. The enrolling district must designate a contact person to help facilitate and monitor the student's academic progress and accumulated credits toward graduation.

B. Student Enrollment

1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. The student and the student's parents must submit an application to the online learning provider and identify the student's reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student's parent must notify the online learning provider of the student's intent to enroll in online learning within ten days of being accepted, at which time the student and the student's parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student's application to enroll in online learning.
3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online learning course or program. An online learning provider must make available the supplemental online learning course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online learning provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances with the agreement of the online learning provider.
4. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as

described in the provider's online learning course syllabus meets the corresponding graduation requirements applicable to the student in the enrolling district. If the enrolling district does not agree that the course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent, and the online learning provider; and the online learning provider may make available a response to the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.

5. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.
6. An online learning student may complete course work at a grade level that is different from the student's current grade level.
7. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.

4. The online learning provider, other than a digital learning provider offering digital learning to its enrolled students only under Minn. Stat. § 124D.095, Subd. 4(d), must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online learning course syllabus that meets the Commissioner's requirements.

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.
2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
 Minn. Stat. § 120A.24 (Reporting)  
 Minn. Stat. § 123B.42, Subd. 1 (Curriculum; Electronic Components)  
 Minn. Stat. § 124D.03 (Enrollment Options Program)  
 Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)  
 Minn. Stat. § 124D.095 (Online Learning Option Act)

**Cross References:** Burnsville-Eagan-Savage School District Policy 509 (Enrollment of Nonresident Students)  
 Burnsville-Eagan-Savage School District Policy 605 (Alternative Programs)  
 Burnsville-Eagan-Savage School District Policy 608 (Instructional Services – Special Education)  
 Burnsville-Eagan-Savage School District Policy 613 (Graduation Requirements)  
 Burnsville-Eagan-Savage School District Policy 620 (Credit for Learning)

*Adopted:* 1/1986  
*Reviewed:* 1/14/2016  
*Revised:* 11/2011, 1/28/2016  
*Rescinds:* ING

*Burnsville-Eagan-Savage School District Policy 799*

## **799 ANIMALS IN THE SCHOOLS**

### **I. PURPOSE**

The purpose of this policy is to provide guidance for when animals are allowed on school district property, including buildings and classrooms.

### **II. SERVICE ANIMALS**

- A. A person with a disability may be accompanied by a service animal in public places within Independent School District 191 consistent with Minnesota Statutes §256C.02 and § 363A.19. A service animal is defined as a dog that has been individually trained to do work or perform tasks for the benefit of a person with disabilities. A person who is training a dog to be a service dog also may be permitted to have a dog on school property.
- B. The services animal must be permitted in any areas of school district facilities that the public is normally allowed to visit. This is true even if local health codes would prohibit a dog from being in part or all of the facility.
- C. The District may only ask whether the service animal is required by the person's disability and what work or task the service animal does for the person with disabilities. No other inquiries may be made regarding the service animal.
- D. The animal handler must do the following:
  - 1. Properly harness or leash the service animal and maintain control of the animal.
  - 2. Provide the service animal with humane care and treatment.
- E. The person with a disability may be asked to remove the service animal if it is out of control and the handler cannot regain control or if it is not house-broken.

### **III. NON-SERVICE, COMPANION ANIMALS**

- A. A student with a disability who wishes to be accompanied in a school building including a classroom, lunchroom, or other area within the school building by a non-service animal should request that the student's Individualized Education

Program (IEP) or Section 504 team consider whether the non-service animal is necessary to provide the student with a free appropriate public education (FAPE).

- B. The non-service animal will be permitted to accompany the student if the student requires the animal in order to receive a FAPE as determined by the IEP or Section 504 team.
- C. IEP/ Section 504 teams will address any specific goal that would pertain to the animal and how the student's need would be addressed and if the use of the animal is the only means for meeting the student's need. These considerations would be balanced with the needs of other students in the school/classroom including allergies, asthma, and cultural concerns.
- D. The following requirements apply to non-service companion animals permitted in schools:
  - 1. The non-service animal is harnessed or leashed and controlled by the person with disabilities.
  - 2. Proof of vaccination for rabies and distemper-parvo must be provided before any non-service animal is allowed in a school.
  - 3. The person shall be liable for any damage done to property by a non-service animal.
  - 4. The person is responsible for the humane care and treatment of the non-service animal.
  - 5. The person may be asked to remove the non-service animal if it poses a significant health or safety risk or creates or may create disruption to the educational environment.

## **VI. VISITING ANIMALS**

- A. The site administrator has the sole discretion to allow or not allow pets or animals on school property. This provision does not apply to service animals or companion animals for persons with disabilities.
- B. When possible, it is preferable for students to go outside and visit the animal rather than have the animal visit the students in the building.
- C. If the site administrator grants permission for a visiting animal to be present on school property, the following minimal conditions apply:
  - 1. The animal must be controlled and humanely cared for by the owner,

2. The animal must be vaccinated as required by local law,
3. The animal must be removed by the owner at the request of the school administrator regardless of the reason if any;
4. The owner will be liable for property damage or injury.

## **VII. CLASSROOM ANIMALS**

- A. The site administrator has the sole discretion to allow or not allow animals (including birds, reptiles and insects) in classrooms.
- B. Animals must serve an educational purpose.
- C. Animals in the classroom are the responsibility of the teacher who must ensure safe handling or presentation of animals, adherence to proper hand washing and other safety practices, vaccination as required by law and clean-up of animal cages, food and waste.

## **VIII. ANIMAL BITES**

If an animal bite or other injury to persons occurs, administer first aid as necessary and notify the health office and parent or guardian.

**Legal References:** 20 U.S.C. § 1401 *et seq.* (The Individuals with Disabilities Education Act)  
 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
 Minn. Stat. §§ 256C.02 (Persons with Disabilities)  
 Minn. Stat. §363A.19 (Discrimination against Persons with Disabilities Prohibited)  
 48 U.S.C. §§ 12101 *et seq.* (The Americans with Disabilities Act)  
 28 C.F.R. 36.302(c)(1) (Service Animals)

**Cross References:** Burnsville-Eagan-Savage School District Policy 402 (Disability Nondiscrimination Policy)  
 Burnsville-Eagan-Savage School District Policy 521 (Student Disability Nondiscrimination)  
 Burnsville-Eagan-Savage School District Policy 608 (Instructional Service – Special Education)



**Agenda III.B.9.  
January 28, 2016**

**To:** Members, Board of Education  
Joe Gothard, superintendent

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

**Date:** January 22, 2016

**Re:** Extended field trip request for 4<sup>th</sup> and 5<sup>th</sup> grade students at Vista View Elementary

**RECOMMENDATION:** that the Board of Education approves an extended field trip request for 4<sup>th</sup> and 5<sup>th</sup> grade students at Vista View Elementary to attend an overnight field trip at the Minnesota Science Museum Feb. 11-12, 2016.

Background: Vista View Elementary School has submitted an application for formal approval of an extended field trip to the Minnesota Science Museum Feb. 11-12, 2016. The primary objective of the trip is to give students a hands on experience to learning and understanding science. They will experience a wide range of experiments and activities.

There is no cost to students for the field trip due to a recent grant from the Science Museum of Minnesota and Flint Hills Resources. Approximately 105 students and at least 13 chaperones will attend.

Reference: Board Policy IICA/610

LKR:jmk



**Agenda III.B.10.  
January 28, 2016**

**To: Members, Board of Education  
Superintendent Gothard**

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

**Date: January 21, 2016**

**Re: Change Order #044, #045, #050, #054, #055, #056 and #057 for the 2015 Additions and Alterations to Burnsville High School**

RECOMMENDATION: That the Board of Education approve change orders #044, #045, #050, #054, #055, #056 and #057 for the 2015 Additions and Alterations to Burnsville High School.

On May 28<sup>th</sup>, 2015 the school board awarded contracts for bid package #1, on June 25, 2015 the school board awarded one contract for bid package #2, on August 13, 2015 the school board awarded contracts for bid package #3 and on October 22, November 5, November 19 and December 17, 2015 school board awarded contracts for bid package #4 for the 2015 Additions and Alterations to the Burnsville High School.

Change order #044 for contract #3110 (Max Steininger Inc.) Is in the amount of \$8,250.00. The reason for this cost increase was to remove additional pavement and to add new topsoil where VCP pipe was being replaced due to the conditions of the old pipe.

Change order #054 for contract #3100 (Max Steininger Inc.) Is in the amount of \$1,035.00. The reason for this cost increase was for some additional bituminous removal and grading to an area where a storm sewer for an existing roof drain needed to be reconfigured and replaced due to the condition of the sewer pipe.

Change order #055 for contract #2600 (Peoples Electric CO., Inc.) is in the amount of \$4544.00. The reason for this cost increase was to purchase and install electric heaters in the new warehouse restroom, also included in this increase was an additional electrical permit to gain temporary occupancy in the Annex.



Change order #057 for contract #2600 (Peoples Electric CO., Inc.) in the amount of \$2,754 was for additional low voltage work needed to put the warehouse network switch back on the districts network.

Change order #056 for contract #0600 (Ebert Construction Inc.) is in the amount of \$1,202.00. The reason for this change was to move a masonry wall and wrap a structural column in the classroom in the Annex. Changes were needed to accommodate for site conditions.

Change order #045 for contract #3210 (Midwest Asphalt Corporation) is in the amount of \$9,762.00. The reason for this cost increase was for additional light and heavy duty pavement replacement due to the replacement of sewer pipes due to the conditions of the pipe.

Change order #050 for contract #3210 (Midwest Asphalt Corporation) is in the amount of \$2940.00. The reason for this change was for additional concrete curb, a concrete stoop and charges for high early concrete for the curbs due to the cold temperatures.

To date total change orders in amount of \$543,295.00 to the 45 original contract amounts of \$37,734,946.00 brings the total contracts with change orders to \$38,278,241.00. This represents change orders of 1.44% of original bid amounts.

The items on these change orders have been reviewed and validated by ATS&R Architects and Engineers and WENCK Construction Inc.

# CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

DEC 24 2015

JAN 04 2016

(Instructions on reverse side)

OWNER

CONSTRUCTION MANAGER

ARCHITECT

CONTRACTOR

FIELD

OTHER

PCO # 044  
121

PROJECT: 2015 ADDITIONS & ALTERATIONS TO  
(Name and address) BURNSVILLE HIGH SCHOOL BP #1  
600 EAST HIGHWAY 13  
BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 3110.007

INITIATION DATE: 11/18/15

TO CONTRACTOR: MAX STEININGER, INC.  
(Name and address) 3080 LEXINGTON AVENUE SOUTH  
EAGAN, MINNESOTA 55121

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #3110  
Site Demolition &  
Improvements

CONTRACT DATE: 5/28/2015

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for noted on the attached Page #2

# RECEIVED

DEC 29 2015

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) ( <del>Contracted Maximum Price</del> ) was .....	\$	530,000.00
Net change by previously authorized Change Orders .....	\$	321,857.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	851,857.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order .....	\$	8,250.00
The new (Contract Sum) ( <del>Contracted Maximum Price</del> ) including this Change Order will be ...	\$	860,107.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) (unchanged) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

WENCK CONSTRUCTION INC.  
CONSTRUCTION MANAGER  
7500 Olson Memorial Hwy, Golden Valley, MN 55427  
ADDRESS  
BY: *[Signature]* DATE: 12/29/15

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS  
ARCHITECT  
8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
ADDRESS  
BY: *[Signature]* DATE: 12/29/15

MAX STEININGER, INC.  
CONTRACTOR  
3080 Lexington Avenue South, Eagan, MN 55121  
ADDRESS  
BY: *[Signature]* DATE: 12-7-15

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS  
OWNER  
100 River Ridge Court, Burnsville, MN 55337  
ADDRESS  
BY: \_\_\_\_\_ DATE: \_\_\_\_\_



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Change Order

Burnsville High School

Project # 30150401

Tel: 952-707-2000 Fax: 952-707-2102

Date: 11/18/2015

Contractor:

Max Steininger, Inc.  
3080 Lexington Avenue South  
Eagan, MN 55121

Architect's Project No:

Contract Date:

Contract Number: 3110

Change Order Number: 007

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-013R	004	Removal of additional pavement and placement of new top soil per PR 013R.	8,250

The original Contract (s) Value was.....	530,000
Sum of changes by prior Change Orders.....	321,857
The Contract Value prior to this Change Order was.....	851,857
The Contract Value will be changed by this Change Order in the amount of.....	8,250
The new Contract Value including this Change Order will be.....	860,107
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

# CHANGE ORDER

## CONSTRUCTION MANAGER-ADVISER EDITION

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DEC 23 2015  
JAN 04 2015

OWNER   
 CONSTRUCTION MANAGER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

PCO # 045  
123

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO  
 BURNSVILLE HIGH SCHOOL BP #1  
 (Name and address) 600 EAST HIGHWAY 13  
 BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 3210.001  
 INITIATION DATE: 11/17/15  
 PROJECT NOS.: 301504.01  
 CONTRACT FOR: Contract #3210  
 Asphalt Paving/Curbs  
 CONTRACT DATE: 8/13/2015

TO CONTRACTOR: MIDWEST ASPHALT CORPORATION  
 (Name and address) 6340 INDUSTRIAL DRIVE SUITE #200  
 EDEN PRAIRIE, MINNESOTA 55346

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for noted on the attached Page #2

# RECEIVED

DEC 29 2015

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was .....	\$	921,900.00
Net change by previously authorized Change Orders .....	\$	0.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	921,900.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <u>unchanged</u> ) by this Change Order .....	\$	9,762.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be ...	\$	931,662.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) ( <u>unchanged</u> ) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		<u>unchanged.</u>

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

WENCK CONSTRUCTION INC.  
 CONSTRUCTION MANAGER  
 7500 Olson Memorial Hwy, Golden Valley, MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 12/28/15

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 12/29/15

MIDWEST ASPHALT CORPORATION  
 CONTRACTOR  
 6340 Industrial Drive, Suite #200, Eden Prairie, MN 55346  
 ADDRESS  
 BY *[Signature]* DATE 12/17/15

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS  
 OWNER  
 100 River Ridge Court, Burnsville, MN 55337  
 ADDRESS  
 BY \_\_\_\_\_ DATE \_\_\_\_\_



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# Change Order

Burnsville High School

Project # 30150401

Tel: 952-707-2000 Fax: 952-707-2102

Date: 11/17/2015

**Contractor:**

Midwest Asphalt Corporation  
P. O. Box 5477  
Hopkins, MN 55343

Architect's Project No:

Contract Date:

Contract Number: 3210

Change Order Number: 001

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-013R	002	Additional light and heavy duty pavement per PR 013R.	9,762

The original Contract (s) Value was.....	921,900
Sum of changes by prior Change Orders.....	0
The Contract Value prior to this Change Order was.....	921,900
The Contract Value will be changed by this Change Order in the amount of.....	9,762
The new Contract Value including this Change Order will be.....	931,662
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

# CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

DEC 10 2015

JAN 04 2016

OWNER   
 CONSTRUCTION MANAGER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

PCO # 050  
125

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO  
 (Name and address) BURNSVILLE HIGH SCHOOL BP #3  
 600 EAST HIGHWAY 13  
 BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 3210.002  
 INITIATION DATE: 12/02/15  
 PROJECT NOS.: 301504.01  
 CONTRACT FOR: Contract #3210  
 Asphalt Paving/Curbs  
 CONTRACT DATE: 8/13/2015

TO CONTRACTOR: MIDWEST ASPHALT CORPORATION  
 (Name and address) 6340 INDUSTRIAL DRIVE SUITE #200  
 EDEN PRAIRIE, MINNESOTA 55346

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for noted on the attached Page #2

# RECEIVED

DEC 15 2015

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) ( <del>Contract Sum</del> ) was .....	\$	921,900.00
Net change by previously authorized Change Orders .....	\$	9,762.00
The (Contract Sum) ( <del>Contract Sum</del> ) prior to this Change Order was .....	\$	931,662.00
The (Contract Sum) ( <del>Contract Sum</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order .....	\$	2,940.00
The new (Contract Sum) ( <del>Contract Sum</del> ) Price) including this Change Order will be ...	\$	934,602.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) (unchanged) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

WENCK CONSTRUCTION INC.  
 CONSTRUCTION MANAGER  
 7500 Olson Memorial Hwy, Golden Valley, MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 12/14/15

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 12/29/15

MIDWEST ASPHALT CORPORATION  
 CONTRACTOR  
 6340 Industrial Drive, Suite #200, Eden Prairie, MN 55346  
 ADDRESS  
 BY *[Signature]* DATE 12/17/15

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS  
 OWNER  
 100 River Ridge Court, Burnsville, MN 55337  
 ADDRESS  
 BY \_\_\_\_\_ DATE \_\_\_\_\_



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Change Order

Burnsville High School

Project # 30150401

Tel: 952-707-2000 Fax: 952-707-2102

Date: 12/2/2015

Contractor:

Midwest Asphalt Corporation

P. O. Box 5477

Hopkins, MN 55343

Architect's Project No:

Contract Date:

Contract Number: 3210

Change Order Number: 002

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-052	001	Additional B612 curb, concrete stoop, and charges for high early concrete.	2,940

The original Contract (s) Value was.....	921,900
Sum of changes by prior Change Orders.....	9,762
The Contract Value prior to this Change Order was.....	931,662
The Contract Value will be changed by this Change Order in the amount of.....	2,940
The new Contract Value including this Change Order will be.....	934,602
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

*lh*

# CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

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JAN 04 2016

OWNER   
 CONSTRUCTION MANAGER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

PCO # 054  
127

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO  
 BURNSVILLE HIGH SCHOOL BP #3  
 (Name and address) 600 EAST HIGHWAY 13  
 BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 3100.001  
 INITIATION DATE: 12/04/15  
 PROJECT NOS.: 301504.01  
 CONTRACT FOR: Contract #3100  
 Earthwork Site Demo  
 CONTRACT DATE: 8/13/2015

TO CONTRACTOR: MAX STEININGER, INC.  
 (Name and address) 3080 LEXINGTON AVENUE SOUTH  
 EAGAN, MINNESOTA 55121

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for noted on the attached Page #2

# RECEIVED

DEC 29 2015

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was .....	\$	1,071,000.00
Net change by previously authorized Change Orders .....	\$	0.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	1,071,000.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order .....	\$	1,035.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be ...	\$	1,072,035.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) (unchanged) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

WENCK CONSTRUCTION INC.  
 CONSTRUCTION MANAGER  
 7500 Olson Memorial Hwy, Golden Valley, MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 12/28/15

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 12/29/15

MAX STEININGER, INC.  
 CONTRACTOR  
 3080 Lexington Avenue South, Eagan, MN 55121  
 ADDRESS  
 BY *[Signature]* DATE 12-17-15

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS  
 OWNER  
 100 River Ridge Court, Burnsville, MN 55337  
 ADDRESS  
 BY \_\_\_\_\_ DATE \_\_\_\_\_



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Change Order

Burnsville High School

Project # 30150401  
 Tel: 952-707-2000 Fax: 952-707-2102

Date: 12/4/2015

Contractor:  
 Max Steininger, Inc.  
 3080 Lexington Avenue South  
 Eagan, MN 55121

Architect's Project No:  
 Contract Date:  
 Contract Number: 3100  
 Change Order Number: 001

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-014	002	Provide bituminous removal per PR #14.	1,035

The original Contract (s) Value was.....	1,071,000
Sum of changes by prior Change Orders.....	0
The Contract Value prior to this Change Order was.....	1,071,000
The Contract Value will be changed by this Change Order in the amount of.....	1,035
The new Contract Value including this Change Order will be.....	1,072,035
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

# CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

DEC 24 2015

JAN 04 2016

OWNER   
 CONSTRUCTION MANAGER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

PCO # 055  
129

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO  
 BURNSVILLE HIGH SCHOOL BP #1  
 (Name and address) 600 EAST HIGHWAY 13  
 BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 2600.012

INITIATION DATE: 12/09/15

TO CONTRACTOR: PEOPLES ELECTRIC CO., INC.  
 (Name and address) 277 FILLMORE AVENUE  
 ST. PAUL, MINNESOTA 55107

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #2600  
Electrical

CONTRACT DATE: 5/28/2015

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for noted on the attached Page #2

# RECEIVED

DEC 29 2015

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) ( <del>Contracted Maximum Price</del> ) was .....	\$	566,500.00
Net change by previously authorized Change Orders .....	\$	66,515.00
The (Contract Sum) ( <del>Contracted Maximum Price</del> ) prior to this Change Order was .....	\$	633,015.00
The (Contract Sum) ( <del>Contracted Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order .....	\$	4,544.00
The new (Contract Sum) ( <del>Contracted Maximum Price</del> ) including this Change Order will be ...	\$	637,559.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) (unchanged) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

WENCK CONSTRUCTION INC.  
 CONSTRUCTION MANAGER  
 7500 Olson Memorial Hwy, Golden Valley, MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 12/28/15

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 12/29/15

PEOPLES ELECTRIC CO., INC.  
 CONTRACTOR  
 277 East Fillmore Avenue, St. Paul, MN 55107  
 ADDRESS  
 BY *[Signature]* DATE 12/21/15

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS  
 OWNER  
 100 River Ridge Court, Burnsville, MN 55337  
 ADDRESS  
 BY \_\_\_\_\_ DATE \_\_\_\_\_



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Change Order

Burnsville High School

Project # 30150401

Tel: 952-707-2000 Fax: 952-707-2102

Date: 12/9/2015

Contractor:

Peoples Electric Company, Inc.  
277 East Fillmore Avenue  
St. Paul, MN 55107

Architect's Project No:

Contract Date:

Contract Number: 2600

Change Order Number: 012

The Contract is hereby revised by the following items:

Warehouse Bathroom Heaters and Permit Fee

PCO	Item #	Description	Amount
PR-037	001	Furnish and install heaters in restrooms per PR 37.	4,397
RCO-059	001	Additional electrical permit fee to get temporary occupancy in annex.	147

The original Contract (s) Value was.....	566,500
Sum of changes by prior Change Orders.....	66,515
The Contract Value prior to this Change Order was.....	633,015
The Contract Value will be changed by this Change Order in the amount of.....	4,544
The new Contract Value including this Change Order will be.....	637,559
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

*DM*

# CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

DEC 23 2015

JAN 8 4 2016

OWNER   
 CONSTRUCTION MANAGER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

PCO # 056  
131

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO  
 BURNSVILLE HIGH SCHOOL BP #1  
 (Name and address) 600 EAST HIGHWAY 13  
 BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 0600.013  
 INITIATION DATE: 12/09/15  
 PROJECT NOS.: 301504.01

TO CONTRACTOR: EBERT, INC. D/B/A EBERT CONSTRUCTION  
 (Name and address) 23350 COUNTY ROAD 10  
 CORCORAN, MINNESOTA 55357

CONTRACT FOR: Contract #0600  
 General Construction  
 Shop Annex  
 CONTRACT DATE: 5/28/2015

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for noted on the attached Page #2

# RECEIVED

DEC 29 2015

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was .....	\$	671,900.00
Net change by previously authorized Change Orders .....	\$	68,878.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	740,778.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order .....	\$	1,202.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be ...	\$	741,980.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) (unchanged) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

WENCK CONSTRUCTION INC.  
 CONSTRUCTION MANAGER  
 7500 Olson Memorial Hwy, Golden Valley, MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 12/29/15

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 12/29/15

EBERT, INC. D/B/A EBERT CONSTRUCTION  
 CONTRACTOR  
 23350 County Road 10, Corcoran, MN 55357  
 ADDRESS  
 BY *[Signature]* DATE 12/21/15

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS  
 OWNER  
 100 River Ridge Court, Burnsville, MN 55337  
 ADDRESS  
 BY \_\_\_\_\_ DATE \_\_\_\_\_



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Change Order

Burnsville High School

Project # 30150401

Tel: 952-707-2000 Fax: 952-707-2102

Date: 12/9/2015

Contractor:

Ebert Inc.

23350 County Road 10

Corcoran, MN 55357

Architect's Project No:

Contract Date:

Contract Number: 0600

Change Order Number: 013

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-051	001	Masonry adjustments at annex classroom required due to changes in PR 9.	1,202

The original Contract (s) Value was.....	671,900
Sum of changes by prior Change Orders.....	68,878
The Contract Value prior to this Change Order was.....	740,778
The Contract Value will be changed by this Change Order in the amount of.....	1,202
The new Contract Value including this Change Order will be.....	741,980
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

*DM*

# CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

DEC 24 2015

JAN 04 2016

OWNER

CONSTRUCTION MANAGER

ARCHITECT

CONTRACTOR

FIELD

OTHER

PCO # 057  
133

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO  
 (Name and address) BURNSVILLE HIGH SCHOOL BP #1  
 600 EAST HIGHWAY 13  
 BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 2600.013

INITIATION DATE: 12/16/15

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #2600  
Electrical

CONTRACT DATE: 5/28/2015

TO CONTRACTOR: PEOPLES ELECTRIC CO., INC.  
 (Name and address) 277 FILLMORE AVENUE  
 ST. PAUL, MINNESOTA 55107

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for noted on the attached Page #2

# RECEIVED

DEC 29 2015

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was .....	\$	566,500.00
Net change by previously authorized Change Orders .....	\$	71,059.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	637,559.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order .....	\$	2,754.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be ...	\$	640,313.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) (unchanged) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

WENCK CONSTRUCTION INC.  
 CONSTRUCTION MANAGER  
 7500 Olson Memorial Hwy, Golden Valley, MN 55427  
 ADDRESS: *[Signature]*  
 BY: *[Signature]* DATE: 12/29/15

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS: *[Signature]*  
 BY: *[Signature]* DATE: 12/29/15

PEOPLES ELECTRIC CO., INC.  
 CONTRACTOR  
 277 East Fillmore Avenue, St. Paul, MN 55107  
 ADDRESS: *[Signature]*  
 BY: *[Signature]* DATE: 12/21/15

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS  
 OWNER  
 100 River Ridge Court, Burnsville, MN 55337  
 ADDRESS: \_\_\_\_\_  
 BY: \_\_\_\_\_ DATE: \_\_\_\_\_



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Change Order

**Burnsville High School**

**Project # 30150401**

Tel: 952-707-2000 Fax: 952-707-2102

**Date: 12/16/2015**

**Contractor:**

Peoples Electric Company, Inc.  
277 East Fillmore Avenue  
St. Paul, MN 55107

**Architect's Project No:**

**Contract Date:**

**Contract Number: 2600**

**Change Order Number: 013**

**The Contract is hereby revised by the following items:**

Additional Low Voltage Work

PCO	Item #	Description	Amount
RCO-037	001	Additional low voltage work associated with scheduling and site coordination.	2,754

The original Contract (s) Value was.....	566,500
Sum of changes by prior Change Orders.....	71,059
The Contract Value prior to this Change Order was.....	637,559
The Contract Value will be changed by this Change Order in the amount of.....	2,754
The new Contract Value including this Change Order will be.....	640,313
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

# Budget Report with Change Orders

Information	Company	Wenck Estimates	Awarded Bid	Change Orders To Date	Percent of Change	Numer of Change Orders	Contract Amount With Change Orders	Percent of Completion
Bid Pack #1								
Contract #0600 General Construction Shop Annex	Ebert Construction	\$919,600.00	\$671,900.00	\$70,080.00	10.43%	13	\$741,980.00	94.43%
Contract #2300 Mechanical	Klamm Mechanical	\$647,800.00	\$900,000.00	\$12,024.00	1.34%	4	\$912,024.00	99.60%
Contract #2600 Electrical	Peoples Electric	\$293,600.00	\$566,500.00	\$73,813.00	13.03%	13	\$640,313.00	91.67%
Contract #3110 Site Demolition and Improvements	Max Steining Inc.	\$775,285.10	\$530,000.00	\$330,107.00	62.28%	7	\$860,107.00	80.42%
Contract #3300 Site Utility Relocation	Veit & Co.	\$243,170.00	\$410,000.00	\$115,109.00	28.08%	5	\$525,109.00	82.74%
Contract #0240 Building Demolition	Veit & Co.	\$366,047.14	\$71,039.00	\$30,496.00	42.93%	5	\$101,535.00	93.70%
		<u>\$3,245,502.24</u>	<u>\$3,149,439.00</u>	<u>\$631,629.00</u>			<u>\$3,781,068.00</u>	
Bid Pack #2								
Contract #0345 Precast Concrete Wall Panels	Wells Concrete	\$2,403,594.00	\$2,615,000.00	(\$120,000.00)	-4.59%	1	\$2,495,000.00	51.92%
		<u>\$2,403,594.00</u>	<u>\$2,615,000.00</u>	<u>(\$120,000.00)</u>			<u>\$2,495,000.00</u>	
Bid Pack #3								
Contract #0420 Masonry	Crosstown Masonry Incorporated	\$1,305,616.00	\$1,240,000.00	\$4,477.00	0.36%	1	\$1,244,477.00	9.18%
Contract #3301 Site Utilities	Metro Utilities, Inc.	\$181,880.00	\$288,750.00	\$0.00	0.00%	0	\$288,750.00	24.48%
Contract #3290 Landscaping/Irrigation Systems	Urban Companies, LLC	\$305,275.00	\$240,069.00	\$5,740.00	2.39%	2	\$245,809.00	16.05%
Contract #3210 Asphalt Paving/Curbs	Midwest Asphalt Corporation	\$1,244,655.00	\$921,900.00	\$12,702.00	1.38%	2	\$934,602.00	12.42%
Contract #3100 Earthwork/Site Demolition	Max Steining Inc.	\$1,179,458.00	\$1,071,000.00	\$1,035.00	0.10%	1	\$1,072,035.00	45.35%
Contract #2202 Mechanical	Klamm Mechanical	\$551,250.00	\$872,000.00	(\$4,143.00)	-0.48%	1	\$867,857.00	9.77%
Contract #0510 Structural Steel Erection	Red Cedar Steel Erectors, Inc.	\$599,057.00	\$582,300.00	\$0.00	0.00%	0	\$582,300.00	3.26%
Contract #0340 Structural Precast Concrete	Wells Concrete	\$1,013,719.00	\$933,340.00	\$0.00	0.00%	0	\$933,340.00	52.73%
Contract #0330 Cast-In-Place Concrete	Northland Concrete & Masonry, LLC	\$2,739,043.00	\$2,617,189.00	\$11,855.00	0.45%	2	\$2,629,044.00	34.38%
Contract #0241 Building Demolition	Lloyd's Construction Services Inc.	\$146,221.00	\$285,155.00	\$0.00	0.00%	0	\$285,155.00	76.00%
Contract #0512 Structural Steel Supply	American Structural Metals, Inc.	\$788,856.00	\$898,900.00	\$0.00	0.00%	0	\$898,900.00	0.00%

Information	Company	Wenck Estimates	Awarded Bid	Change Orders To Date	Percent of Change	Numer of Change Orders	Contract Amount With Change Orders	Percent of Completion
		<u>\$10,055,030.00</u>	<u>\$9,950,603.00</u>	<u>\$31,666.00</u>			<u>\$9,982,269.00</u>	136
Bid Pack #4								
Contract #0790 Caulking/Firestopping/Traffic Coatings	The Caulkers Company, Inc.	\$96,495.00	\$86,900.00	\$0.00	0.00%	0	\$86,900.00	0.00%
Contract #0335 Polished Concrete Floors	Questmark Flooring	\$33,633.60	\$15,969.00	\$0.00	0.00%	0	\$15,969.00	0.00%
Contract #0511 Miscellaneous Metals - Erection	Red Cedar Steel Erectors, Inc.	\$58,387.35	\$126,500.00	\$0.00	0.00%	0	\$126,500.00	0.00%
Contract #0550 Miscellaneous Metals Fabrication- Supply	American Structural Metals, Inc.	\$411,285.00	\$802,450.00	\$0.00	0.00%	0	\$802,450.00	0.00%
Contract #0990 Painting	Fransen Decorating, Inc.	\$401,378.25	\$230,305.00	\$0.00	0.00%	0	\$230,305.00	0.00%
Owner Direct - Architectural Purchase	Haldeman-Homme Inc.	\$1,636,582.50	\$1,084,781.00	\$0.00	0.00%	0	\$1,084,781.00	0.00%
Contract #2601 Electrical/Communications/Security/Paging	Peoples Electric	\$3,736,950.00	\$3,558,650.00	\$0.00	0.00%	0	\$3,558,650.00	4.07%
Contract #2305 Testing and Balancing	Marcus Global, Inc.	\$71,299.20	\$67,800.00	\$0.00	0.00%	0	\$67,800.00	0.00%
Contract #2302 HVAC/Temperature Controls	Thelen Heating & Roofing, Inc.	\$3,479,700.00	\$2,751,800.00	\$0.00	0.00%	0	\$2,751,800.00	2.19%
Contract #2200 Plumbing and Heating	El-Jay Plumbing & Heating, Inc.	\$3,709,440.00	\$3,269,000.00	\$0.00	0.00%	0	\$3,269,000.00	0.88%
Contract #2100 Fire Protection	Total Fire Protection, Inc.	\$427,798.35	\$418,890.00	\$0.00	0.00%	0	\$418,890.00	0.00%
Contract #1440 Wheelchair Lift	DRN Enterprises, d.b.a Arrow Lift	\$15,750.00	\$26,989.00	\$0.00	0.00%	0	\$26,989.00	0.00%
Contract #1420 Elevators	ThyssenKrupp Elevator Americas	\$189,000.00	\$200,047.00	\$0.00	0.00%	0	\$200,047.00	0.00%
Contract #1140 Food Service Equipment	Advanced Contract Equipment and Design	\$15,750.00	\$18,381.00	\$0.00	0.00%	0	\$18,381.00	0.00%
Contract #0610 Selective Demolition/Carpentry	George F. Cook Construction Co.	\$1,521,190.65	\$1,443,000.00	\$0.00	0.00%	0	\$1,443,000.00	0.00%
Contract #1022 Folding Panel Partitions	W.L. Hall Company	\$61,425.00	\$52,904.00	\$0.00	0.00%	0	\$52,904.00	1.03%
Contract #0750 Roofing and Metal Panels	Palmer West Construction Company, Inc.	\$2,206,743.00	\$1,603,200.00	\$0.00	0.00%	0	\$1,603,200.00	0.00%
Contract #0966 Epoxy Terrazzo Flooring	Advance Terrazzo Flooring	\$612,417.75	\$508,000.00	\$0.00	0.00%	0	\$508,000.00	0.00%
Contract #0965 Resilient Flooring/Carpet	Floors by Becker, Inc.	\$368,131.05	\$431,132.00	\$0.00	0.00%	0	\$431,132.00	0.00%
Contract #0950 Acoustical Ceilings	Kirk Acoustics	\$383,939.85	\$300,280.00	\$0.00	0.00%	0	\$300,280.00	0.00%
Contract #0930 Tile	Multiple Concepts Interiors, Inc.	\$886,415.25	\$1,324,000.00	\$0.00	0.00%	0	\$1,324,000.00	0.00%

Information	Company	Wenck Estimates	Awarded Bid	Change Orders To Date	Precent of Change	Numer of Change Orders	Contract Amount With Change Orders	Precent of Completion
Contract #0920 Drywall/Cold Formed Metal Framing/DEF	Commercial Drywall, Inc.	\$1,222,033.05	\$609,850.00	\$0.00	0.00%	0	\$609,850.00	3.89%
Contract #0840 Aluminum Entrances I Storefronts I Curta	Envision Glass, Inc.	\$1,668,936.15	\$1,276,534.00	\$0.00	0.00%	0	\$1,276,534.00	0.00%
Contract #0833 Coiling/Overhead Doors	Overhead Door of the Northland	\$76,125.00	\$73,689.00	\$0.00	0.00%	0	\$73,689.00	0.00%
Contract #0810 Doors/Frames/Hardware - Supply	Kendell Doors & Hardware, Inc.	\$445,068.75	\$409,848.00	\$0.00	0.00%	0	\$409,848.00	0.00%
Owner Direct - Chiller Plant Purchase	Train Co.	\$1,470,000.00	\$1,296,580.00	\$0.00	0.00%	0	\$1,296,580.00	0.00%
Contract #1044 Signage	Walker Sign Holdings, Inc.	\$47,250.00	\$32,425.00	\$0.00	0.00%	0	\$32,425.00	0.00%
		<u>\$25,253,124.75</u>	<u>\$22,019,904.00</u>	<u>\$0.00</u>			<u>\$22,019,904.00</u>	
	Grand Totals	<b><u>\$40,957,250.99</u></b>	<b><u>\$37,734,946.00</u></b>	<b><u>\$543,295.00</u></b>	<b>1.44%</b>		<b><u>\$38,278,241.00</u></b>	
							<b><u>\$41,716,739.00</u></b>	

REVIEW AND COMMENT CONSTRUCTION BUDGET WITH ALTERNATIVE FACILITIES FUNDING



**Agenda IV.A.  
January 28, 2016**

**To:** Board of Education, Members  
**From:** Dan Luth, Chair  
**Date:** January 21, 2016  
**Re:** Superintendent Employment Contract

**RECOMMENDATION:** That the Board of Education enters into a contract with Dr. Joseph Gothard in conformance with Minnesota Statute §123B.143 for a term of three (3) years commencing July 1, 2016 and ending June 30, 2019.

A summary of changes to the Superintendent Employment Contract are listed below:

**ARTICLE I: DURATION AND TERMINATION**

- Section 1: Contract duration dates were updated.
- Section 2: Contract expiration date was updated.

**ARTICLE III: COMPENSATION**

- Section 1: Base salary will be \$191,900 in fiscal year 2016-17.
- Section 2: TSA Contribution matching was increased from \$2000 to \$3000 per school year.

**ARTICLE IV: DUTY YEAR AND LEAVES OF ABSENCE**

- Section 2: School District will contribute an amount not to exceed the equivalent of five (5) days of vacation leave to the Superintendent's 403(b) account if the Superintendent has accrued, unused vacation leave on June 30 of a Contract year.

**ARTICLE VI: PROFESSIONAL GROWTH AND REIMBURSEMENT**

- Section 4: Advanced Doctorate Degree was added.

## SUPERINTENDENT EMPLOYMENT CONTRACT

Pursuant to Minnesota Statutes section 123B.143 (2015), the School Board of Independent School District No. 191, Burnsville-Eagan-Savage (“District” or “School Board”) enters into this employment contract (“Contract”) with Joseph Gothard (“Superintendent”). In consideration of the mutual promises contained in this Contract and other valuable consideration, the sufficiency of which is acknowledged, the District and the Superintendent agree as follows:

### ARTICLE I DURATION AND TERMINATION

**Section 1: Duration.** This Contract is for a term of three (3) years beginning on July 1, 2016, and ending on June 30, 2019. This Contract will remain in full force and effect unless it is modified by mutual written consent of the School Board and the Superintendent, or unless the Board discharges the Superintendent in accordance with this Contract.

**Section 2: Expiration.** This Contract will automatically expire on June 30, 2019. When this Contract expires, neither party will have any further claim against the other, and the District’s employment of the Superintendent will automatically end, unless the District and the Superintendent enter into a subsequent employment contract in accordance with Minnesota Statutes section 123B.143. At the Superintendent’s written request, the School Board will evaluate the Superintendent’s performance between three to six months before the expiration of this Contract. In addition, on its own initiative, the Board may periodically evaluate the Superintendent as it sees fit.

**Section 3: Termination During the Term.** During the term of this Contract, the District may immediately discharge the Superintendent and thereby terminate this Contract based on any of the grounds stated in Minnesota Statutes section 122A.40, subdivisions 9 or 13. If the School Board votes to discharge the Superintendent from employment during the term of this Contract, the Board must give the Superintendent written notice of the grounds for discharge. The Superintendent is entitled to a hearing before an arbitrator to challenge whether the asserted grounds for discharge exist. To exercise this right, the Superintendent or his representative must mail or hand-deliver a written request for arbitration to the School Board Chair within ten (10) calendar days after receiving written notice of the grounds for discharge. If the Superintendent makes a timely request for a hearing, the parties may attempt to mutually agree on an arbitrator. If the parties cannot mutually agree on an arbitrator within five calendar days, the District will petition the Minnesota Bureau of Mediation Services (“BMS”) for a list of five arbitrators. Within ten (10) calendar days after receiving the list, the parties (or their representatives) must select an arbitrator from the list by using an alternating striking process. The arbitrator must conduct a hearing and issue a written decision within sixty calendar days after being selected by the parties, unless the parties agree to extend the timeline. The arbitrator’s decision will be final and binding upon the parties, subject to judicial review of arbitration decisions as provided by law. If the Superintendent (or his representative) fails to mail or hand-deliver a written request for arbitration to the School Board Chair within ten calendar days, the Superintendent will be deemed to have acquiesced to the discharge, and the Superintendent will have no further right to challenge the discharge or to bring a claim against the District.

**Section 4: Mutual Consent.** This Contract may be terminated at any time by the mutual consent of the School Board and the Superintendent.

**Section 5: Superintendent's Option.** The Superintendent may terminate this Contract at any time by providing written notice to the School Board one hundred fifty (150) calendar days in advance of the date of termination.

**Section 6: Limited Application of Section 122A.40.** Except as explicitly stated in this Contract, the provisions of Minnesota Statutes section 122A.40 do not apply to the District's employment of the Superintendent or to this Contract. The Superintendent does not have any continuing contract rights under Minnesota Statutes section 122A.40. By operation of law, Minnesota Statutes section 122A.40, subdivisions 3 and 19 apply to the Superintendent's employment with the District. In addition, by mutual agreement of the Superintendent and the District, Minnesota Statutes section 122A.40, subdivision 12, relating to suspension and leave of absence for health reasons, will apply to the Superintendent's employment with the District.

## **ARTICLE II RESPONSIBILITIES**

**Section 1: Licensure.** Throughout the term of this Contract, the Superintendent must hold a valid and appropriate license to work as a superintendent in the State of Minnesota. The Superintendent must provide a copy of his superintendent's license to the District's Executive Director of Human Resources before July 1 of each year this Contract is in effect.

**Section 2: Compliance with Laws and Policies.** The Superintendent must comply with all applicable federal and state laws. The Superintendent must comply with all rules, regulations, and policies of the School Board and the State of Minnesota, including those rules, regulations, and policies that currently exist and any that are established or amended during the term of this Contract.

**Section 3: Assigned Duties.** The Superintendent must faithfully perform all services that the School Board prescribes or assigns to the Superintendent, regardless of whether those services are specifically described in this Contract or in a general job description. At any time during the term of this Contract, the School Board may place the Superintendent on paid administrative leave or may assign the Superintendent to perform other legal duties not traditionally associated with the position of a school superintendent. Regular and prompt attendance is an essential function of the Superintendent's job.

**Section 4: Basic Duties.** The Superintendent will have charge of the administration of the schools under the direction of the School Board. Toward that end, the Superintendent will perform the following functions: serve as the chief executive officer of the School District; direct and assign teachers and other District employees under the Superintendent's supervision; organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, but subject to the approval of the School Board; select all personnel subject to the approval of the School Board; recommend policies, regulations, rules and procedures that are necessary for the District; visit and supervise the schools in the District; report and make recommendations about the condition of the schools in the District when advisable or at the Board's request; to the extent required by law, annually evaluate each school principal assigned responsibility for supervising a school building in the District; superintend school grading practices and examinations for promotions; make reports that are required by the Commissioner of the

Minnesota Department of Education; and perform all duties incident to the office of the Superintendent. The Superintendent will serve as an ex-officio member of the School Board and all School Board committees, and will provide administrative recommendations on each item of business considered by each of these groups.

### **ARTICLE III COMPENSATION**

**Section 1: Basic Salary.** The District will pay the Superintendent a gross annual salary of one hundred ninety-one thousand nine hundred dollars and zero cents (\$191,900.00) for the 2016-2017 school year; one hundred ninety-five thousand two hundred dollars and zero cents (\$195,200.00) for the 2017-2018 school year, and one hundred ninety-eight thousand six hundred dollars and zero cents (\$198,600.00) for the 2017-2018 school year. During each school year covered by this Contract, the District will pay the Superintendent his gross annual salary in equal installments, less applicable withholdings and deductions, based on the District's regular payroll schedule.

**Section 2: TSA Matching Payments.** The Superintendent may determine the amount of the salary identified in Section 1, above, that he would like to receive as salary and the amount that he would like to have the District place in a tax sheltered annuity ("TSA") of his choice through payroll deduction. To the extent permitted by law, the District will match the Superintendent's contributions to a qualifying TSA on a dollar-for-dollar basis, up to a maximum of three thousand dollars and zero cents (\$3,000.00) during each school year covered by this Contract. Once the District has made a matching payment to the TSA, the matching payment will become the property of the Superintendent. However, if the Superintendent terminates this Contract pursuant to Article I, Section 5, the District will not be required to provide any additional matching payments after receiving written notice of the Superintendent's intent to terminate. Similarly, if the District decides to discharge the Superintendent, the District will not be required to make any additional matching payments after voting to discharge the Superintendent.

**Section 3: Responsibility for TSA Compliance.** The Superintendent and the annuity companies involved are solely responsible for ensuring that the TSA complies with Section 403(b) of the Internal Revenue Code, as amended, and Minnesota law. The Superintendent hereby waives any right that he might otherwise have to bring a claim against the District for any issue related to whether the TSA complies with Section 403(b) of the Internal Revenue Code, as amended, and Minnesota law. The Superintendent also waives any right that he might otherwise have to demand direct payment to him of the amount that he identifies for contribution to the TSA. The District's only obligation under Article III, Sections 2 and 3, is to make the specified contributions to the TSA.

**Section 4: Automobile Allowance.** The School Board recognizes that the Superintendent must regularly use his personal vehicle to travel for District business. Accordingly, pursuant to Minnesota Statutes section 471.665, subdivision 3, the District will pay the Superintendent a monthly automobile allowance in the amount of four hundred dollars and zero cents (\$400.00), less any applicable withholdings and deductions.

**ARTICLE IV  
DUTY YEAR AND LEAVES OF ABSENCE**

**Section 1: Basic Work Year.** The position of superintendent has exempt status under the Fair Labor Standards Act. The Superintendent's duty year will be twelve months in length and will correspond to each school year (July 1 to June 30) covered by this Contract. The Superintendent must work full-time on at least two hundred sixty-one (261) duty days, less vacation, paid holidays, and sick leave used during each duty year. The two hundred sixty-one duty days include those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Superintendent must be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

**Section 2: Vacation.** The Superintendent shall be credited with twenty-eight (28) days of paid vacation on July 1 of each Contract year (July 1 through June 30). The Board encourages the Superintendent to use his paid vacation leave. The Superintendent must obtain prior approval from the School Board Chair before taking more than ten (10) consecutive days of paid vacation, unless the vacation days are being utilized during a leave taken pursuant to the Family Medical Leave Act. If the Superintendent has accrued, unused vacation leave on June 30 of a Contract year, the School District shall contribute an amount not to exceed the equivalent of five (5) days of vacation leave to the Superintendent's 403(b) account. The amount of the contribution shall be calculated based on the Superintendent's daily rate of pay on June 30 of the Contract year in which the vacation leave was accrued. All other unused, accrued vacation leave shall be forfeited on June 30 of each Contract year.

**Section 3: Payment of Vacation Upon Nonrenewal.** If the School Board does not renew this Contract, the School Board will pay the Superintendent at his daily rate of pay, as determined by a divisor of 261 days, for each day of vacation that the Superintendent has accrued but has not used or forfeited as of June 30, 2016. Alternatively, the School Board may require the Superintendent to use his days of accrued but unused vacation during the last three months of this Contract. If the Superintendent terminates this Contract pursuant to Article I, Section 5, the District will not be required to compensate the Superintendent for any accrued and unused days of vacation. Similarly, if the Board discharges the Superintendent pursuant to Article I, Section 3, the District will not be required to compensate the Superintendent for any accrued and unused days of vacation that exist after the effective date of the discharge.

**Section 4: Paid Holidays.** The Superintendent will be entitled to ten (10) paid holidays each Contract year. Unless otherwise designated by the School Board, the paid holidays will be:

Independence Day	Day before Christmas
Labor Day	Christmas Day
Thanksgiving Day	New Year's Day
Day after Thanksgiving	Memorial Day
Two floating holidays	

**Section 5: Accrual of Sick Leave.** On July 1 of each school year covered by this Contract, the Superintendent will be credited with twelve (12) days sick leave, which may be accumulated to a maximum of thirty-six (36) days during the term of this Contract. The Superintendent may use sick leave for any illness, injury, or health condition that prevents him from performing his job duties. In addition, the Superintendent may use sick leave for any reason that is explicitly permitted by law or by another provision of this Contract. Upon ending his employment with the District for any reason, the Superintendent is not entitled to payment for any unused days of sick leave.

**Section 6: Definition of Immediate Family.** For purposes of this Contract, the term “immediate family” means the spouse, child, parent, grandparent, grandchild, sibling, parent-in-law, daughter-in-law and son-in-law.

**Section 7: Family Illness.** The Superintendent will receive up to three (3) days of paid leave per school year to be used to care for a member of the Superintendent’s immediate family who has an illness or injury that requires attention from a medical provider. These days will not be deducted from the Superintendent’s accrued sick leave. Upon ending his employment with the District for any reason, the Superintendent is not entitled to payment for any unused days of family illness leave.

**Section 8: Bereavement Leave.** The Superintendent will be granted up to three (3) days of bereavement leave, without loss of pay, for each death in the Superintendent’s immediate family. Days utilized for bereavement leave will not be deducted from the Superintendent’s accumulated sick leave. Upon ending his employment with the District for any reason, the Superintendent is not entitled to payment for any unused days of bereavement leave.

**Section 9: Workers’ Compensation Differential.** In accordance with Minnesota Statutes Chapter 176, if the Superintendent is injured while performing duties for the District and qualifies for workers’ compensation benefits, he may draw from his accumulated sick leave in order to make up the difference between his regular salary and the workers’ compensation insurance payments he receives. The Superintendent’s accumulated sick leave will be reduced in proportion to the amount of compensation paid pursuant to this Section. This Section of the Contract will immediately cease to apply if the Superintendent exhausts his accumulated sick leave.

## **ARTICLE V INSURANCE**

**Section 1: Health and Hospitalization.** The District will select and offer one or more group health and hospitalization insurance plans to the Superintendent. This paragraph will not apply unless the Superintendent qualifies for and enrolls in a group health and hospitalization plan that is offered by the District. If the Superintendent elects single coverage, the District will pay the full amount of the monthly premium. If the Superintendent elects dependent or family coverage, the District will contribute the same amount toward the monthly premium for group health and hospitalization insurance that it contributes for the District’s Tier I executive director(s) under the General Terms and Conditions of Employment for Unaffiliated Supervisory Employees. To the extent that the cost of the monthly premium exceeds the amount of the District’s contribution, the Superintendent must pay the remaining cost through payroll deduction.

**Section 2: Dental.** The District will select and offer one or more dental plans. This paragraph will not apply unless the Superintendent qualifies for and enrolls in a dental plan that is offered by the District. If the Superintendent elects single coverage, the District will pay the full amount of the monthly premium for dental insurance. If the Superintendent elects dependent or family coverage, the District will contribute the same amount toward the monthly premium for dental insurance that it contributes for directors under the Director’s Terms and Conditions of Employment. To the extent that the cost of the monthly premium exceeds the amount of the District’s contribution, the Superintendent must pay the remaining cost through payroll deduction.

**Section 3: Life Insurance.** The District will select and offer a group term life insurance policy with a maximum death benefit of five hundred thousand dollars (\$500,000). This paragraph will not apply unless the Superintendent qualifies for and enrolls in the plan that is offered by the District. During the term of this Agreement, the District will pay the full amount of the monthly premium for the policy offered by the District. The life insurance policy will be payable to the Superintendent’s named beneficiary.

**Section 4: Long Term Disability Insurance.** The District will pay the full amount of the monthly premium for a long-term disability (“LTD”) insurance plan selected by the District for the Superintendent.

**Section 5: Claims Against the District.** The District is not promising or guaranteeing that any particular claim will be paid or covered by insurance. The District’s only obligation is to select an insurance plan and make the premium contributions that are described in this Contract. The eligibility and coverage of the Superintendent and any dependents will be governed entirely by the terms of the applicable insurance policy. No claim may be made against the District as a result of denial of insurance benefits by an insurer if the District has selected the policies and paid the premiums described in this Article. Subject to any applicable requirements of federal or state law, the District’s obligation to make any contribution toward the cost of the premium for any and all types of insurance described in this Contract will cease immediately upon termination or expiration of this Contract or in the event that the Superintendent’s employment ends for any reason.

## **ARTICLE VI PROFESSIONAL GROWTH AND REIMBURSEMENT**

**Section 1: Professional Growth Conferences and Meetings.** The School Board recognizes the importance of having the Superintendent attend and participate in conferences and meetings for professional growth. Accordingly, the Superintendent is encouraged and expected to attend appropriate professional meetings at the local, state, and national level. The District will pay, or reimburse the Superintendent for, all valid, reasonable, and necessary expenses associated with the Superintendent’s travel to and attendance at such conferences and meetings whenever his attendance is required or permitted by the School Board. The Superintendent is required to attend the annual American Association of School Administrators conference. The Superintendent must periodically report to the School Board about the meetings and conferences he has attended. To receive reimbursement for expenses, the Superintendent must file itemized expense statements in compliance with School Board policy and law. Notwithstanding any other provision in this Contract, the Board in its sole discretion may limit the number and type of conferences and

conventions the Superintendent may attend. Such a limit will not take effect until notice of the limit is provided to the Superintendent.

**Section 2: Dues.** The District will pay the professional dues to the American Association of School Administrators, Minnesota Association of School Administrators, and another organization of the Superintendent's choice. In addition, the District will pay the dues for the Superintendent to be a member of civic organizations and service organizations that are mutually agreed upon by the Superintendent and the District.

**Section 3: Tuition Reimbursement.** During each school year covered by this Contract, the Superintendent is eligible to receive a maximum of two thousand five hundred dollars (\$2,500) in tuition reimbursement for post-graduate coursework that is germane to maintaining his Minnesota license as a school superintendent. All coursework must be preapproved by the School Board Chair. The Superintendent must submit appropriate documentation to the Board Chair showing that the Superintendent earned a grade of B or higher, or a passing grade in a pass/fall system, in order to be eligible for tuition reimbursement.

**Section 4: Advanced Doctorate Degree.** During each school year covered by this contract, the Superintendent will receive \$5,000.00 of pay for an approved doctorate degree from an accredited college or university. The Board shall determine that the doctorate degree relates to the Superintendent's position within the District.

**Section 5: Business Expenses.** The District will reimburse the Superintendent for reasonable and necessary expenses that he incurs in the course of conducting District business. To obtain reimbursement, the Superintendent must file itemized expense statements in compliance with School Board policy and law. The School Board retains the ultimate discretion to approve or deny an expense. The Superintendent is encouraged to seek approval for significant expenses in advance of incurring the expense. Because the Superintendent is receiving an automobile allowance, the Superintendent may not claim reimbursement for miles driven in his personal vehicle. Notwithstanding any other provision in this Contract, the Board in its sole discretion may further define the number and type of expenses for which the Superintendent may claim reimbursement.

## ARTICLE VII MISCELLANEOUS

**Section 1: Outside Activities.** Although the Superintendent must devote full time and due diligence to the affairs and the activities of the District, he may also serve as a consultant to other Districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Superintendent's ability to perform the duties of the superintendent. However, the Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board Chair.

**Section 2: Indemnification and Provision of Counsel.** In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with his employment and he is acting within the scope of employment or official duties, the District will defend and indemnify the Superintendent to the full extent required by law. Indemnification, as provided in

this Section, will not apply in the case of malfeasance in office or willful or wanton neglect of duty. In addition, the District’s obligation to defend and indemnify the Superintendent is subject to the limitations stated in Minnesota Statutes Chapter 466 and the case law interpreting that statute.

**Section 3: Jury Duty.** If the Superintendent serves on jury duty during the term of this Contract, he will receive full pay from the District, without deduction from accumulated vacation or sick leave, provided that he submits to the District any compensation he received from being called to sit as a juror.

**Section 4: Mandatory Disclosure.** Before entering into this Contract, the Superintendent must disclose, in writing, the existence and terms of any buyout agreement, including amounts and the purpose for the payments, relating to his contract with another school board. For purposes of this Contract, a “buyout agreement” is any agreement under which the Superintendent was employed as a superintendent; left before the term of the contract was over; and received a sum of money, something else of value, or the right to something of value for some purpose other than performing the services of a superintendent. The failure to make such a disclosure will render this Contract void as a matter of law.

**Section 4: Severability.** If a court of law determines that any provision of this Contract is invalid or unenforceable by operation of law, the remainder of the Contract will remain in full force and effect.

**Section 5: Entire Agreement.** This Contract constitutes the entire agreement between the parties relating to the District’s employment of the Superintendent. Neither party has relied upon any statements or promises that are not set forth in this document. This Contract supersedes any and all prior agreements between the parties and any inconsistent provisions in any employee handbook or District policy. The Superintendent understands and agrees that any handbooks, manuals, or policies adopted by the District do not create an express or implied contract between the District and the Superintendent. No waiver or modification of any provision of this Contract will be valid unless it is in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have voluntarily entered into this Contract on the dates shown by their signatures. This Contract will not become effective unless and until it is approved by the District’s School Board and signed by both parties.

**Joseph Gothard**

**Independent School District No. 191,  
Burnsville-Eagan-Savage**

I have subscribed my signature  
this \_\_\_ day of \_\_\_\_\_, 2016.

I have subscribed my signature  
this \_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
School Board Chair

I have subscribed my signature  
this \_\_\_ day of \_\_\_\_\_, 2016.

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School Board Clerk

RASW: 2325

148

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

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AGENDA ITEM: IV.B.

To: Members of the Board of Education  
Superintendent Joe Gothard

From: Stacey Sovine  
Executive Director of Human Resources

Date: January 28, 2016

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

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2015-2017 MASTER AGREEMENT WITH THE ASSOCIATION OF CLERICAL EMPLOYEES**

District and Union Negotiators representing 66 employees reached a tentative agreement on December 9, 2015. The two parties met for two bargaining sessions. During the collective bargaining process, 21 language items were on the table for discussion. The union ratified the agreement in early January. The union was represented by Union Stewards, Susan Thompson, Angie Berra, Charlotte Leach, Andrea Sieber, and Gregg Corwin. The district was represented by Stacey Sovine, Tiffany Weiler, and Stacie Stanley.

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

- A wellness/attendance incentive was modified to avoid restrictions under ACA.
- Modified language around health care coverage to align with language being adopted in other agreements
- Steps both years.
- 403(b) match set to \$1,100.

**Economic terms agreed to include:**

Total

- 2.77% increase to the salary schedule over two years.
- Added \$.25 to longevity for 10, 15, and 20 years of service.
- 2 year increased cost \$306,745
- MSBA 2 year package increase is 6.45%

**MASTER AGREEMENT**

**July 1, ~~2013~~ 2015 – June 30, ~~2015~~ 2017**

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

**And**

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

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**ARTICLE I  
PURPOSE**

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

**ARTICLE II  
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

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

**ARTICLE III  
COMPENSATION**

Section 1. Basic Rates of Pay: The following salary is hereby adopted by the Employer, and shall govern compensation during the years July 1, ~~2013~~ 2015 to June 30, ~~2015~~ 2017. Employees shall move across the salary schedule, one step each year. New employees with a minimum of six (6) months of clerical experience with the District prior to July 1 shall advance to the next step on July 1.

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

Section 3. The salary schedules contained in this Article are adopted by the School District for the term of this Agreement. The salary schedule is not to be construed as a continuing agreement and the schedule contained herein is no longer applicable after June 30, ~~2015~~ 2017. In the event that a new Agreement has not been mutually adopted by July 1, ~~2015~~ 2017, salaries in effect on June 30, ~~2015~~ 2017, will continue until the conditions of a new Agreement determine salaries for the ~~2015-2016~~ 2017-2018 school year.

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

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

**2015-2016 Schedule**

CLASSIFICATION	JOB DESCRIPTION	Step 1	Step 2	Step 3
LVL I	LVL I -- ASSISTANT	\$ 14.25	\$ 17.45	\$ 20.60
LVL II	LVL II -- CLERK	\$ 15.25	\$ 18.45	\$ 21.60
LVL III	LVL III - SECRETARY	\$ 16.25	\$ 19.45	\$ 22.60
LVL IV	LVL IV - ADMIN ASST / SPECIALIST	\$ 17.25	\$ 20.45	\$ 23.60

**2016-2017 Schedule**

CLASSIFICATION	JOB DESCRIPTION	Step 1	Step 2	Step 3
LVL I	LVL I -- ASSISTANT	\$ 14.50	\$ 17.70	\$ 20.90
LVL II	LVL II -- CLERK	\$ 15.50	\$ 18.70	\$ 21.90
LVL III	LVL III - SECRETARY	\$ 16.50	\$ 19.70	\$ 22.90
LVL IV	LVL IV - ADMIN ASST / SPECIALIST	\$ 17.50	\$ 20.70	\$ 23.90

Section 6. Longevity: Effective July 1, 2015, after 9 years of service in the Association of Clerical Employees, individuals will be paid an additional \$1.25 \$1.50 per hour above their base hourly rate of pay. After 14 years of service in ACE, individuals will be paid an additional \$1.75 \$2.00 per hour above their base hourly rate of pay. After 19 years of service in ACE, individuals will be paid an additional \$2.00 \$2.25 per hour above their base hourly rate of pay.

**GROUP CLASSIFICATIONS**

- Level I Assistant
- Level II Clerk
- Level III Secretary
- Level IV Administrative Assistant  
Specialist

**ARTICLE IV  
TRANSFERS AND POSTINGS**

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

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

Section 3. When a supervisor replaces an employee in a higher classification on a temporary appointment or for any other reason with another lower paid employee who qualifies for and performs all job functions of the higher classification for a minimum of 16 work days, the temporary replacement shall receive the higher rate of pay. A temporary appointment to replace an employee in a lower classification continues at the regular rate. Pay is retroactive to day 1 of the temporary appointment.

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

Section 5. Upon request, a senior applicant within the District not granted a position shall be provided the opportunity to meet with the hiring supervisor or may request in writing the reasoning behind administration's rejection of said application within fifteen (15) working days with the intent being to

increase or correct any qualifications that are lacking in order to be considered in future job postings. The reason given for rejection shall be grievable but not arbitrable.

## ARTICLE V VACATIONS

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

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

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

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

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

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

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

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

## ARTICLE VI HOLIDAYS

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

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

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

## ARTICLE VII GROUP INSURANCE

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

Section 2.     Health and Hospitalization Insurance Options:

Subd 1.     Single Health and Hospitalization Insurance: The District will contribute an amount equal to 95% of the composite premium for an eligible employee who enrolls in the single plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement

Account) whereby ~~\$1,000 annually shall be redirected by the district to the HRA, and the in-network deductible equals the in-network out of pocket maximum.~~ The remainder of the cost of the plan will be borne by the employee via payroll deduction.

Subd 2. Dependent Health and Hospitalization Insurance: The District will contribute an amount equal to 70% of the composite premium for an eligible employee who enrolls in the dependent health insurance plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby ~~\$2,000 annually shall be redirected by the district to the HRA, and the in-network deductible equals the in-network out of pocket maximum.~~ The remainder of the cost of the plan will be borne by the employee via payroll deduction.

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

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

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

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

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

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

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

Section 5. Long Term Disability Insurance:

Subd. 1 The District will furnish income protection insurance which takes effect after a qualified absence of thirty (30) working days. Conditions are subject to the insurance company's terms and conditions. Employees who anticipate an extended absence due to long-term disability shall apply for and will be granted up to a one-year medical leave of absence.

Subd. 2 After a member of the unit has been ill for more than (30) consecutive days, the employee may use fractional sick leave, if accumulated, together with the income protection plan to equal full salary for an additional (45) days. A maximum of (15) fifteen full sick days per illness may be used by the employee in this manner.

Section 6. Dental Insurance:

- Subd. 1. Single Coverage: The School District shall provide single coverage dental insurance for each employee who works twenty (20) or more hours per week and enrolls in the plan. Benefits shall be in accordance with the insurance policy purchased by the School District.
- Subd. 2. Dependent Coverage: Dependent coverage shall be available to each employee eligible for single coverage. The cost of dependent coverage above the single coverage premium shall be paid by the employee via payroll deduction. Employees eligible for dependent coverage must enroll before the inception day or within thirty (30) days of becoming eligible for dependent coverage. Failure to apply for coverage on the inception date or upon becoming eligible shall result in the forfeiting of future rights to dependent coverage.
- Section 7. Flexible Benefit Plan: Regulations and Procedures are available in the Human Resources Office. Board policy and accompanying regulations will be developed and updated annually to comply with IRS Code 125.
- Section 8. Tax Sheltered Annuity and Deferred Compensation Plans: Tax sheltered annuities and deferred compensation plans, either variable or fixed, shall be made available to Clerical employees. Regulations and Procedures are available in the Human Resources offices. The Board policy and regulations will be updated annually for compliance with State and Federal Laws. Effective July 1, 2009, all deposits including employee elections and employer matches will be deposited into one of the following 403(b) programs; Fidelity, Lincoln Financial Services, AXA (Equitable), or Educators Financial Services (E.S.I.).

## ARTICLE VIII SICK LEAVE

### Section 1. Sick Leave:

- Subd. 1. All full-time employees shall be credited with seventeen (17) days of sick leave on the first workday of each school year. Employees that work less than a full year shall have sick leave pro-rated.
- Subd. 2. Unused personal illness absence days may accumulate to a maximum credit of ninety (90) days of sick leave per employee.
- Subd. 3. Doctor or dental appointment may be considered sick leave absence.
- Subd. 4. Employees may use sick leave for illness of employee's spouse, children, parents, or anyone of personal significance in a family structure.

### Section 2 Attendance incentive.

An employee who as of July 1 (a) ~~qualifies for and is enrolled in the ISD 191 group health care insurance plan,~~ (b) has accumulated leave time in excess of three hundred and sixty (360) hours determined as of ~~April~~ June 15th of the same tax year, and (c) has taken one (1) or less leave days in the ~~365 day measurement period immediately preceding that April 15, current school year~~ shall have sufficient leave days converted at the rate ~~in effect on that April 15~~ to equal ~~to~~ three hundred seventy five dollars (~~\$300~~ \$375) which shall be contributed to an active ISD 191 approved 403(b) plan, sponsored HRA as of July 15th payroll, ~~for use in connection with the ISD 191 group health care insurance plan and applicable law.~~

An employee who as of July 1 (a) ~~qualifies for and is enrolled in the ISD 191 group health care insurance plan,~~ (b) has accumulated leave time in excess of three hundred and sixty (360) hours determined as of ~~April~~ June 15th of the same tax year, and (c) has taken more than 1 leave day up to three (3) leave days in the ~~365 day measurement period immediately preceding that April 15, current school year~~ shall have sufficient leave days

converted at the rate of pay in effect on that April 15 to equal to one two hundred and eighty twenty five dollars (\$180 \$225) which shall be contributed to an active ISD 191 approved 403(b) plan, sponsored HRA as of July 15th payroll. for use in connection with the ISD 191 group health care insurance plan and applicable law.

An employee that takes more than three (3) leave days during the measurement period is not eligible for the conversion of leave days to an HRA a 403(b) contribution.

“Leave days” include all absences except Bereavement and paid days substituted for unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), as amended.

Effective July 1, 2014 the conversion rate for leave days shall be sixty dollars (\$75) per day.

## ARTICLE IX BEREAVEMENT

### Section 1. Bereavement Absence:

- Subd. 1. Up to five (5) days per event shall be granted for a death in the immediate family. Immediate family shall include spouse, children, step- children, parents, step-parents, and in-laws of a similar degree of relationship.
- Subd. 2. Up to three (3) days per event shall be granted for a death of grandparents, grandchildren, brother, sister, aunt, uncle, nephew, niece, and in-laws of a similar degree of relationship ie. sister-in-law. A maximum of an additional two (2) days may be permitted at the discretion of and upon the approval of the Executive Director of Human Resources.
- Subd. 3. If an employee has exhausted their accrued personal days, he or she may use up to (3) personal sick days to attend the funeral of someone with whom they have a significant relationship.
- Subd. 4. Additional days of sick leave may be granted for death in the immediate family, as determined by the Executive Director of Human Resources, and involving such reasons as out of state funerals and time needed to address legal estates, et al matters.

## ARTICLE X LEAVES

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

### Section 2. General Leaves of Absence

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

Requests must be submitted, in writing, at least twenty (20) days prior to the beginning of the requested leave. Requests for emergency leave shall be considered as soon as possible. The request must be dated, signed, and should include the reason for the request and the approximate duration of the requested leave. Answers to requests for leave will be made by administration, in

writing, within seven (7) days after the leave has been requested unless it requires School Board approval. Such requests shall be submitted to the Board at the earliest meeting. The Board action shall be transmitted to the employee within two (2) days following such action.

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

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

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

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

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

Section 3. Parental Leave:

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

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

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

**ARTICLE XI  
MISCELLANEOUS PROVISIONS**

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

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

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

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

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

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

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

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

Section 3. Work Hours and Overtime:

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

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

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

Section 5. Emergency Dismissals: If after arriving for work, the employee is dismissed by authority of the Executive Director of Human Resources, a full day's wages shall be paid.

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

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

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

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

- Subd. 1. Members of the Executive Board will be available to assist members of ACE who wish to process grievances.

- Subd. 2. The unit will inform the Executive Director of Human Resources whenever there is a change in the membership of the Executive Board.

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

- Subd. 1. If days are permanently added to a position, then the position thus created must be posted. If the incumbent does not apply or is not selected, he/she shall have full layoff rights as described in Article XIII.

- Subd. 2. If days are made available on a non-permanent basis, then the employees at the site shall be invited to request the additional days and the supervisor shall select from among those interested. If no one from the site is selected, then the added days shall be posted District-wide.
- Subd. 3. Added days, if maintained beyond two consecutive years, will become permanent. No benefits change will occur as a result of a non-permanent addition of days.

**ARTICLE XII  
DUE PROCESS**

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

Section 2: The District shall draw an employee's attention to misconduct in the following ways:  
 A) oral reprimand  
 B) written reprimand  
 C) suspension without pay  
 D) discharge

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

Section 3: The following information will be provided with notice of disciplinary action:  
 A) a review of the rule, regulation, code, policy, etc. that defines the expected behavior;  
 B) a description of the inaction or failure of the employee to comply with the expectation including an outline of previous oral or written reprimands; and  
 C) a reference to the grievance process as defined in the master agreement.

**ARTICLE XIII  
STAFF REDUCTION**

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

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

Section 2.

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

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Subd. 1. Prior to exercising her/his rights District-wide as described in subdivision 1, a laid-off employee has the option to bump the least senior employee, same status at her/his work site, and if no such employee exists, to bump the least senior employee at that site. This same-site option just described may be exercised by the employee who is initially laid off and shall not be available to the employee, if any, who bumped at the same site.

Subd. 2. When a clerical position within a group is discontinued, the employee in that position must take any vacancy, same status, then existing in the group, and if no vacancy is taken, then bump the employee with the least District seniority, same status, within that group or in a lower group if the employee in the discontinued position has greater seniority within the definition of this Article. If the laid off employee has exhausted his/her rights, same status, he/she may bump into lesser status positions. For purposes of this subdivision, the separate sites are listed below.

1. Each elementary school shall be a site
2. Each junior high school shall be a site
3. The high school, including extended campuses, shall be considered one site
4. All of Community Education shall be considered one site
5. All of ASC shall be considered one site
6. All of the Burnsville Area Learning Center shall be considered one site
7. All of Special Education shall be considered one site

If any site has reduced or eliminated a position with the result that the incumbent employee takes a vacancy or bumps into a position at another site, and if the reduced or eliminated position is restored within 24 months, then the employee who moved from this position when it was reduced or eliminated shall have the right to reclaim the restored position within the posting period.

Subd. 3. A laid off employee may accept the lay off, subject to recall to a position of the same status. Refusal to accept recall to such a position will result in a forfeiture of seniority rights.

Subd. 4. A laid off employee may accept any open position of lesser status. An employee given notice of lay off who elects to take a vacancy of lesser status or who bumps into a position of lesser status shall be placed on a recall list for the group and status from which the employee was laid off.

Subd. 5. Employees who have been laid off as a result of the bumping procedure shall be placed on a recall list for two (2) years from the date of their lay off.

Subd. 6. All vacancies must be offered first to employees on the recall list, if one exists, for that group or a higher group. An employee on recall shall have one calendar week to respond to an offer.

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

Subd. 1. If a vacancy exists with the same status, the employee given notice of layoff must take the vacancy and may not bump. Vacancies of lesser status shall be optional.

Subd. 2. Employees given notice of layoff who do not take a vacancy shall have the right to bump the least senior employee in the group, same status; then the least senior next lower group, same status; and so on. Thereafter, if the employee has not found a position, the employee shall have the right to bump the least senior in the same group, next lesser status and so on. The employee must exercise these rights in the order described.

Subd. 3. Like status shall mean employment in the same group from which the employee was laid off, or bumped, at an equal number of hours, months and wage rate. For purposes of defining lesser status, the following shall be used:

- 1. length of year
  - A. 12 months
  - B. 10 to fewer than 12 months
  - C. fewer than 10 months
- 2. length of week
  - A. 40 hours
  - B. 35 to fewer than 40 hours
  - C. fewer than 35 hours

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

Section 5. Employees given notice of layoff who bump into a position or take a vacant position or who are recalled shall be subject to a trial period of six (6) months if the Employer asserts and the Association agrees that the vacancy or position requires significant skills not held by the employee. Notwithstanding other parts of this Article, no employee shall forfeit any other rights described in this Article by refusing any position (vacancy or bump) where the District and the Association have so agreed.

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

**ARTICLE XIV  
RETIREMENT**

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

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

Section 2. Plan B:

Subd. 1. A District match to a 403(b) program is available to members of the unit hired after April 18, 1996, or to employees who opted for Plan B of Article XIV prior to July 1, 1996, and who are beginning their third (3rd) year of work in the District at .5 FTE or more. Effective July 1, 2009, all deposits including employee elections and employer matches will be deposited into one of the following

Subd. 2. If an ACE member that is participating in the TSA match resigns or retires prior to the end of the match year, the portion not yet matched will be forfeited.

Subd. 3. Contributions as permitted under provisions of the Internal Revenue Code 403 (b) will be made as follows:

*Effective July 1, 2015, the district will match up to ~~\$950.00~~ \$1,100 to a 403(b) program for each clerical employee hired after April 18, 1996, or to employees who opted for Plan B of Article XIV prior to July 1, 1996, and who are beginning their third (3rd) year of work in the District and work at least 4 hours per day, 184 days per year.*

Subd 4. MAXIMUM DISTRICT CONTRIBUTION: The amount the District shall contribute to any employee's 403(b) plan shall not exceed Twenty thousand dollars (~~\$20,000.00~~ \$30,000) during the time of the employee's employment with the District.

## ARTICLE XV GRIEVANCE PROCEDURE

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

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

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

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

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

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

- Section 6. If a grievance is not presented or transmitted within the time limits set forth above, it shall be considered "waived." The time limit in each step may be extended by mutual written agreement of the parties.
- Section 7. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.
- Section 8. No reprisals of any kind will be taken by the School Board or the school administration against any employee because of participation in this grievance.
- Section 9. When mutually agreed, grievance may be heard during the school day. The School Board agrees to pay the regular salary for up to three (3) employees per grievance who participate in a grievance during the school day. Additional employees up to seven (7) per grievance may be available for grievances held during the school day at no pay from the District.
- Section 10. The Executive Director of Human Resources may appoint a designee to act in his / her stead at Level II.

**ARTICLE XVI  
DURATION**

- Section 1. This contract shall be effective as of July 1, **2013 2015**, and shall continue in effect until June 30, **2015 2017**. The terms of this contract shall continue in full force and effect until such substitute contract is adopted.
- Section 2. If either party desires to modify or amend this Amendment commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to said expiration.
- Section 3. This Agreement constitutes the full and complete Agreement between the School District and the Association of Clerical Employees (ACE). The provisions herein relating to terms and conditions of employment supersede and take precedence over any rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Master Agreement**  
**2013-2015**  
**Board of Education**  
**Independent School District 191**

**And**

**Association of Clerical Employees**

FOR: Association of Clerical Employees

FOR: Independent School District 191

\_\_\_\_\_  
Lead Negotiator

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Union Steward

\_\_\_\_\_  
Board Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Negotiator

MEMORANDUM OF UNDERSTANDING

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

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2015 through June 30, 2017.
2. The intent of this MOU is to avoid any unforeseeable penalties under the Health Care Reform Act. If faced with a pending fine, the district may improve the health care coverage for one or more individuals within the Union according to paragraph three (3) of this MOU.
3. With respect to health coverage subject to Health Care Reform, the District reserves the right to provide coverage "in addition to" the coverage described herein, for one or more individuals covered by this agreement, in order to manage the potential penalties to which the District may be subject. Such coverage in addition to the coverage described herein will be considered bargained but specifically will not be considered part of the aggregate value of the benefits and specifically will not be subject to any applicable aggregate reduction in value limitations.

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

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

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

Dated: \_\_\_\_\_ 2016

Dated: \_\_\_\_\_ 2016

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

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

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AGENDA ITEM: IV.C.

To: Members of the Board of Education  
 Superintendent Dr. Joseph Gothard

From: Stacey Sovine  
 Executive Director of Human Resources

Date: January 28, 2016

RE: **Proposed adoption of the Terms and Conditions of Employment for Confidential Employees of Independent School District 191.**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2015 - 2017 TERMS AND CONDITIONS OF EMPLOYMENT FOR THE CONFIDENTIAL EMPLOYEES OF INDEPENDENT SCHOOL DISTRICT #191.**

There are four Confidential employees. These Terms are reviewed and updated on a bi-annual basis. Positions under these Terms are considered At-Will unless a State License is specifically required under statute. Employees under the Terms receive salary packages in alignment with comparable positions in other units and are in compliance under State Pay Equity regulations.

**The major language items include:**

- Removing dated language.
- Modified language around health care coverage to align with language being adopted in other agreements

**Economic terms include:**

Total

- 2.93% increase on the first year maximum salary ranges and 2.26% in year two.
- Two year increased cost \$21,000
- MSBA increase is 4.14%

**~~2013-2015-2017~~ GENERAL TERMS AND CONDITIONS OF EMPLOYMENT:  
CONFIDENTIAL EMPLOYEES**

**Purpose.** This policy outlines the general terms and conditions of employment for confidential employees (“employee” or “employees”) of Independent School District No. 191, Burnsville (“District” or “School Board”). This policy does not create an express or implied contract between any employee and the District. The School Board may modify this policy at any time, without prior notice, as the Board sees fit. The terms and conditions in this policy will remain in effect until the Board modifies this policy.

**Confidential Employees.** For purposes of this policy, individuals holding any of the following positions are deemed to be “confidential employees”:

Tier I: Exec. Admin. Assistant, Payroll Supervisor

Tier II: HR Labor Relations Manager

Tier III: HR Employment Specialist

**At-Will Employment.** The employees covered by this policy are employed on an at-will basis regardless of any statements, representations, procedures, or other policies that may be made or promulgated by the District or its agents or representatives. As a result, the District may discipline or discharge an employee as the District sees fit and for any reason that is not unlawful. The District is not required to show cause when disciplining or discharging an employee. Employees may resign from the District at any time and for any reason. This paragraph does not apply to any employee who is required to hold a license from the Minnesota Department of Education or the Minnesota Board of Teaching.

**Performance of Duties.** Employees must faithfully perform, at a professional level of competence, the services and duties prescribed by the District, regardless of whether such duties are specifically described in this policy, in a job description, in a notice of assignment, or in another document. Prompt and regular attendance is an essential function of each employee’s job. Employees must also comply with all lawful directives issued by the Superintendent or by any other individual with supervisory authority. In addition, employees must comply with all applicable federal and state laws and with all rules, regulations, and policies established by the District. Employees may not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the District. Toward that end, employees may not engage or participate in any action or conduct that is inconsistent with their job duties, the basic educational mission of the District, or the desired image of the District.

**Notice of Assignment.** The District will give each employee an annual notice of assignment containing additional information about the employee’s position, including the following:  
(1) the employee’s annual salary or hourly wage; (2) the number of duty days required of the position; and (3) whether the position is “exempt” or “non-exempt” under the Fair Labor Standards Act.

- a. **Basic duty day.** The basic duty day for most full-time employees will be eight hours in length, but employees in an exempt position are expected to work the number of hours necessary to perform their job duties and to meet the professional expectations of their job.
- b. **Overtime.** Hours worked beyond a forty-hour workweek will not constitute overtime and will not result in any overtime pay or any other form of additional compensation for employees who hold an exempt position under the FLSA. Employees who hold a non-exempt position will receive one and one-half (1.5) times their regular rate of pay for all time worked in excess of forty (40) hours per week. Non-Duty days and paid holiday hours will not be counted as hours worked when determining overtime obligations in a given week. Beyond the basic duty day, all employees may be required to attend and participate in meetings and school-sponsored events and activities.
- c. **Modification of assignment.** The Superintendent may reassign an employee or modify an employee's assignment at any time and for any reason. In addition, the Superintendent may modify an existing job description for an employee's position or create a new job description at any time.

**Individual Contracts.** In accordance with Minnesota law, the District will issue an individual contract to each employee who is required to hold a license from the Minnesota Department of Education or the Minnesota Board of Teaching.

**Full-Time Employment.** For purposes of this policy, a "full-time" employee is one who is assigned to work at least 1400 hours per year according to the notice of assignment issued by the District.

**Calendar of Duty Days.** After receiving a notice of assignment, each employee must develop a calendar identifying the employee's duty days and non-duty days. The employee must then submit the calendar to the employee's supervising administrator for approval. The supervising administrator may require the employee to modify the calendar.

**Compensation.** The Board will determine the compensation of each employee covered by this policy. For the ~~2013-2014~~ ~~2015-2016~~ school year and the ~~2014-2015~~ ~~2016-2017~~ school year, the Board will use the following ranges as a guide when determining the compensation of each employee:

	<del>2013-2014</del> <del>2015-2016</del> Range		<del>2014-2015</del> <del>2016-2017</del> Range	
	Minimum	Maximum	Minimum	Maximum
Tier I	\$65,000	<del>\$70,700</del> <del>\$73,500</del>	\$65,000	<del>\$71,400</del> <del>\$75,000</del>
Tier II	\$62,000	<del>\$67,670</del> <del>\$70,500</del>	\$62,000	<del>\$68,350</del> <del>\$72,000</del>
Tier III	\$47,000	<del>\$53,530</del> <del>\$55,500</del>	\$47,000	<del>\$54,070</del> <del>\$57,000</del>

**Additional Compensation.** Effective July 1, 2010, employees who have completed 14 years of service will receive a stipend of \$900 dollars. Employees who have completed 19 years of service will receive an additional \$900 dollar stipend.

**Daily and Hourly Rate of Pay.** In the event the District needs to determine a daily rate of pay for an employee, the employee's annual salary will be divided by the number of duty days assigned to the employee. In the event the District needs to determine an hourly rate of pay for an employee, the employee's daily rate of pay will be divided by eight hours.

**Holidays.** In the absence of an emergency or a change in the school calendar, employees are not expected to work on the following holidays:

- |                       |                              |
|-----------------------|------------------------------|
| 1. New Year's Eve Day | 6. Thanksgiving Day          |
| 2. New Year's Day     | 7. Day after Thanksgiving    |
| 3. Memorial Day       | 8. Christmas Eve Day         |
| 4. Independence Day   | 9. Christmas Day             |
| 5. Labor Day          | 10. One (1) Floating Holiday |

**Insurance Benefits.** As described below, the District will contribute toward the cost of the premium for certain types of insurance for full-time employees who otherwise qualify for and enroll in the insurance policy, plan, or program. The District will select the insurance policies, plans, and programs. To the extent permitted by law, upon separating from employment with the District a former employee may continue to participate in a group health insurance plan, but such participation will be at the former employee's sole expense.

- a. **Single Health and Hospitalization Insurance.** The District will contribute an amount equal to 95% of the composite premium for an employee who enrolls the single plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$1,000 shall be redirected by the district to the HRA. and the in-network deductible equals the in-network out of pocket maximum. The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- b. **Dependent Health and Hospitalization Insurance.** The District will contribute an amount equal to 83% of the composite premium for an employee who enrolls in the dependent health insurance plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$2,000 shall be redirected by the district to the HRA. and the in-network deductible equals the in-network out of pocket maximum. The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- c. **Both Spouses Employed.** If an employee and his/her spouse are both employed by the district full-time and are enrolled in dependent coverage, either the husband or the wife will contribute an amount equal to 5% of the single composite premium towards family coverage.

- d. **Dental Insurance.** The District will pay 100% of the premium for single toward single or dependent coverage for a full-time employee who elects to participate in the District's group dental plan.
- e. **Group Term Life Insurance.** The District will pay 100% of the premium for a group term life insurance policy with a death benefit of fifty thousand dollars (\$50,000) for each full-time employee who qualifies for life insurance.
- f. **Long-Term Disability (LTD) Insurance.** Income Protection coverage will be provided each employee at District expense. Disability pay will be governed by the policy in effect. After a confidential employee has been ill or disabled for more than thirty (30) consecutive days, the employee may use sick leave on a fractional basis, together with the income protection plan to equal full salary for an additional sixty (60) days. Maximum of (20) full sick days per illness may be used in this manner, provided the employee has sufficient accumulated days.
- g. **Disclaimer.** No claim or cause of action may be brought against the District for any claim that is not covered or paid by insurance. The District is not insuring or guaranteeing that any particular claim will be paid or covered by any insurance policy, plan, or program, or that any specific amount will be paid out under any policy, plan, or program. Any description of insurance benefits in this policy is intended to be general and informational only and is subject to change in the discretion of the School Board. The eligibility any particular employee and the employee's dependent(s) is governed by the terms of the actual insurance policy, plan, or program. The District's only obligation is to make the premium contributions that are identified in this policy, as it currently is written or as amended at any time in the future, for full-time employees who otherwise qualify for and enroll in the particular insurance plan or program.

**Sick Leave.** Each full-time employee will earn sick leave at the rate of ~~seventeen~~ **twelve (12)** days per school year and may accumulate a maximum of 150 days of sick leave. Part-time employees will earn sick leave on a prorated basis. An employee's use of sick leave is subject to the following conditions:

- a. The Superintendent may allow an employee to use up to five days of annual sick leave in advance of the monthly accrual, but the advance of sick leave will be deducted from subsequent accrual in that year. Any absences due to illness that are in excess of the employee's accumulated sick leave and annual accrual will be without pay.
- b. An employee may use accumulated sick leave whenever he/she is absent due to illness or a serious health condition that prevents his/her attendance or the performance of his/her job duties; to care for a sick or injured child who is eighteen years of age or younger; and for any other reason expressly permitted by state or federal law. An employee may use up to five (5) days of accumulated sick leave to care for a spouse who is suffering from an illness or serious health condition. In addition, an employee

may use up to one (1) day of accumulated sick leave per school year to attend the funeral of an individual who is not in the employee's immediate family. Sick leave may not be used to conduct personal business.

- c. If the employee reports being absent due to illness or serious health condition, the District may require the employee to provide a certification from a qualified physician stating that the absence was due to an illness or a serious health condition. The District will make the final determination as to whether the employee is entitled to receive sick leave for a given absence.
- d. Upon separating from employment with the District for any reason, an employee will have no right to receive any compensation for any unused days of accumulated sick leave.
- e. At the beginning of each fiscal year, (3) sick days will be converted to the equivalent of (3) days of the employee's daily rate of pay and contributed into the employee's HRA account.

**Bereavement Leave.** An employee may take up to five (5) days of paid bereavement leave per year for any death(s) that occurs in the employee's immediate family. For purposes of this Agreement, "immediate family" includes a spouse, children, parents, siblings, grandparents, grandchildren, and in-laws (mother-in-law, father-in-law, son-in-law, brother-in-law, and sister-in-law). The Superintendent may, in his/her sole discretion, grant up to ten (10) additional days of bereavement leave per school year for reasons such as multiple deaths in the immediate family and out-of-state funerals.

**Personal Leave.** An employee may take up to three (3) days of paid personal leave each school year. The employee must obtain permission from his/her supervising administrator to take personal leave on a given day. The Superintendent or the supervising administrator may deny any request for personal leave at a given time based upon the Superintendent's or administrator's assessment of the needs of the District. Days of personal leave do not accumulate and will be forfeited if they are not used. Upon separating from employment with the District for any reason, an employee will have no right to receive any compensation for any unused days of personal leave.

**Jury Duty.** An employee who is called for jury duty will be reimbursed for the difference between the amount paid for serving on the jury and the employee's regular salary during the period of service. To the extent possible, employees will be expected to report or otherwise perform their regular duties when temporarily excused from attending court.

**Other Types of Leave.** To the extent required by law, the District will grant other types of leave. In addition, the School Board may, in its discretion, grant additional types of leave that are not required by law.

**Expense Reimbursement.** The District will reimburse employees for mileage and reasonable expenses of job related activities. Employees may be given time to participate in professional conferences and seminars, and will be reimbursed for reasonable expenses associated with attending

such conferences and seminars, provided that the conference or seminar was approved in advance by the supervising administrator or the Superintendent. To obtain reimbursement, employees must submit the required forms in accordance with School Board policy.

**Tuition Reimbursement.** Employees are eligible for up to one thousand dollars (\$1,000) in tuition reimbursement per school year for post-graduate coursework that is germane to their assignment and benefits the District. All coursework must be preapproved by the Executive Director of Human Resources. All employees must submit appropriate documentation to the District showing that the employee earned a grade of B or higher, or a passing grade in a pass/fall system, in order to be eligible for tuition reimbursement.

**Flexible Benefit Plan.** The District has established a Flexible Benefit Plan under IRS Code 125. Regulations and procedures are available in the Human Resources Office. A School Board policy and accompanying regulations have been developed and will be updated annually to comply with IRS Regulations.

**Matching Contribution Eligibility.** Employees may participate in a tax- sheltered annuity pursuant to United States Public Law No. 87-370, Minnesota Statutes section 123B.02, subdivision 15, and School District policy. To the extent permitted by federal and state law, including Minnesota Statutes section 356.24, the District will match up to \$1,700 per year to an approved Minnesota deferred compensation program for an employee who is in his/her first year of employment with the District. After the employee has completed one year of service, the District will match up to \$2,000 per year to an approved Minnesota deferred compensation program. Part-time employees will receive a pro-rated contribution to a Minnesota deferred compensation program based on their F.T.E. equivalency as of July 1.

- a. **Employees on Leave.** An employee on an unpaid leave of absence is not eligible to participate in the plan.
- b. **Plan Year Begins July 1.** The annual year for the School District contributions is July 1 through June 30. Changes in District matching amounts must occur on July 1 of each year.
- c. **Employee Application.** Employees must apply to participate in the eligible TSA plan by July 1 for upcoming school year. Once an eligible employee elects to participate in the TSA investment program, the election will remain in effect for that school year and for each subsequent year unless modified by the employee.
- d. **Compliance with Federal and State Laws.** The plan is subject to applicable code provisions of the Minnesota Statutes, IRS Code Section 403(b).
- e. **Enrollment Limited to Participating Companies.** Tax sheltered annuity purchases will be limited to companies approved by the District.

- f. **Maximum District Contribution.** The amount the District contributes to an employee's matching TSA plan may not exceed thirty thousand dollars (\$30,000) during the employee's entire period of employment with the District.

~~**Post-Retirement Health Insurance Benefits** Effective July 1, 2010, for each employee hired prior to January 1, 2004, the district will contribute \$2,000 dollars per year to the Minnesota State Retirement System's Post-Retirement Healthcare Savings Plan for a period of seven (7) years after the employee retires, or until the employee becomes eligible for Medicare, whichever occurs first.~~

**Severance:**

~~Upon retiring, an employee hired prior to January 1, 2004, who has completed less than 15 years of district service shall receive an amount equal to two (2) days pay for each year of District service. Employees who have completed 15 years of District service shall receive an amount equal to three (3) days pay for each year of District service upon retirement. Any employee who has completed 20 years of district service shall receive an amount equal to four (4) days pay for each year of District service upon retirement. Calculation shall be based on full years of service and prorated on a regular assignment of eight (8) hours. 50% of the amount of severance will be placed in the Minnesota Post-Retirement Healthcare Savings Plan. The amount shall be paid in a one-time lump sum payment on the last paycheck.~~

~~Confidential employees hired after June 1, 2008 are not eligible for severance.~~

**Independent School District No. 191 is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age.**

# BURNSVILLE EAGAN SAVAGE

## Independent School District 191

### Human Resources

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AGENDA ITEM: IV.D.

To: Members of the Board of Education  
Superintendent Joseph Gothard

From: Stacey Sovine  
Executive Director of Human Resources

Date: January 28, 2016

RE: **Proposed adoption of the Terms and Conditions of Employment for Unaffiliated Employees of Independent School District 191.**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2015 - 2016 TERMS AND CONDITIONS OF EMPLOYMENT FOR THE UNAFFILIATED EMPLOYEES OF INDEPENDENT SCHOOL DISTRICT #191.**

There are 35 Unaffiliated Specialists and Confidential Supervisory employees. The Terms are reviewed and updated on an annual basis. Positions under these Terms are considered At-Will unless a State License is specifically required under statute. Employees under the Terms receive salary packages in alignment with comparable positions in other units and are in compliance under State Pay Equity regulations.

**The major language items include:**

- Adding two positions related to EL services and Food and Nutrition Services.
- Updated addendum for current employees and positions.
- Modified language around health care coverage to align with language being adopted in other agreements

**Economic terms include:**

Total

- 1.8% increase on the 2015-2016 maximum salary ranges
- Increased cost \$95,786.26
- MSBA increase is 2.64%

**~~2014-2015-2016~~ GENERAL TERMS AND CONDITIONS OF EMPLOYMENT:  
UNAFFILIATED SPECIALISTS OR SUPERVISORY EMPLOYEES**

**Purpose.** This policy outlines the general terms and conditions of employment for unaffiliated specialists or supervisory employees (“employee” or “employees”) of Independent School District No. 191, Burnsville (“District” or “School Board”). This policy does not create an express or implied contract between any employee and the District. The School Board may modify this policy at any time, without prior notice, as the Board sees fit. The terms and conditions in this policy will remain in effect until the Board modifies this policy.

**Unaffiliated/Supervisor Employees.** For purposes of this policy, individuals holding any of the following positions are deemed to be “unaffiliated specialists or supervisory employees”:

- |           |  |
|-----------|--|
| Tier I:   | <ul style="list-style-type: none"> <li>a) Executive Director of Human Resources, Executive Director of Business Services, Assistant Superintendent</li> <li>b) Director of Diversity and Integrated Services</li> </ul>  |
| Tier II:  | <ul style="list-style-type: none"> <li>a) Director of Technology, Director of Accounting</li> <li>b) Special Education Coordinator; Human Resources Coordinator; Teaching and Learning Team Coordinator, Information Systems Coordinator, Coordinator of Student Information and Testing, District Technology Coordinator; Communications Coordinator, Assistant Director of Food Services, Community Education Manager, Coordinator of Instructional Technology, <b>EL Coordinator</b></li> </ul> |
| Tier III: | <ul style="list-style-type: none"> <li>Registrar; Bursar; Human Resources Benefit Specialist, BHS Theater Operations Manager, Academic Enrichment Coordinator, <b>Production and Operations Coordinator (FS)</b></li> </ul>  |
| Tier IV:  | <ul style="list-style-type: none"> <li>Cultural Liaison</li> </ul>   |

**At-Will Employment.** The employees covered by this policy are employed on an at-will basis regardless of any statements, representations, procedures, or other policies that may be made or promulgated by the District or its agents or representatives. As a result, the District may discipline or discharge an employee as the District sees fit and for any reason that is not unlawful. The District is not required to show cause when disciplining or discharging an employee. Employees may resign from the District at any time and for any reason. This paragraph does not apply to any employee who is required to hold a license from the Minnesota Department of Education or the Minnesota Board of Teaching.

**Performance of Duties.** Employees must faithfully perform, at a professional level of competence, the services and duties prescribed by the District, regardless of whether such duties are specifically described in this policy, in a job description, in a notice of assignment, or in another document. Prompt and regular attendance is an essential function of each employee’s job. Employees must also comply

with all lawful directives issued by the Superintendent or by any other individual with supervisory authority. In addition, employees must comply with all applicable federal and state laws and with all rules, regulations, and policies established by the District. Employees may not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the District. Toward that end, employees may not engage or participate in any action or conduct that is inconsistent with their job duties, the basic educational mission of the District, or the desired image of the District.

**Notice of Assignment.** The District will give each employee an annual notice of assignment containing additional information about the employee's position, including the following:

(1) the employee's annual salary or hourly wage; (2) the number of duty days required of the position; and (3) whether the position is "exempt" or "non-exempt" under the Fair Labor Standards Act.

- a. **Basic duty day.** The basic duty day for most full-time employees will be eight hours in length, but employees in an exempt position are expected to work the number of hours necessary to perform their job duties and to meet the professional expectations of their job.
- b. **Overtime.** Hours worked beyond a forty-hour workweek will not constitute overtime and will not result in any overtime pay or any other form of additional compensation for employees who hold an exempt position under the FLSA. Employees who hold a non-exempt position will receive one and one-half (1.5) times their regular rate of pay for all time worked in excess of forty (40) hours per week. Non-Duty days and paid holiday hours will not be counted as hours worked when determining overtime obligations in a given week. Beyond the basic duty day, all employees may be required to attend and participate in meetings and school-sponsored events and activities.
- c. **Modification of assignment.** The Superintendent may reassign an employee or modify an employee's assignment at any time and for any reason. In addition, the Superintendent may modify an existing job description for an employee's position or create a new job description at any time.

**Individual Contracts.** In accordance with Minnesota law, the District will issue an individual contract to each employee who is required to hold a license from the Minnesota Department of Education or the Minnesota Board of Teaching.

**Full-Time Employment.** For purposes of this policy, a "full-time" employee is one who is assigned to work at least 1400 hours per year according to the notice of assignment issued by the District.

**Calendar of Duty Days.** After receiving a notice of assignment, each employee must develop a calendar identifying the employee's duty days and non-duty days. The employee must then submit the calendar to the employee's supervising administrator for approval. The supervising administrator may require the employee to modify the calendar.

**Compensation.** The Board will determine the compensation of each employee covered by this policy. For the 2014-2015-2016 school year, the Board will use the following ranges as a guide when determining the compensation of each employee:

		2014 -2015 Range	
		Minimum	Maximum
Tier I	a	\$135,000 \$136,000	\$145,000 \$147,000
	b	\$118,000 \$120,000	\$128,000 \$130,000
Tier II	a	\$103,000 \$105,000	\$110,000 \$112,500
	b	\$65,000 \$66,000	\$91,000 \$93,000
Tier III		\$43,000	\$55,000 \$56,000
Tier IV		\$18.00/hour	\$26.00/hour \$27.00/hour

**Additional Compensation.** A Tier I or Tier II employee who has earned a doctorate from an accredited college or university will receive an additional two thousand dollars (\$2,000) per year, if the Board determines that the doctorate relates to the employee's position with the District. If the Board or the Superintendent requires a Tier I, Tier II, or Tier III employee to work more duty days than the number identified in the employee's notice of assignment (e.g. summer school or special projects), the employee will be paid for the additional duty days at the employee's daily rate of pay or hourly rate of pay, as applicable.

A Tier I employee will receive \$2,500 management factor added to their salary per fiscal year.

**Daily and Hourly Rate of Pay.** In the event the District needs to determine a daily rate of pay for a Tier I, Tier II or Tier III employee, the employee's annual salary will be divided by the number of duty days assigned to the employee. In the event the District needs to determine an hourly rate of pay for a full-time Tier I, Tier II, or Tier III employee, the employee's daily rate of pay will be divided by eight hours.

**Holidays.** In the absence of an emergency or a change in the school calendar, employees are not expected to work on the following holidays:

1. New Year's Eve Day
2. New Year's Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving
8. Christmas Eve Day
9. Christmas Day
10. One (1) Floating Holiday

**Insurance Benefits.** As described below, the District will contribute toward the cost of the premium for certain types of insurance for full-time employees who otherwise qualify for and enroll in the insurance policy, plan, or program. The District will select the insurance policies, plans, and programs. To the extent permitted by law, upon separating from employment with the District a former employee may continue to participate in a group health insurance plan, but such participation will be at the former employee's sole expense.

- a. **Single Health and Hospitalization Insurance.** The District will contribute an amount equal to 95% of the composite premium for an employee who enrolls the single plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby **\$1,000 shall be redirected by the district to the HRA, and the in-network deductible equals the in-network out of pocket maximum.** The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- b. **Dependent Health and Hospitalization Insurance.** The District will contribute an amount equal to 83% of the composite premium for an employee who enrolls in the dependent health insurance plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby **\$2,000 shall be redirected by the district to the HRA, and the in-network deductible equals the in-network out of pocket maximum.** The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- c. **Both Spouses Employed.** If an employee and his/her spouse are both employed by the district full-time and are enrolled in dependent coverage, either the husband or the wife will contribute an amount equal to 5% of the single composite premium towards family coverage.
- d. **Dental Insurance.** The District will pay 100% of the premium for single or dependent coverage for a full-time employee who elects to participate in the District's group dental plan.
- e. **Group Term Life Insurance.** The District will pay 100% of the premium for a group term life insurance policy with a death benefit of fifty thousand dollars (\$50,000) for each full-time employee who qualifies for life insurance. The District may make arrangements with the carrier to permit Tier I or Tier II employees to purchase additional coverage up to \$200,000 at their own expense and at such rates and limitations as are provided by the carrier and the District. Tier III or Tier IV employees may purchase additional coverage up to \$100,000 at their own expense and at such rates and limitations as are provided by the carrier and the District.
- f. **Long-Term Disability (LTD) Insurance.** The District will make an LTD insurance plan available for full-time employees who desire to participate in the plan. Employees eligible to participate in the LTD plan are responsible for paying 100% of the premium taxes through payroll deduction.

- g. **Disclaimer.** No claim or cause of action may be brought against the District for any claim that is not covered or paid by insurance. The District is not insuring or guaranteeing that any particular claim will be paid or covered by any insurance policy, plan, or program, or that any specific amount will be paid out under any policy, plan, or program. Any description of insurance benefits in this policy is intended to be general and informational only and is subject to change in the discretion of the School Board. The eligibility of any particular employee and the employee's dependent(s) is governed by the terms of the actual insurance policy, plan, or program. The District's only obligation is to make the premium contributions that are identified in this policy, as it currently is written or as amended at any time in the future, for full-time employees who otherwise qualify for and enroll in the particular insurance plan or program.

**Sick Leave.** Each full-time employee will earn sick leave at the rate of ~~seventeen~~ **twelve (12)** days per school year and may accumulate a maximum of 300 days of sick leave. Part-time employees will earn sick leave on a prorated basis. An employee's use of sick leave is subject to the following conditions:

- a. The Superintendent may allow an employee to use up to five days of annual sick leave in advance of the monthly accrual, but the advance of sick leave will be deducted from subsequent accrual in that year. Any absences due to illness that are in excess of the employee's accumulated sick leave and annual accrual will be without pay.
- b. An employee may use accumulated sick leave whenever he/she is absent due to illness or a serious health condition that prevents his/her attendance or the performance of his/her job duties; to care for a sick or injured child who is eighteen years of age or younger; and for any other reason expressly permitted by state or federal law. An employee may use up to five (5) days of accumulated sick leave to care for a spouse who is suffering from an illness or serious health condition. In addition, an employee may use up to one (1) day of accumulated sick leave per school year to attend the funeral of an individual who is not in the employee's immediate family. Sick leave may not be used to conduct personal business.
- c. If the employee reports being absent due to illness or serious health condition, the District may require the employee to provide a certification from a qualified physician stating that the absence was due to an illness or a serious health condition. The District will make the final determination as to whether the employee is entitled to receive sick leave for a given absence.
- d. Upon separating from employment with the District for any reason, an employee will have no right to receive any compensation for any unused days of accumulated sick leave.

**Bereavement Leave.** An employee may take up to five (5) days of paid bereavement leave per year for any death(s) that occurs in the employee's immediate family. For purposes of this Agreement,

“immediate family” includes a spouse, children, parents, siblings, grandparents, grandchildren, and in-laws (mother-in-law, father-in-law, son-in-law, brother-in-law, and sister-in-law). The Superintendent may, in his/her sole discretion, grant up to ten (10) additional days of bereavement leave per school year for reasons such as multiple deaths in the immediate family and out-of-state funerals.

**Personal Leave.** An employee may take up to two (2) days of paid personal leave each school year. The employee must obtain permission from his/her supervising administrator to take personal leave on a given day. The Superintendent or the supervising administrator may deny any request for personal leave at a given time based upon the Superintendent’s or administrator’s assessment of the needs of the District. Days of personal leave do not accumulate and will be forfeited if they are not used. Upon separating from employment with the District for any reason, an employee will have no right to receive any compensation for any unused days of personal leave.

**Jury Duty.** An employee who is called for jury duty will be reimbursed for the difference between the amount paid for serving on the jury and the employee’s regular salary during the period of service. To the extent possible, employees will be expected to report or otherwise perform their regular duties when temporarily excused from attending court.

**Other Types of Leave.** To the extent required by law, the District will grant other types of leave. In addition, the School Board may, in its discretion, grant additional types of leave that are not required by law.

**Sick Leave Credit.** If an employee is enrolled in the district’s group insurance plan and has at least three (3) sick days available from the previous fiscal year, at the beginning of each fiscal year, three (3) sick days will be converted to the equivalent of three (3) days of the employee's daily rate of pay and contributed into the employee's HRA account.

**Expense Reimbursement.** The District will reimburse employees for mileage and reasonable expenses of job related activities. For Tier 1 and Tier IIa employees, the District shall provide a monthly allowance of Two Hundred Dollars and No Cents (\$200.00) for business use of the employee’s private automobile, pursuant to M.S. §471.665, Subd. 1. Employees may be given time to participate in professional conferences and seminars, and will be reimbursed for reasonable expenses associated with attending such conferences and seminars, provided that the conference or seminar was approved in advance by the supervising administrator or the Superintendent. To obtain reimbursement, employees must submit the required forms in accordance with School Board policy.

**Tuition Reimbursement.** Tier II, Tier III or Tier IV employees are eligible for up to one thousand dollars (\$1,000) in tuition reimbursement per school year for post-graduate coursework that is germane to their assignment and benefits the District. All coursework must be preapproved by the Executive Director of Human Resources. Coursework taken by a Tier I employee, hired prior to December 30, 2012, must be preapproved by the Superintendent to receive full tuition reimbursement. All employees must submit appropriate documentation to the District showing that the employee earned a grade of B or higher, or a passing grade in a pass/fail system, in order to be eligible for tuition reimbursement.

**Flexible Benefit Plan.** The District has established a Flexible Benefit Plan under IRS Code 125. Regulations and procedures are available in the Human Resources Office. A School Board policy and accompanying regulations have been developed and will be updated annually to comply with IRS Regulations.

**Matching Contribution Eligibility.** Employees may participate in a tax- sheltered annuity (TSA) pursuant to United States Public Law No. 87-370, Minnesota Statutes section 123B.02, subdivision 15, and School District policy. To the extent permitted by federal and state law, including Minnesota Statutes section 356.24, the District will match up to \$1,700 per year to an approved Minnesota deferred compensation program for an employee who is in his/her first year of employment with the District. After the employee has completed one year of service, the District will match up to \$2,500 per year to an approved Minnesota deferred compensation program. The District will match up to \$3,000 per year for Tier I employees. Part-time employees will receive a pro-rated contribution to a Minnesota deferred compensation program based on their F.T.E. equivalency as of July 1.

- a. **Employees on Leave.** An employee on an unpaid leave of absence is not eligible to participate in the plan.
- b. **Plan Year Begins July 1.** The annual year for the School District contributions is July 1 through June 30. Changes in District matching amounts must occur on July 1 of each year.
- c. **Employee Application.** Employees must apply to participate in the eligible TSA plan by July 1 for upcoming school year. Once an eligible employee elects to participate in the TSA investment program, the election will remain in effect for that school year and for each subsequent year unless modified by the employee.
- d. **Compliance with Federal and State Laws.** The plan is subject to applicable code provisions of the Minnesota Statutes, IRS Code Section 403(b).
- e. **Enrollment Limited to Participating Companies.** Tax sheltered annuity purchases will be limited to companies approved by the District.
- f. **Maximum District Contribution.** The amount the District contributes to an employee's matching TSA plan may not exceed forty thousand dollars (\$40,000) during the employee's entire period of employment with the District.

**Post-Retirement Health Insurance Benefits for Tier I Employees.** If a Tier I employee was hired before January 1, 2010 and retires in good standing with at least fifteen (15) years of full-time employment with the District as a Tier I employee, the District will contribute up to sixteen thousand dollars (\$16,000) per year toward the cost of the employee's post-retirement health insurance for a period of seven (7) years after the employee retires, or until the employee becomes eligible for Medicare, whichever occurs first.

**Independent School District No. 191 is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status,**

**disability, status with regard to public assistance, sexual orientation, or age.**

## ADDENDUM

This Addendum applies to the following employees in their current positions as indicated:

Constance Erickson (Coordinator of Student Information and Testing)

~~Brady Hoffman (Director of Accounting Services)~~

Michele Starkey (Community Education Senior Citizen Programs Coordinator)

Pursuant to an Order of the Bureau of Mediation Services, the positions held by the foregoing employees were excluded from the District-Wide Administrator's unit effective December 13, 2012. Accordingly, the terms and conditions of employment for such positions will be governed by the 2014-2015 General Terms and Conditions of Employment: Unaffiliated Specialists or Supervisory Employees ("Policy") and any subsequent such policy adopted by the School District. For the employees identified in this Addendum the following provisions also apply effective December 13, 2012:

### 1. Position Elimination

If the employee leaves the District because of a discontinued position he/she shall receive seven (7) days' pay at the current rate for each year of service in the District to a maximum of 130 days' pay.

### 2. Vacation Pay

The employees identified herein shall be paid a lump sum equal to their accrued unused vacation as of June 30, 2012. Such payment shall be made no later than 21 days from the date of this Addendum, and the payment shall be subject to applicable payroll withholdings and deductions.

### 3. Post Retirement Health Insurance Benefits/Early Retirement

a. For Constance Erickson only: the District shall contribute 75% of the dollar amount of the premium in effect at the time of Ms. Erickson's retirement until she is eligible for Medicare. A portion of the premium not paid by the District shall be paid by Ms. Erickson.

b. For ~~Brady Hoffman and~~ Michelle Starkey: If the employee reaches age 55 and has at least ten (10) years of continuous service in the District, he/she shall be eligible to continue participation in the District Group Medical/Hospitalization insurance plan. Group determination will be as per MN Statute 471.61. The employee shall be responsible for the total cost of the premiums.

\*The post-retirement health insurance benefits for Tier I employees in the Policy (page 7) shall have no application to the employees identified in this Addendum.

4. **Group Term Life Insurance**

The District will pay 100% of the premium for a group term life insurance policy with a death benefit of Fifty Thousand Dollars (\$50,000) for each full-time employee who qualifies for life insurance. Employees may purchase additional coverage up to \$200,000 at their own expense and at such rates and limitations as are provided by the carrier in the District.

\*The Group Term Life Insurance provision in the Policy (page 4) shall have no application to the employees identified herein while this Addendum is in effect.

5. **Tuition Reimbursement**

The District will reimburse tuition costs for approved course-work that is of benefit to the District. Advance approval and verification of satisfactory completion are required. Reimbursement will not be paid to employees on leave.

\*The Tuition Reimbursement provision of the Policy (page 6) shall have no application to the employees identified herein while this Addendum is in effect.

6. **Longevity Pay**

After ten (10) years of District service, the employees are eligible for a \$500 stipend; after fifteen (15) years of District service, the employees are eligible for a \$1000 stipend; after twenty (20) years, a \$2,000 stipend.

The provisions of this Addendum shall apply to each of the employees identified herein until they leave their current position or until termination of employment. Upon either of those events, this Addendum shall cease to have any application whatsoever to the employee, the position previously held by the employee, or to the terms and conditions of employment for subsequent employees hired to the position.

This Addendum does not constitute a precedent or past practice, nor shall it have any application to provisions or language in the School District's collective bargaining agreements or policies, except as specifically set forth herein.

7. **Special Circumstance**

The District will pay Constance Erickson a base salary of ~~\$106,500~~ **\$107,000** for the ~~2014-~~ **2015-**2016 school year.

Date of Addendum: \_\_\_\_\_



**Agenda IV.E**  
**January 28, 2016**

**To:** Board of Education, Members  
Dr. Joe Gothard, Superintendent

**From:** Doug Johnson, Director of Technology

**Date:** January 22, 2016

**Re:** **2016-19 Student Device Implementation Plan**

Receive a report from Doug Johnson, director of technology on the 2016-19 Student Device Implementation Plan.

Attachments:  
Executive Summary  
Presentation



# Executive Summary of the 2016-19 Student Device Implementation Plan

January 2016

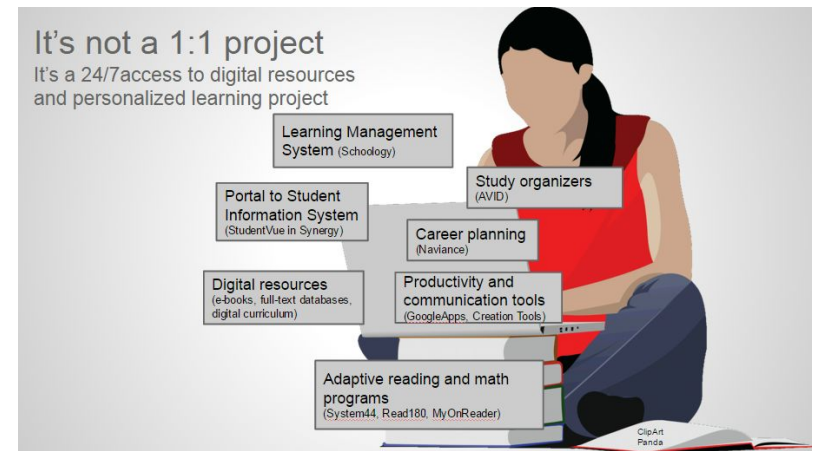
*It's not a 1:1 Project. It's a 24/7 **equitable** access to digital resources and **personalized** learning project*

*Utilize technology for instruction to provide rigorous, personalized learning, and maximize operational systems. ISD191 Vision 2020*

## Vision

This plan has been collaboratively developed to support the vision and mission of the district's [Strategic Roadmap](#), the work of the Teaching and Learning Department, [the goals of the Department of Equity and Integrated Services](#), and [the objective of the Technology Department's 3-year plan](#).

This three year plan will provide personal devices to all students in grades 6-12. Students will use these devices both in and out of school. We anticipate primary uses will be to access our learning management system (Schoology), to use productivity tools (Google Apps), and to access digital educational materials and information. See diagram at right.



## Goals

1. Provide equitable access to the resources and opportunities that technology provides to all students.
2. Allow skills and content to be taught in more engaging, interactive ways including games and simulations, involving students who otherwise tune out of traditional instructional methods.
3. Provide access to information on a variety of reading levels and in a variety of formats through Schoology, our learning management system, e-textbooks, e-books, instructional videos, and other online resources. By having access to these resources the teacher's ability to differentiate instruction increases dramatically.

4. Provide opportunities for teachers to provide a variety of instructional delivery and assessment strategies.
5. Improve the ability for students to produce, create, and share original work in multiple formats.
6. Facilitate communication, collaboration, creation, and sharing of student produced work.
7. Give students the ability to learn outside school hours and in non-school locations.

### **Assumptions**

1. Culturally Proficient Strategies are utilized in the development and delivery.
2. Schoology is used as a platform for transformational instruction.
3. Professional Learning is connected to the Danielson Framework.
4. The SAMR model is used as a guide to help teachers increase their utilization of technology for instruction.
5. Personalized learning includes student choice, student engagement, flexible learning environments, and personal learning paths

### **Professional Development, Program Assessment, Rationale for Choice of Device**

Professional development will be ongoing and focused on increasing rigor and utilizing instructional strategies that engage all students. [A timeline](#) has been developed that includes large group and individual instruction both in face-to-face environments as well as online and specific learner outcomes. That timeline is further broken down to specifics for [HS](#), MS, and elementary.

In assessing the project we will be using:

- Usage data on Schoology, GoogleDocs, Chrome Management System, math and reading programs, etc.
- Student, staff, parent surveys
- Quantitative assessment of subject areas using Schoology

### **Device selection process**

During fall 2015, a group of 6th-12th grade teachers were asked to investigate, evaluate, and recommend preferred devices for a 1:1 implementation 6th - 12th grade that will best meet our vision and mission. The 1:1 Device Recommendation Advisory Group recommends touch-screen Chromebooks as the device of choice for 6th-12th grades.

[Link to the 1:1 Device Recommendation Group overview, notes, and recommendation](#)

## Budget

[Here is the link](#) to the working draft of the 3-year budget for this project. In summary, HS students will get devices 2016-17, MS students will get devices 2017-18, elementary classrooms will get devices 2018-2019. Devices will be re-allocated among.

## Device Deployment (HS - 2016)

Planning in conjunction with High School Vision Team

Handed out at Student Orientation

Creation of a planning team at BHS/BAHS to plan “Day 1”

- expectations, policies, consequences
- establish common language
- zones of use in building
- basics of the Chromebook
- accessing Schoology & other instructional resources
- what to do if your Chromebook is damaged

## Student support (HS 2016)

- Technology Department
- Media Center
- Geek Squad
  - Student Involvement Beginning Year 2
  - Tied to Design, Engineering & Manufacturing Pathway
  - Certification Opportunities

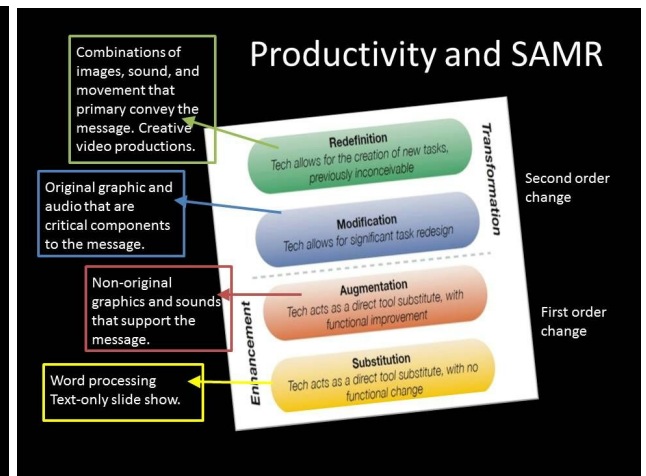
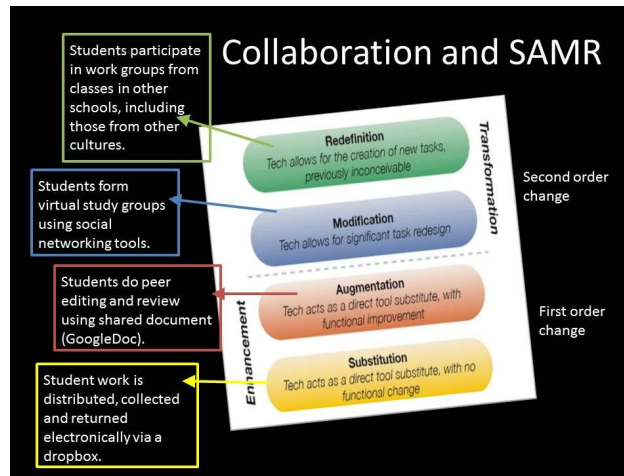
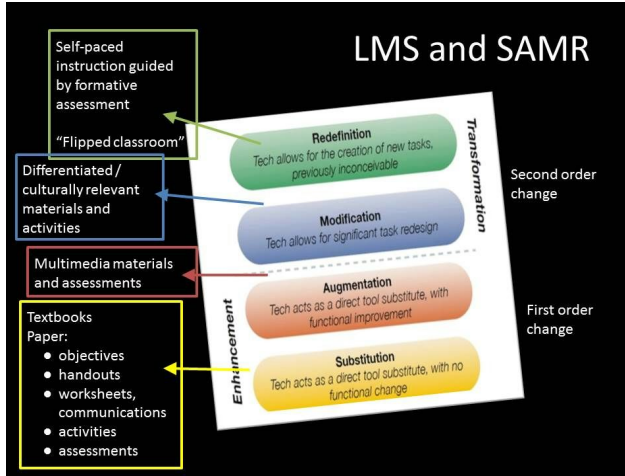
## Additional Resources

[District readiness analysis.](#)

[Link to all 1:1 planning documents resource page](#)

[Hanover Impacts of One-To-One Computing Initiatives Research](#) - December 2015

Below are three graphics which illustrate a plan for developing the sophistication and effectiveness of technology use in the classroom.





# Student Device Report

Jan. 28, 2016

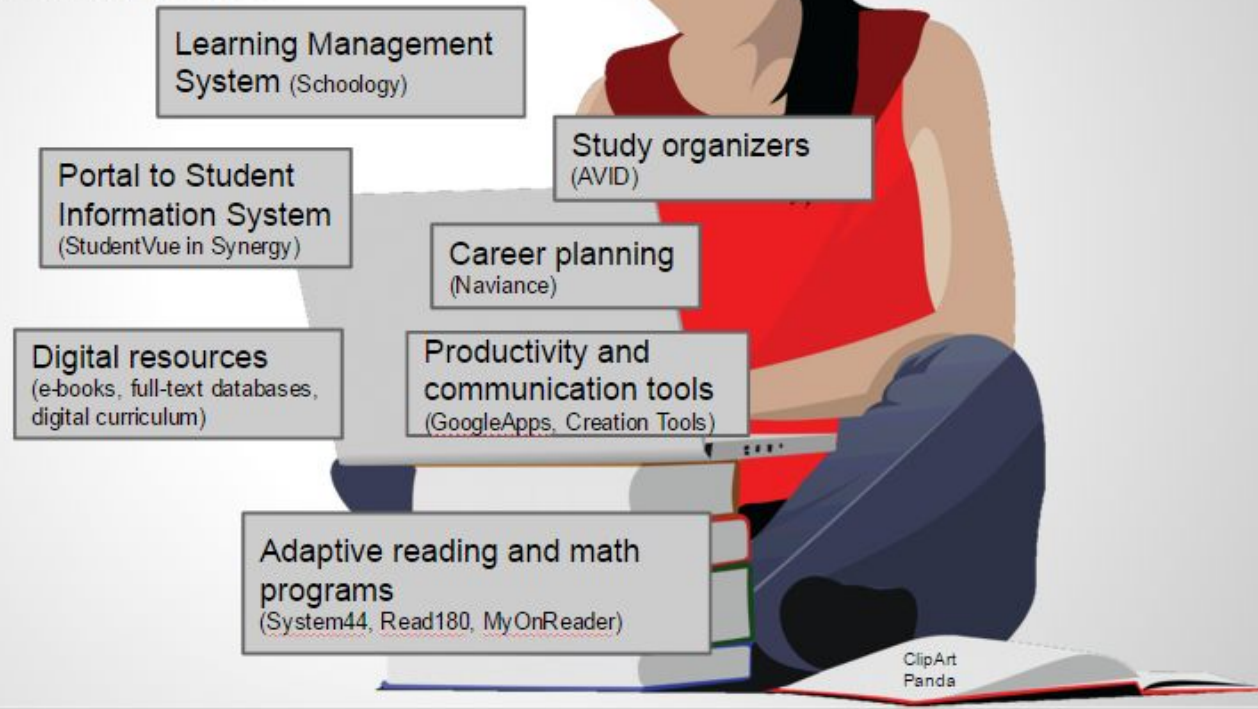
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It's a 24/7 **equitable** access to digital resources and personalized learning project.



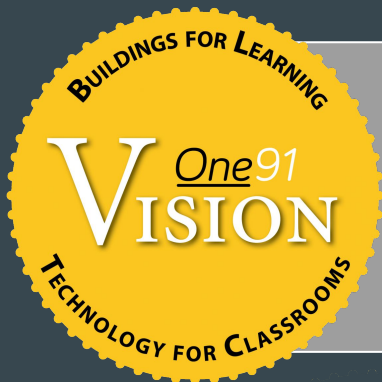
# It's not a 1:1 project

It's a 24/7 access to digital resources  
and personalized learning project



# Plan Development

- Collaboratively Developed
- Aligned to Strategic Roadmap
- Integrated with our Cultural Proficiency Work
- Identified in 3-Year Technology Plan
- Develops Career and College Readiness
- Research-based



“Utilize technology for instruction to provide rigorous, personalized learning, and maximize operational systems”

Research has established that well-implemented 1:1 programs have significant potential to improve student outcomes with regards to student engagement, development of “21st century skills”, and improvements in academic performance.

*Evaluating 1:1 Computing Programs in Elementary and Middle Schools*

*Hanover Research December 2014*

“Providing struggling students with laptops or tablets (one-on-one programs), schools give these students access to resources that many would not otherwise have. Classroom technology can be used to supplement instruction and provides opportunities for interactive learning and research that help augment student performance. “

*Closing the Achievement Gap*  
*Hanover Research January 2016*

# Goals



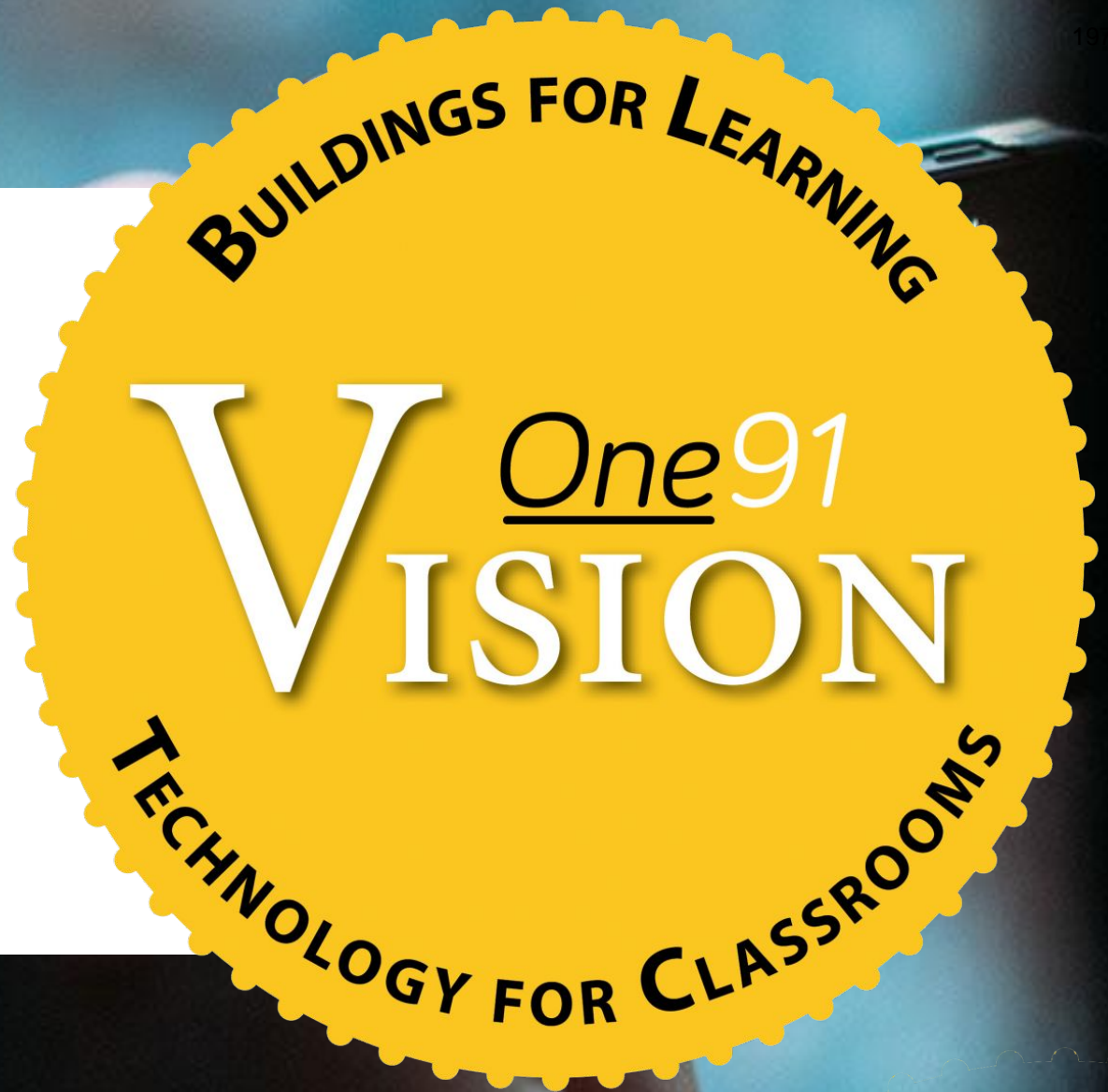
- Provide equitable access to resources and opportunities
- **Allow more engaging teaching methods**
- Provide access to information at various reading levels and formats

# Goals



- Vary instructional delivery and assessment
- Allow students to produce original work
- Facilitate communication and collaboration
- Give students the ability to learn outside school

Each Student  
Real-World Ready



# Assumptions & Foundations

- Culturally proficient strategies are utilized
- **Schoology is our foundational tool for instructional delivery**
- Professional use is aligned to the Danielson Framework
- Personalized learning is encouraged
  - student choice
  - student engagement
  - flexible learning
  - individualized learning paths

# Professional Development

*Districts must invest in extensive professional development for teachers and focus on technology proficiency and integrating digital media and content into the curriculum.*

*Impacts of One-to-One Computing Initiatives  
Hanover Research December 2015*

# Professional Development

200

*All Staff*

*Specific Groups of Teachers*

*Schoology*

*Google Apps*



# Assessing Our Progress

201

Usage Data:  
Schology  
Math &  
Reading  
programs

Student,  
Staff, &  
Parent  
Surveys

Examining  
improved  
teaching  
practices

# 3-year Budget

2016-17	2017-18	2018-19
HS Focus	MS Focus	Elem Focus
1:1 Ratio	1:1 Ratio	2:1 Ratio
Chromebook, case, PD, manage system, tech support	Chromebook, case, PD, manage system, tech support	Devices, case, manage system, PD, tech support
Est: \$1,400,000	Est: \$1,300,000	Est: \$1,200,000

**This plan will provide learning devices to all 6-12 students.  
This plan will provide 1 device per 2 students in grades K-5.**

# K-5 Technology Components

- Digital Learning Specialist in every elementary building
- Comprehensive K-5 Technology Curriculum
- Makerspaces created at every elementary school



Photo by Vista View 4th grade teacher Jon Abrahamson

# Middle School Technology Components

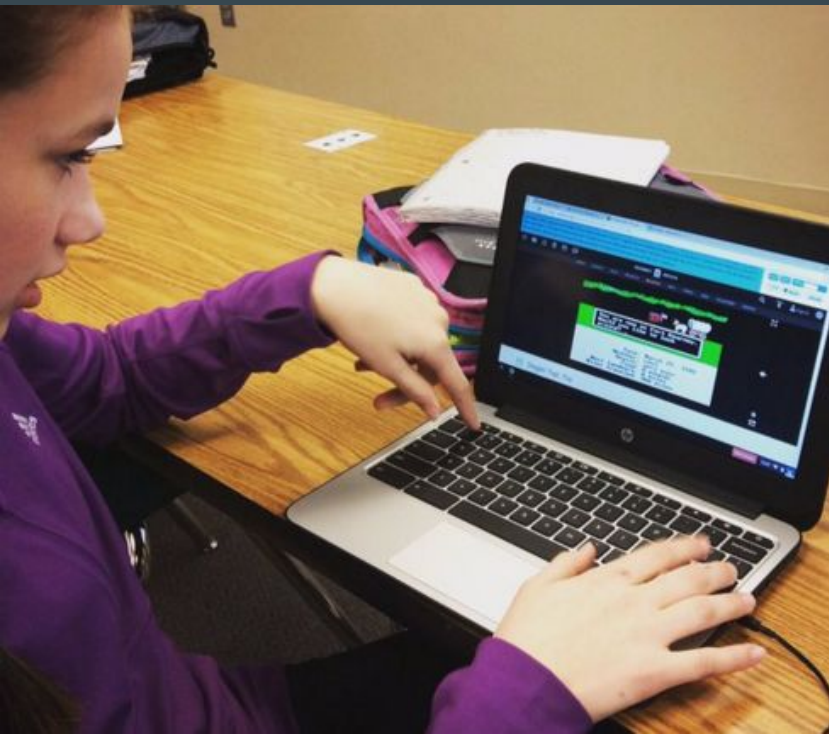


Photo by Eagle Ridge Teacher Jackie Gramenz

## Additional Chromebooks 2016-2017

- Support Communications classes
- Support Media Literacy & Digital Knowledge Exploratory Courses
- Support new courses: The Digital Age and Film & Animation
- Support Project Lead The Way
- Support 6-8 Technology Curriculum

Devices for all students beginning 2017-2018

# High School Technology Components

- Digital Curriculum, Instructional Practices, and Personalization (Schoology, GoogleApps, StudentVUE)
- Professional Development
- Student Learning & Support
- Access to Online Resources (e-texts, databases, Khan Academy)
- Support college and career pathways (Naviance)

- Device Selection
- Device Deployment
- Technical Support



# Professional Development

206

*Currently in development by the District Instructional Leadership Team, BHS/BAHS leadership, and Technology Department.*

## *Holistic professional development plan*

- *curriculum design*
- *instructional practices*
- *cultural proficiency*
- *technology*
- *classroom management*



# Device Recommendation

The device of choice is a flip, touch-screen Chromebook

- Integration with Google Apps
  - Easy access to Schoology and other learning resources
  - Access to online creation tools
- Keyboard
  - Touch screen allows students ability to document, record work
- Minimal training needs for teachers & students
  - Ease of management



# Deploying Devices



Planning in conjunction with High School Vision Team

Handed out at Student Orientation

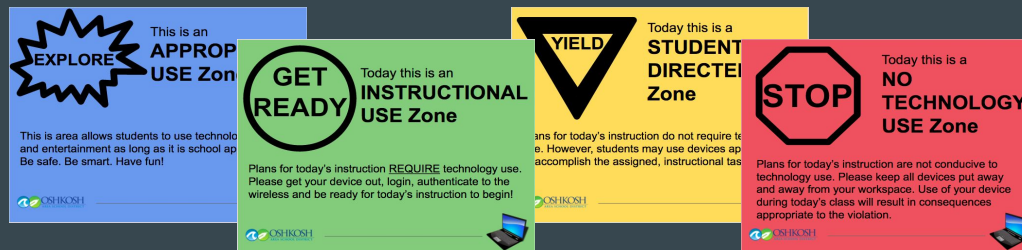
Parent orientation nights

Insurance option for families

# Deploying Devices: Instructional

Creation of a planning team at BHS/BAHS to plan “Day 1”

- expectations, policies, consequences
- establish common language
- zones of use in building
- basics of the Chromebook
- accessing Schoology & other instructional resources
- what to do if your Chromebook is damaged



Examples from Oshkosh Public Schools

# Student Support



- Technology Department
- Media Center
- Geek Squad
  - **Student Involvement** Beginning Year 2
  - Tied to Design, Engineering & Manufacturing Pathway
  - Certification Opportunities

# THANK You

Any questions?

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**Agenda IV.F.  
January 28, 2016**

**To:** Board of Education, Members

**From:** Dr. Joe Gothard, Superintendent

**Date:** January 22, 2016

**Re:** Board Policies 416: *Drug and Alcohol Testing* (rescind BAB) and 417: *Chemical Use and Abuse* (rescind GBCB-R and JFCH)

**RECOMMENDATION:** Approve, on a first reading basis, Board Policies 416: *Drug and Alcohol Testing* (rescind BAB) and 417: *Chemical Use and Abuse* (rescind GBCB-R and JFCH).

The Policy Review Committee and administration have reviewed these policies and recommend approval on a first reading basis.

The policies are attached for your review.

*Adopted:* 9/2006  
*Reviewed:*  
*Revised:* 3/2013  
*Rescinds:* BAB

*Burnsville-Eagan-Savage School District Policy 416*

**416 DRUG AND ALCOHOL TESTING**

**I. PURPOSE**

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950-181.957.

**II. GENERAL STATEMENT OF POLICY**

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- B. If the school district contracts for transportation services, it will require the transportation contractor to comply with the provisions of this policy applicable to school bus drivers.
- C. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- D. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed is also prohibited throughout the school or work day,

including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.

- E. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- F. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

### **III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS**

#### **A. General Statement of Policy**

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

#### **B. Definitions**

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed

to transport 16 or more passengers, including the driver.

5. “Designated Employer Representative” (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.
6. “Department of Transportation” (DOT) means United States Department of Transportation.
7. “Driver” is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. “Evidential Breath Testing Device” (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
10. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer’s instructions, in an observed collection, to raise the driver’s clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the

collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

11. “Safety-sensitive functions” are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
12. “Screening Test Technician” (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
13. “Stand Down” means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before the MRO completes the verification process.
14. “Substance Abuse Professional” (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

#### C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school

district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV.

8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, or refusals to be tested (including

verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

## 2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

## 3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal

regulations.

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school

district shall cease attempts to administer the test and state in the record the reasons for not administering the test.

- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.
6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
7. Refusal to Submit and Attendant Consequences
  - a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
  - b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
  - c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
  - d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
  - e. Drivers or driver applicants who refuse to submit to required

testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of

actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
  - (1) The donor expressly declines the opportunity to discuss the test results;
  - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
  - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

## 2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.

- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
  - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
  - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
  - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13.

Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.
2. The required records shall be retained for the following minimum periods:

Basic records	5 years
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“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Collection records	2 years
Negative and cancelled drug tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.
- b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.
- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory

testing, drivers fall within the definition of “other employees” covered by Section IV. of this policy.

#### **IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES**

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

##### A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

###### 1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing on an arbitrary and capricious basis.

###### 2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant’s passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

###### 3. Random Testing

The school district may request or require employees to undergo drug and

alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee

or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).
5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. "Random selection basis" means a mechanism for selection of employees that:
  - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
  - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.

7. “Reasonable suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. “Safety-sensitive position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver’s license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of this Section D.

2. Consequences of an Employee’s Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver’s license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant’s Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver’s license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district’s drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the

original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
  - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
  - b. The employee has either refused to participate in the counseling or

rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.

4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire.
6. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;

3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is

made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

## V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
 Minn. Stat. Ch. 43A (State Personnel Management)  
 Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)  
 Minn. Stat. § 221.031 (Motor Carrier Rules)  
 49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)  
 49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)  
 49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

***Cross-References:*** Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)  
 Burnsville-Eagan-Savage School District Policy 417 (Chemical Use and Abuse)  
 Burnsville-Eagan-Savage School District Policy 418 (Drug-Free Workplace/Drug-Free School)

## **ATTACHMENTS TO DRUG AND ALCOHOL TESTING POLICY**

Attachments A through C are to be used in conjunction with the drug and alcohol testing of bus drivers and driver applicants.

- Attachment A is a “Driver Acknowledgment–Drug and Alcohol Testing Policy Materials” form which should be used to document receipt of the policy and other materials by drivers and driver applicants. It is referred to in Article III., Section C., Paragraph 4. of the policy.
- Attachment B is a “Bus Driver or Driver Applicant–Authorization to Release Information” form. It is referred to in Article III., Section H., Paragraph 1. of the policy.
- Attachment C is a “Bus Driver or Driver Applicant–Refusal to Submit to Testing” form. It is referred to in Article III., Section H., Paragraph 7. of the policy.

Attachments D through G are to be used in conjunction with drug and alcohol testing of non-bus drivers and applicants.

- Attachment D is a “Pretest Notice” that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article IV., Section E., Paragraph 1. of the policy.
- Attachment E is a “Notice of Test Results and Various Rights” which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article IV., Section E., Paragraph 6. of the policy.
- Attachment F is an “Explanation of Positive Test Result” form which should be used by the school district to request that the employee or job applicant submit information to the school district relevant to the reliability of, or explanation for, a positive test result. It is referred to in Article IV., Section E., Paragraph 4. of the policy.
- Finally, the District may wish to use Attachment G, entitled “Acknowledgment–Drug and Alcohol Testing Policy,” to document that written notice of the policy was given to all affected employees. It is referred to in Article IV., Section J. of the policy.

( D R A F T )

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

**— DRIVER ACKNOWLEDGMENT —**  
**DRUG AND ALCOHOL TESTING POLICY AND MATERIALS**

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. 191, Burnsville-Eagan-Savage, Minnesota and have read it in its entirety. I understand that I am subject to the provisions of Article III of the policy, entitled Drug and Alcohol Testing for Bus Drivers, because the position involves operating a commercial motor vehicle and requires a commercial driver’s license.

The District’s policy was provided to me:

- Upon adoption of the policy. (employee).
- Upon my hire. (job applicant/new employee).
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant).

I also received materials concerning the effects of alcohol and controlled substances use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected.

I have been advised that the Alcohol and Controlled Substances Testing Program Manager is \_\_\_\_\_ and that any questions I may have concerning the Policy should be directed to the Program Manager.

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

\_\_\_\_\_  
*Signature of Employee/Applicant*

\_\_\_\_\_  
*Typed or Printed Name*

(D R A F T)

**[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]****— BUS DRIVER OR DRIVER APPLICANT —****AUTHORIZATION TO RELEASE INFORMATION**Section I. To be completed by the school district, signed by the bus driver, or driver applicant, and transmitted to the previous employer:

Employee Printed or Typed Name: \_\_\_\_\_

Employee SS or ID Number: \_\_\_\_\_

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in Section I-B, to the employer listed in Section I-A. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in Section II-A by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section I-A.

School District Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Designated Employer Representative: \_\_\_\_\_

Section I-B.

Previous Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Designated Employer Representative (if known): \_\_\_\_\_

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

Section II-A. In the two years prior to the date of the employee’s signature (in Section I), for DOT-regulated testing:

- 1. Did the employee have alcohol tests with a result of 0.04 or higher? YES \_\_\_ NO \_\_\_
- 2. Did the employee have verified positive drug tests? YES \_\_\_ NO \_\_\_
- 3. Did the employee refuse to be tested? YES \_\_\_ NO \_\_\_
- 4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? YES \_\_\_ NO \_\_\_
- 5. Did a previous employer report a drug and alcohol rule violation to you? YES \_\_\_ NO \_\_\_
- 6. If you answered “yes” to any of the above items, did the employee complete the return-to-duty process? N/A \_\_\_ YES \_\_\_ NO \_\_\_

NOTE: If you answered “yes” to item 5, you must provide the previous employer’s report. If you answered “yes” to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

Section II-B.

Name of person providing information in Section II-A: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

( D R A F T )

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— BUS DRIVER OR DRIVER APPLICANT —  
REFUSAL TO SUBMIT TO TESTING

I hereby refuse to submit to drug/alcohol testing by doing the following:

- G Failing to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
- G Failing to remain at the testing site until the testing process is complete;
- G Failing to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
- G Failing to permit the observation or monitoring of any provision of a specimen in the case of a directly observed or monitored collection in a drug test;
- G Failing to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
- G Failing or declining to take a second test as directed;
- G Failing to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or the Designated Employer Representative (DER);
- G Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process, failing to wash hands after being directed to do so by the collector, failing to sign the certification on the form;
- G Failing to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process;
- G Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;
- G Admitting to the collector or MRO that the driver adulterated or substituted the specimen; or
- G Having a verified adulterated or substituted test as reported by the MRO.

[An applicant who fails to appear for a preemployment test, who leaves the testing site before the preemployment testing process commences, or who does not provide a urine specimen because he or she left before it commences, is not deemed to have refused to submit to testing.]

I recognize that my refusal subjects me to the consequences specified in federal law and regulations. It also constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I am an employee, I will not be permitted to perform safety-sensitive functions, and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If the school district offers me an opportunity to return to a DOT safety-sensitive function, I understand I will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Applicant*

Supervisor: \_\_\_\_\_

\_\_\_\_\_  
*Supervisor's Signature*

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

G Employee refusal to sign

*Supervisor's Initials:* \_\_\_\_\_

**( D R A F T )**

**Independent School District 191  
Burnsville–Eagan–Savage**

**— PRETEST NOTICE —**

I the undersigned employee/job applicant of Independent School District No. 191, Burnsville-Eagan-Savage, Minnesota (“School District”) do hereby acknowledge that I have been provided a copy of the School District’s Drug and Alcohol Testing Policy.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Job Applicant*

\_\_\_\_\_  
*Typed or Printed Name*

(D R A F T)

**Independent School District 191  
Burnsville–Eagan–Savage**

[Employee Name]  
[Employee Address]

**RE: Drug and/or Alcohol Test  
[Date of Testing]**

**NOTICE OF TEST RESULTS AND VARIOUS RIGHTS**

Test Results:

Independent School District No. 191, Burnsville-Eagan-Savage, Minnesota has received the test result report from the testing laboratory:

- Your initial screening test result was negative.
- Your confirmatory test result was negative.
- Your confirmatory test result was positive.

Test Result Report:

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test.

Right to Explain Positive Test Result:

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information

to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled “Explanation of Positive Test Result” for this purpose.

*Right to Request Confirmatory Retests:*

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your intention to obtain a confirmatory retest.

Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against you.

*Other Rights:*

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. *Employee Discharge and Discipline*

1. The school district may not discharge, discipline, discriminate against, request or require rehabilitation of an employee whose position does not require a commercial driver’s license on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.

2. The school district may not discharge an employee whose position does not require a commercial driver’s license for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:

- a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
  - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
3. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
  4. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.
  5. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

B. Withdrawal of Applicant's Job Offer

If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

( D R A F T )

**Independent School District 191  
Burnsville–Eagan–Savage**

**EXPLANATION OF POSITIVE TEST RESULT**

I the undersigned employee/job applicant of Independent School District No. 191, Burnsville-Eagan-Savage Minnesota acknowledge receipt of a Notice of Test Results and Various Rights. This includes my right to explain the positive test result on a confirmatory test.

I am currently taking or have recently taken:

- no over-the-counter or prescription medications; or
- the following over-the-counter or prescription medications:

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I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

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Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Job Applicant*

\_\_\_\_\_  
*Typed or Printed Name*

**( D R A F T )**

**[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]**

**— ACKNOWLEDGMENT —**  
**DRUG AND ALCOHOL TESTING POLICY**

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. 191, Burnsville-Eagan-Savage Minnesota and have read it in its entirety.

The District's policy was provided to me:

- Upon adoption of the policy. (employee).
- Upon my hire. (job applicant/new employee).
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant).

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

\_\_\_\_\_  
*Signature of Employee/Applicant*

\_\_\_\_\_  
*Typed or Printed Name*

Descriptor Term: **Drug and Alcohol Testing**

Descriptor Code: **BAB**

Issued Date: **9/06**

Reviewed Date:

Revised Date: 3/7/2013 - Temporary recoding from **GBC-BAB** to Policy BAB

Rescinds:

## I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. It is the belief of the school board that a work environment free of drug and alcohol use will not only be safer, healthier, and more productive, but will also be more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950-181.957.

## II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.

- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge. eral regulations.
- F. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an Evidential Breath Testing Device will be required to be performed between 15 and 30 minutes after the completion of the screening test.
- G. Alcohol tests are reported directly to the Designated Employer Representative.

The school district may request or require drug and alcohol testing for school district personnel or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for drivers of Commercial Motor Vehicles who are subject to federally mandated testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. To the extent that the drug and

alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section III of this policy and the drivers shall fall within this definition of "other employees."

4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing.
  5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
  6. "Random selection basis" means a mechanism for selection of employees that:
    - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
    - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
  7. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
  8. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.
- D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal
1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing
 

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of this Section D.
  2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing
 

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.
  3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing
 

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school

district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the

school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
  - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
  - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the

confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire.
6. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other

information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References:

Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)

Minn. Stat. § 221.031 (Motor Carrier Rules)

49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)

49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)

49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

Cross-References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Descriptor Term: **Drug and Alcohol Testing**  
**Attachments A-C**

Descriptor Code: **BAB**

Issued Date: **9/06**

Reviewed Date:

Revised Date: 3/7/2013 - Temporary recoding from **GBC-BAB** to Policy BAB

Rescinds:

Attachments A through C are to be used in conjunction with drug and alcohol testing of employees and applicants.

- Attachment A is a “Pretest Notice” that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article III, Section E., Paragraph 1 of the policy.
- Attachment B is a “Notice of Test Results and Various Rights” which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article III, Section E. Paragraph 6, of the policy.
- Attachment C is an “Explanation of Positive Test Result” form which should be used by the school district to request that the employee or job applicant submit information to the school district relevant to the reliability of, or explanation for, a positive test result. It is referred to in Article III, Section E., Paragraph 4. of the policy.

Descriptor Term: **Drug and Alcohol Testing**  
**Attachments A-C**

Descriptor Code: **BAB**

Issued Date: **9/06**

Reviewed Date:

Revised Date: 3/7/2013 - Temporary recoding from **GBC-BAB** to Policy BAB

Rescinds:

*Attachment A*

**Independent School District #191**  
**Burnsville – Eagan – Savage**

**— PRETEST NOTICE —**

I the undersigned employee/job applicant of Independent School District No. #191, Burnsville, Minnesota do hereby acknowledge that I have been provided a copy of the School District's Drug and Alcohol Testing Policy.

Date: \_\_\_\_\_

\_\_\_\_\_

*Signature of Employee/Job Applicant*

\_\_\_\_\_

*Typed or Printed Name*

Descriptor Term: **Drug and Alcohol Testing**  
**Attachments A-C**

Descriptor Code: **BAB**

Issued Date: **9/06**

Reviewed Date:

Revised Date: 3/7/2013 - Temporary recoding from **GBC-BAB** to Policy BAB

Rescinds:

*Attachment B*

**Independent School District #191**  
**Burnsville – Eagan – Savage**

[Employee Name]  
 [Employee Address]

**RE: Drug and/or Alcohol Test**  
**[Date of Testing]**

***NOTICE OF TEST RESULTS AND VARIOUS RIGHTS***

*Test Results:*

Independent School District #191, Burnsville, Minnesota has received the test result report from the testing laboratory:

- G Your initial screening test result was negative.
- G Your confirmatory test result was negative.
- G Your confirmatory test result was positive.

*Test Result Report:*

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test.

*Right to Explain Positive Test Result:*

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled "Explanation of Positive Test Result" for this purpose.

Descriptor Term: **Drug and Alcohol Testing**  
**Attachments A-C**

Descriptor Code: **BAB**

Issued Date: **9/06**

Reviewed Date:

Revised Date: 3/7/2013 - Temporary recoding from **GBC-BAB** to Policy BAB

Rescinds:

*Right to Request Confirmatory Retests:*

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your intention to obtain a confirmatory retest.

Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against you.

*Other Rights:*

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request or require rehabilitation of an employee whose position does not require a commercial driver's license on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.

2. The school district may not discharge an employee whose position does not require a commercial driver's license for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
  - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

Descriptor Term: **Drug and Alcohol Testing**  
**Attachments A-C**

Descriptor Code: **BAB**

Issued Date: **9/06**

Reviewed Date:

Revised Date: 3/7/2013 - Temporary recoding from **GBC-BAB** to Policy BAB

Rescinds:

- b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
  - 3. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
  - 4. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.
  - 5. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.
- B. **Withdrawal of Applicant's Job Offer**

If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

Descriptor Term: **Drug and Alcohol Testing**  
**Attachments A-C**

Descriptor Code: **BAB**

Issued Date: **9/06**

Reviewed Date:

Revised Date: 3/7/2013 - Temporary recoding from **GBC-BAB** to Policy BAB

Rescinds:

*Attachment C*  
**Independent School District #191**  
**Burnsville – Eagan – Savage**

***EXPLANATION OF POSITIVE TEST RESULT***

I the undersigned employee/job applicant of Independent School District#191 Burnsville – Eagan – Savage, Burnsville, Minnesota acknowledge receipt of a Notice of Test Results and Various Rights.

This includes my right to explain the positive test result on a confirmatory test.

I am currently taking or have recently taken:

- G no over-the-counter or prescription medications; or
- G the following over-the-counter or prescription medications:

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I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

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Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Job Applicant*

\_\_\_\_\_  
*Typed or Printed Name*

*Adopted: 6/89*

*Burnsville-Eagan-Savage School District Policy 417*

*Reviewed:*

*Revised: 5/93 (10/15)*

*Rescinds: GBCB-R, JFCH*

## **417 CHEMICAL USE AND ABUSE**

### **I. PURPOSE**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. The school board believes that the Independent School District 191 has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention and to maintain a safe and healthful environment for students by prohibiting the use of alcohol, toxic substances and controlled substances without a health care provider's prescription.

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

- A. The unlawful manufacture, distribution, dispensation, possession, use or being under the influence of controlled substances, toxic substances, prescription drugs and over-the-counter preparations (without a health care provider's prescription) or alcohol before, during, or after school hours, at school or in or on other school premises, including any vehicles owned or operated by or for the District, or at any school sponsored activity regardless of location is prohibited in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School. Paraphernalia associated with controlled substances is prohibited.
- B. It is the policy of this school district is to provide an instructional program in every elementary and secondary school regarding chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a multi-disciplinary team called the Student Teacher Assistance Team (STAT) to identify students who have chemical health, use or abuse related issues including, but not limited to:
  - 1. Students affected by the chemical use or abuse of others,
  - 2. Students requiring awareness of their own chemical use or abuse and of existing community resources for counseling and treatment,
  - 3. Students requiring support during re-entry into the school after disciplinary action due to chemical use or abuse or, on student request, after their involvement in a treatment program for chemical use or abuse.

- D. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces. The school district will offer staff development opportunities in chemical health, use and abuse issues available to all school district employees and promote opportunities for vetted community education programs available to parents and community members on topics of chemical health, use and abuse prevention.

### III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s or staff member’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes but is not limited to alcohol, toxic substances, prescription, non-prescription and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of chemicals, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- E. “Student Teacher Assistance Team (STAT)” is a school based multi-disciplinary team that consists of grade-level or content level teachers, administrators and student support services staff (e.g., school nurse, school social worker, school psychologist, school guidance counselor, school-linked mental health provider, etc.). STAT meets regularly to review/analyze instructional/behavior problems presented by referring teachers who have attempted interventions and supports in their classrooms/settings. This team assists the teachers to design an intervention plan that is targeted and measurable over a specific period of time.

### IV. STUDENTS

- A. Instruction
  - 1. Every school shall provide an instructional program in chemical use and abuse and the prevention of chemical dependency. The school district

may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.

2. Each school shall have age-appropriate and developmentally based activities that:
  - a. address the consequences of the illegal use of chemicals,;
  - b. promote a sense of individual responsibility;
  - c. teach students that most people do not illegally use drugs;
  - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - e. teach students about the dangers of emerging drugs;
  - f. engage students in the learning process; and
  - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall disseminate drug prevention information within the school and to families.
4. The district will offer professional development opportunities and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or treatment referral, as related to chemical use and abuse.
5. Each school shall have drug prevention activities.

#### B. Multi-Disciplinary Team

1. Every school shall have a chemical use and abuse multi-disciplinary team incorporated by the Student Teacher Assistance Team (STAT) designated by the superintendent or designee.
2. STAT is responsible for addressing reports of chemical use and abuse issues and making recommendations for appropriate responses to the individual reported cases.
3. After receiving an individual report, the STAT shall provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical use and abuse.

C. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records

All documentation of preassessment, assessment and follow up related to chemical use and chemical abuse will be retained following the district's record retention schedule.

D. Consent

Following the MN Minor Consent law, any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

**V. EMPLOYEES**

A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:

1. The dangers and health risks of chemical use and abuse in the workplace/school.
2. The school district's drug-free workplace/drug-free school policy.
3. Any available drug or alcohol counseling, treatment, re-entry, and/or assistance programs available to employees.
4. The penalties that may be imposed on employees for drug abuse violations.

B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

**VI. EXCEPTIONS**

A. It shall not be a violation of this policy for a student to bring onto a school location, for such student's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the student has a licensed health care provider's prescription for the substance and associated

necessary paraphernalia, such as an inhaler or syringe. The student shall comply with the relevant district policies regarding student medication.

***Legal References:*** Minn. Stat. § 13.32 (Educational Data)  
 Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
 Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
 Minn. Stat. § 138.163 (Records Management Act)  
 Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
 20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
 34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 Burnsville-Eagan-Savage School District Policy 416 (Drug and Alcohol Testing)  
 Burnsville-Eagan-Savage School District Policy 418 (Drug-Free Workplace/Drug Free School)  
 Burnsville-Eagan-Savage School District Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
 Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)  
 Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)  
 Burnsville-Eagan-Savage School District Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Descriptor Term: **Chemical Use and Abuse**

Descriptor Code: **GBCB-R**

Issued Date: **12/90**

Reviewed Date:

Revised Date:

Rescinds: **GBCB**

I. PURPOSE

The School Board of Independent School District 191 recognizes the significant problems created by chemical use and abuse in society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to Drug-Free Workplace/Drug-Free School.
- B. It is the policy of Independent School District 191 to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. Independent School District 191 shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. It will be the responsibility of the superintendent, with the advice of the school board, to establish a school and community advisory team to address chemical abuse problems in the district.
- E. Independent School District 191 shall establish a maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

### III. DEFINITIONS

- A. Chemical abuse means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the students normal function in academic, school, or social activities is chronically impaired.
- B. Chemicals includes but is not limited to alcohol, toxic substances, and controlled substances as defined in school board policy Drug-Free Workplace/Drug-Free School.
- C. School district location includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or functions, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### Employees

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and other about:
  - 1. The dangers and health risks of chemicals abuse in the workplace/school.
  - 2. The school district's drug-free workplace/drug-free school policy.
  - 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act of 1988 within ten (10) days after receiving notice of a conviction of an employee for a violation of a criminal drug statute occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

#### Legal References:

Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
 Minn. Stat. § 121A.40-121A.29 (Pupil Fair Dismissal Act)  
 Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
 41 U. S. C. 701-707 (Drug-Free Workplace Act of 1988)  
 20 U. S. C. 7101-7143 (Safe and Drug Free Schools and Communities Act of 1994)  
 34 C. F. R. Part 85 (Government wide Requirements for Drug-Free Workplace)

Descriptor Term: **Drug and Alcohol Use,  
Possession and Sale by Students**

Descriptor Code: **JFCH**

Issued Date: **6/89**

Reviewed Date:

Revised Date: **5/93**

Rescinds:

The possession, use, distribution and/or sale of alcohol and chemicals is strictly prohibited on campus or at a school sponsored activity.

Students should be aware that school suspension and/or expulsion are possible consequences of the violation of this rule.

Students should be aware of the consequences of the violation of the drug and smoking rules included in this policy and regulation and that of the Minnesota State High School League.

A program in the personal use and misuse of and dependency on tobacco, alcohol, drugs and other chemicals shall be provided.

Descriptor Term: **Drug and Alcohol Use,  
Possession and Sale by Students**

Descriptor Code: **JFCH-R**

Issued Date: **6/89**

Reviewed Date:

Revised Date: **5/93**

Rescinds:

### Chemical Dependency

Chemical dependency is a treatable illness. If it appears that chemical use/misuse exists, it is the responsibility of the school to share these concerns with the family and student. The intention is to create an atmosphere of openness and understanding.

#### I Possession, Use, Distribution at School or School Activities

These procedures shall be followed when it has been determined that a student has consumed/used, possessed, or furnished alcohol or mood-altering substances or drug paraphernalia on school grounds or at school activities. These procedures also apply in any case when it is determined that a student, on school grounds or at a school activity, has consumed or is under the influence of alcohol or mood-altering substances regardless of the amount consumed or where consumption took place. Parents will be informed on every occasion when a student is alleged to have violated these regulations.

#### Consequences

Consequences will be cumulative K-12.

Activity eligibility consequences shall be enforced.

For the first and second offense:

Referral to the building preassessment team.

Referral to local law enforcement agency.

Enrollment in an appropriate chemical education program approved by a building administrator; i.e., Insight Program.

First offense, suspension for three to five days. The incident may be reviewed for additional suspension.

Second offense, suspension for five days. The incident will be reviewed for additional suspension.

All procedures as required under the Pupil Fair Dismissal Act will be followed.

In addition, the student may be subject to one or more of the following:

Recommendation to attend student/parent/guardian intervention sessions with appropriate school personnel.

Recommendation to attend support groups.

Recommendation of referral to assessment, detoxification or medical facility. Parent/guardian will be asked to sign a release of information that allows direct communication between evaluator and school personnel. Parents will be asked to provide a detailed written summary of the assessment prepared by the evaluation agency.

Referral to the Superintendent with a recommendation for expulsion.

When conducting an investigation to determine whether or not a student has violated these regulations, District officials reserve the right to:

Check vital signs of the student by the school nurse; and,

Search the student's locker and personal belongings in an attempt to find contraband and paraphernalia if probable cause exists.

For the third offense:

A student who violates this policy, cumulative K-12, for a third time will be recommended by the building principal for expulsion.

#### Sale of Illegal substance

Any student found to have sold an illegal mood-altering substance on school property will be recommended to the Superintendent for expulsion.

Right of appeal:

Parents may appeal those issues where extenuating circumstances exist. Complaints relating to this policy are not considered extenuating circumstances.

## II Minnesota Statute 691

These procedures shall be followed when students are reported by local law enforcement agencies to District officials (as specified in Minnesota Statute 691):

Referral to the building preassessment team and notification of parents/guardian:

Prior to the meeting of the building preassessment team, parents will receive:

Information outlining the functions of the preassessment team.

An invitation to meet with representatives of the building preassessment team to discuss team recommendations.

Actions of the preassessment team could include:

Collecting additional information by reviewing student records, interviewing teachers, other support staff, students, etc.

Recommending the attendance of a student/parent/guardian intervention sessions with appropriate school personnel.

Recommending the participation of the student in appropriate support group activities.

Recommending that the student receive an intensive assessment.

Activity eligibility consequences shall be enforced.

Appeals for citations received from local authorities are appropriately done through the judicial system.

### III Other Reports of Chemical Use

These procedures will be followed when other reports of illegal alcohol or chemical use by students are received:

Parents/guardians will be notified of the information received.

The building administrator, or designee, will investigate and, if verified, the following actions will be taken:

A. If the student is not involved in activities or athletics, actions will include:

Referral to the building preassessment team.

Enrollment in Insight Program or other appropriate educational/intervention program approved by a building administrator.

Loss of future leadership opportunities for eighteen weeks of the current and, if necessary, the next school year.

B. If the student is involved in activities or athletics, actions will include:

Referral to the building preassessment team.

Enrollment in Insight Program or other appropriate educational/intervention program approved by a building administrator.

Removal of activity eligibility and leadership responsibilities as outlined in the co-curricular activity section of this regulation.

### Co-Curricular Activities

A. Students who participate in co-curricular activities sanctioned by the Minnesota State High School League and dance line will also be subject to the following consequences:

First violation:

The student shall lose eligibility for the next two (2) consecutive interscholastic contests/performance or two (2) consecutive weeks of the season, whichever is greater, commencing on the first practice/performance/competition following notification of student by administration. No exception is permitted for a student who voluntarily enters a treatment program. Leadership positions will be relinquished for eighteen weeks of the current year and, if necessary, the next school year; e.g., captains, co-captains, presidents, club officers, etc.

Second violation:

The student shall lose eligibility for the next six (6) consecutive interscholastic contests/tests/performance in which the student is a participant, commencing on the first practice/performance/competition following notification of student by administration. No exception is permitted for a student who voluntarily enters a treatment program. All students in violation a second time will be encouraged to get a chemical dependency assessment at a District-approved program. All present and future leadership positions will be forfeited, e.g., captains, co-captains, presidents, club officers, etc.

Third and subsequent violations:

The student shall lose eligibility for the next 12 consecutive interscholastic contests/performance in which the student is a participant, commencing on the first practice/performance/competition following notification of student by administration.

If, after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks after entering the program. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

Penalties for violations shall be cumulative, grades 9-12, whether or not the activity is sanctioned by the State High School League. In order for retribution to be considered completed, a student must participate in the activity for the entire season. If a student denies a violation which is later determined to be accurate, the student shall be disqualified from all interscholastic athletics and/or activities for nine (9) additional weeks beyond what would be the student's original suspension time.

Appeals for citations received by local law enforcement authorities are appropriately done through the regular judicial system.

Parents may appeal those issues where extenuating circumstances exist. Complaints relating to this policy are not considered extenuating circumstances.

- B. Students who participate in activities not under the sanction of the Minnesota State High School League (including peer leadership programs) will also be subject to the following consequences:

First violation:

The student will not be allowed to participate for two (2) weeks, commencing on the first practice/performance/competition following notification of student by administration.

No exception is permitted for a student who voluntarily enters a treatment program. Leadership positions will be relinquished for eighteen weeks of the current year and, if necessary, the next school year; e.g., captains, co-captains, presidents, club officers, student council officers and elected student leadership positions.

Second violation:

The student will not be allowed to participate for the next six (6) consecutive weeks, commencing on the first practice/performance/competition following notification of the student by administration. No exception is permitted for a student who voluntarily enters a treatment program. All students who are in violation a second time will be encouraged to get a chemical dependency assessment at a District-approved program. All present and future leadership positions will be forfeited, e.g., captains, co-captains, presidents, club officers, student council, etc.

Third and subsequent violations:

The student shall not be allowed to participate for the next 12 consecutive weeks, commencing on the first practice/performance/competition following notification by administration.

If, after the third or subsequent violations, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be reinstated in activities after a minimum period of six (6) weeks after entering the program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Penalties for violations shall be cumulative, grades 9-12, whether or not the activity is sanctioned by the State High School League. If a student denies a violation which is later determined to be accurate, the student shall be disqualified from all interscholastic athletics and/or activities for nine (9) additional weeks beyond what would be the student's original suspension time.

Appeals for citations received by local authorities are appropriately done through the regular appropriate judicial system.

Parents may appeal those issues where extenuating circumstances exist. Complaints relating to this policy are not considered extenuating circumstances.

## Chemical Dependency Programs

The District will continue its support for a program of drug education in the curriculum, encourage staff to foster awareness of the dangers in chemical use and abuse, and cooperate with other agencies involved in this endeavor.

The harmful effects of chemicals and alcohol shall be taught in health K-12.

Seventh through twelfth grade students shall attend a small group information meeting with advisors or in homeroom, near the beginning of the school year, devoted to school district policies and regulations about chemicals and alcohol.

The chemical awareness coordinator shall invite all activity and athletic coaches/advisors and student leaders to participate in a program to keep participants chemically free during an activity and/or athletic season.

The chemical awareness coordinator will provide each building's staff with an ongoing inservice so that staff is aware of school rules and regulations pertaining to chemicals and alcohol and the role of each in the identification of chemical use, abuse, and misuse.

A Student Assistance Program shall be established in grades 7-12 by the chemical awareness coordinator to provide alcohol and drug abuse intervention and prevention for students who have a chemically dependent parent, who abuse alcohol or drugs, who have chemical-related behavioral problems, and/or who have attendance problems. The program will have four components:

Supportive, educative group counseling will be provided for students with chemically dependent parents.

Students who are using alcohol or drugs dysfunctionally will receive individual or family counseling to initiate a referral to a treatment program.

Students with decreased academic performance, increased truancy, and/or inappropriate behavior that concerns school personnel may be referred to the chemical awareness coordinator.

The chemical awareness coordinator will meet with concerned parents and community groups to plan strategies for problems related to adolescent alcohol and drug abuse.



**Agenda IV.G.  
January 28, 2016**

**To: Members, Board of Education**

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

**Date: January 21, 2016**

**Re: Adopt the resolution providing for the sale of General Obligation Alternative Facilities Refunding Bonds, Series 2016A**

**RECOMMENDATION:** that the Board of Education adopt the resolution providing for the sale of General Obligation Alternative Facilities Refunding Bonds, Series 2016A; and covenanting and obligating the district to be bound by and to use the provisions of Minnesota Statutes, section 126C.55 to guarantee the payment of the principal and interest on these bonds.

During the January 14, 2016 Board workshop, the opportunity to refund our existing 2007A, 2008A, and 2009A series bonds with a crossover refunding bond issuance was discussed in detail with our board. The discussion held in the workshop centered around the fact that our district continues to monitor these potential debt refunding options that may very well result in greater savings in the next few years. Timing is critical and it is the reason we work closely with our financial advisors of Ehlers and Associates to determine the ideal timing to best maximize the savings to our taxpayers.

Estimates shown by Ehlers indicated a potential future savings of \$793,194 for 2007A and a potential future savings of \$4,137,893 with crossover refunding of each of these. Discussion was held regarding 2009A which will require further monitoring to be considered for refunding purposes, as the details are not as favorable as 2007A or 2008A at this time. All future savings of these refunding bonds does remain within the Fund 07, debt services fund, and ultimately benefits our taxpayers through reducing debt payments. Discussion was held that we would experience less issuance cost if we combined the crossover refunding of 2007A and 2008A.

Attached is the resolution and school district credit enhancement application for program participation. Additionally, a Pre-Sale report will be added to this recommendation as support for the board to review in advance of the board meeting. This is anticipated no later than January 26, 2016. I recommend the board adopt the resolution providing for the sale of General Obligation Alternative Facilities Refunding Bonds, Series 2016A.

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 191, State of Minnesota, was duly held on January 28, 2016 at 6:30 P.M.

MEMBERS PRESENT:

MEMBERS ABSENT:

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

**RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION  
ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2016A; AND  
COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO  
USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO  
GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THESE  
BONDS**

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

**1. Bond Authorization.** The School Board has determined that it is necessary and expedient to issue \$38,355,000 General Obligation Alternative Facilities Refunding Bonds, Series 2016A.

**2. Sale.** The District has retained Ehlers & Associates, Inc. (Ehlers) in Roseville, Minnesota, as its independent financial advisor for the Bonds. Ehlers is authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9). If the issuance of the Bonds is approved, the School Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds.

**3. Official Statement; Negotiation of Sale.** Ehlers is authorized to prepare and distribute an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

**4. Minnesota School District Credit Enhancement Program.** (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

The motion for 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 the resolution was declared duly passed and adopted.

**STATE OF MINNESOTA** )  
 ) **ss.**  
**COUNTIES OF DAKOTA AND SCOTT** )

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this resolution, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this 28<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
School District Clerk

**SCHOOL DISTRICT CREDIT ENHANCEMENT  
APPLICATION FOR PROGRAM  
PARTICIPATION**

**GENERAL INFORMATION AND INSTRUCTIONS:** To ensure participation in the Credit Enhancement Program (CEP), a school district or intermediate school district must covenant and obligate itself to be bound by Minnesota Statutes, section 126C.55 prior to the issuance of debt obligations. The statute defines debt obligation as tax or aid anticipation certificates, certificates of participation, or general obligation bonds and provides a procedure for the State to preclude payment default on these debt obligations issued by school districts. The purpose of this application is to (1) inform the Minnesota Department of Education (MDE) that participation in the program is desired; (2) identify and provide information related to the Paying Agent and (3) request a certification providing evidence of State participation in the program. Please return the completed application and the signed copies to the above address. Maintain in the school district files copies of the board resolution, corresponding meeting minutes and all CEP documentation for any future state verification requests **(Unless requested, please DO NOT send CEP documentation to MDE).**

**TO BE COMPLETED BY THE SCHOOL DISTRICT OR PAYING AGENT**

Name of School District: <b>Independent School District No. 191 (Burnsville-Eagan-Savage)</b>	District Number: <b>191</b>	District Type: <b>I.S.D.</b>
Name of District Contact Person/Title: <b>Lisa Rider, Executive Director of Business Services</b>	Telephone Number: <b>(952) 707-2050</b>	E-Mail Address: <b>lrider@isd191.org</b>

**BOND/CERTIFICATION INFORMATION**

Total Estimated Amount to be Issued: <b>\$ 38,355,000</b>	Bond or Certificate Type, Description and Series: <b>GO Alt Fac Rfdg Bonds, Series 2016A</b>	<b>FOR BONDS, send <i>final</i> maturity schedules (Excel format) as soon as available.</b>
Anticipated Bond Sale Date: <b>2/25/16</b>	Dated Date: <b>3/15/16</b>	Maturity Date for Certificates: <b>N/A</b>

<b>BONDS REQUIRE VOTER OR MDE APPROVAL</b>	Is the debt LONG-TERM FACILITIES MAINTENANCE (LTFM) bonds? <span style="float: right;"><input type="radio"/> YES <input checked="" type="radio"/> NO</span> Is voter approval required? <span style="float: right;"><input type="radio"/> YES <input checked="" type="radio"/> NO</span> If YES, did the question pass? <span style="float: right;"><input type="radio"/> YES <input type="radio"/> NO</span> Is MDE approval required? <span style="float: right;"><input type="radio"/> YES <input checked="" type="radio"/> NO</span> If YES, record date of Commissioner approval.
<b>REFUNDING</b>	If this is a REFUNDING issue, were the original bonds in the Credit Enhancement Program? If YES, provide <b>Complete Description, Dated Date, Series and Maturities</b> of original bonds to be refunded: <span style="float: right;"><input checked="" type="radio"/> YES <input type="radio"/> NO</span> (1) \$14,925,000 General Obligation Alternative Facilities Bonds, Series 2007A, 2018-2027 maturities; (2) \$30,580,000 General Obligation Alternative Facilities Bonds, Series 2008A, 2019-2033 maturities Provide a schedule of debt service the issuer remains responsible to pay after the refunding.
<b>AID ANTICIPATION CERTIFICATES</b>	Request for Commissioner approval submitted to MDE? <span style="float: right;"><input type="radio"/> YES <input type="radio"/> NO</span> Record date of Commissioner approval. <b>N/A</b>  Record 75 percent Commissioner approved amount. <span style="float: right;"><b>\$ N/A</b></span>
<b>TAX ANTICIPATION CERTIFICATES</b>	Amount of Tax Anticipation Certificates complies with the authority in Minnesota Statutes, section 126C.52, Subdivision 1. <span style="float: right;"><input type="radio"/> YES <input type="radio"/> NO</span>

**MUNICIPAL ADVISOR INFORMATION**

Municipal Advisor Corporation Name: <b>Ehlers &amp; Associates, Inc.</b>	Address: <b>3600 Centre Pointe Drive</b>	
City: <b>Roseville</b>	State: <b>MN</b>	Zip Code: <b>55113-1122</b>
Municipal Advisor Contact Person: <b>Joel Sutter</b>	Telephone Number: <b>(651) 697-8514</b>	E-Mail Address: <b>jsutter@ehlers-inc.com</b>

**VERIFICATION OF DISTRICT SCHOOL BOARD RESOLUTION**

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For the above-cited issuance of debt obligations, the school board has approved a resolution to bind the school district to the conditions and responsibilities of Minnesota Statutes, section 126C.55. Pursuant to this law, it covenants and obligates itself to notify the Commissioner of the Minnesota Department of Education as soon as possible, but not less than 15 working days prior to the potential default and to use the provisions of this law to guarantee payment of the principal and interest on those debt obligations when due. It also covenants in the resolution to deposit with the Paying Agent three business days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. It also agrees to repay the State in the manner provided therein for any amounts paid on its behalf by the State under this statute.

Date of School Board Resolution \_\_\_\_\_ Signature of School District Responsible Authority \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY THE PAYING AGENT**

The above Minnesota school district has covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, section 126C.55 for an issuance of debt obligations for which the institution specified below has been designated as the Paying Agent.

Name of Paying Agent:  
Bond Trust Services Corporation

Address: 3060 Centre Pointe Drive, Suite 110 City: Roseville State: MN Zip Code: 55113-1122

Paying Agent Contact Person: Deb Peterson Title: Paying Agent Administrator Telephone Number: (651) 209-1010 E-Mail Address: dpeterson@ehlers-inc.com

Paying Agent's Name of Bank and Bank Association Number: Wells Fargo Bank, ABA #121000248 Paying Agent's Bank Account Number: 4126695238

**PAYING AGENT CERTIFICATION**

The Paying Agent acknowledges, understands, and agrees to be bound by the procedures contained in Minnesota Statutes, section 126C.55, Subdivision 7. The Paying Agent is required to inform the Commissioner of the Minnesota Department of Education if it becomes aware of a potential default in the payment of principal or interest on that issue or if, on the day two business days prior to the date a payment is due on that issue, there are insufficient funds to make the payment on deposit with the Paying Agent.

I, Deb Peterson do hereby certify that I am a Paying Agent Administrator duly appointed and acting as such, of the  Paying Agent.

Signature of Paying Agent Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

**FOR STATE USE ONLY**

**MINNESOTA DEPARTMENT OF EDUCATION CERTIFICATION STATEMENT**

This certification verifies that the school district named above is issuing debt obligation and participating in the State Credit Enhancement Program established by Minnesota Statutes, section 126C.55 to preclude default of school district debt. The school district has committed itself to the provisions of that law. If the school district is unable to make principal and interest payment on any outstanding debt obligation on the date that payment is due and proper notification has been made according to statute, the Commissioner of Management and Budget shall issue a warrant and authorize the Commissioner of Education to pay the Paying Agent for the debt obligation the specified amount on or before the date due. Issuance of the warrant is dependent upon provisions in Minnesota Statutes, section 126C.55, Subdivision 7.

I hereby commit the State of Minnesota to the provisions of the law cited above for this issuance of debt obligation.

Signature - Commissioner of the Minnesota Department of Education or Designee \_\_\_\_\_ Date \_\_\_\_\_



January 28, 2016

## Pre-Sale Report for

Independent School District No. 191 (Burnsville-  
Eagan-Savage), Minnesota

\$37,145,000 General Obligation Alternative Facilities  
Refunding Bonds, Series 2016A



**Prepared by:**

Joel Sutter  
Senior Municipal Advisor

And

Jeff Seeley  
Senior Municipal Advisor



## Executive Summary of Proposed Debt

Proposed Issue:	\$37,145,000 General Obligation Alternative Facilities Refunding Bonds, Series 2016A
Purposes:	<p>The proposed issue will finance an advance crossover refunding of the 2018 through 2027 maturities of the \$14,925,000 General Obligation Alternative Facilities Bonds, Series 2007A and the 2019 through 2033 maturities of the \$30,580,000 General Obligation Alternative Facilities Bonds, Series 2008A.</p> <p>The existing 2007A bonds have interest rates of 4.00% to 4.25% (see page 10) and the 2008A bonds have interest rates of 4.25% to 5.00% (see page 13). Based on current market conditions, we estimate that the new refunding bonds would have interest rates of 3.00% to 5.00% (see page 7). In addition, we expect that the underwriter of the bonds will pay a premium (a price in excess of the par amount of the bonds), as shown on page 6. Any premium will be used to reduce the par amount of the new issue. The lower interest rates, along with the premium paid by the underwriter, would reduce future debt service payments by an estimated \$5.01 million over fiscal years 2018 through 2033, resulting in the reductions in debt service levies for taxes payable in 2017 through 2032. The Net Present Value Benefit of the refunding is estimated to be approximately \$4.01 million, equal to 9.4% of the refunded debt service (see page 8). Actual results will be determined based on market conditions on the day of sale.</p> <p>This refunding is considered an advance refunding as the new Bonds will be issued more than 90 days prior to the call date of the obligations being refunded. Debt service will be paid from the District's annual debt service property tax levy.</p>
Authority:	<p>The Bonds are being issued pursuant to Minnesota Statutes, Chapter 475.</p> <p>The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged.</p>
Term/Call Feature:	<p>The Bonds are being issued for a 17 year term. Principal on the Bonds will be due on February 1 in the years 2018 through 2033. Interest is payable every six months beginning August 1, 2016.</p> <p>The Bonds maturing on and after February 1, 2026 will be subject to prepayment at the discretion of the District on February 1, 2025 or any date thereafter.</p>
Bank Qualification:	<p>Because the District is issuing more than \$10,000,000 in tax-exempt obligations during the calendar year, the District will be not able to designate the Bonds as "bank qualified" obligations.</p>



<p><b>State Credit Enhancement:</b></p>	<p>By resolution the District will covenant and obligate itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation.</p> <p>To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.</p>
<p><b>Rating:</b></p>	<p>Under current bond ratings, the state credit enhancement would bring a Moody's "Aa2" rating.</p> <p>The District's most recent bond issue was rated by Moody's Investors Service. The current rating on that issue is "Aa2" (through the State Credit Enhancement Program) and "Aa2" (underlying rating). The District will request a new rating for the Bonds from Moody's.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the District's bond rating in the event that the bond rating of the insurer is higher than that of the District.</p>
<p><b>Basis for Recommendation:</b></p>	<p>Based on our knowledge of your situation and characteristics of various municipal financing options, we are recommending the issuance of General Obligation Alternative Facilities Refunding Bonds as the most effective option to meet the District's objective of reducing future debt service payments. General Obligation Bonds will result in lower interest rates than some other financing options.</p>
<p><b>Method of Sale/Placement:</b></p>	<p>In order to obtain the lowest interest cost to the District, we will solicit competitive bids for purchase of the Bonds from banks and underwriting firms.</p> <p>We will include an allowance for discount bidding in the terms for the Bonds. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p>
<p><b>Premium Pricing Structure:</b></p>	<p>Under current market conditions, most investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium." The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or "discount"), but will pay the remainder of the premium to the District. Any premium received will be used to reduce the Principal amount of the new Bonds.</p>



Escrow Account:	The proceeds of the Bonds will be invested in direct obligations of the U.S. Treasury, which will be held in an escrow account with U.S. Bank, National Association. The escrow account will be used to pay interest on the new Bonds through the call date of February 1, 2017 for the 2007A bonds and February 1, 2018 for the 2008A bonds, and to redeem the existing bonds on these dates. On the day of sale, an independent CPA will verify that the funds in the escrow account will be sufficient to finance all required payments.
Review of Existing Debt:	<p>We have reviewed all outstanding indebtedness for the District and find that, other than the 2007A and 2008A bonds, there are no other viable refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the District's outstanding debt and will alert you to any future refunding opportunities.</p>
Continuing Disclosure:	The District will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain "material events," to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The District is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.
Arbitrage Monitoring:	Because the Bonds are tax-exempt securities, the District must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Tax Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.
Risk Factors:	The Bonds are being issued for the purpose of financing an advance refunding of the 2007A and 2008A bonds. Only one tax-exempt advance refunding of an original tax-exempt debt obligation is permitted under current IRS rules. This refunding is being undertaken based in part on the assumption that the advance refunding at this time is likely to provide an overall lower debt cost as compared to waiting to refund the issue until its call date.



<p>Other Service Providers:</p>	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship, unless otherwise directed by you. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but their final fees may vary slightly. If you have any questions pertaining to the identified service providers or their roles, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p><b>Bond Attorney:</b> Kennedy &amp; Graven, Chartered</p> <p><b>Paying Agent:</b> Bond Trust Services Corporation</p> <p><b>Rating Agency:</b> Moody's</p> <p><b>CPA Escrow Verification Agent:</b> Barthe &amp; Wahrman</p> <p><b>Escrow Agent:</b> U.S. Bank National Association</p> <p><b>Bidding Agent for Escrow Account Securities:</b> Ehlers Investment Partners</p>
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This presale report summarizes our understanding of the District's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the District's objectives.



## Proposed Debt Issuance Schedule

Pre-Sale Review by School Board and Adopt Resolution Providing for the Sale of the Bonds:	January 28, 2016
Distribute Official Statement:	Week of February 8, 2016
Conference with Rating Agency:	Week of February 15, 2016
Ehlers Receives and Evaluates Proposals and School Board Meeting to Award Sale of the Bonds:	February 25, 2016
Estimated Closing Date:	March 15, 2016
Redemption Date for Bond	February 1, 2017 for 2007A Bonds February 1, 2018 for 2008A Bonds

### Attachments

Estimated Financing Schedules Related to Refunding

Authorizing Ehlers to Proceed With Bond Sale/Credit Enhancement Resolution (Provided Separately)

### Ehlers Contacts

Municipal Advisors:	Joel Sutter	(651) 697-8514
	Jeff Seeley	(651) 697-8585
Disclosure Coordinator:	Elizabeth Greiter	(651) 697-8550
Financial Analyst:	Brian Shannon	(651) 697-8515

The Official Statement for this financing will be mailed to the School Board at their home address or e-mailed for review prior to the sale date.



# I.S.D. No. 191 (Burnsville-Eagan-Savage), MN

\$37,145,000 G.O. Refunding Bonds, Series 2016

Issue Summary Crossover Refunding of Series 2007A & 2008A

Dated March 15, 2016

## Total Issue Sources And Uses

Dated 03/15/2016 | Delivered 03/15/2016

	AR 2007A	AR 2008A	Combined Summary
<b>Sources Of Funds</b>			
Par Amount of Bonds	\$8,165,000.00	\$28,980,000.00	\$37,145,000.00
Reoffering Premium	1,344,780.70	2,355,397.90	3,700,178.60
<b>Total Sources</b>	<b>\$9,509,780.70</b>	<b>\$31,335,397.90</b>	<b>\$40,845,178.60</b>
<b>Uses Of Funds</b>			
Total Underwriter's Discount (0.800%)	65,320.00	231,840.00	297,160.00
Costs of Issuance	26,377.71	93,622.29	120,000.00
Deposit to Crossover Escrow Fund	9,416,310.74	31,011,318.08	40,427,628.82
Rounding Amount	1,772.25	(1,382.47)	389.78
<b>Total Uses</b>	<b>\$9,509,780.70</b>	<b>\$31,335,397.90</b>	<b>\$40,845,178.60</b>

## COMBINED ESTIMATED PAYMENT SCHEDULE FOR NEW BONDS

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### I.S.D. No. 191 (Burnsville-Eagan-Savage), MN

\$37,145,000 G.O. Refunding Bonds, Series 2016

Issue Summary Crossover Refunding of Series 2007A & 2008A

Dated March 15, 2016

#### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+i	Fiscal Total
03/15/2016	-	-	-	-	-
08/01/2016	-	-	574,722.78	574,722.78	-
02/01/2017	-	-	760,662.50	760,662.50	1,335,385.28
08/01/2017	-	-	760,662.50	760,662.50	-
02/01/2018	410,000.00	5.000%	760,662.50	1,170,662.50	1,931,325.00
08/01/2018	-	-	750,412.50	750,412.50	-
02/01/2019	1,945,000.00	5.000%	750,412.50	2,695,412.50	3,445,825.00
08/01/2019	-	-	701,787.50	701,787.50	-
02/01/2020	2,035,000.00	5.000%	701,787.50	2,736,787.50	3,438,575.00
08/01/2020	-	-	650,912.50	650,912.50	-
02/01/2021	2,135,000.00	5.000%	650,912.50	2,785,912.50	3,436,825.00
08/01/2021	-	-	597,537.50	597,537.50	-
02/01/2022	2,265,000.00	5.000%	597,537.50	2,862,537.50	3,460,075.00
08/01/2022	-	-	540,912.50	540,912.50	-
02/01/2023	2,390,000.00	5.000%	540,912.50	2,930,912.50	3,471,825.00
08/01/2023	-	-	481,162.50	481,162.50	-
02/01/2024	2,535,000.00	5.000%	481,162.50	3,016,162.50	3,497,325.00
08/01/2024	-	-	417,787.50	417,787.50	-
02/01/2025	2,635,000.00	5.000%	417,787.50	3,052,787.50	3,470,575.00
08/01/2025	-	-	351,912.50	351,912.50	-
02/01/2026	2,735,000.00	5.000%	351,912.50	3,086,912.50	3,438,825.00
08/01/2026	-	-	283,537.50	283,537.50	-
02/01/2027	2,890,000.00	3.000%	283,537.50	3,173,537.50	3,457,075.00
08/01/2027	-	-	240,187.50	240,187.50	-
02/01/2028	2,420,000.00	3.000%	240,187.50	2,660,187.50	2,900,375.00
08/01/2028	-	-	203,887.50	203,887.50	-
02/01/2029	2,480,000.00	3.000%	203,887.50	2,683,887.50	2,887,775.00
08/01/2029	-	-	166,687.50	166,687.50	-
02/01/2030	2,535,000.00	3.000%	166,687.50	2,701,687.50	2,868,375.00
08/01/2030	-	-	128,662.50	128,662.50	-
02/01/2031	2,630,000.00	3.250%	128,662.50	2,758,662.50	2,887,325.00
08/01/2031	-	-	85,925.00	85,925.00	-
02/01/2032	2,730,000.00	3.250%	85,925.00	2,815,925.00	2,901,850.00
08/01/2032	-	-	41,562.50	41,562.50	-
02/01/2033	2,375,000.00	3.500%	41,562.50	2,416,562.50	2,458,125.00
<b>Total</b>	<b>\$37,145,000.00</b>	<b>-</b>	<b>\$14,142,460.28</b>	<b>\$51,287,460.28</b>	<b>-</b>

#### Yield Statistics

Bond Year Dollars	\$374,660.06
Average Life	10.086 Years
Average Coupon	3.7747446%
Net Interest Cost (NIC)	2.8664496%
True Interest Cost (TIC)	2.7399366%
Bond Yield for Arbitrage Purposes	2.6254301%
All Inclusive Cost (AIC)	2.7759359%

#### IRS Form 8038

Net Interest Cost	2.6037282%
Weighted Average Maturity	9.819 Years

2016A GO Ref Bonds AR 200 | Issue Summary | 1/25/2016 | 2:54 PM



**COMBINED ESTIMATED SAVINGS**

**I.S.D. No. 191 (Burnsville-Eagan-Savage), MN**

\$37,145,000 G.O. Refunding Bonds, Series 2016

Issue Summary Crossover Refunding of Series 2007A & 2008A

Dated March 15, 2016

**Debt Service Comparison**

Date	Total P+I	Debt Payment	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2017	1,335,385.28	(10,445,385.28)	10,888,145.00	1,777,755.22	1,778,145.00	389.78
02/01/2018	1,931,325.00	(30,463,875.00)	30,731,162.50	2,198,612.50	2,533,145.00	334,532.50
02/01/2019	3,445,825.00	-	-	3,445,825.00	3,782,945.00	337,120.00
02/01/2020	3,438,575.00	-	-	3,438,575.00	3,778,420.00	339,845.00
02/01/2021	3,436,825.00	-	-	3,436,825.00	3,775,570.00	338,745.00
02/01/2022	3,460,075.00	-	-	3,460,075.00	3,796,445.00	336,370.00
02/01/2023	3,471,825.00	-	-	3,471,825.00	3,805,588.76	333,763.76
02/01/2024	3,497,325.00	-	-	3,497,325.00	3,833,057.50	335,732.50
02/01/2025	3,470,575.00	-	-	3,470,575.00	3,806,737.50	336,162.50
02/01/2026	3,438,825.00	-	-	3,438,825.00	3,777,237.50	338,412.50
02/01/2027	3,457,075.00	-	-	3,457,075.00	3,797,075.00	340,000.00
02/01/2028	2,900,375.00	-	-	2,900,375.00	3,175,250.00	274,875.00
02/01/2029	2,887,775.00	-	-	2,887,775.00	3,161,250.00	273,475.00
02/01/2030	2,868,375.00	-	-	2,868,375.00	3,142,500.00	274,125.00
02/01/2031	2,887,325.00	-	-	2,887,325.00	3,162,500.00	275,175.00
02/01/2032	2,901,850.00	-	-	2,901,850.00	3,175,000.00	273,150.00
02/01/2033	2,458,125.00	-	-	2,458,125.00	2,730,000.00	271,875.00
<b>Total</b>	<b>\$51,287,460.28</b>	<b>(40,909,260.28)</b>	<b>\$41,619,307.50</b>	<b>\$51,997,117.72</b>	<b>\$57,010,866.26</b>	<b>\$5,013,748.54</b>

**PV Analysis Summary (Net to Net)**

Gross PV Debt Service Savings.....	4,011,442.13
Net PV Cashflow Savings @ 2.625%(Bond Yield).....	4,011,442.13
Contingency or Rounding Amount.....	389.78
Net Present Value Benefit	\$4,011,831.91
Net PV Benefit / \$42,545,088.92 PV Refunded Debt Service	9.430%
Net PV Benefit / \$38,440,000 Refunded Principal...	10.437%
Net PV Benefit / \$37,145,000 Refunding Principal..	10.800%

**Refunding Bond Information**

Refunding Dated Date	3/15/2016
Refunding Delivery Date	3/15/2016

## COMBINED ESTIMATED ESCROW CASHFLOW

### I.S.D. No. 191 (Burnsville-Eagan-Savage), MN

291

\$37,145,000 G.O. Refunding Bonds, Series 2016

Issue Summary Crossover Refunding of Series 2007A & 2008A

Dated March 15, 2016

#### Crossover Escrow Fund Cashflow

Date	Principal	Rate	Interest	Receipts	Disbursements	Cash Balance
03/15/2016	-	-	-	0.82	-	0.82
08/01/2016	483,516.00	0.270%	91,206.93	574,722.93	574,722.78	0.97
02/01/2017	9,716,637.00	0.410%	154,025.17	9,870,662.17	9,870,662.50	0.64
08/01/2017	448,166.00	0.510%	118,771.09	566,937.09	566,937.50	0.23
02/01/2018	29,779,309.00	0.790%	117,628.27	29,896,937.27	29,896,937.50	-
<b>Total</b>	<b>\$40,427,628.00</b>	<b>-</b>	<b>\$481,631.46</b>	<b>\$40,909,260.28</b>	<b>\$40,909,260.28</b>	<b>-</b>

#### Investment Parameters

Investment Model [PV, GIC, or Securities]	Securities
Default investment yield target	Bond Yield
Cash Deposit	0.82
Cost of Investments Purchased with Bond Proceeds	40,427,628.00
Total Cost of Investments	\$40,427,628.82
Target Cost of Investments at bond yield	\$39,231,147.38
Actual positive or (negative) arbitrage	(1,196,481.44)
Yield to Receipt	0.7379825%
Yield for Arbitrage Purposes	2.6254301%
State and Local Government Series (SLGS) rates for	1/21/2016

**2007A BONDS TO BE REFUNDED**

**I.S.D. No. 191 (Burnsville-Eagan-Savage), MN**

\$14,925,000 G.O. Alternate Facilities Bonds, Series 2007A

**Debt Service To Maturity And To Call**

Date	Refunded Bonds	Refunded Interest	D/S To Call	Principal	Coupon	Interest	Refunded D/S	Fiscal Total
08/01/2016	-	188,491.25	188,491.25	-	-	188,491.25	188,491.25	-
02/01/2017	9,110,000.00	188,491.25	9,298,491.25	-	-	188,491.25	188,491.25	376,982.50
08/01/2017	-	-	-	-	-	188,491.25	188,491.25	-
02/01/2018	-	-	-	755,000.00	4.000%	188,491.25	943,491.25	1,131,982.50
08/01/2018	-	-	-	-	-	173,391.25	173,391.25	-
02/01/2019	-	-	-	785,000.00	4.000%	173,391.25	958,391.25	1,131,782.50
08/01/2019	-	-	-	-	-	157,691.25	157,691.25	-
02/01/2020	-	-	-	815,000.00	4.000%	157,691.25	972,691.25	1,130,382.50
08/01/2020	-	-	-	-	-	141,391.25	141,391.25	-
02/01/2021	-	-	-	850,000.00	4.125%	141,391.25	991,391.25	1,132,782.50
08/01/2021	-	-	-	-	-	123,860.00	123,860.00	-
02/01/2022	-	-	-	885,000.00	4.125%	123,860.00	1,008,860.00	1,132,720.00
08/01/2022	-	-	-	-	-	105,606.88	105,606.88	-
02/01/2023	-	-	-	925,000.00	4.125%	105,606.88	1,030,606.88	1,136,213.76
08/01/2023	-	-	-	-	-	86,528.75	86,528.75	-
02/01/2024	-	-	-	960,000.00	4.200%	86,528.75	1,046,528.75	1,133,057.50
08/01/2024	-	-	-	-	-	66,368.75	66,368.75	-
02/01/2025	-	-	-	1,000,000.00	4.200%	66,368.75	1,066,368.75	1,132,737.50
08/01/2025	-	-	-	-	-	45,368.75	45,368.75	-
02/01/2026	-	-	-	1,045,000.00	4.250%	45,368.75	1,090,368.75	1,135,737.50
08/01/2026	-	-	-	-	-	23,162.50	23,162.50	-
02/01/2027	-	-	-	1,090,000.00	4.250%	23,162.50	1,113,162.50	1,136,325.00
<b>Total</b>	<b>\$9,110,000.00</b>	<b>\$376,982.50</b>	<b>\$9,486,982.50</b>	<b>\$9,110,000.00</b>	<b>-</b>	<b>\$2,600,703.76</b>	<b>\$11,710,703.76</b>	<b>-</b>

**Yield Statistics**

Base date for Avg. Life & Avg. Coupon Calculation	3/15/2016
Average Life	6.714 Years
Average Coupon	4.1765113%
Weighted Average Maturity (Par Basis)	6.714 Years
Weighted Average Maturity (Original Price Basis)	6.714 Years

**Refunding Bond Information**

Refunding Dated Date	3/15/2016
Refunding Delivery Date	3/15/2016



## ESTIMATED PAYMENT SCHEDULE FOR REFUNDING 2007A PORTION

### I.S.D. No. 191 (Burnsville-Eagan-Savage), MN

293

\$8,165,000 G.O. Refunding Bonds, Series 2016

AR 2007A

Purpose 1 of 2

#### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
03/15/2016	-	-	-	-	-
08/01/2016	-	-	146,370.00	146,370.00	-
02/01/2017	-	-	193,725.00	193,725.00	340,095.00
08/01/2017	-	-	193,725.00	193,725.00	-
02/01/2018	410,000.00	5.000%	193,725.00	603,725.00	797,450.00
08/01/2018	-	-	183,475.00	183,475.00	-
02/01/2019	700,000.00	5.000%	183,475.00	883,475.00	1,066,950.00
08/01/2019	-	-	165,975.00	165,975.00	-
02/01/2020	735,000.00	5.000%	165,975.00	900,975.00	1,066,950.00
08/01/2020	-	-	147,600.00	147,600.00	-
02/01/2021	775,000.00	5.000%	147,600.00	922,600.00	1,070,200.00
08/01/2021	-	-	128,225.00	128,225.00	-
02/01/2022	815,000.00	5.000%	128,225.00	943,225.00	1,071,450.00
08/01/2022	-	-	107,850.00	107,850.00	-
02/01/2023	860,000.00	5.000%	107,850.00	967,850.00	1,075,700.00
08/01/2023	-	-	86,350.00	86,350.00	-
02/01/2024	900,000.00	5.000%	86,350.00	986,350.00	1,072,700.00
08/01/2024	-	-	63,850.00	63,850.00	-
02/01/2025	940,000.00	5.000%	63,850.00	1,003,850.00	1,067,700.00
08/01/2025	-	-	40,350.00	40,350.00	-
02/01/2026	990,000.00	5.000%	40,350.00	1,030,350.00	1,070,700.00
08/01/2026	-	-	15,600.00	15,600.00	-
02/01/2027	1,040,000.00	3.000%	15,600.00	1,055,600.00	1,071,200.00
<b>Total</b>	<b>\$8,165,000.00</b>	<b>-</b>	<b>\$2,606,095.00</b>	<b>\$10,771,095.00</b>	<b>-</b>

#### Yield Statistics

Bond Year Dollars	\$56,647.06
Average Life	6.938 Years
Average Coupon	4.6005833%
Net Interest Cost (NIC)	2.3419298%
True Interest Cost (TIC)	2.1429550%
Bond Yield for Arbitrage Purposes	2.6254301%
All Inclusive Cost (AIC)	2.1895350%

#### IRS Form 8038

Net Interest Cost	1.9057188%
Weighted Average Maturity	6.960 Years

**ESTIMATED SAVINGS ON REFUNDING THE 2007A BONDS**

**I.S.D. No. 191 (Burnsville-Eagan-Savage), MN**

\$8,165,000 G.O. Refunding Bonds, Series 2016

AR 2007A

Purpose 1 of 2

**Debt Service Comparison**

Date	Total P+I	Debt Payment	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2017	340,095.00	(9,450,095.00)	9,486,982.50	375,210.25	376,982.50	1,772.25
02/01/2018	797,450.00	-	-	797,450.00	1,131,982.50	334,532.50
02/01/2019	1,066,950.00	-	-	1,066,950.00	1,131,782.50	64,832.50
02/01/2020	1,066,950.00	-	-	1,066,950.00	1,130,382.50	63,432.50
02/01/2021	1,070,200.00	-	-	1,070,200.00	1,132,782.50	62,582.50
02/01/2022	1,071,450.00	-	-	1,071,450.00	1,132,720.00	61,270.00
02/01/2023	1,075,700.00	-	-	1,075,700.00	1,136,213.76	60,513.76
02/01/2024	1,072,700.00	-	-	1,072,700.00	1,133,057.50	60,357.50
02/01/2025	1,067,700.00	-	-	1,067,700.00	1,132,737.50	65,037.50
02/01/2026	1,070,700.00	-	-	1,070,700.00	1,135,737.50	65,037.50
02/01/2027	1,071,200.00	-	-	1,071,200.00	1,136,325.00	65,125.00
<b>Total</b>	<b>\$10,771,095.00</b>	<b>(9,450,095.00)</b>	<b>\$9,486,982.50</b>	<b>\$10,806,210.25</b>	<b>\$11,710,703.76</b>	<b>\$904,493.51</b>

**PV Analysis Summary (Net to Net)**

Gross PV Debt Service Savings.....	794,024.27
Net PV Cashflow Savings @ 2.625%(Bond Yield)....	794,024.27
Contingency or Rounding Amount.....	1,772.25
Net Present Value Benefit	\$795,796.52
Net PV Benefit / \$9,635,657.46 PV Refunded Debt Service	8.259%
Net PV Benefit / \$9,110,000 Refunded Principal...	8.735%
Net PV Benefit / \$8,165,000 Refunding Principal..	9.746%

**Refunding Bond Information**

Refunding Dated Date	3/15/2016
Refunding Delivery Date	3/15/2016

**I.S.D. No. 191 (Burnsville-Eagan-Savage), MN**

\$30,580,000 G.O. Alternative Facilities Bonds, Series 2008A

**Debt Service To Maturity And To Call**

Date	Refunded Bonds	Refunded Interest	D/S To Call	Principal	Coupon	Interest	Refunded D/S	Fiscal Total
08/01/2016	-	700,581.25	700,581.25	-	-	700,581.25	700,581.25	-
02/01/2017	-	700,581.25	700,581.25	-	-	700,581.25	700,581.25	1,401,162.50
08/01/2017	-	700,581.25	700,581.25	-	-	700,581.25	700,581.25	-
02/01/2018	29,330,000.00	700,581.25	30,030,581.25	-	-	700,581.25	700,581.25	1,401,162.50
08/01/2018	-	-	-	-	-	700,581.25	700,581.25	-
02/01/2019	-	-	-	1,250,000.00	4.250%	700,581.25	1,950,581.25	2,651,162.50
08/01/2019	-	-	-	-	-	674,018.75	674,018.75	-
02/01/2020	-	-	-	1,300,000.00	4.250%	674,018.75	1,974,018.75	2,648,037.50
08/01/2020	-	-	-	-	-	646,393.75	646,393.75	-
02/01/2021	-	-	-	1,350,000.00	4.375%	646,393.75	1,996,393.75	2,642,787.50
08/01/2021	-	-	-	-	-	616,862.50	616,862.50	-
02/01/2022	-	-	-	1,430,000.00	4.500%	616,862.50	2,046,862.50	2,663,725.00
08/01/2022	-	-	-	-	-	584,687.50	584,687.50	-
02/01/2023	-	-	-	1,500,000.00	4.625%	584,687.50	2,084,687.50	2,669,375.00
08/01/2023	-	-	-	-	-	550,000.00	550,000.00	-
02/01/2024	-	-	-	1,600,000.00	4.750%	550,000.00	2,150,000.00	2,700,000.00
08/01/2024	-	-	-	-	-	512,000.00	512,000.00	-
02/01/2025	-	-	-	1,650,000.00	5.000%	512,000.00	2,162,000.00	2,674,000.00
08/01/2025	-	-	-	-	-	470,750.00	470,750.00	-
02/01/2026	-	-	-	1,700,000.00	4.750%	470,750.00	2,170,750.00	2,641,500.00
08/01/2026	-	-	-	-	-	430,375.00	430,375.00	-
02/01/2027	-	-	-	1,800,000.00	4.750%	430,375.00	2,230,375.00	2,660,750.00
08/01/2027	-	-	-	-	-	387,625.00	387,625.00	-
02/01/2028	-	-	-	2,400,000.00	4.750%	387,625.00	2,787,625.00	3,175,250.00
08/01/2028	-	-	-	-	-	330,625.00	330,625.00	-
02/01/2029	-	-	-	2,500,000.00	4.750%	330,625.00	2,830,625.00	3,161,250.00
08/01/2029	-	-	-	-	-	271,250.00	271,250.00	-
02/01/2030	-	-	-	2,600,000.00	5.000%	271,250.00	2,871,250.00	3,142,500.00
08/01/2030	-	-	-	-	-	206,250.00	206,250.00	-
02/01/2031	-	-	-	2,750,000.00	5.000%	206,250.00	2,956,250.00	3,162,500.00
08/01/2031	-	-	-	-	-	137,500.00	137,500.00	-
02/01/2032	-	-	-	2,900,000.00	5.000%	137,500.00	3,037,500.00	3,175,000.00
08/01/2032	-	-	-	-	-	65,000.00	65,000.00	-
02/01/2033	-	-	-	2,600,000.00	5.000%	65,000.00	2,665,000.00	2,730,000.00
<b>Total</b>	<b>\$29,330,000.00</b>	<b>\$2,802,325.00</b>	<b>\$32,132,325.00</b>	<b>\$29,330,000.00</b>	<b>-</b>	<b>\$15,970,162.50</b>	<b>\$45,300,162.50</b>	<b>-</b>

**Yield Statistics**

Base date for Avg. Life & Avg. Coupon Calculation	3/15/2016
Average Life	11.087 Years
Average Coupon	4.8582846%
Weighted Average Maturity (Par Basis)	11.087 Years
Weighted Average Maturity (Original Price Basis)	11.087 Years

**Refunding Bond Information**

Refunding Dated Date	3/15/2016
Refunding Delivery Date	3/15/2016

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## ESTIMATED PAYMENT SCHEDULE FOR REFUNDING 2008A PORTION

### I.S.D. No. 191 (Burnsville-Eagan-Savage), MN

296

\$28,980,000 G.O. Refunding Bonds, Series 2016

AR 2008A

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#### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
03/15/2016	-	-	-	-	-
08/01/2016	-	-	428,352.78	428,352.78	-
02/01/2017	-	-	566,937.50	566,937.50	995,290.28
08/01/2017	-	-	566,937.50	566,937.50	-
02/01/2018	-	-	566,937.50	566,937.50	1,133,875.00
08/01/2018	-	-	566,937.50	566,937.50	-
02/01/2019	1,245,000.00	5.000%	566,937.50	1,811,937.50	2,378,875.00
08/01/2019	-	-	535,812.50	535,812.50	-
02/01/2020	1,300,000.00	5.000%	535,812.50	1,835,812.50	2,371,625.00
08/01/2020	-	-	503,312.50	503,312.50	-
02/01/2021	1,360,000.00	5.000%	503,312.50	1,863,312.50	2,366,625.00
08/01/2021	-	-	469,312.50	469,312.50	-
02/01/2022	1,450,000.00	5.000%	469,312.50	1,919,312.50	2,388,625.00
08/01/2022	-	-	433,062.50	433,062.50	-
02/01/2023	1,530,000.00	5.000%	433,062.50	1,963,062.50	2,396,125.00
08/01/2023	-	-	394,812.50	394,812.50	-
02/01/2024	1,635,000.00	5.000%	394,812.50	2,029,812.50	2,424,625.00
08/01/2024	-	-	353,937.50	353,937.50	-
02/01/2025	1,695,000.00	5.000%	353,937.50	2,048,937.50	2,402,875.00
08/01/2025	-	-	311,562.50	311,562.50	-
02/01/2026	1,745,000.00	5.000%	311,562.50	2,056,562.50	2,368,125.00
08/01/2026	-	-	267,937.50	267,937.50	-
02/01/2027	1,850,000.00	3.000%	267,937.50	2,117,937.50	2,385,875.00
08/01/2027	-	-	240,187.50	240,187.50	-
02/01/2028	2,420,000.00	3.000%	240,187.50	2,660,187.50	2,900,375.00
08/01/2028	-	-	203,887.50	203,887.50	-
02/01/2029	2,480,000.00	3.000%	203,887.50	2,683,887.50	2,887,775.00
08/01/2029	-	-	166,687.50	166,687.50	-
02/01/2030	2,535,000.00	3.000%	166,687.50	2,701,687.50	2,868,375.00
08/01/2030	-	-	128,662.50	128,662.50	-
02/01/2031	2,630,000.00	3.250%	128,662.50	2,758,662.50	2,887,325.00
08/01/2031	-	-	85,925.00	85,925.00	-
02/01/2032	2,730,000.00	3.250%	85,925.00	2,815,925.00	2,901,850.00
08/01/2032	-	-	41,562.50	41,562.50	-
02/01/2033	2,375,000.00	3.500%	41,562.50	2,416,562.50	2,458,125.00
<b>Total</b>	<b>\$28,980,000.00</b>	<b>-</b>	<b>\$11,536,365.28</b>	<b>\$40,516,365.28</b>	<b>-</b>

#### Yield Statistics

Bond Year Dollars	\$318,013.00
Average Life	10.974 Years
Average Coupon	3.6276395%
Net Interest Cost (NIC)	2.9598813%
True Interest Cost (TIC)	2.8589541%
Bond Yield for Arbitrage Purposes	2.6254301%
All Inclusive Cost (AIC)	2.8929440%

#### IRS Form 8038

Net Interest Cost	2.7416889%
Weighted Average Maturity	10.686 Years

**ESTIMATED SAVINGS ON REFUNDING THE 2008A BONDS**

**I.S.D. No. 191 (Burnsville-Eagan-Savage), MN**

\$28,980,000 G.O. Refunding Bonds, Series 2016

AR 2008A

Purpose 2 of 2

**Debt Service Comparison**

Date	Total P+I	Debt Payment	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2017	995,290.28	(995,290.28)	1,401,162.50	1,402,544.97	1,401,162.50	(1,382.47)
02/01/2018	1,133,875.00	(30,463,875.00)	30,731,162.50	1,401,162.50	1,401,162.50	-
02/01/2019	2,378,875.00	-	-	2,378,875.00	2,651,162.50	272,287.50
02/01/2020	2,371,625.00	-	-	2,371,625.00	2,648,037.50	276,412.50
02/01/2021	2,366,625.00	-	-	2,366,625.00	2,642,787.50	276,162.50
02/01/2022	2,388,625.00	-	-	2,388,625.00	2,663,725.00	275,100.00
02/01/2023	2,396,125.00	-	-	2,396,125.00	2,669,375.00	273,250.00
02/01/2024	2,424,625.00	-	-	2,424,625.00	2,700,000.00	275,375.00
02/01/2025	2,402,875.00	-	-	2,402,875.00	2,674,000.00	271,125.00
02/01/2026	2,368,125.00	-	-	2,368,125.00	2,641,500.00	273,375.00
02/01/2027	2,385,875.00	-	-	2,385,875.00	2,660,750.00	274,875.00
02/01/2028	2,900,375.00	-	-	2,900,375.00	3,175,250.00	274,875.00
02/01/2029	2,887,775.00	-	-	2,887,775.00	3,161,250.00	273,475.00
02/01/2030	2,868,375.00	-	-	2,868,375.00	3,142,500.00	274,125.00
02/01/2031	2,887,325.00	-	-	2,887,325.00	3,162,500.00	275,175.00
02/01/2032	2,901,850.00	-	-	2,901,850.00	3,175,000.00	273,150.00
02/01/2033	2,458,125.00	-	-	2,458,125.00	2,730,000.00	271,875.00
<b>Total</b>	<b>\$40,516,365.28</b>	<b>(31,459,165.28)</b>	<b>\$32,132,325.00</b>	<b>\$41,190,907.47</b>	<b>\$45,300,162.50</b>	<b>\$4,109,255.03</b>

**PV Analysis Summary (Net to Net)**

Gross PV Debt Service Savings.....	3,217,417.85
Net PV Cashflow Savings @ 2.625%(Bond Yield).....	3,217,417.85
Contingency or Rounding Amount.....	(1,382.47)
Net Present Value Benefit	\$3,216,035.38
Net PV Benefit / \$32,909,431.46 PV Refunded Debt Service	9.772%
Net PV Benefit / \$29,330,000 Refunded Principal...	10.965%
Net PV Benefit / \$28,980,000 Refunding Principal..	11.097%

**Refunding Bond Information**

Refunding Dated Date	3/15/2016
Refunding Delivery Date	3/15/2016



**Agenda IV.H.  
January 21, 2016**

**To: Members, Board of Education**

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

**Date: January 28, 2016**

**Re: Approve the 2016-2017 Start and End Times for Schools**

**RECOMMENDATION:** that the Board of Education approve the changes as proposed to 2016-2017 Start and End Times for Schools.

During the December 17, 2015 board meeting two options were shared with the board regarding start and end times. At that time, staff had completed a survey and a parent survey was just being opened. Since then the surveys have closed and the data has been reviewed.

During the January 21, 2016 board workshop, the Board reviewed the two options for changes to school start and end times for 2016-2017 which were shared with staff and families during the month of December, 2015. Survey results from staff and families were reviewed. Also reviewed was a third option that was created with the assistance of transportation consultant CESO. This third option incorporates feedback the district received from parents and staff members, while still keeping our anticipated cost for transportation close to neutral and meeting the goals of aligning our secondary schools and separately aligning our elementary schools.

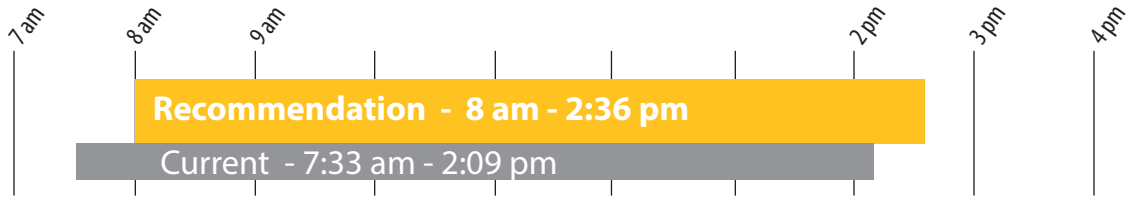
Discussion was held on the final third option which is being brought forward for formal board approval allowing for communication with families for implementation effective for the start of the 2016-2017 school year.

- With this option, only five elementary schools (Gideon Pond, Neill, Rahn, Sioux Trail and William Byrne) would change start times for next year
- Burnsville High School would start almost 30 minutes later than it does now.
- Metcalf & Nicollet would have about the same start time; Eagle Ridge would have an earlier start time to match the other middle schools
- Middle school days will be longer (about 20 minutes) than they are now to accommodate increased learning through the 8-period day
- The elementary school day will be slightly longer (15 minutes) to increase learning & accommodate bus logistics

# District 191 School Start & End Times

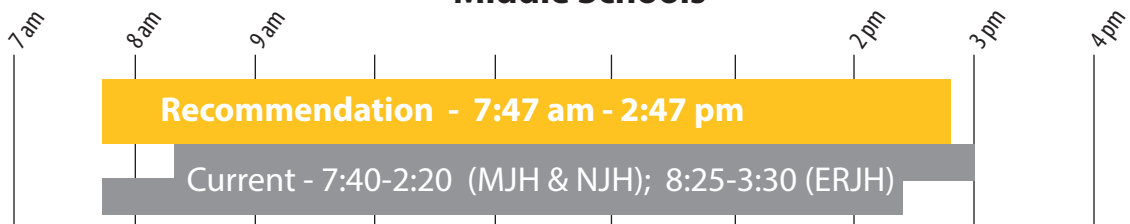
Recommendation for 2016-17 compared to current times

## BHS & BAHS



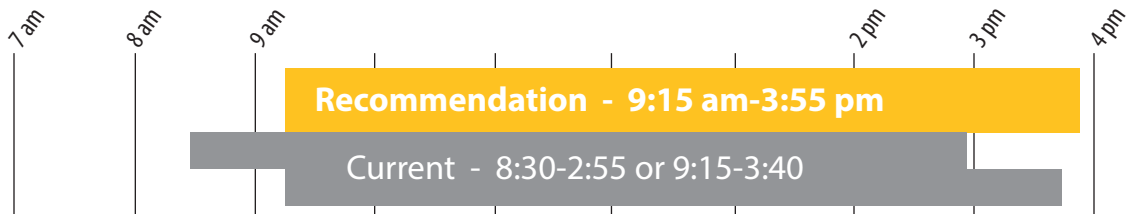
The high school day would start about 30 minutes later that it does currently. This is in between the two options originally considered, respecting the desire to have a later start for these students but accommodating the needs of after school activities.

## Middle Schools



Start times would stay about the same for Metcalf and Nicollet; Eagle Ridge's start time would be about 40 minutes earlier to align with the other middle schools. The Middle School day would be longer by about 20 minutes to provide increased learning time and allow an 8-period day.

## Elementary Schools



All elementary schools would start at 9:15 a.m. and end at 3:55 p.m. This would mean only five elementary schools (Gideon Pond, Neill, Rahn, Sioux Trail and William Byrne) would change start times for next year. The elementary school day would be longer by about 15 minutes to provide increased learning time and accommodate bus schedules.



**Agenda V**  
**January 28, 2016**

**To:** Board of Education, Members  
**From:** Chair Luth  
**Date:** January 22, 2016  
**Re:** Committee Reports

The following committees may provide updates to the School Board:

- Policy Review Committee (Dr. Currier, 2015 committee chair)
- Student Performance and Achievement (Director Hill, 2015 committee chair)
- Legislative Committee (Director Hill, 2015 committee chair)
- Technology Committee (Chair Luth, 2015 committee chair)
- Negotiating Committee (Director Schmid, 2015 committee chair)

# Estimates including Tech Levy and % increases

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## General Fund Budget Comparative Summary

	Actual Results 2011-12	Actual Results 2012-13	Actual Results 2013-14	Actual Results 2014-15	Revised Budget 2015-16	Projected 2016 17	Projected 2017- 18	Projected 2018-19
Total Beginning Fund Balance	\$ 17,541,406	\$ 21,722,281	\$ 23,513,831	\$ 21,960,591	\$ 20,677,866	\$ 17,496,010	\$ 10,671,177	\$ (1,232,638)
Revenues	110,320,643	112,117,128	114,626,638	119,103,906	118,046,063	121,146,063	120,546,063	112,546,063
Expenditures	106,139,768	110,325,578	116,179,878	120,386,631	121,227,919	127,970,896	132,449,878	137,085,623
Variance (Revenues - Expenditures)	4,180,875	1,791,550	(1,553,240)	(1,282,725)	(3,181,856)	(6,824,833)	(11,903,815)	(24,539,560)
Total Ending Fund Balance	\$ 21,722,281	\$ 23,513,831	\$ 21,960,591	\$ 20,677,866	\$ 17,496,010	\$ 10,671,177	\$ (1,232,638)	\$ (25,772,198)
Breakdown of Fund Balance Categories								
Nonspendable	\$ 189,006	\$ 270,695	\$ 256,197	\$ 647,352	\$ 647,352	\$ 647,352	\$ 647,352	\$ 647,352
Restricted	3,562,528	3,867,464	3,633,869	3,787,467	3,832,925	3,000,000	1,500,000	1,500,000
Committed	2,519,534	1,903,201	2,067,348	1,393,434	837,994	871,315	800,000	800,000
Unassigned	15,451,213	17,472,471	16,003,177	14,849,613	12,177,739	6,152,510	(4,179,990)	(28,719,550)
Total Ending Fund Balance	\$ 21,722,281	\$ 23,513,831	\$ 21,960,591	\$ 20,677,866	\$ 17,496,010	\$ 10,671,177	\$ (1,232,638)	\$ (25,772,198)
Unassigned Fund Balance %	14.56%	15.84%	13.77%	12.33%	10.05%	4.81%	-3.16%	-20.95%

# Estimates not including Tech Levy and FPM model assumptions

## General Fund Budget Comparative Summary

	Actual Results 2011-12	Actual Results 2012-13	Actual Results 2013-14	Actual Results 2014-15	Revised Budget 2015-16	Projected 2016 17	Projected 2017- 18	Projected 2018-19
Total Beginning Fund Balance	\$ 17,541,406	\$ 21,722,281	\$ 23,513,831	\$ 21,960,591	\$ 20,677,866	\$ 17,496,010	\$ 10,448,577	\$ (1,082,736)
Revenues	110,320,643	112,117,128	114,626,638	119,103,906	118,046,063	117,546,063	116,546,063	108,546,063
Expenditures	106,139,768	110,325,578	116,179,878	120,386,631	121,227,919	124,593,496	128,077,376	132,560,084
Variance (Revenues - Expenditures)	4,180,875	1,791,550	(1,553,240)	(1,282,725)	(3,181,856)	(7,047,433)	(11,531,313)	(24,014,021)
Total Ending Fund Balance	\$ 21,722,281	\$ 23,513,831	\$ 21,960,591	\$ 20,677,866	\$ 17,496,010	\$ 10,448,577	\$ (1,082,736)	\$ (25,096,756)
Breakdown of Fund Balance Categories								
Nonspendable	\$ 189,006	\$ 270,695	\$ 256,197	\$ 647,352	\$ 647,352	\$ 647,352	\$ 647,352	\$ 647,352
Restricted	3,562,528	3,867,464	3,633,869	3,787,467	3,832,925	3,000,000	1,500,000	1,500,000
Committed	2,519,534	1,903,201	2,067,348	1,393,434	837,994	871,315	800,000	800,000
Unassigned	15,451,213	17,472,471	16,003,177	14,849,613	12,177,739	5,929,910	(4,030,088)	(28,044,108)
Total Ending Fund Balance	\$ 21,722,281	\$ 23,513,831	\$ 21,960,591	\$ 20,677,866	\$ 17,496,010	\$ 10,448,577	\$ (1,082,736)	\$ (25,096,756)
Unassigned Fund Balance %	14.56%	15.84%	13.77%	12.33%	10.05%	4.76%	-3.15%	-21.16%

**Referendum amounts of local school districts****Per referendum phaseout report from MDE spreadsheet as of July, 2015**

		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
191	1 BURNSVILLE	1,702.18	1,702.18	1,702.18	1,702.18	975.14	975.14	975.14	975.14	975.14	0.00
192	1 FARMINGTON	432.53	742.44	755.23	769.96	300.00	0.00	0.00	0.00	0.00	0.00
194	1 LAKEVILLE	1,500.98	1,521.27	1,547.50	1,577.66	867.29	883.65	901.77	614.20	627.10	640.28
196	1 ROSEMOUNT-APPLE	1,485.95	1,506.01	1,532.01	1,561.88	1,591.90	1,621.91	1,655.20	1,690.12	1,725.30	1,761.89
271	1 BLOOMINGTON	1,518.45	1,843.06	1,874.81	1,911.37	1,948.10	0.00	0.00	0.00	0.00	0.00
719	1 PRIOR LAKE	1,123.94	1,123.94	1,123.94	1,123.94	1,123.94	0.00	0.00	0.00	0.00	0.00
720	1 SHAKOPEE	724.00	724.00	724.00	724.00	300.00	0.00	0.00	0.00	0.00	0.00

includes Local Optional Revenue \$424

**Referendum Information estimated**

Amt per PU																after FY15 Law change	
		FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	
11/6/2007	630.52																727.33
11/8/2011	845.68																975.53
	<u>1476.2</u>															per Payable 16 Levy Certification	<u>1702.86</u>
																Local Optional Allowance	<u>-424</u>
																Net Referendum	<u>1278.86</u>
																cap as of Levy Pay 16	1902.56
																Potential Increase up to cap	623.7
																Enrollment Estimates PU FY16	10033.9
																FY17	9880.24
																FY18	9777.18
																FY19	9737.12
																FY19 Potential Increase if up to cap	6,073,041.74
																FY19 Renewal	7,082,099.49