



Regular Meeting Agenda

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

(6:00 PM Superintendent Listening Session with Dr. Joe Gothard, Superintendent and Lisa Rider, Executive Director of Business Services)

I. Call to Order

A. Welcome Public

B. Pledge of Allegiance

C. Public Recognition

1. One91 Spirit of Excellence Award

Speaker(s): Dr. Joe Gothard, Superintendent

2. Burnsville High School Student Successes

II. Business Meeting

A. Approval of Agenda

B. Consent Agenda

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

1. Approve Meeting Minutes	3
2. Approve Personnel Recommendations	6
3. Adopt a Resolution to Accept Donations	7
4. Payroll, Expenditures, Receipts, and Investments	10
5. Budget Analysis	55
6. Approve Change Orders #058, #092, #110, #111, #112, #113, #114, #115 and #116 for the 2015 Additions and Alterations to Burnsville High School	62
7. Approve Change Order #02 and #03 for the 2016 Alterations to Nicollet Junior High, Edward Neill, Sky Oaks and Harriet Bishop Elementary schools	85

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.

III. New Business	2
A. Report on School Improvement Plan Process	91
Speaker(s): Dave Watkins, Dr. Elizabeth Vaught and Kristine Black	
B. Report on Burnsville Youth Collaborative	112
Speaker(s): Tom Umhoefer, Director of Community Education	
C. Adopt a Resolution to Proclaim the Year of 2016 as Burnsville Lions Club's 50th Anniversary	125
Speaker(s): Dan Luth, Chair	
D. Approve the 2016-17 Early Childhood Special Education Birth-to-Three Program and Evaluation Team Calendar	126
Speaker(s): Stephanie Corbey, Executive Director of Individualized Student Services	
E. Adopt a Resolution Relating to the Termination of Teaching Contracts for Named Long-Term Substitute Teachers Effective at the Close of the 2015-2016 School Year	128
Speaker(s): Stacey Sovine, Executive Director of Human Resources	
F. Adopt a Resolution Relating to the Termination and Nonrenewal of that Portion of Teaching Contracts in Excess of 1.0 and/or Beyond Contractual Rights at the Conclusion of the 2015-2016 School Year	130
Speaker(s): Stacey Sovine, Executive Director of Human Resources	
G. Proposed Discharge of Teacher under Minnesota Statutes Section 122A.40	132
Speaker(s): Stacey Sovine, Executive Director of Human Resources	
H. Approve, on a First Reading Basis, Board Policies 720: <i>Vending Machines</i> (rescind DFF & DFF-R), 208: <i>Development, Adoption, and Implementation of Policies</i> , 410: <i>Family Medical Leave Policy</i> , 414: <i>Mandated Reporting of Child Neglect or Physical or Sexual Abuse</i> , 415: <i>Mandated Reporting of Maltreatment of Vulnerable Adults</i> and 514: <i>Bullying Prohibition Policy</i>	133
Speaker(s): Dr. Joe Gothard, Superintendent	
IV. Committee Reports	176
V. Report on April 14, 2016 Board Listening Session	177
Speaker(s): Abigail Alt, Vice Chair	
VI. Adjourn to a Closed Session as Permitted by Minnesota State Statute §13D.03 to Discuss ISD 191's Labor Negotiations Strategy	
Speaker(s): Stacey Sovine, Executive Director of Human Resources	

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School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 April 14, 2016

The meeting of the Board of Education was called to order by Chair Luth 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, VandenBoom, Mackall, Hill and Chair Luth. Others in attendance were Superintendent Gothard, Student Representative Abegaz, staff and members of the public.

Attendance

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

Pledge of
 Allegiance
 Public Recognition

Public recognition was given to Bowls for BrainPower and the Inclusive Education Award recipient and nominees.

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

Agenda

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

Consent Agenda
 Minutes
 Human Resources

- Approve minutes of the March 24, 2016 regular school board meeting.
- Approve personnel recommendations for K. Hall, M. Madson, R Malsom, S. O'Malia, S. Reid, A. Tofte, L. Lange, M. McLaughlin, H. Abdirahman, J. Kiehn, A. Wolpers, B. Becker, L. Brown, N. Ryan, K. Cleveland, R. Boehm, D. Reck, M. Smith-Dennis and E. Shreeve.
- Adopt a resolution to approve and accept donations.
- Approve, on a second reading basis, Board Policies 409: *Employee Publications, Instructional Materials, Inventions, and Creations* with edits (rescind GCQB); 606: *Instructional Resources* (rescind IIAA, IIAC, KLB, KLBA); 705: *Investments* (rescind DG); 707: *Transportation of Students*; 708: *Transportation of Nonpublic Students*; 710: *Extracurricular Transportation*; 711: *Video Recording on School Buses*; 712: *Video Surveillance Other than on Buses*; 713: *Student Activity Accounting*; 715: *Purchasing and Bid Equipment*; and 805: *Waste Reduction and Recycling* (rescind ECR and ECR-R).
- Approve the final field trip request for Eagle Ridge Junior High School ninth grade students to travel to England June 13-24, 2016.
- Approve change order #001 for the 2016 Additions and Alterations to Metcalf Junior High, William Byrne Elementary and Rahn Elementary schools.
- Approve change order #01 for the 2016 Alterations to Nicollet Junior High, Edward Neill, Sky Oaks and Harriet Bishop Elementary schools.
- Approve change orders #078, #079, #080, #082, #086, #087, #088, #091, #093, #094, #097, #098, #099, #100, #101, #102, #103, #104, #105 #106, #107 and #108 for the 2015 Additions and Alterations to

Donations
 Policies

Extended Field
 Trip to England
 Change Orders

Burnsville High School.
Motion carried unanimously (7, 0).

Received a report on #BurnsvilleStrong from Burnsville High School students.

#BurnsvilleStrong

Moved by Hill, seconded by Mackall, to approve The Hartford as the provider for LTD and Life insurance and the FY17 premiums and rates for employee benefits. Motion carried unanimously after discussion (7, 0).

LTD, Life Insurance and Premium Rates

Moved by Currier, seconded by Schmid, to approve the revisions and readopt the unchanged language in the 2015-2017 Master Agreements with the Information Technology Specialists. Motion carried unanimously after discussion (7, 0).

Information Technology Specialists

Received verbal reports from Student Representative Abegaz, Superintendent Gothard and Board Members Currier, Alt, and Luth.

Reports

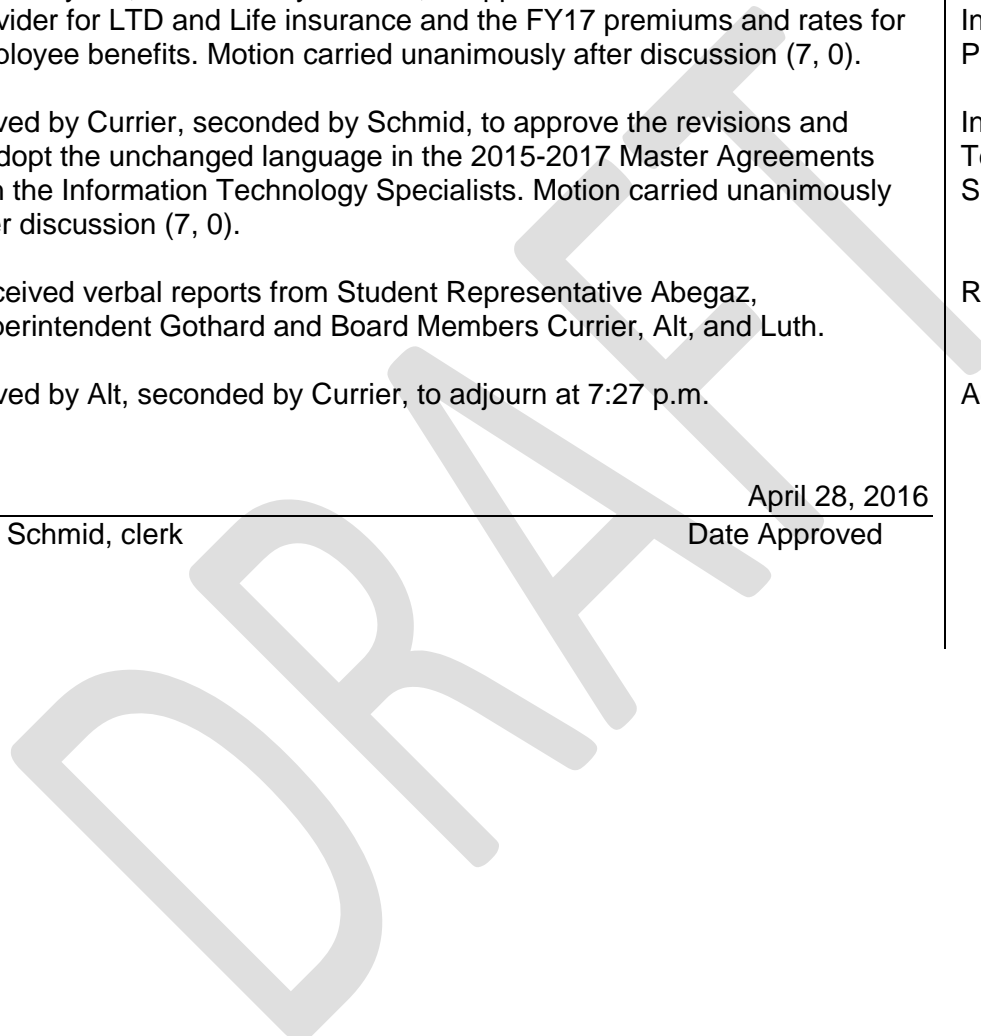
Moved by Alt, seconded by Currier, to adjourn at 7:27 p.m.

Adjourn

April 28, 2016

Jim Schmid, clerk

Date Approved



School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
April 18, 2016

The retreat of the Board of Education was called to order by Chair Luth at 5:00 p.m. at the ISD 191 Administrative Services Center, 100 River Ridge Court, Burnsville, MN, 55337.

Call to Order

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

Attendance

J. Gothard, C. Amoroso, R. Dunn, L. Rider, S. Sovine, S. Stanley, D. Lindsey, B. Nicol and P. Leatherman were also present.

The purpose of the retreat was the Strategic Roadmap Scorecard/CPSS (Culturally Proficient School System) and 2016-17 planning.

Purpose

The retreat adjourned at 9:15 p.m.

Adjourn

April 28, 2016

Jim Schmid, clerk

Date Approved

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

TO: Members, Board of Education
Joe Gothard, Superintendent

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: April 28, 2016

RE: Recommended Personnel Changes

Certified

Resignation

Sacia Williams *Teacher, ST, effective 6/10/16

Retirement

Charlene Ostendorf *Teacher, WB, after 23 years in the District, effective 6/10/16

Classified

Appointment

Michelle Jacobs *New-Burnsville Promise Coordinator, 6 hrs/day, ASC, effective 5/9/16

Pamela Lundberg-Schmidt -Replacement Custodian Level I, 8hrs/day, NJH, effective 5/2/16

Evan Moore *Replacement-AVID Tutor, NJH, effective 2015/2016 school year

Resignation

Jenny Campos *AVID Tutor, District-Wide, effective 5/13/16

Tunhi Nguyen *EA Level II, HB, effective 4/22/16

Sandra Sanderson -Food Service Associate, ER, effective 6/10/16

Coaches/Co-Curricular Appointment

Brandon Jacobson *Replacement-Assistant Lacrosse Coach, BHS, effective Spring Season



**Agenda II.B.3
April 28, 2016**

To: Members, Board of Education
Dr. Joe Gothard, superintendent

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

Date: April 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 April 28, 2016.

Jim Schmid

Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
4/7/2016	Dianne Priebe Brunsvold	ISD 191	Bowls for BrainPower	\$100.00
4/7/2016	Sheryl and Mike Burkhardt	ISD 191	BrainPower in a Backpack	\$50.00
4/8/2016	Wells Fargo Matching Gift Program	Harriet Bishop Elementary	To help support our students and staff	\$150.00
4/6/2016	Whole Kids Foundation	The Giving Garden at BHS	Grant for the Giving Garden	\$2,000
4/7/2016	William Byrne Elementary School	ISD 191	BrainPower in a Backpack	\$68.83 and many boxes of donated food
4/15/2016	Wings Financial Credit Union	Harriet Bishop Elementary	To be used for the HB Service Club	\$150.00
4/15/2016	Youth Service America	Harriet Bishop Elementary	To be used for the HB Service Club	\$400.00
4/15/2016	Rotary of Savage	Harriet Bishop Elementary	To be used for the HB Service Club	\$200.00
3/22/2016	Macy's and Lions Club	Gideon Pond Elementary	Reading is Fundamental Program	Books
4/11/2016	Wells Fargo Matching Gift Program	Hidden Valley Elementary	To be used towards school beautification/playground fund	\$70.00
4/14/2016	Bowls for BrainPower Fundraiser	ISD 191	BrainPower in a Backpack	\$16,303.00
4/19/2016	Greater Twin Cities United Way	Burnsville High School	Funding to support the implementation of a makerspace in the school library or other academic space. The makerspace will be an opportunity to expose students to the educational opportunities in their own school. Similar to the way the Pathways are reshaping education and equipping students with hands-on experience that bring learning to life, makerspaces are revolutionizing the teaching and learning experience. They are also	\$5,000.00

			redefining the shape and function learning opportunities in and out of school.	
4/19/2016	Greater Twin Cities United Way	Burnsville High School	Funding to support the implementation of a makerspace in the school library or other academic space. The makerspace will be an opportunity to expose students to the educational opportunities in their own school. Similar to the way the Pathways are reshaping education and equipping students with hands-on experience that bring learning to life, makerspaces are revolutionizing the teaching and learning experience. They are also redefining the shape and function learning opportunities in and out of school.	\$5,000.00
4/18/2016	Mendell, Inc Precision Manufacturing	Burnsville High School	To support instruction in the Fab Lab, including subtractive manufacturing processes that use power-driven machine tools such as lathes, saws, milling machines, and drill presses, which have sharp cutting tools to physically remove material in the form of chips. Machining is required when tight tolerances and finishes are required to achieve the desired geometry. The movement and operations of machining equipment today are computer numerically controlled (CNC). Some examples of machining techniques include drilling, turning, grinding, and milling.	3,000 lbs of raw stock made from aluminum, brass, plastics, titanium, and tool steels (value \$9,000)
4/18/2016	Walmart	Sky Oaks Elementary	For 2016-2017 Sky Oaks students	3 boxes of new hats, gloves, mittens, scarves

Total monetary contributions to accept: **\$29,423.00**



**Agenda II.B.4
April 28, 2016**

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

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

DATE: April 20, 2016

RE: March Payroll, Claims and Receipts

RECOMMENDATION: That the Board approves March payroll checks numbered 718420-718440, and Direct Deposit notices numbered 602700-605700, in the net amount of \$4,457,249.88. Mar & Apr claims to date represented by checks numbered 445477-445983, 154-156, 1015256-1015514, and 101353-101395 and wire transfers and adjustments totaling \$11,476,496.43. Also, that the Board accepts Mar receipts of \$13,217,059.98 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$89,842,054.69 as of March 31, 2016.

March 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
March 2016

Cash Receipts

Receipts	\$13,217,059.98
Miscellaneous Adjustments	

TOTAL MARCH CASH RECEIVED13,217,059.98**CASH DISBURSEMENTS**

Mar

Regular Payroll Checks	718420-718440	\$4,457,249.88
Direct Deposit Notices	602700-605700	

Feb Payables previously approved:	\$235,422.97
Mar Claims previously approved:	\$1,173,808.40

Mar Claims:	445477-445691	\$2,675,156.64
	154-156	
	1015256-1015399	
	101353-101371	

Mar Wire Transfers	\$5,532,632.15
Miscellaneous Adjustments	<u>\$7,456.07</u>

TOTAL MAR CASH DISBURSED14,081,726.11**TOTAL EXPENSES TO BE APPROVED**

Mar Cash Disbursed	\$14,081,726.11
Less: Items Previously Approved	-\$1,409,231.37

Plus: Mar Payables	\$241,750.62
Checks	

Apr Claims:	\$3,019,500.95
Checks	

TOTAL TO BE APPROVED15,933,746.31

	<u>Money Market</u>	<u>(Original Cost)</u> <u>Investments</u>	<u>Total 3/31/2016</u>
GENERAL FUND	\$1,253,157.15	\$20,582,632.80	\$21,835,789.95
OPEB	\$27,994.93	\$9,831,562.00	\$9,859,556.93
OPEB EQUITY INV THROUGH JANUARY 31, 2016	\$69,856.97	\$4,189,859.90	\$4,259,716.87
2015A SCHOOL BUILDING BONDS	\$3,181,837.54	\$46,321,150.01	\$49,502,987.55
2012A ALT FACILITIES	\$3,783,168.63	\$0.00	\$3,783,168.63
ALT FACILITY FUND	<u>\$600,834.76</u>	<u>\$0.00</u>	<u>\$600,834.76</u>
	<u>\$8,916,849.98</u>	<u>\$80,925,204.71</u>	<u>\$89,842,054.69</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: 03/31/16

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	\$1,253,157.15	\$1,253,157.15	
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	ROYAL BUSINESS BANK / TOMATOBANK NA	\$249,446.88	\$248,800.00	0.260
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
CD	220225	1	02/11/16	01/26/17	MAINSTREET BANK	\$249,929.19	\$248,400.00	0.642
CD	220226	1	02/11/16	01/26/17	BREMER BANK, NA	\$249,943.31	\$248,400.00	0.648
CD	220227	1	02/11/16	01/26/17	NOA BANK	\$249,988.64	\$248,700.00	0.540
CD	220248	1	02/12/16	01/26/17	BOFI FEDERAL BANK	\$3,120,232.59	\$3,104,500.00	0.530
CD	220214	1	02/11/16	02/13/17	MODERN BANK, NATIONAL ASSOCIATION	\$139,800.10	\$138,765.00	0.740
CD	220215	1	02/11/16	02/13/17	ERICSON STATE BANK	\$249,926.60	\$248,200.00	0.690
CD	220216	1	02/11/16	02/13/17	AFFILIATED BANK	\$249,926.60	\$248,200.00	0.690
CD	220217	1	02/11/16	02/13/17	COMMUNITY STATE BANK - OK	\$249,945.36	\$248,200.00	0.697
CD	220218	1	02/11/16	02/13/17	SAVOY BANK	\$249,902.43	\$248,300.00	0.640
CD	220219	1	02/11/16	02/13/17	CRESTMARK BANK	\$249,902.43	\$248,300.00	0.640
CD	220220	1	02/11/16	02/13/17	NEWBANK, NA	\$249,902.43	\$248,300.00	0.640
CD	220221	1	02/11/16	02/13/17	TALMER BANK AND TRUST	\$249,960.14	\$248,200.00	0.703
CD	220222	1	02/11/16	02/13/17	FLAGLER BANK	\$127,703.13	\$126,935.00	0.600
CD	220223	1	02/11/16	02/13/17	TWO RIVERS BANK & TRUST	\$249,903.03	\$248,300.00	0.640
CD	220224	1	02/11/16	02/13/17	CENTRUE BANK	\$249,921.80	\$248,300.00	0.648
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	221437	1	03/01/16	03/13/17	CENTRAL BANK	\$249,950.14	\$248,300.00	0.640
CD	221438	1	03/01/16	03/13/17	ABC BANK / AUSTIN BANK OF CHICAGO	\$249,985.42	\$248,300.00	0.657
CD	221439	1	03/01/16	03/13/17	BANK OF THE WEST	\$249,969.70	\$248,400.00	0.612
CD	221519	1	03/02/16	03/13/17	TALMER BANK AND TRUST - C	\$1,764,997.36	\$1,755,000.00	0.553
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

BURNSVILLE ISD 191 / GENERAL FUND

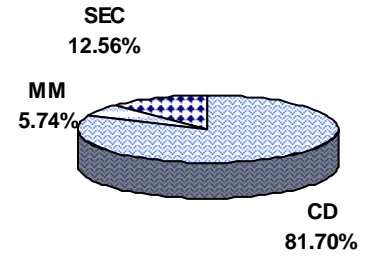
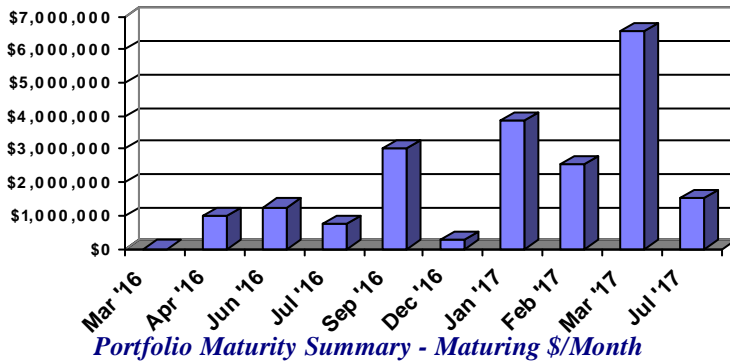
2960
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Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.</i>						Total Amount -->	\$21,934,862.05	\$21,835,789.95

Time and Dollar Weighted Portfolio Yield: 0.564 %

Weighted Average Portfolio Maturity: 259.89 Days

MM: 5.74%
CD's: 81.71%
CP: 0.00%
SEC: 12.55%



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 03/31/16

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	\$27,994.93	\$27,994.93	
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
CD	219475	1	01/25/16	06/30/16	FARMERS STATE BANK WATERLOO	\$249,920.62	\$249,500.00	0.392
CD	219476	1	01/25/16	06/30/16	EDGAR COUNTY B&TC	\$230,847.02	\$230,500.00	0.350
CD	220577	1	02/19/16	06/30/16	ENTERPRISE BANK & TRUST	\$249,979.57	\$249,600.00	0.421
CD	220578	1	02/19/16	06/30/16	FIRST NATIONAL BANK / THE FIRST, NA	\$249,979.55	\$249,600.00	0.420
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

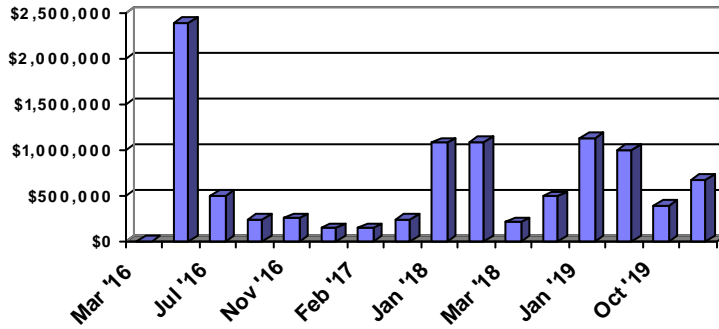
3596
15

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.</i>						Total Amount --> \$10,026,242.86	\$9,859,556.93	

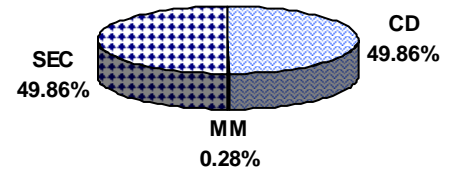
Time and Dollar Weighted Portfolio Yield: 1.459 %

Weighted Average Portfolio Maturity: 638.85 Days

MM: 0.28%
CD's: 51.06%
CP: 0.00%
SEC: 48.65%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 03/31/16

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	\$3,181,837.54	\$3,181,837.54	
SDA					Savings Deposit Account - CITIBANK (SDA)	\$1,450.01	\$1,450.01	
TS	221380	1	03/01/16	04/04/16	MN TRUST TERM SERIES	\$10,003,726.03	\$10,000,000.00	0.400
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
CD	219409	1	01/22/16	07/21/16	BOFI FEDERAL BANK	\$5,010,889.36	\$5,000,000.00	0.440
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
CD	219408	1	01/22/16	08/18/16	BOFI FEDERAL BANK	\$5,012,574.96	\$5,000,000.00	0.440
CD	220585	1	02/19/16	08/18/16	SOUTHERN STATES BANK	\$249,719.41	\$249,200.00	0.420

BURNSVILLE ISD 191 / 2015A BONDS

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Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
CD	220586	1	02/19/16	08/18/16	THE FARMERS BANK OF WILLARDS	\$249,719.92	\$249,200.00	0.421
CD	220587	1	02/19/16	08/18/16	CENTIER BANK	\$249,520.29	\$249,000.00	0.421
CD	220588	1	02/19/16	08/18/16	COMMERCE BANK, NA - MO - N	\$249,620.33	\$249,100.00	0.421
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
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
CD	220581	1	02/19/16	09/15/16	ORRSTOWN BANK	\$249,399.71	\$248,800.00	0.421
CD	220582	1	02/19/16	09/15/16	PATRIOT BANK - OK	\$249,399.71	\$248,800.00	0.421
CD	220583	1	02/19/16	09/15/16	PRUDENTIAL SAVINGS BANK	\$249,599.75	\$249,000.00	0.421
CD	220584	1	02/19/16	09/15/16	SECURITY BANK	\$249,500.33	\$248,900.00	0.421
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	220579	1	02/19/16	11/17/16	T BANK, NA	\$249,946.67	\$249,000.00	0.510
CD	220580	1	02/19/16	11/17/16	FINANCIAL FEDERAL BANK	\$249,927.78	\$249,000.00	0.500
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

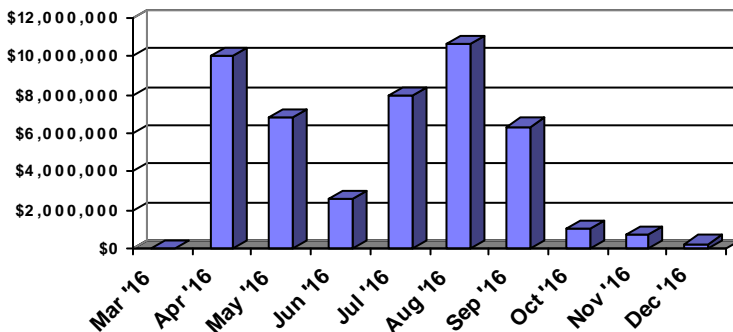
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> \$49,579,725.05 \$49,502,987.55

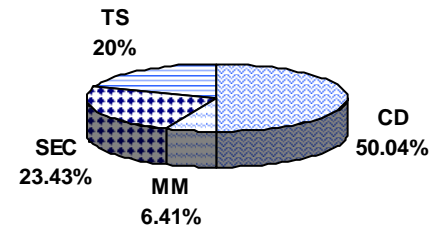
Time and Dollar Weighted Portfolio Yield: 0.403 %

Weighted Average Portfolio Maturity: 88.17 Days

MM: 6.43%
CD's: 50.22%
CP: 0.00%
SEC: 23.15%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 03/31/16

PMA Financial Network, Inc.

2135 CityGate Lane 18
 7th Floor
 Naperville, Illinois 60563
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BURNSVILLE ISD 191 / 2012A ALT FACILITY

5070

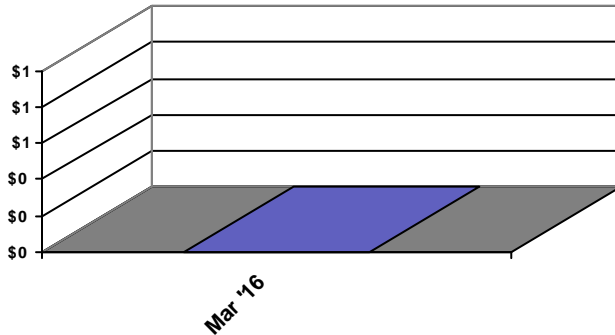
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$3,783,168.63	\$3,783,168.63	

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

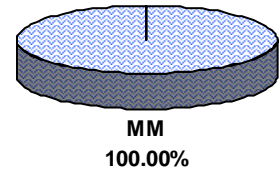
Total Amount --> \$3,783,168.63 \$3,783,168.63

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



Total Portfolio Report CAR

As of: 03/31/16

PMA Financial Network, Inc.

2135 CityGate Lane 19
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 Naperville, Illinois 60563
 Telephone . 630-657-6400
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BURNSVILLE ISD 191 / ALT FACILITY FUND

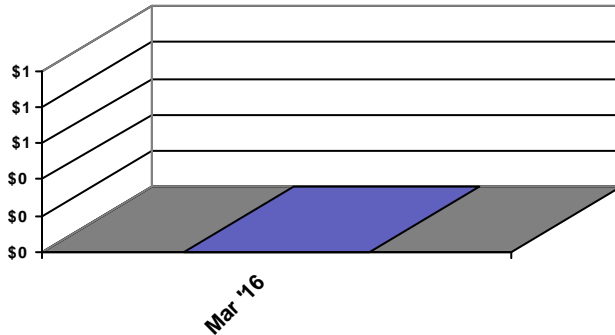
5298

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$600,834.76	\$600,834.76	
Total Amount -->						\$600,834.76	\$600,834.76	

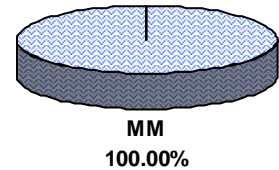
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

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

March 2016

Wire Transfers

Date	From	To	Amount	For
030116	MSDLAF	US Bank	50,000.00	Prefunding wire - P-Card
030116	MSDLAF	Internal Revenue Service	750,385.06	Feb 29th Payroll - Federal Taxes
030116	MSDLAF	State of Minnesota	120,964.82	Feb 29th Payroll - State Taxes
030116	MSDLAF	State of Minnesota	3,307.60	Feb 29th Payroll - Child Support
030116	MSDLAF	Preferred One	71,185.21	Health Insurance
030316	State of Minnesota	MSDLAF	1,567.35	MN State - MMB
030316	MSDLAF	Delta Dental	25,304.08	Dental Insurance
030416	MSDLAF	Corporate Health	8,350.26	Medical Claims
030416	MSDLAF	Corporate Health	16,169.79	Flex Claims
030716	MSDLAF	Preferred One	297,727.31	Health Insurance
030916	State of Minnesota	MSDLAF	30,118.20	MN State - MMB
030916	MSDLAF	Delta Dental	17,108.29	Dental Insurance
031016	State of Minnesota	MSDLAF	5,188.04	MN State - MMB
031016	MSDLAF	TRA	330,993.53	Feb 29th Payroll - TRA wire
031016	MSDLAF	PERA	105,338.80	Feb 29th Payroll - PERA wire
031116	MSDLAF	Corporate Health	12,623.90	Medical Claims
031116	MSDLAF	Corporate Health	15,723.04	Flex Claims
031116	MSDLAF	Neopost	5,000.00	Postage
031416	MSDLAF	Preferred One	351,108.20	Health Insurance
031516	State of Minnesota	MSDLAF	5,326,853.41	MN State - MMB
031516	MSDLAF	People's Bank	181,734.21	March 15th Payroll - TSA wire
031516	MSDLAF	Teacher's Federal Credit Union	38,385.20	March 15th Payroll - Teachers Dues
031616	MSDLAF	Internal Revenue Service	1,036,228.74	March 15th Payroll - Federal Taxes
031616	MSDLAF	State of Minnesota	179,266.05	March 15th Payroll - State Taxes
031616	MSDLAF	Delta Dental	16,549.78	Dental Insurance
031616	MSDLAF	State of Minnesota	3,307.60	March 15th Payroll - Child Support
031716	State of Minnesota	MSDLAF	644,082.22	MN State - MMB
031816	MSDLAF	Corporate Health	5,498.71	Medical Claims
031816	MSDLAF	Corporate Health	13,769.24	Flex Claims
032116	MSDLAF	Preferred One	485,080.07	Health Insurance

March 2016

Wire Transfers

Date	From	To	Amount	For
032216	MSDLAF	US Bank	20,000.00	Prefunding wire - Payment Plus
032216	MSDLAF	US Bank	70,000.00	Prefunding wire - P-Card
032216	MSDLAF	US Bank	3,000.00	Prefunding wire - Fleet Card
032316	Dakota County	MSDLAF	19,797.50	Taxes Incoming wire
032316	State of Minnesota	MSDLAF	40,402.44	MN State - MMB
032316	MSDLAF	Delta Dental	13,647.40	Dental Insurance
032416	State of Minnesota	MSDLAF	8,196.05	MN State - MMB
032516	MSDLAF	Corporate Health	7,073.05	Medical Claims
032516	MSDLAF	Corporate Health	7,396.37	Flex Claims
032816	MSDLAF	PERA	104,445.91	March 15th Payroll - PERA wire
032816	MSDLAF	TRA	492,237.71	March 15th Payroll - TRA wire
032816	MSDLAF	Preferred One	406,713.36	Health Insurance
033016	MSDLAF	Delta Dental	15,853.09	Dental Insurance
033016	State of Minnesota	MSDLAF	6,214,571.81	MN State - MMB
033116	US Bank	MSDLAF	3,000.00	Prefunding wire - Fleet Card returned
033116	State of Minnesota	MSDLAF	8,344.57	MN State - MMB
033116	MSDLAF	People's Bank	182,466.15	March 31st Payroll - TSA wire
033116	MSDLAF	Teacher's Federal Credit Union	38,419.33	March 31st Payroll - Teachers Dues

Check Register Report

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015256		\$45.00	Mar 16, 2016	88888	10140	MACKEY, GALE M
1	1015257		\$75.00	Mar 16, 2016	88888	10288	TOMOSON, RHONDA G
1	1015258		\$41.74	Mar 16, 2016	88888	10543	WURDEMAN, SCOTT
1	1015259		\$41.21	Mar 16, 2016	88888	12095	PRAYFROCK, JUDIE A
1	1015260		\$8.61	Mar 16, 2016	88888	12901	MCCUE, MICHELLE
1	1015261		\$133.78	Mar 16, 2016	88888	13315	SANDS, ANNE KIKUE ARAKAWA
1	1015262		\$134.68	Mar 16, 2016	88888	13381	NESVIG, ERIKA
1	1015263		\$17.71	Mar 16, 2016	88888	15133	MOBERG, CARLENE
1	1015264		\$43.00	Mar 16, 2016	88888	16712	QUAST, LUCIA JANE
1	1015265		\$52.13	Mar 16, 2016	88888	16979	SYLVESTER, GREGORY
1	1015266		\$47.00	Mar 16, 2016	88888	17155	TEAL, DARLA L
1	1015267		\$170.00	Mar 16, 2016	88888	17581	RAEBEL, BETH A
1	1015268		\$56.92	Mar 16, 2016	88888	17827	SCHMEICHEL, MATTHEW T
1	1015269		\$8.00	Mar 16, 2016	88888	18008	TOMALA, CRYSTAL M
1	1015270		\$8.75	Mar 16, 2016	88888	18008	TOMALA, CRYSTAL M
1	1015271		\$49.25	Mar 16, 2016	88888	18074	SHAW, OKSANA
1	1015272		\$36.45	Mar 16, 2016	88888	18215	WATKINS, DAVID
1	1015273		\$21.00	Mar 16, 2016	88888	18437	SCOTT, NICOLE R
1	1015274		\$71.31	Mar 16, 2016	88888	18612	MALLINGER, MELINDA
1	1015275		\$18.90	Mar 16, 2016	88888	18657	MCINNIS, MARNIE JO
1	1015276		\$17.44	Mar 16, 2016	88888	18740	SWAIN, SHAWN L
1	1015277		\$43.52	Mar 16, 2016	88888	4467	BARLAGE, SUSAN
1	1015278		\$5.45	Mar 16, 2016	88888	5747	CORDAHL, AMBER
1	1015279		\$18.85	Mar 16, 2016	88888	7847	KOLSTAD, MICHELE M
1	1015280		\$28.08	Mar 16, 2016	88888	8284	JEFFERS, LUCRETIA
1	1015281		\$15.82	Mar 16,	88888	11345	DILLE, BARBARA L

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1015282		\$15.00	Mar 16, 2016	88888	11817	ALVEY, HEATHER
1	1015283		\$10.00	Mar 16, 2016	88888	12411	ERZ, MARCIA
1	1015284		\$186.85	Mar 16, 2016	88888	13189	HOUTMAN, JENNIFER L
1	1015285		\$11.18	Mar 16, 2016	88888	13415	ENGELHARDT, ANGELA C
1	1015286		\$97.75	Mar 16, 2016	88888	15021	DALY, JULIE
1	1015287		\$58.77	Mar 16, 2016	88888	15372	BANE, DEANNA S
1	1015288		\$71.00	Mar 16, 2016	88888	15522	HERBY, BETH ANN
1	1015289		\$255.00	Mar 16, 2016	88888	15983	BAGGOT, LYNN
1	1015290		\$105.73	Mar 16, 2016	88888	16015	EICHTEN, HEIDI J
1	1015291		\$29.16	Mar 16, 2016	88888	16448	HENRICH, SARAH L
1	1015292		\$43.71	Mar 16, 2016	88888	16514	GRAFF, SALLY M
1	1015293		\$15.56	Mar 16, 2016	88888	17003	ARIAS, ANGELA JOY
1	1015294		\$91.10	Mar 16, 2016	88888	17322	CZAPAR, KELLY N
1	1015295		\$19.00	Mar 16, 2016	88888	17333	JONES, GARY A
1	1015296		\$62.37	Mar 16, 2016	88888	17435	LUND, ELLIOTT J
1	1015297		\$70.70	Mar 16, 2016	88888	18189	LINDBERG, CHARLOTTE
1	1015298		\$84.75	Mar 16, 2016	88888	18702	AKERSON, REBECCA D
1	1015299		\$63.72	Mar 23, 2016	88888	7269	BARTH, TAMI RAE
1	1015300		\$36.51	Mar 23, 2016	88888	8255	HILL, KARI L
1	1015301		\$73.92	Mar 23, 2016	88888	8737	HAMMES, TIMOTHY
1	1015302		\$145.37	Mar 23, 2016	88888	9267	HOLDEN, MATTHEW J
1	1015303		\$57.00	Mar 23, 2016	88888	9373	BROWN, MARY KAY
1	1015304		\$31.88	Mar 23, 2016	88888	10591	DAY, RANDELL
1	1015305		\$18.26	Mar 23, 2016	88888	10637	KUGLER, JULIE
1	1015306		\$204.58	Mar 23, 2016	88888	11756	ERICKSON, CONSTANCE

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015307		\$428.04	Mar 23, 2016	88888	11818	HAMMER, JEFFREY
1	1015308		\$62.00	Mar 23, 2016	88888	11971	GOODING, DIANE
1	1015309		\$35.59	Mar 23, 2016	88888	14147	KLINNERT, ELIZABETH
1	1015310		\$105.00	Mar 23, 2016	88888	14189	HIEBERT, TRACY
1	1015311		\$49.00	Mar 23, 2016	88888	14501	HARRISON, STACY LYNN
1	1015312		\$21.58	Mar 23, 2016	88888	14633	LEIGHTON, ELIZABETH M
1	1015313		\$51.84	Mar 23, 2016	88888	15209	GRANT, HEIDI A
1	1015314		\$13.00	Mar 23, 2016	88888	15745	ENGDAHL, ANN MARY
1	1015315		\$56.57	Mar 23, 2016	88888	15982	ANDERSON, BJORN RS
1	1015316		\$34.29	Mar 23, 2016	88888	16004	JORGENSEN, SHANNON E
1	1015317		\$40.00	Mar 23, 2016	88888	16794	DONNOHUE, ROSE MARIE
1	1015318		\$9.18	Mar 23, 2016	88888	16946	DAHL, SABRINA LYNN
1	1015319		\$49.46	Mar 23, 2016	88888	17246	CANTON, EMILIE J
1	1015320		\$1,393.52	Mar 23, 2016	88888	17422	HARVEY, CHRISTOPHER M
1	1015321		\$110.06	Mar 23, 2016	88888	17521	KREBS, TYLER JON
1	1015322		\$76.20	Mar 23, 2016	88888	17540	BARRY, AMBER LEIGH
1	1015323		\$41.97	Mar 23, 2016	88888	17563	BLACK, KRISTINE C
1	1015324		\$119.79	Mar 23, 2016	88888	17784	BELGRAVE, ANGELA I
1	1015325		\$2.00	Mar 23, 2016	88888	18092	FIAGLE, BETHANY
1	1015326		\$15.00	Mar 23, 2016	88888	18150	CHRISTENSEN, MARY
1	1015327		\$12.54	Mar 23, 2016	88888	18297	KOCH, REBECCA M
1	1015328		\$12.00	Mar 23, 2016	88888	18545	KROHN, JULIE C
1	1015329		\$78.14	Mar 23, 2016	88888	18545	KROHN, JULIE C
1	1015330		\$187.00	Mar 23, 2016	88888	18715	BAZZACHINI, ERIN B
1	1015331		\$12.96	Mar 23, 2016	88888	18788	GROVE, EMILY A
1	1015332		\$15.00	Mar 23,	88888	7145	RIGGS, MARK D

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1015333		\$30.01	Mar 23, 2016	88888	7838	MOULSOFF, NORINE L
1	1015334		\$34.13	Mar 23, 2016	88888	9239	OPATZ, LARRY
1	1015335		\$49.98	Mar 23, 2016	88888	9295	WAGNER-SMITH, SHERRY
1	1015336		\$154.95	Mar 23, 2016	88888	9501	MOSEY, PATRICIA
1	1015337		\$150.98	Mar 23, 2016	88888	9771	PLUCINAK, JODY L
1	1015338		\$10.00	Mar 23, 2016	88888	10614	SPANGLER, JOHN A
1	1015339		\$36.10	Mar 23, 2016	88888	11212	PROCHEL, WENDY
1	1015340		\$16.43	Mar 23, 2016	88888	11828	MARSHALL, JEFFREY
1	1015341		\$340.09	Mar 23, 2016	88888	11828	MARSHALL, JEFFREY
1	1015342		\$166.96	Mar 23, 2016	88888	12338	WELLS, DIRK
1	1015343		\$124.70	Mar 23, 2016	88888	13000	TUCCI, AMY J
1	1015344		\$34.67	Mar 23, 2016	88888	13898	TORGENSEN, SHERRY LYNN
1	1015345		\$70.85	Mar 23, 2016	88888	14961	SPRY, KARIE
1	1015346		\$100.00	Mar 23, 2016	88888	15566	MOSEY, BRITNEY
1	1015347		\$125.00	Mar 23, 2016	88888	16013	PETERSON, JULIE A
1	1015348		\$282.00	Mar 23, 2016	88888	16016	SCHWENN, JEFFREY A
1	1015349		\$106.92	Mar 23, 2016	88888	16213	STAHLY, JANICE
1	1015350		\$101.64	Mar 23, 2016	88888	16491	VITALI, ALICIA F
1	1015351		\$5.59	Mar 23, 2016	88888	16679	MERKLING, ANGELA MARTIN
1	1015352		\$83.40	Mar 23, 2016	88888	16970	RAMOS, VERONICA
1	1015353		\$38.02	Mar 23, 2016	88888	17324	MALONE, MEGGAN J
1	1015354		\$131.68	Mar 23, 2016	88888	17903	PETROSKEY, KELLIE A
1	1015355		\$89.27	Mar 23, 2016	88888	18475	SHIBLEY, HAYLEY B
1	1015356		\$50.70	Mar 23, 2016	88888	18671	MANZ, GRACE
1	1015357		\$29.00	Mar 30, 2016	88888	7047	JAEGER, JEAN M

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015358		\$86.94	Mar 30, 2016	88888	7255	HAUER, PAMELA A
1	1015359		\$22.03	Mar 30, 2016	88888	8189	BRAUN, JEAN C
1	1015360		\$12.66	Mar 30, 2016	88888	8284	JEFFERS, LUCRETIA
1	1015361		\$17.01	Mar 30, 2016	88888	9302	BOHR, JENNIFER L
1	1015362		\$72.90	Mar 30, 2016	88888	10290	BRADY, STEVE
1	1015363		\$21.38	Mar 30, 2016	88888	10841	CENCI, BARB
1	1015364		\$35.21	Mar 30, 2016	88888	12319	CIN, STEPHANIE P
1	1015365		\$3.78	Mar 30, 2016	88888	14641	ENGSTROM, HEATHER L
1	1015366		\$35.96	Mar 30, 2016	88888	15074	CHAMERLIK, KAREN
1	1015367		\$18.00	Mar 30, 2016	88888	15977	HEIM, WILLIAM V
1	1015368		\$400.00	Mar 30, 2016	88888	17994	GOTHARD, JOSEPH M
1	1015369		\$200.00	Mar 30, 2016	88888	18043	AMOROSO, CYNTHIA
1	1015370		\$61.78	Mar 30, 2016	88888	18313	GREGORY, AMANDA
1	1015371		\$360.00	Mar 30, 2016	88888	18320	CHESLA, PATRICK J
1	1015372		\$200.00	Mar 30, 2016	88888	18391	JOHNSON, DOUGLAS A
1	1015373		\$379.91	Mar 30, 2016	88888	18545	KROHN, JULIE C
1	1015374		\$278.06	Mar 30, 2016	88888	6624	WESSEN, JANE E
1	1015375		\$322.20	Mar 30, 2016	88888	7268	MESARCHIK, MARY L
1	1015376		\$55.85	Mar 30, 2016	88888	8371	MEAGHER, LORI A
1	1015377		\$151.30	Mar 30, 2016	88888	8627	ORTH, STEVEN D. R.
1	1015378		\$14.74	Mar 30, 2016	88888	10299	WEIGHTMAN, ELIZABETH C
1	1015379		\$56.11	Mar 30, 2016	88888	11462	VAURIO, SONYA
1	1015380		\$75.00	Mar 30, 2016	88888	11522	RAMLOW, NANCY
1	1015381		\$10.96	Mar 30, 2016	88888	13470	SMALLEY, AMY C
1	1015382		\$22.35	Mar 30, 2016	88888	13672	RINGGER, TRACY A
1	1015383		\$14.58	Mar 30,	88888	13693	NEAL, BRYENY B

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1015384		\$50.22	Mar 30, 2016	88888	13905	WENDLING, PAULA L
1	1015385		\$127.76	Mar 30, 2016	88888	14127	ZONDAG, KIMBERLY
1	1015386		\$120.10	Mar 30, 2016	88888	14609	ROESKE, MELISSA L
1	1015387		\$21.82	Mar 30, 2016	88888	14671	SMITH, TRACY J
1	1015388		\$34.56	Mar 30, 2016	88888	14998	NEUER, MICHELLE E
1	1015389		\$47.00	Mar 30, 2016	88888	15815	MOSSER, DAWN M
1	1015390		\$206.82	Mar 30, 2016	88888	15911	WILLSON, DAWN M
1	1015391		\$200.00	Mar 30, 2016	88888	16166	RIDER, LISA K
1	1015392		\$53.08	Mar 30, 2016	88888	16999	RENKEN, CARISSA M
1	1015393		\$10.00	Mar 30, 2016	88888	17155	TEAL, DARLA L
1	1015394		\$200.00	Mar 30, 2016	88888	17487	SOVINE, STACEY
1	1015395		\$57.08	Mar 30, 2016	88888	17586	PERLICH, SHAWN
1	1015396		\$9.00	Mar 30, 2016	88888	17927	STEEVES, CALEB
1	1015397		\$22.45	Mar 30, 2016	88888	18071	MCPARLAND, SHANNON
1	1015398		\$200.00	Mar 30, 2016	88888	18287	STANLEY, STACIE L
1	1015399		\$200.00	Mar 30, 2016	88888	18405	WINTERLIN, GORDON D
1	1015400		\$148.01	Apr 6, 2016	88888	5573	WEILER, ROBERT M
1	1015401		\$24.84	Apr 6, 2016	88888	5728	SAUERMAN-PAGE, KARIN G
1	1015402		\$43.47	Apr 6, 2016	88888	6874	STEAD, AMY JO
1	1015403		\$77.27	Apr 6, 2016	88888	7829	ROCZNIAK, EUGENE A
1	1015404		\$104.19	Apr 6, 2016	88888	9771	PLUCINAK, JODY L
1	1015405		\$31.24	Apr 6, 2016	88888	11481	STEENSGARD, ANN M
1	1015406		\$37.53	Apr 6, 2016	88888	15179	WENDORF, ERIC S
1	1015407		\$15.74	Apr 6, 2016	88888	15856	TOUSIGNANT, HOLLY
1	1015408		\$235.00	Apr 6, 2016	88888	16046	STRAHOTA, SARA J
1	1015409		\$23.76	Apr 6, 2016	88888	16574	ROBASSE, CHRISTINE M
1	1015410		\$23.76	Apr 6, 2016	88888	16574	ROBASSE, CHRISTINE M
1	1015411		\$83.32	Apr 6, 2016	88888	17169	VAUGHT, ELIZABETH C
1	1015412		\$30.16	Apr 6, 2016	88888	17240	SCHNOBRICH, ANGELA M
1	1015413		\$33.00	Apr 6, 2016	88888	17691	MILLER, LORI A

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015414		\$20.00	Apr 6, 2016	88888	17694	WOLLERSHEIM, CHRISTIAN P
1	1015415		\$22.24	Apr 6, 2016	88888	17852	SPIELER, VICKI J
1	1015416		\$52.22	Apr 6, 2016	88888	18071	MCPARLAND, SHANNON
1	1015417		\$32.98	Apr 6, 2016	88888	18679	MEYER, JESSICA M
1	1015418		\$53.40	Apr 6, 2016	88888	18793	SMITH, NATALIE
1	1015419		\$1,843.32	Apr 6, 2016	88888	3547	HUGSTAD-VAA, JENNIFER JO
1	1015420		\$27.00	Apr 6, 2016	88888	7399	GILES, SHARI M THEIS
1	1015421		\$55.70	Apr 6, 2016	88888	8735	GRANT, ANNETTE
1	1015422		\$2.24	Apr 6, 2016	88888	9236	LIPPKA, JONALYN
1	1015423		\$11.88	Apr 6, 2016	88888	9500	DEBRONSKY, ROBIN
1	1015424		\$21.60	Apr 6, 2016	88888	10142	HOLCOMBE, SARA J
1	1015425		\$200.39	Apr 6, 2016	88888	12806	CORBAY, STEPHANIE A
1	1015426		\$21.59	Apr 6, 2016	88888	13256	FANDRICH, KARI M
1	1015427		\$23.85	Apr 6, 2016	88888	14112	HARTL, ARAN J
1	1015428		\$8.44	Apr 6, 2016	88888	16428	JORDAN, ALLISON A
1	1015429		\$34.02	Apr 6, 2016	88888	16789	KRONABETTER, JULIE R
1	1015430		\$15.56	Apr 6, 2016	88888	17003	ARIAS, ANGELA JOY
1	1015431		\$40.07	Apr 6, 2016	88888	17175	FUNSTON, KATHY L
1	1015432		\$29.60	Apr 6, 2016	88888	17292	CALNON, JENNIFER
1	1015433		\$84.77	Apr 6, 2016	88888	17644	HENDERSON, SEAN M
1	1015434		\$68.00	Apr 6, 2016	88888	17647	LUBKE, JOELLE F
1	1015435		\$15.57	Apr 6, 2016	88888	17804	KACMARYNSKI, KRISTINE
1	1015436		\$13.50	Apr 6, 2016	88888	17804	KACMARYNSKI, KRISTINE
1	1015437		\$2,190.00	Apr 6, 2016	88888	17873	DERDEN, WILLIAM M
1	1015438		\$56.70	Apr 6, 2016	88888	18265	BROWN, JACKLYN D
1	1015439		\$25.92	Apr 6, 2016	88888	18369	HAGEL, AVERYEL F
1	1015440		\$93.16	Apr 6, 2016	88888	18627	ABDIWAHAB, MOHAMED S
1	1015441		\$15.34	Apr 6, 2016	88888	18649	BLUHM, WILLIAM AE
1	1015442		\$399.00	Apr 13, 2016	88888	3833	LAMB, CYNTHIA L
1	1015443		\$35.32	Apr 13, 2016	88888	4467	BARLAGE, SUSAN
1	1015444		\$28.51	Apr 13, 2016	88888	7304	GOSSMAN, LISA ANN
1	1015445		\$5.40	Apr 13, 2016	88888	7572	KAISER, TANYA J
1	1015446		\$19.73	Apr 13, 2016	88888	7805	CHEREP, NANCY M
1	1015447		\$13.72	Apr 13, 2016	88888	7847	KOLSTAD, MICHELE M
1	1015448		\$39.58	Apr 13, 2016	88888	8255	HILL, KARI L
1	1015449		\$11.34	Apr 13, 2016	88888	8309	HENDRIX, EUGENIA M

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015450		\$218.70	Apr 13, 2016	88888	8309	HENDRIX, EUGENIA M
1	1015451		\$23.10	Apr 13, 2016	88888	8678	HARTMAN, THOMAS P
1	1015452		\$48.71	Apr 13, 2016	88888	9689	FINN, FAY E
1	1015453		\$75.00	Apr 13, 2016	88888	10524	KAISER, DEBRA
1	1015454		\$67.72	Apr 13, 2016	88888	12301	HJERMSTAD, HEATHER
1	1015455		\$62.52	Apr 13, 2016	88888	13256	FANDRICH, KARI M
1	1015456		\$49.48	Apr 13, 2016	88888	13396	HUTCHINSON, JENNIFER L
1	1015457		\$37.60	Apr 13, 2016	88888	13413	COLEMAN, COLLEEN M
1	1015458		\$60.26	Apr 13, 2016	88888	13495	BROWN, CHRISTOPHER M
1	1015459		\$31.70	Apr 13, 2016	88888	14479	KIBLER, JEANNE
1	1015460		\$65.88	Apr 13, 2016	88888	14594	HEWETT, THOMAS
1	1015461		\$43.53	Apr 13, 2016	88888	14751	KELLER, KATIE
1	1015462		\$38.03	Apr 13, 2016	88888	15209	GRANT, HEIDI A
1	1015463		\$46.04	Apr 13, 2016	88888	15527	LIMBERG, MINDI L
1	1015464		\$156.43	Apr 13, 2016	88888	15691	KING, LAURIE J
1	1015465		\$112.34	Apr 13, 2016	88888	15922	DUNN, RUTH C
1	1015466		\$142.13	Apr 13, 2016	88888	16001	FRITZ, KIMBERLY A
1	1015467		\$136.56	Apr 13, 2016	88888	16244	GILBERTSON, SHERRY A
1	1015468		\$20.63	Apr 13, 2016	88888	16377	ALEXON, BETH J
1	1015469		\$33.15	Apr 13, 2016	88888	16448	HENRICH, SARAH L
1	1015470		\$5.02	Apr 13, 2016	88888	16605	CRAWFORD, CINDY Y
1	1015471		\$52.00	Apr 13, 2016	88888	16654	GILRAY, REBECCA J
1	1015472		\$28.51	Apr 13, 2016	88888	17216	CHOUANARD, MARY E
1	1015473		\$90.34	Apr 13, 2016	88888	17322	CZAPAR, KELLY N
1	1015474		\$56.05	Apr 13, 2016	88888	17435	LUND, ELLIOTT J
1	1015475		\$19.44	Apr 13,	88888	18140	KAABIYE, AXMAD

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1015476		\$15.66	Apr 13, 2016	88888	18166	KASTLER, ANN
1	1015477		\$81.00	Apr 13, 2016	88888	18297	KOCH, REBECCA M
1	1015478		\$241.27	Apr 13, 2016	88888	18325	DIETRICH, KELLY J
1	1015479		\$95.58	Apr 13, 2016	88888	18645	EBENHOH, TEEGAN M
1	1015480		\$105.19	Apr 13, 2016	88888	18797	GOODBUFFALO, DOMINIC E
1	1015481		\$130.68	Apr 13, 2016	88888	4356	SIMON, GLENN D.
1	1015482		\$22.68	Apr 13, 2016	88888	5728	SAUERMAN-PAGE, KARIN G
1	1015483		\$209.46	Apr 13, 2016	88888	6803	MACNAUGHTON, LAURA
1	1015484		\$19.96	Apr 13, 2016	88888	7207	OSTDIEK, TERESA L
1	1015485		\$315.00	Apr 13, 2016	88888	7339	PODRATZ, ANNE MARIE
1	1015486		\$43.94	Apr 13, 2016	88888	7858	WARMKA, CHERI R
1	1015487		\$112.15	Apr 13, 2016	88888	8180	NORDMARK, PAMELA J
1	1015488		\$20.73	Apr 13, 2016	88888	9239	OPATZ, LARRY
1	1015489		\$544.86	Apr 13, 2016	88888	9915	SWEENEY, ANN M
1	1015490		\$18.06	Apr 13, 2016	88888	11354	SCHAFFER, KRISTY J
1	1015491		\$38.08	Apr 13, 2016	88888	12901	MCCUE, MICHELLE
1	1015492		\$32.40	Apr 13, 2016	88888	13441	TESMER, RUSSELL
1	1015493		\$125.76	Apr 13, 2016	88888	13445	WENDLING, KATHRYN
1	1015494		\$75.00	Apr 13, 2016	88888	14292	NEHER, TAMALA SUE
1	1015495		\$82.62	Apr 13, 2016	88888	14961	SPRY, KARIE
1	1015496		\$21.65	Apr 13, 2016	88888	15133	MOBERG, CARLENE
1	1015497		\$9.83	Apr 13, 2016	88888	15386	ORLICH-SULLIVAN, MEGAN
1	1015498		\$11.66	Apr 13, 2016	88888	15962	NIESEN, ELIZABETH A
1	1015499		\$60.00	Apr 13, 2016	88888	16046	STRAHOTA, SARA J
1	1015500		\$86.24	Apr 13, 2016	88888	16345	WALCZAK, CHERYL M

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015501		\$65.19	Apr 13, 2016	88888	16491	VITALI, ALICIA F
1	1015502		\$30.29	Apr 13, 2016	88888	16669	PETTINELLI, STEPHEN M
1	1015503		\$82.06	Apr 13, 2016	88888	16740	NURMELA, CRYSTAL
1	1015504		\$10.80	Apr 13, 2016	88888	16740	NURMELA, CRYSTAL
1	1015505		\$33.00	Apr 13, 2016	88888	17053	SCHROEDER, MICHELLE R
1	1015506		\$77.52	Apr 13, 2016	88888	17542	SMITH, JACQUELINE J
1	1015507		\$11.93	Apr 13, 2016	88888	17719	NIERENGARTEN, BRIANNA L
1	1015508		\$77.16	Apr 13, 2016	88888	18031	THOMAS, JESSICA
1	1015509		\$43.58	Apr 13, 2016	88888	18296	VAN OSDEL, BETHANY A
1	1015510		\$55.06	Apr 13, 2016	88888	18484	PERRY, BRIAN
1	1015511		\$71.93	Apr 13, 2016	88888	18631	STONE, KERRY
1	1015512		\$22.80	Apr 13, 2016	88888	18634	SEAMEN, MICHELLE A
1	1015513		\$45.20	Apr 13, 2016	88888	18635	MCDOWELL, MORGAN
1	1015514		\$17.44	Apr 13, 2016	88888	18740	SWAIN, SHAWN L
Check Count	259	Grand Total	\$24,379.11				

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445477	Clear	\$43.94	Mar 15, 2016	04796	1	409-PRAXAIR DISTRIBUTION INC
4	445478	Clear	\$100.70	Mar 15, 2016	06215	0	AIRPORT TAXI, INC.
4	445479	Clear	\$700.00	Mar 15, 2016	27800	0	ANTHOLOGIE, LLC
4	445480	Clear	\$265.00	Mar 15, 2016	28410	0	AUGUST ASH, INC.
4	445481	Clear	\$1,278.00	Mar 15, 2016	09972	0	BUCK HILL, INC.
4	445482	Clear	\$266.02	Mar 15, 2016	02781	5	CENTURYLINK
4	445483	Clear	\$120.00	Mar 15, 2016	28260	0	CHOY, SERGIO R.
4	445484	Clear	\$297.40	Mar 15, 2016	22061	0	DISTRIBUTED WEBSITE CORPORATION
4	445485	Clear	\$905.50	Mar 15, 2016	00905	0	DODGE NATURE CENTER
4	445486		\$990.00	Mar 15, 2016	27498	1	EDGE ENTERPRISES, INC.
4	445487	Clear	\$164.50	Mar 15, 2016	28531	0	EDUCATION MINNESOTA
4	445488	Clear	\$1,422.08	Mar 15, 2016	28651	0	FOOD GROUP
4	445489	Clear	\$1,019.00	Mar 15, 2016	20347	1	HOUSE OF PRINT
4	445490	Clear	\$35.00	Mar 15, 2016	29245	0	ILA
4	445491	Clear	\$116.36	Mar 15, 2016	02483	0	INTEGRA TELECOM
4	445492		\$305.25	Mar 15, 2016	28978	0	LINDSKOOG BOSCH, ALEJANDRA
4	445493	Clear	\$1,888.00	Mar 15, 2016	25512	0	MAYER ARTS, INC.
4	445494	Clear	\$60.00	Mar 15, 2016	03091	4	NCS PEARSON INC
4	445495		\$60.00	Mar 15, 2016	24879	0	PEREZ, MELISSA M.
4	445496	Clear	\$99.00	Mar 15, 2016	29171	0	PERFORMANT RECOVERY INC
4	445497	Clear	\$184.00	Mar 15, 2016	00488	0	REGION 3AA
4	445498	Clear	\$253.00	Mar 15, 2016	28277	0	ROBERT J. BRUNO, LTD
4	445499	Clear	\$1,650.66	Mar 15, 2016	27607	0	RPM ATHLETICS, LLC
4	445500	Clear	\$225.00	Mar 15, 2016	20491	0	SAVAGE, DAWN
4	445501	Clear	\$75.00	Mar 15, 2016	22306	0	SCHILLER, TOM
4	445502	Clear	\$273.35	Mar 15,	26921	0	SOUTH SUBURBAN CONFERENCE

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445503	Clear	\$540.00	Mar 15, 2016	20017	2	SOUTHERN MN REGIONAL SCIENCE&ENGINEERING FAIR
4	445504	Clear	\$5,934.60	Mar 15, 2016	28611	0	SOUTHWEST METRO EDUCATIONAL CO
4	445505	Clear	\$935.00	Mar 15, 2016	28706	0	STRATEGIC STAFFING SOLUTIONS, LLC
4	445506	Clear	\$95.00	Mar 15, 2016	05900	0	UNIQUE SOFTWARE CORPORATION
4	445507	Clear	\$17.65	Mar 15, 2016	04172	0	UNITED PARCEL SERVICE
4	445508	Clear	\$200.00	Mar 15, 2016	08798	21	UNIVERSITY OF MINNESOTA
4	445509	Clear	\$243.43	Mar 15, 2016	02813	4	US DEPARTMENT OF EDUCATION
4	445510	Clear	\$160.00	Mar 15, 2016	23463	18	US DEPT OF TREASURY
4	445511	Clear	\$33,162.31	Mar 15, 2016	04417	1	US FOODS INC
4	445512	Unissued	\$0.00	Mar 15, 2016	04417	1	US FOODS INC
4	445513	Unissued	\$0.00	Mar 15, 2016	04417	1	US FOODS INC
4	445514	Clear	\$60.00	Mar 15, 2016	25560	0	WARSAME, KADRA
4	445515	Clear	\$570.00	Mar 15, 2016	06363	0	YOUTH PERFORMANCE COMPANY
4	445516	Clear	\$400.00	Mar 18, 2016	28551	0	ADVANCED IMAGING SOLUTIONS
4	445517	Clear	\$77.94	Mar 18, 2016	00428	0	ARAMARK
4	445518	Clear	\$479.00	Mar 18, 2016	00673	0	BURNSVILLE, CITY OF
4	445519	Clear	\$354.18	Mar 18, 2016	20289	1	CDW GOVERNMENT, INC.
4	445520	Clear	\$11,440.70	Mar 18, 2016	02519	0	CENTERPOINT ENERGY
4	445521	Clear	\$3,944.27	Mar 18, 2016	00502	0	CORNERSTONE COPY CENTER
4	445522	Clear	\$26.73	Mar 18, 2016	00645	0	CUB FOODS
4	445523	Clear	\$59,917.66	Mar 18, 2016	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	445524	Clear	\$75.00	Mar 18, 2016	00000	7252	DALLY, PAT
4	445525	Clear	\$8,450.00	Mar 18, 2016	29166	1	DOLLAMUR SPORT SURFACES
4	445526	Clear	\$624,163.88	Mar 18, 2016	28300	1	DURHAM SCHOOL SERVICES
4	445527	Clear	\$243.73	Mar 18, 2016	24271	1	EDGE MARKETING & PROMOTIONAL PRODUCTS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445528	Clear	\$75.00	Mar 18, 2016	01006	0	EDINA HIGH SCHOOL
4	445529	Clear	\$485.00	Mar 18, 2016	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	445530	Clear	\$3,800.00	Mar 18, 2016	20802	0	EHLERS & ASSOCIATES, INC.
4	445531		\$99.00	Mar 18, 2016	00000	7240	ELLING, MARY
4	445532		\$78.34	Mar 18, 2016	28202	0	FOUNDATION 191
4	445533	Clear	\$12,972.50	Mar 18, 2016	01475	0	FRIEDGES LANDSCAPING, INC.
4	445534	Clear	\$1,180.50	Mar 18, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	445535	Clear	\$111.53	Mar 18, 2016	00575	0	GROTH MUSIC COMPANY
4	445536	Clear	\$437.50	Mar 18, 2016	01641	0	H&B SPECIALIZED PRODUCTS, INC.
4	445537	Clear	\$6,664.42	Mar 18, 2016	28876	0	IMAGINE DESIGN & CREATIVE CONSULTING, INC
4	445538	Clear	\$6,029.02	Mar 18, 2016	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	445539	Clear	\$45,417.02	Mar 18, 2016	27633	0	KELLY SERVICES, INC.
4	445540	Clear	\$3,000.00	Mar 18, 2016	08356	1	KENNEDY & GRAVEN, CHARTERED
4	445541	Clear	\$110.00	Mar 18, 2016	00016	3032	KITTLESON, PAULA
4	445542	Clear	\$63.00	Mar 18, 2016	00000	7253	KWONG, JIMMY PAK Y
4	445543	Clear	\$40,118.89	Mar 18, 2016	28503	1	LINA
4	445544		\$47.00	Mar 18, 2016	28978	0	LINDSKOOG BOSCH, ALEJANDRA
4	445545	Clear	\$1,531.78	Mar 18, 2016	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	445546	Clear	\$234.00	Mar 18, 2016	06341	0	MIXED BLOOD THEATRE
4	445547	Clear	\$40.76	Mar 18, 2016	24388	0	MVP LOGISTICS, LLC
4	445548	Clear	\$55.00	Mar 18, 2016	06693	0	POWELL, MALINDA
4	445549	Clear	\$1,917.51	Mar 18, 2016	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	445550	Clear	\$1,992.75	Mar 18, 2016	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	445551	Clear	\$47.76	Mar 18, 2016	00000	688	SCHIPRETT, JIM
4	445552	Clear	\$10.00	Mar 18, 2016	03532	2	SCHMITT MUSIC
4	445553	Clear	\$84.48	Mar 18,	03196	6	SCHOLASTIC INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445554	Clear	\$782.50	Mar 18, 2016	02397	0	SCHOOL MATE
4	445555	Clear	\$335.00	Mar 18, 2016	26921	0	SOUTH SUBURBAN CONFERENCE
4	445556		\$386.67	Mar 18, 2016	27808	0	SOUTHPORT CLEANERS
4	445557	Clear	\$265.52	Mar 18, 2016	23094	0	STUDIES WEEKLY, INC.
4	445558		\$355.00	Mar 18, 2016	27104	0	SUBURBAN LAW ENFORCEMENT ASSOCIATION (SLEA)
4	445559	Clear	\$746.48	Mar 18, 2016	21558	0	THE WILDS
4	445560	Clear	\$179.31	Mar 18, 2016	21190	0	TROUSIL, WANDA
4	445561	Clear	\$5,884.47	Mar 18, 2016	04153	1	U.S. POSTMASTER
4	445562	Clear	\$2,844.36	Mar 18, 2016	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	445563	Clear	\$75.00	Mar 18, 2016	00000	8509	WEIGEL, CHRISTINE
4	445564	Clear	\$5,290.00	Mar 18, 2016	07737	0	YOUTH FRONTIERS, INC.
4	445565	Clear	\$4,325.12	Mar 22, 2016	28551	0	ADVANCED IMAGING SOLUTIONS
4	445566	Clear	\$1,500.00	Mar 22, 2016	00199	0	ALUMINUM ATHLETIC EQUIPMENT CO.
4	445567		\$599.50	Mar 22, 2016	22108	0	AYAQUICA, SHERI
4	445568	Clear	\$796.09	Mar 22, 2016	00386	1	BARNES & NOBLE, INC.
4	445569		\$105.00	Mar 22, 2016	24379	0	BURNSVILLE LIONS CLUB
4	445570	Clear	\$303.65	Mar 22, 2016	20289	1	CDW GOVERNMENT, INC.
4	445571	Clear	\$574.01	Mar 22, 2016	02781	5	CENTURYLINK
4	445572		\$559.63	Mar 22, 2016	09654	0	COSTUME RENTALS
4	445573		\$24.84	Mar 22, 2016	00016	3078	DETTAAS, NICOLE
4	445574	Clear	\$95.00	Mar 22, 2016	20802	0	EHLERS & ASSOCIATES, INC.
4	445575	Clear	\$1,373.75	Mar 22, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	445576	Clear	\$603.00	Mar 22, 2016	23312	0	GORNY, MICHELE
4	445577	Clear	\$44,320.48	Mar 22, 2016	27811	0	HEADWAY EMOTIONAL HEALTH SERVICES
4	445578	Clear	\$180.00	Mar 22, 2016	22010	0	JASSO, SEVERA E.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445579	Clear	\$713.00	Mar 22, 2016	23675	0	MAXWELL, KIM
4	445580	Clear	\$357.40	Mar 22, 2016	28979	0	MOHAMED, KASSIM S.
4	445581	Clear	\$853.00	Mar 22, 2016	29012	0	PACHABELLY DANCE
4	445582	Clear	\$1,131.00	Mar 22, 2016	29333	0	PEDIATECH NURSING, LLC
4	445583		\$540.00	Mar 22, 2016	24879	0	PEREZ, MELISSA M.
4	445584		\$90.00	Mar 22, 2016	03619	0	SAVAGE CHAMBER OF COMMERCE
4	445585		\$998.00	Mar 22, 2016	03196	3	SCHOLASTIC INC.
4	445586	Unissued	\$0.00	Mar 22, 2016	03196	3	SCHOLASTIC INC.
4	445587	Unissued	\$0.00	Mar 22, 2016	03196	3	SCHOLASTIC INC.
4	445588	Clear	\$100.00	Mar 22, 2016	20185	0	SHIRTY SOMETHING
4	445589	Clear	\$5,144.20	Mar 22, 2016	29345	1	T-MOBILE
4	445590	Clear	\$69.55	Mar 22, 2016	28502	0	THE MCDOWELL AGENCY, INC.
4	445591	Clear	\$60.00	Mar 22, 2016	24968	0	TRANG, KRISTINE
4	445592	Clear	\$67.62	Mar 22, 2016	04172	0	UNITED PARCEL SERVICE
4	445593		\$1,680.00	Mar 22, 2016	08798	15	UNIVERSITY OF MINNESOTA-CEED
4	445594	Clear	\$60.00	Mar 22, 2016	25837	0	WILLIAMS, REBECCA
4	445595	Clear	\$370.00	Mar 22, 2016	24245	0	YOUTH ENRICHMENT LEAGUE
4	445596	Clear	\$21,880.74	Mar 23, 2016	24390	0	NELSON AUTO CENTER
4	445597		\$75.00	Mar 25, 2016	00016	3083	ADAM, FEKADU
4	445598		\$150.00	Mar 25, 2016	00000	9398	AHCAN, TIM
4	445599	Clear	\$145.50	Mar 25, 2016	06215	0	AIRPORT TAXI, INC.
4	445600		\$60.00	Mar 25, 2016	27129	0	ALI, AMAAL
4	445601	Clear	\$567.95	Mar 25, 2016	03931	0	BERRY COFFEE COMPANY
4	445602		\$303.00	Mar 25, 2016	24392	0	BOTANICAL INTERESTS ONLINE, INC.
4	445603	Clear	\$160.00	Mar 25, 2016	00016	3084	BRANHAM, MICHAEL
4	445604		\$160.00	Mar 25,	00000	8434	BROWN, TRACY

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445605	Clear	\$120.00	Mar 25, 2016	00706	0	BURNSVILLE CHAMBER OF COMMERCE
4	445606	Clear	\$270.00	Mar 25, 2016	24393	0	CASTELLANO, FAYE
4	445607	Clear	\$30,031.79	Mar 25, 2016	02519	0	CENTERPOINT ENERGY
4	445608	Clear	\$2,688.39	Mar 25, 2016	02519	3	CENTERPOINT ENERGY SERVICES, INC.
4	445609		\$240.00	Mar 25, 2016	07014	0	CHASKA HIGH SCHOOL
4	445610		\$70.00	Mar 25, 2016	00016	3087	CHOQUE, ELVIRA
4	445611		\$60.00	Mar 25, 2016	28260	0	CHOY, SERGIO R.
4	445612	Clear	\$148.87	Mar 25, 2016	00000	2030	CHRISTENSEN, MARYBETH
4	445613		\$200.00	Mar 25, 2016	07158	0	COON RAPIDS HIGH SCHOOL
4	445614	Clear	\$540.00	Mar 25, 2016	25919	0	CORDOVA, LETICIA
4	445615	Clear	\$788.37	Mar 25, 2016	28540	0	CORE BEVERAGE
4	445616	Clear	\$84.00	Mar 25, 2016	22013	0	CUSTOM WATER WORKS
4	445617		\$755.31	Mar 25, 2016	29348	1	DELICIOSO CATERING
4	445618	Clear	\$160.00	Mar 25, 2016	00016	3085	DROBNICK, JASON
4	445619		\$100.00	Mar 25, 2016	04069	0	EAGAN HIGH SCHOOL
4	445620	Clear	\$75.00	Mar 25, 2016	24014	0	ESPINOZA, LEO
4	445621	Clear	\$197.00	Mar 25, 2016	06401	0	FEDERAL NEWS SERVICES, INC.
4	445622	Clear	\$94.60	Mar 25, 2016	28948	0	FIRST BOOK NATIONAL BOOK BANK
4	445623	Clear	\$570.00	Mar 25, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	445624	Clear	\$27.99	Mar 25, 2016	00575	0	GROTH MUSIC COMPANY
4	445625	Clear	\$70.00	Mar 25, 2016	25408	0	HISTORY THEATRE, INC.
4	445626		\$60.00	Mar 25, 2016	29182	0	HUTSAL, OLEKSANDRA
4	445627		\$175.00	Mar 25, 2016	01880	2	IND. SCHOOL DIST. 194
4	445628	Clear	\$4,351.20	Mar 25, 2016	29296	0	INTEREUM, INC.
4	445629	Clear	\$48,961.48	Mar 25, 2016	27633	0	KELLY SERVICES, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445630	Clear	\$3,030.00	Mar 25, 2016	21741	0	KENNEDY, JENNIFER
4	445631	Clear	\$697.50	Mar 25, 2016	28098	0	KIRB APPAREL LLC
4	445632		\$160.00	Mar 25, 2016	00016	3086	LIVINGSTON, DANIEL
4	445633	Clear	\$7,452.11	Mar 25, 2016	24350	0	LOCKRIDGE GRINDAL NAUEN, PLLP.
4	445634		\$150.00	Mar 25, 2016	26768	0	LUTHERAN SOCIAL SERVICE/FGP
4	445635	Clear	\$1,014.00	Mar 25, 2016	06064	0	MEEKER AND WRIGHT SPECIAL
4	445636		\$381.67	Mar 25, 2016	23914	0	MIDWEST VENDING
4	445637	Clear	\$70.00	Mar 25, 2016	29160	0	MINNESOTA QUIZ BOWL ALLIANCE (MQBA)
4	445638	Clear	\$66.00	Mar 25, 2016	28234	0	MOORE, LYNN
4	445639		\$15.00	Mar 25, 2016	13087	0	NIVER, CHRISTY L
4	445640		\$150.00	Mar 25, 2016	00000	9267	OLSON, LAURA
4	445641	Clear	\$182.00	Mar 25, 2016	29333	0	PEDIATECH NURSING, LLC
4	445642		\$480.00	Mar 25, 2016	24879	0	PEREZ, MELISSA M.
4	445643		\$75.00	Mar 25, 2016	00016	3079	POLLARD, JESSICA
4	445644	Clear	\$122.00	Mar 25, 2016	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	445645		\$60.00	Mar 25, 2016	21343	0	RAMACHER, THUY
4	445646		\$150.00	Mar 25, 2016	00016	3080	REMARCIK, COLLEEN
4	445647	Clear	\$313.60	Mar 25, 2016	28168	0	ROARK, RICHARD JEFFREY
4	445648		\$22.00	Mar 25, 2016	00016	3089	ROSS, EMMY
4	445649	Clear	\$20.00	Mar 25, 2016	00016	3081	RYAN, BARBARA
4	445650		\$600.00	Mar 25, 2016	09588	2	SAVAGE, CITY OF
4	445651		\$20.00	Mar 25, 2016	09588	4	SAVAGE, CITY OF
4	445652	Clear	\$45.65	Mar 25, 2016	03532	2	SCHMITT MUSIC
4	445653	Clear	\$1,342.03	Mar 25, 2016	24366	0	SEELYE INC.
4	445654		\$420.00	Mar 25, 2016	06455	1	SHAKOPEE HIGH SCHOOL
4	445655	Clear	\$3,469.00	Mar 25,	22408	1	SKATETIME SCHOOL PROGRAMS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445656	Clear	\$807.00	Mar 25, 2016	25227	0	SOLBERG, STACY
4	445657		\$1,100.00	Mar 25, 2016	22453	0	SOUTHERN PLAINS ED. COOP.
4	445658		\$150.00	Mar 25, 2016	00000	7254	STAFFORD, LARRY
4	445659	Clear	\$1,500.00	Mar 25, 2016	25234	0	STEINBERG-BOHN, JANET
4	445660		\$148.75	Mar 25, 2016	03658	0	SUBSCRIPTION SERVICES OF AMERICA INC.
4	445661	Clear	\$524.87	Mar 25, 2016	01076	3	SWNEWSMEDIA.COM
4	445662	Clear	\$7,025.00	Mar 25, 2016	27435	1	TEACHING STRATEGIES LLC
4	445663	Clear	\$1,135.00	Mar 25, 2016	24394	0	TERRA GREENHOUSE INC.
4	445664		\$1,355.00	Mar 25, 2016	28962	1	TOPPERS PIZZA BURNSVILLE
4	445665	Unissued	\$0.00	Mar 25, 2016	28962	1	TOPPERS PIZZA BURNSVILLE
4	445666		\$120.00	Mar 25, 2016	24968	0	TRANG, KRISTINE
4	445667	Clear	\$75.00	Mar 25, 2016	21190	0	TROUSIL, WANDA
4	445668	Clear	\$600.00	Mar 25, 2016	08258	0	TRUE FRIENDS
4	445669	Clear	\$54.00	Mar 25, 2016	09846	0	WALKER ART CENTER
4	445670		\$30.00	Mar 25, 2016	00016	3082	WARNS, CARRIE
4	445671	Clear	\$325.00	Mar 25, 2016	23502	0	WONG, PETER
4	445672	Clear	\$10,232.29	Mar 29, 2016	28551	0	ADVANCED IMAGING SOLUTIONS
4	445673		\$10,064.85	Mar 29, 2016	28551	1	ADVANCED IMAGING SOLUTIONS
4	445674		\$1,083.02	Mar 29, 2016	08048	1	AMERICAN HEART ASSOCIATION
4	445675		\$6,825.00	Mar 29, 2016	02422	5	BURNSVILLE YMCA
4	445676		\$30.00	Mar 29, 2016	28051	0	DO GOOD DIAPERS LLC
4	445677		\$1,580.00	Mar 29, 2016	24387	0	FLAMINIO, KATHRYN
4	445678		\$140.00	Mar 29, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	445679		\$345.00	Mar 29, 2016	22490	0	HENRY, GINA
4	445680		\$1,000.00	Mar 29, 2016	24378	0	KEVIN M. HARRINGTON Ph.D. PA

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445681		\$270.00	Mar 29, 2016	28979	0	MOHAMED, KASSIM S.
4	445682		\$32.15	Mar 29, 2016	24388	0	MVP LOGISTICS, LLC
4	445683		\$2,956.63	Mar 29, 2016	06477	0	OFFICE OF MN IT SERVICES
4	445684		\$174.00	Mar 29, 2016	25562	0	SACHS, ALICE
4	445685		\$80.00	Mar 29, 2016	29231	0	SIVONGSAY, KHAMBAY
4	445686		\$808.00	Mar 29, 2016	22408	1	SKATETIME SCHOOL PROGRAMS
4	445687		\$2,842.00	Mar 29, 2016	26627	0	THE PLAYS THE THING PRODUCTIONS
4	445688		\$180.00	Mar 29, 2016	24968	0	TRANG, KRISTINE
4	445689		\$71.25	Mar 29, 2016	04172	0	UNITED PARCEL SERVICE
4	445690	Clear	\$1,706.52	Mar 29, 2016	04417	1	US FOODS INC
4	445691		\$120.00	Mar 29, 2016	25837	0	WILLIAMS, REBECCA
4	445692		\$7,580.24	Apr 1, 2016	28147	1	AGROPUR
4	445693	Unissued	\$0.00	Apr 1, 2016	28147	1	AGROPUR
4	445694	Unissued	\$0.00	Apr 1, 2016	28147	1	AGROPUR
4	445695	Unissued	\$0.00	Apr 1, 2016	28147	1	AGROPUR
4	445696	Unissued	\$0.00	Apr 1, 2016	28147	1	AGROPUR
4	445697	Unissued	\$0.00	Apr 1, 2016	28147	1	AGROPUR
4	445698		\$141.65	Apr 1, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	445699		\$105.57	Apr 1, 2016	00428	0	ARAMARK
4	445700		\$594.03	Apr 1, 2016	00386	1	BARNES & NOBLE, INC.
4	445701		\$64.95	Apr 1, 2016	03931	0	BERRY COFFEE COMPANY
4	445702		\$2,244.76	Apr 1, 2016	08358	0	BERTELSON TOTAL OFFICE SOLUTIONS
4	445703		\$4,966.56	Apr 1, 2016	00477	0	BIX PRODUCE COMPANY
4	445704	Unissued	\$0.00	Apr 1, 2016	00477	0	BIX PRODUCE COMPANY
4	445705	Unissued	\$0.00	Apr 1, 2016	00477	0	BIX PRODUCE COMPANY
4	445706		\$480.08	Apr 1,	20289	1	CDW GOVERNMENT, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445707		\$100.75	Apr 1, 2016	00727	2	CHILDSWORK/CHILDSPLAY
4	445708		\$239.48	Apr 1, 2016	25513	1	CHURCH OFFSET PRINTING, INC.
4	445709		\$37.50	Apr 1, 2016	00647	0	CROWN RENTAL, INC.
4	445710		\$1,349.20	Apr 1, 2016	04186	1	DALCO
4	445711		\$5,820.00	Apr 1, 2016	29282	0	DIVERSIFIED FOODS, INC.
4	445712		\$6,340.14	Apr 1, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	445713	Unissued	\$0.00	Apr 1, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	445714		\$124.18	Apr 1, 2016	24037	1	EARLY CHILDHOOD MANUFACTURERS' DIRECT
4	445715		\$236.80	Apr 1, 2016	28982	0	EKON-O-PAC, LLC
4	445716		\$355.96	Apr 1, 2016	01062	1	EPS LITERACY AND INTERVENTION
4	445717		\$6.54	Apr 1, 2016	23054	1	FASTENAL
4	445718		\$12.44	Apr 1, 2016	08698	1	FERGUSON ENTERPRISES # 1657
4	445719		\$90.00	Apr 1, 2016	26109	0	FIELD ENVIRONMENTAL CONSULTING, INC.
4	445720		\$616.65	Apr 1, 2016	01231	0	FLINN SCIENTIFIC, INC.
4	445721		\$54.95	Apr 1, 2016	24391	1	FUN EXPRESS, LLC
4	445722		\$51.53	Apr 1, 2016	01541	1	GENERAL PARTS, LLC
4	445723		\$177.35	Apr 1, 2016	04387	1	GRAINGER
4	445724		\$776.09	Apr 1, 2016	09046	0	HI TECH REFRIGERATION
4	445725		\$75.02	Apr 1, 2016	09318	1	HILLYARD INC - MINNEAPOLIS
4	445726		\$336.69	Apr 1, 2016	26668	1	HM RECEIVABLES CO LLC
4	445727		\$40.00	Apr 1, 2016	02055	0	JANELLE PUBLICATIONS, INC.
4	445728		\$180.00	Apr 1, 2016	28929	0	JOHN'S SEWER AND DRAIN CLEANING, INC.
4	445729		\$3,446.92	Apr 1, 2016	28622	1	JTM PROVISIONS CO. INC.
4	445730		\$15,150.00	Apr 1, 2016	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	445731		\$937.18	Apr 1, 2016	02203	0	LAKESHORE LEARNING MATERIALS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445732		\$216.35	Apr 1, 2016	27253	0	LANDS BEST FOODS LLC
4	445733		\$225.00	Apr 1, 2016	05077	0	LOCKSAFE INC.
4	445734		\$194.00	Apr 1, 2016	28752	0	LOWERY MCDONNELL COMPANY
4	445735		\$4,741.67	Apr 1, 2016	02196	0	MACKIN EDUCATIONAL RESOURCES
4	445736		\$9.00	Apr 1, 2016	27932	1	MATHESON TRI-GAS, INC.
4	445737		\$310.95	Apr 1, 2016	08316	1	MAYER-JOHNSON
4	445738		\$110.00	Apr 1, 2016	08865	10	METRO ECSU-REGION 11 ISD#920
4	445739		\$204.84	Apr 1, 2016	08999	1	MINNESOTA ELEVATOR INC
4	445740		\$113.50	Apr 1, 2016	03770	3	MINNESOTA POLLUTION CONTROL AGENCY - MPCA
4	445741		\$349.20	Apr 1, 2016	28041	0	MIXMI BRANDS INC.
4	445742		\$151.82	Apr 1, 2016	03519	0	NAPA AUTO PARTS
4	445743		\$127.20	Apr 1, 2016	02704	0	NASCO
4	445744		\$167.47	Apr 1, 2016	24563	2	NOBELUS
4	445745		\$854.71	Apr 1, 2016	02489	1	OFFICE DEPOT COMPANY
4	445746	Unissued	\$0.00	Apr 1, 2016	02489	1	OFFICE DEPOT COMPANY
4	445747		\$15.98	Apr 1, 2016	20591	0	PAINTERS GEAR, INC.
4	445748		\$8,411.53	Apr 1, 2016	25193	0	PAPER 101
4	445749		\$1,000.00	Apr 1, 2016	28785	1	PRODOCON, INC
4	445750		\$5,763.00	Apr 1, 2016	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	445751		\$476.12	Apr 1, 2016	07235	0	REALLY GOOD STUFF
4	445752		\$555.00	Apr 1, 2016	23241	0	RYAN MECHANICAL, INC.
4	445753		\$315.63	Apr 1, 2016	03808	1	SCANTRON CORPORATION
4	445754		\$234.00	Apr 1, 2016	03537	1	SCHOOL HEALTH SUPPLY CO., INC.
4	445755		\$98.76	Apr 1, 2016	25097	1	SCHOOL SPECIALTY INC
4	445756		\$8,120.00	Apr 1, 2016	27010	1	SCHOOLDUDE.COM
4	445757		\$787.50	Apr 1,	03587	1	SIMPLEX GRINNELL

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445758		\$25.92	Apr 1, 2016	03640	1	STAPLES ADVANTAGE
4	445759		\$237.50	Apr 1, 2016	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	445760		\$192.40	Apr 1, 2016	04308	0	SUPER DUPER SCHOOL CO.
4	445761		\$210.20	Apr 1, 2016	08186	0	TEXTBOOK WAREHOUSE, INC.
4	445762		\$1,526.54	Apr 1, 2016	22123	1	TOTAL FILTRATION SERVICES, INC.
4	445763		\$10,729.49	Apr 1, 2016	03802	0	TRIO SUPPLY
4	445764	Unissued	\$0.00	Apr 1, 2016	03802	0	TRIO SUPPLY
4	445765		\$284.90	Apr 1, 2016	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	445766		\$389.00	Apr 1, 2016	04195	1	VIKING AUTOMATIC SPRINKLER COMPANY
4	445767		\$121.20	Apr 1, 2016	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	445768		\$55.50	Apr 2, 2016	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	445769		\$1,840.00	Apr 2, 2016	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	445770		\$374.89	Apr 2, 2016	02519	0	CENTERPOINT ENERGY
4	445771		\$9,504.44	Apr 2, 2016	28504	0	CORPORATE HEALTH SYSTEMS, INC.
4	445772		\$400.00	Apr 2, 2016	29277	0	CURWICK, DON
4	445773		\$164.50	Apr 2, 2016	28531	0	EDUCATION MINNESOTA
4	445774		\$3.10	Apr 2, 2016	01463	0	FEDEX
4	445775		\$426.00	Apr 2, 2016	28896	0	FELHABER LARSON
4	445776		\$2,783.59	Apr 2, 2016	02483	0	INTEGRA TELECOM
4	445777		\$52,050.93	Apr 2, 2016	27633	0	KELLY SERVICES, INC.
4	445778		\$4,380.74	Apr 2, 2016	26241	0	M&E REALTY COMPANY
4	445779		\$14,426.41	Apr 2, 2016	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	445780		\$112.00	Apr 2, 2016	08769	0	NCPERS MINNESOTA
4	445781		\$99.00	Apr 2, 2016	29171	0	PERFORMANT RECOVERY INC
4	445782		\$250.00	Apr 2, 2016	28277	0	ROBERT J. BRUNO, LTD

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445783		\$472.00	Apr 2, 2016	26552	3	SCHOOL NUTRITION ASSOCIATION
4	445784		\$7,203.60	Apr 2, 2016	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	445785		\$4,650.00	Apr 2, 2016	27742	0	STRATEGIC SOURCE INC
4	445786		\$238.08	Apr 2, 2016	02813	4	US DEPARTMENT OF EDUCATION
4	445787		\$157.00	Apr 2, 2016	23463	18	US DEPT OF TREASURY
4	445788		\$58,601.23	Apr 2, 2016	04417	1	US FOODS INC
4	445789	Unissued	\$0.00	Apr 2, 2016	04417	1	US FOODS INC
4	445790	Unissued	\$0.00	Apr 2, 2016	04417	1	US FOODS INC
4	445791	Unissued	\$0.00	Apr 2, 2016	04417	1	US FOODS INC
4	445792	Unissued	\$0.00	Apr 2, 2016	04417	1	US FOODS INC
4	445793		\$5,769.32	Apr 2, 2016	00535	1	VERIZON WIRELESS
4	445794		\$13.95	Apr 2, 2016	02776	0	XCEL ENERGY
4	445795		\$68.00	Apr 8, 2016	28551	0	ADVANCED IMAGING SOLUTIONS
4	445796		\$375.00	Apr 8, 2016	29258	0	AKERSON, ELIZABETH
4	445797		\$540.00	Apr 8, 2016	23909	0	ALEMENY-JONES, AUREA
4	445798		\$165.00	Apr 8, 2016	27129	0	ALI, AMAAL
4	445799		\$300.00	Apr 8, 2016	22108	0	AYAQUICA, SHERI
4	445800		\$2,916.67	Apr 8, 2016	26720	0	BLUE BELL ENTERPRISES, INC.
4	445801		\$333.20	Apr 8, 2016	00016	2541	BOOS, KRISTA
4	445802		\$18.00	Apr 8, 2016	00016	3090	BRUHA, SHAWNA
4	445803		\$2,437.04	Apr 8, 2016	05944	0	BURNSVILLE SWIM CLUB, INC.
4	445804		\$10,756.41	Apr 8, 2016	04226	0	BURNSVILLE, CITY OF
4	445805	Unissued	\$0.00	Apr 8, 2016	04226	0	BURNSVILLE, CITY OF
4	445806		\$227.50	Apr 8, 2016	01025	0	CAMP ST. CROIX
4	445807		\$266.02	Apr 8, 2016	02781	5	CENTURYLINK
4	445808		\$345.00	Apr 8,	28401	0	CHOY, KEREN

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445809		\$577.50	Apr 8, 2016	28260	0	CHOY, SERGIO R.
4	445810		\$283.08	Apr 8, 2016	27279	1	COLE PAPERS INC.
4	445811		\$9.02	Apr 8, 2016	26565	1	COMCAST
4	445812		\$120.00	Apr 8, 2016	25919	0	CORDOVA, LETICIA
4	445813		\$1,733.58	Apr 8, 2016	00502	0	CORNERSTONE COPY CENTER
4	445814		\$122.50	Apr 8, 2016	29348	1	DELICIOSO CATERING
4	445815		\$100.00	Apr 8, 2016	20524	0	DEWALD, RINA C.
4	445816		\$775.00	Apr 8, 2016	22061	0	DISTRIBUTED WEBSITE CORPORATION
4	445817		\$182.00	Apr 8, 2016	25222	0	EAGAN ROTARY CLUB
4	445818		\$719.90	Apr 8, 2016	01002	0	EAGAN, CITY OF
4	445819		\$9,368.67	Apr 8, 2016	26379	0	EPN TRAVEL SERVICES, INC.
4	445820		\$99.00	Apr 8, 2016	28948	0	FIRST BOOK NATIONAL BOOK BANK
4	445821		\$1,176.42	Apr 8, 2016	28651	0	FOOD GROUP
4	445822		\$78.34	Apr 8, 2016	28202	0	FOUNDATION 191
4	445823		\$165.00	Apr 8, 2016	26554	0	GANADO, CESAR
4	445824		\$7,367.50	Apr 8, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	445825	Unissued	\$0.00	Apr 8, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	445826		\$180.00	Apr 8, 2016	21339	0	GOMEZ, THERESA
4	445827		\$16,508.63	Apr 8, 2016	20347	1	HOUSE OF PRINT
4	445828		\$142.50	Apr 8, 2016	29182	0	HUTSAL, OLEKSANDRA
4	445829		\$550.00	Apr 8, 2016	01994	0	J&R SCHOOL SUPPLIES, INC.
4	445830		\$53,212.59	Apr 8, 2016	27633	0	KELLY SERVICES, INC.
4	445831		\$150.00	Apr 8, 2016	26282	0	LEE, WAI YEE
4	445832		\$2,937.34	Apr 8, 2016	05220	0	MACPHAIL
4	445833		\$13,853.78	Apr 8, 2016	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445834		\$478.00	Apr 8, 2016	28979	0	MOHAMED, KASSIM S.
4	445835		\$1,715.00	Apr 8, 2016	03216	0	MROS, RICHARD
4	445836		\$487.50	Apr 8, 2016	24243	0	MUNOZ, MARIBEL
4	445837		\$3,971.20	Apr 8, 2016	04476	0	NATIONAL TREASURE KUNG FU INC
4	445838		\$318.00	Apr 8, 2016	09589	5	NEOPOST GREAT PLAINS
4	445839		\$300.00	Apr 8, 2016	24397	0	OUTFRONT MINNESOTA
4	445840		\$915.00	Apr 8, 2016	24879	0	PEREZ, MELISSA M.
4	445841		\$180.00	Apr 8, 2016	22793	0	RABINOWICZ, JACK
4	445842		\$18.00	Apr 8, 2016	00016	3080	REMARCIK, COLLEEN
4	445843		\$3,875.00	Apr 8, 2016	06079	0	RICHFIELD BUS COMPANY
4	445844		\$225.20	Apr 8, 2016	24398	0	ROSEMOUNT, CITY OF
4	445845		\$7,320.00	Apr 8, 2016	26796	0	SAFeway DRIVING SCHOOL
4	445846		\$4,926.63	Apr 8, 2016	09588	0	SAVAGE, CITY OF
4	445847		\$231.72	Apr 8, 2016	09588	4	SAVAGE, CITY OF
4	445848		\$932.55	Apr 8, 2016	03537	1	SCHOOL HEALTH SUPPLY CO., INC.
4	445849		\$1,835.00	Apr 8, 2016	22408	1	SKATETIME SCHOOL PROGRAMS
4	445850		\$480.00	Apr 8, 2016	26857	0	SOTO, NESTOR DAVID
4	445851		\$32.12	Apr 8, 2016	00000	9695	STEARNS, FRANCES
4	445852		\$308.75	Apr 8, 2016	28502	0	THE MCDOWELL AGENCY, INC.
4	445853		\$2,003.91	Apr 8, 2016	08203	1	TIES
4	445854		\$95.79	Apr 8, 2016	E7415	0	UMHOFER, THOMAS C
4	445855		\$2,500.00	Apr 8, 2016	06860	0	UNION DEPOT/RCRRA
4	445856		\$325.00	Apr 8, 2016	26645	1	VENUWORKS OF BURNSVILLE LLC/BPAC
4	445857		\$120.00	Apr 8, 2016	25560	0	WARSAME, KADRA
4	445858		\$217.07	Apr 8, 2016	20007	0	WASTE MANAGEMENT
4	445859		\$120.00	Apr 8,	25837	0	WILLIAMS, REBECCA

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445860		\$5,685.00	Apr 8, 2016	07737	0	YOUTH FRONTIERS, INC.
4	445861		\$240.00	Apr 12, 2016	28551	0	ADVANCED IMAGING SOLUTIONS
4	445862		\$90.00	Apr 12, 2016	23652	0	ALL IN ONE TRANSLATION AGENCY, LLC
4	445863		\$211.50	Apr 12, 2016	27125	0	ALLEN, DARIEL J.
4	445864		\$50.00	Apr 12, 2016	29343	0	CARSON, WENDY
4	445865		\$5,024.99	Apr 12, 2016	21968	0	CEL PUBLIC RELATIONS, INC.
4	445866		\$345.00	Apr 12, 2016	28260	0	CHOY, SERGIO R.
4	445867		\$525.00	Apr 12, 2016	21384	0	CLARK, BARBARA
4	445868		\$120.00	Apr 12, 2016	25919	0	CORDOVA, LETICIA
4	445869		\$195.00	Apr 12, 2016	00001	1686	DUNSMORE, MEGAN
4	445870		\$199.10	Apr 12, 2016	09272	2	ECM PUBLISHERS, INC.
4	445871		\$2,949.80	Apr 12, 2016	24349	1	FINISHING TOUCH PLUS
4	445872		\$35.17	Apr 12, 2016	29168	0	FREE THE CHILDREN
4	445873		\$3,193.75	Apr 12, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	445874		\$15.00	Apr 12, 2016	00016	3092	HIRANO, MICHELE
4	445875		\$2,550.00	Apr 12, 2016	28876	0	IMAGINE DESIGN & CREATIVE CONSULTING, INC
4	445876		\$3,354.82	Apr 12, 2016	08682	2	LIFETOUCH
4	445877		\$1,343.01	Apr 12, 2016	24395	0	MODERN PRESS
4	445878		\$16.00	Apr 12, 2016	28234	0	MOORE, LYNN
4	445879		\$2,650.76	Apr 12, 2016	24335	1	NEW DOMINION SCHOOL
4	445880		\$119.00	Apr 12, 2016	28905	0	NICE GUY TECHNOLOGY LLC
4	445881		\$110.00	Apr 12, 2016	00016	3075	PANICH, NATTARADEE
4	445882		\$606.00	Apr 12, 2016	29333	0	PEDIATECH NURSING, LLC
4	445883		\$450.00	Apr 12, 2016	24879	0	PEREZ, MELISSA M.
4	445884		\$360.00	Apr 12, 2016	21343	0	RAMACHER, THUY

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445885		\$5,008.00	Apr 12, 2016	27010	1	SCHOOLDUDE.COM
4	445886		\$15,895.62	Apr 12, 2016	23848	0	SFM
4	445887		\$67.56	Apr 12, 2016	27563	0	SHRED RIGHT
4	445888		\$60.00	Apr 12, 2016	29231	0	SIVONGSAY, KHAMBAY
4	445889		\$445.00	Apr 12, 2016	27951	0	SONIC SOUND ENTERTAINMENT
4	445890		\$60.00	Apr 12, 2016	26857	0	SOTO, NESTOR DAVID
4	445891		\$350.00	Apr 12, 2016	23594	0	SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE
4	445892		\$8,400.00	Apr 12, 2016	24396	0	SPLASHTOP
4	445893		\$274.00	Apr 12, 2016	01209	0	STAGES THEATRE COMPANY
4	445894		\$4,977.50	Apr 12, 2016	24346	0	STRATEGIC BEHAVIORAL SOLUTIONS
4	445895		\$60.00	Apr 12, 2016	24968	0	TRANG, KRISTINE
4	445896		\$1,087.00	Apr 12, 2016	03469	0	TWIN CITIES REGIONAL SCIENCE FAIR (TCRSF)
4	445897		\$43,167.12	Apr 12, 2016	04417	1	US FOODS INC
4	445898	Unissued	\$0.00	Apr 12, 2016	04417	1	US FOODS INC
4	445899	Unissued	\$0.00	Apr 12, 2016	04417	1	US FOODS INC
4	445900	Unissued	\$0.00	Apr 12, 2016	04417	1	US FOODS INC
4	445901		\$1,109.18	Apr 12, 2016	20019	0	VERNON COMPANY
4	445902		\$345.00	Apr 12, 2016	25560	0	WARSAME, KADRA
4	445903		\$455.40	Apr 16, 2016	01118	0	ABLENET, INC.
4	445904		\$1,998.97	Apr 16, 2016	00027	0	ACADEMIC THERAPY PUBLICATIONS
4	445905		\$12,919.31	Apr 16, 2016	28147	1	AGROPUR
4	445906	Unissued	\$0.00	Apr 16, 2016	28147	1	AGROPUR
4	445907	Unissued	\$0.00	Apr 16, 2016	28147	1	AGROPUR
4	445908	Unissued	\$0.00	Apr 16, 2016	28147	1	AGROPUR
4	445909	Unissued	\$0.00	Apr 16, 2016	28147	1	AGROPUR
4	445910	Unissued	\$0.00	Apr 16, 2016	28147	1	AGROPUR

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445911	Unissued	\$0.00	Apr 16, 2016	28147	1	AGROPUR
4	445912	Unissued	\$0.00	Apr 16, 2016	28147	1	AGROPUR
4	445913	Unissued	\$0.00	Apr 16, 2016	28147	1	AGROPUR
4	445914		\$5,445.00	Apr 16, 2016	00216	2	ALPHA VIDEO & AUDIO, INC.
4	445915		\$524.55	Apr 16, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	445916	Unissued	\$0.00	Apr 16, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	445917	Unissued	\$0.00	Apr 16, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	445918		\$8,199.00	Apr 16, 2016	00249	1	APPLE COMPUTER INC.
4	445919		\$62.90	Apr 16, 2016	03178	1	AQUA LOGIC, INC.
4	445920		\$219.64	Apr 16, 2016	00386	1	BARNES & NOBLE, INC.
4	445921		\$873.75	Apr 16, 2016	24371	0	BAYFIELD FRUIT CO.
4	445922		\$121.33	Apr 16, 2016	08358	0	BERTELSON TOTAL OFFICE SOLUTIONS
4	445923		\$1,495.00	Apr 16, 2016	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	445924		\$13,163.21	Apr 16, 2016	00477	0	BIX PRODUCE COMPANY
4	445925	Unissued	\$0.00	Apr 16, 2016	00477	0	BIX PRODUCE COMPANY
4	445926	Unissued	\$0.00	Apr 16, 2016	00477	0	BIX PRODUCE COMPANY
4	445927	Unissued	\$0.00	Apr 16, 2016	00477	0	BIX PRODUCE COMPANY
4	445928	Unissued	\$0.00	Apr 16, 2016	00477	0	BIX PRODUCE COMPANY
4	445929	Unissued	\$0.00	Apr 16, 2016	00477	0	BIX PRODUCE COMPANY
4	445930		\$3,249.89	Apr 16, 2016	26720	0	BLUE BELL ENTERPRISES, INC.
4	445931		\$4,002.00	Apr 16, 2016	29306	0	C.G.T. LIMITED
4	445932		\$17,026.80	Apr 16, 2016	20289	1	CDW GOVERNMENT, INC.
4	445933		\$69.00	Apr 16, 2016	25513	1	CHURCH OFFSET PRINTING, INC.
4	445934		\$345.45	Apr 16, 2016	23509	0	COOL AIR MECHANICAL, INC.
4	445935		\$138.38	Apr 16, 2016	00647	0	CROWN RENTAL, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	445936		\$4,743.75	Apr 16, 2016	22059	0	DAKOTA OUTDOORS LLC
4	445937		\$31,627.69	Apr 16, 2016	04186	1	DALCO
4	445938	Unissued	\$0.00	Apr 16, 2016	04186	1	DALCO
4	445939	Unissued	\$0.00	Apr 16, 2016	04186	1	DALCO
4	445940	Unissued	\$0.00	Apr 16, 2016	04186	1	DALCO
4	445941	Unissued	\$0.00	Apr 16, 2016	04186	1	DALCO
4	445942		\$105.99	Apr 16, 2016	00837	1	DEMCO, INC.
4	445943		\$5,889.42	Apr 16, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	445944	Unissued	\$0.00	Apr 16, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	445945		\$73.60	Apr 16, 2016	01064	2	EARL F. ANDERSEN
4	445946		\$6.89	Apr 16, 2016	23054	1	FASTENAL
4	445947		\$152.08	Apr 16, 2016	01541	1	GENERAL PARTS, LLC
4	445948		\$1,537.27	Apr 16, 2016	08530	1	GLOBAL EQUIPMENT CO. INC.
4	445949		\$174.63	Apr 16, 2016	01458	1	GOPHER
4	445950		\$760.51	Apr 16, 2016	04387	1	GRAINGER
4	445951	Unissued	\$0.00	Apr 16, 2016	04387	1	GRAINGER
4	445952		\$178.70	Apr 16, 2016	09046	0	HI TECH REFRIGERATION
4	445953		\$601.51	Apr 16, 2016	09318	1	HILLYARD INC - MINNEAPOLIS
4	445954		\$233.18	Apr 16, 2016	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	445955		\$1,677.50	Apr 16, 2016	27693	0	IDEAL SERVICES, INC.
4	445956		\$309.28	Apr 16, 2016	24274	1	INNOVATIVE OFFICE SOLUTIONS
4	445957		\$1,585.71	Apr 16, 2016	05816	0	JOHN A. DALSIN & SON, INC.
4	445958		\$255.00	Apr 16, 2016	28929	0	JOHN'S SEWER AND DRAIN CLEANING, INC.
4	445959		\$520.00	Apr 16, 2016	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	445960		\$536.65	Apr 16, 2016	27253	0	LANDS BEST FOODS LLC
4	445961		\$486.77	Apr 16,	02196	0	MACKIN EDUCATIONAL RESOURCES

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	445962		\$279.50	Apr 16, 2016	27932	1	MATHESON TRI-GAS, INC.
4	445963		\$65.09	Apr 16, 2016	27342	1	MONOPRICE
4	445964		\$492.57	Apr 16, 2016	03519	0	NAPA AUTO PARTS
4	445965		\$822.24	Apr 16, 2016	25372	4	NCS PEARSON INC
4	445966		\$985.60	Apr 16, 2016	09258	2	NEWBRIDGE
4	445967		\$1,049.90	Apr 16, 2016	02489	1	OFFICE DEPOT COMPANY
4	445968		\$498.00	Apr 16, 2016	27700	0	OLYMPIC COMMUNICATIONS INC.
4	445969		\$429.79	Apr 16, 2016	02948	1	OXFORD UNIVERSITY PRESS
4	445970		\$191.00	Apr 16, 2016	03101	0	PUMP AND METER SERVICE, INC.
4	445971		\$125.00	Apr 16, 2016	05511	0	RED WING SHOE STORE
4	445972		\$5,635.00	Apr 16, 2016	24399	1	RIVARD COMPANIES
4	445973		\$435.00	Apr 16, 2016	23241	0	RYAN MECHANICAL, INC.
4	445974		\$264.12	Apr 16, 2016	25097	1	SCHOOL SPECIALTY INC
4	445975		\$371.28	Apr 16, 2016	03587	1	SIMPLEX GRINNELL
4	445976		\$1,000.00	Apr 16, 2016	03640	5	STAPLES PRINT SOLUTIONS
4	445977		\$508.50	Apr 16, 2016	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	445978		\$2,074.00	Apr 16, 2016	24955	0	THERMO-DYNE, INC
4	445979		\$1,166.12	Apr 16, 2016	22123	1	TOTAL FILTRATION SERVICES, INC.
4	445980		\$2,931.77	Apr 16, 2016	03802	0	TRIO SUPPLY
4	445981		\$429.65	Apr 16, 2016	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	445982		\$88.32	Apr 16, 2016	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	445983		\$138.87	Apr 16, 2016	04435	0	WEST MUSIC COMPANY
Check Count	507	Grand Total	\$1,846,531.24				

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
6	154		\$3,676.88	Mar 24, 2016	20320	0	NORTHERN AIR CORPORATION (NAC)
6	155		\$1,346.16	Mar 24, 2016	26086	0	ORKIN COMMERCIAL SERVICES
6	156		\$1,051.00	Mar 24, 2016	04664	0	SUMMIT PRINT COPY AND MAIL SERVICE
Check Count	3	Grand Total	\$6,074.04				

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	101353		\$178,758.65	Mar 18, 2016	29367	0	AMERICAN STRUCTURAL METALS, INC.
3	101354		\$1,900.00	Mar 18, 2016	04400	0	BESTER BROS TRANSFER & STORAGE CO
3	101355		\$20,429.75	Mar 18, 2016	29362	0	COMMERCIAL DRYWALL, INC.
3	101356		\$143,602.00	Mar 18, 2016	29317	0	CROSTOWN MASONRY, INC.
3	101357		\$219,002.34	Mar 18, 2016	29358	0	EL-JAY PLUMBING & HEATING, INC
3	101358		\$189,832.61	Mar 18, 2016	29369	0	ENVISION GLASS INC.
3	101359		\$4,814.60	Mar 18, 2016	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
3	101360		\$39,490.55	Mar 18, 2016	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
3	101361		\$11,148.25	Mar 18, 2016	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
3	101362		\$11,966.29	Mar 18, 2016	29371	0	KENDELL DOORS & HARDWARE
3	101363		\$39,604.08	Mar 18, 2016	03078	0	KLAMM MECHANICAL CONTRACTORS, INC.
3	101364		\$117,990.00	Mar 18, 2016	29318	0	NORTHLAND CONCRETE & MASONRY, LLC
3	101365		\$167,789.00	Mar 18, 2016	03757	0	PALMER WEST CONSTRUCTION COMPANY, INC.
3	101366		\$149,443.55	Mar 18, 2016	22848	0	PEOPLES ELECTRIC COMPANY, INC
3	101367		\$67,450.00	Mar 18, 2016	29357	0	RED CEDAR STEEL ERECTORS, INC
3	101368		\$3,850.00	Mar 18, 2016	27677	0	THE RETROFIT COMPANIES, INC.
3	101369		\$6,080.00	Mar 18, 2016	29363	0	THELEN HEATING & ROOFING INC.
3	101370		\$24,577.45	Mar 18, 2016	29370	0	TOTAL FIRE PROTECTION, INC.
3	101371		\$92,433.78	Mar 18, 2016	29316	0	WELLS CONCRETE
3	101372		\$192,284.15	Apr 1, 2016	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101373		\$2,240.00	Apr 1, 2016	29241	0	JAMES R HILL, INC.
3	101374		\$155,961.50	Apr 1, 2016	27700	0	OLYMPIC COMMUNICATIONS INC.
3	101375		\$3,093.50	Apr 1, 2016	07724	1	PROFESSIONAL SERVICE INDUSTRIES, INC.
3	101376		\$167,299.75	Apr 15, 2016	29367	0	AMERICAN STRUCTURAL METALS, INC.
3	101377		\$16,860.12	Apr 15, 2016	29362	0	COMMERCIAL DRYWALL, INC.
3	101378		\$26,781.45	Apr 15,	24553	0	EBERT CONSTRUCTION

Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
3	101379		\$411,247.51	Apr 15, 2016	29358	0	EL-JAY PLUMBING & HEATING, INC
3	101380		\$7,381.50	Apr 15, 2016	29369	0	ENVISION GLASS INC.
3	101381		\$35,657.49	Apr 15, 2016	29368	0	GEORGE F COOK CONSTRUCTION CO
3	101382		\$1,998.75	Apr 15, 2016	29296	0	INTEREUM, INC.
3	101383		\$21,121.24	Apr 15, 2016	29371	0	KENDELL DOORS & HARDWARE
3	101384		\$61,558.10	Apr 15, 2016	03078	0	KLAMM MECHANICAL CONTRACTORS, INC.
3	101385		\$36,940.75	Apr 15, 2016	29276	0	MAX STEININGER, INC.
3	101386		\$6,175.00	Apr 15, 2016	02822	0	MIDWEST FENCE & MFG.
3	101387		\$16,139.75	Apr 15, 2016	27888	1	NORTHERN TECHNOLOGIES, INC.
3	101388		\$144,691.65	Apr 15, 2016	29318	0	NORTHLAND CONCRETE & MASONRY, LLC
3	101389		\$167,439.40	Apr 15, 2016	22848	0	PEOPLES ELECTRIC COMPANY, INC
3	101390		\$49,400.00	Apr 15, 2016	29357	0	RED CEDAR STEEL ERECTORS, INC
3	101391		\$10,400.00	Apr 15, 2016	27619	1	SRI CONSULTANTS, INC.
3	101392		\$187,911.90	Apr 15, 2016	29363	0	THELEN HEATING & ROOFING INC.
3	101393		\$69,114.87	Apr 15, 2016	29370	0	TOTAL FIRE PROTECTION, INC.
3	101394		\$594,917.69	Apr 15, 2016	29316	0	WELLS CONCRETE
3	101395		\$182,644.85	Apr 15, 2016	29165	0	WENCK CONSTRUCTION, INC.
Check Count	43	Grand Total	\$4,059,423.82				



**Agenda II.B.5
April 28, 2016**

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

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

DATE: April 20, 2016

RE: Budget Analysis for the Month Ending March 31, 2016

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

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

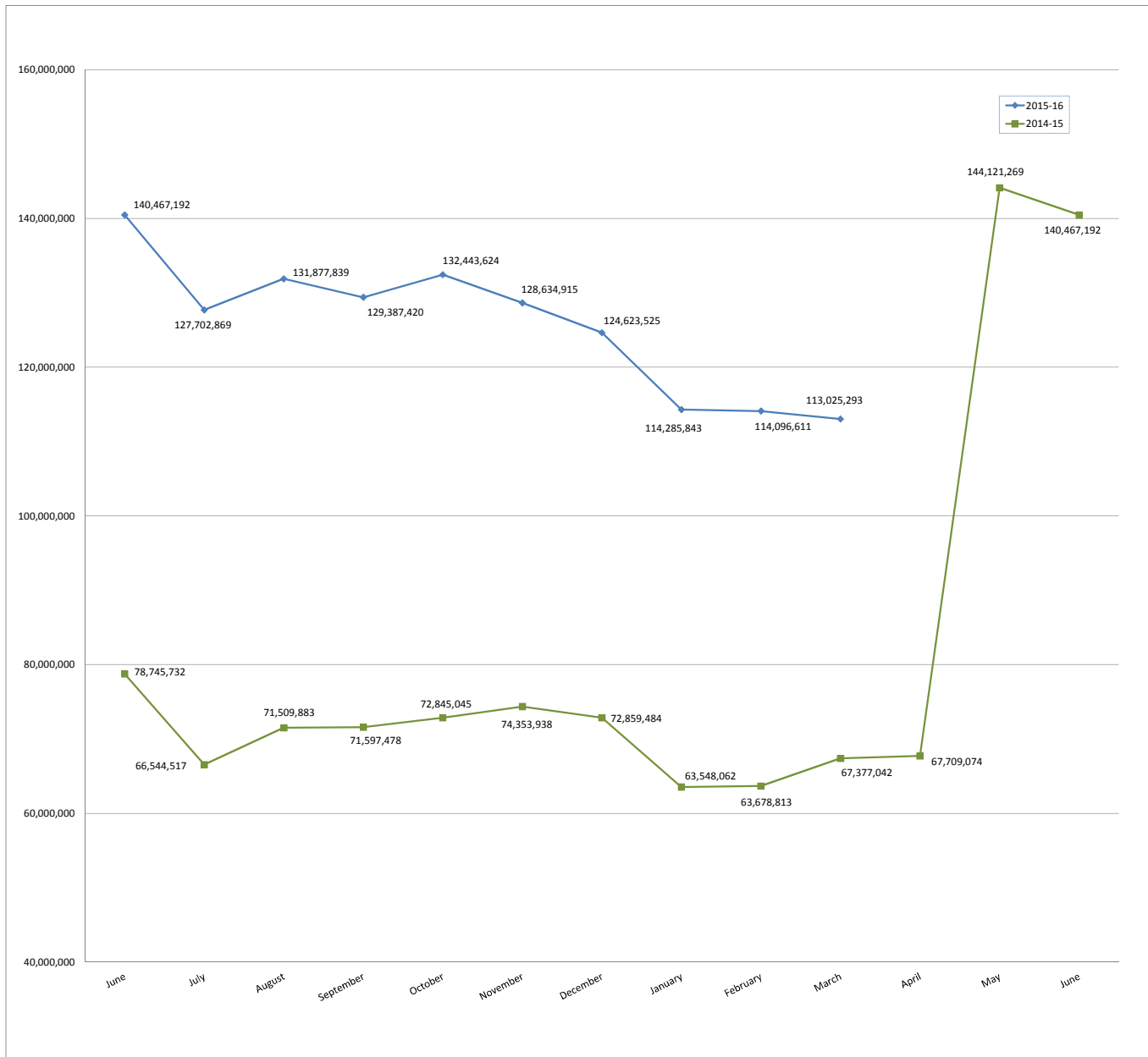
	<u>Year-to-Date Revenue</u>	<u>% of Adopted Budget</u>	<u>Year-to-Date Expenditures</u>	<u>% of Adopted Budget</u>
All Funds	\$ 90,285,615	55.53%	\$ 127,360,079	53.79%
General Fund	\$ 67,001,225	56.76%	\$ 76,193,365	62.85%

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

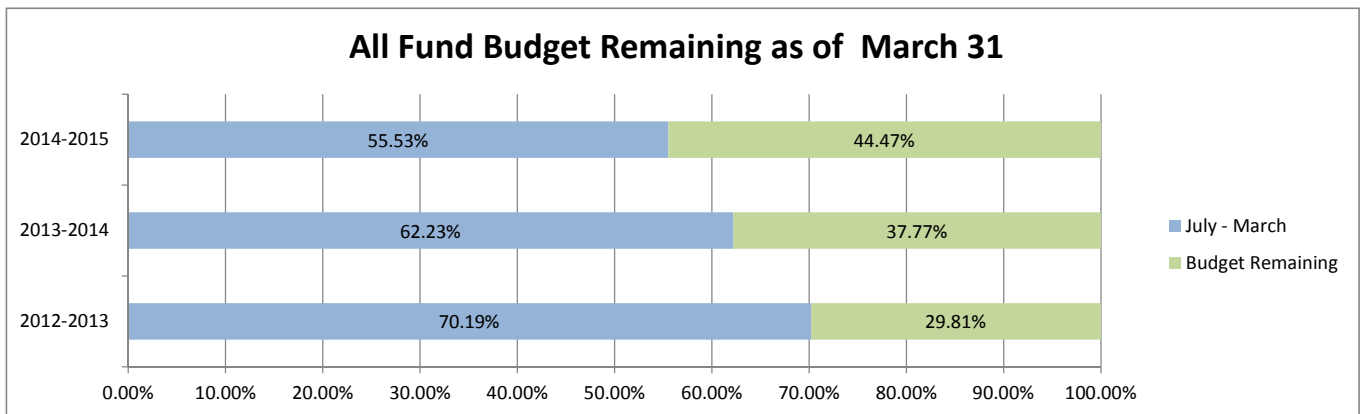
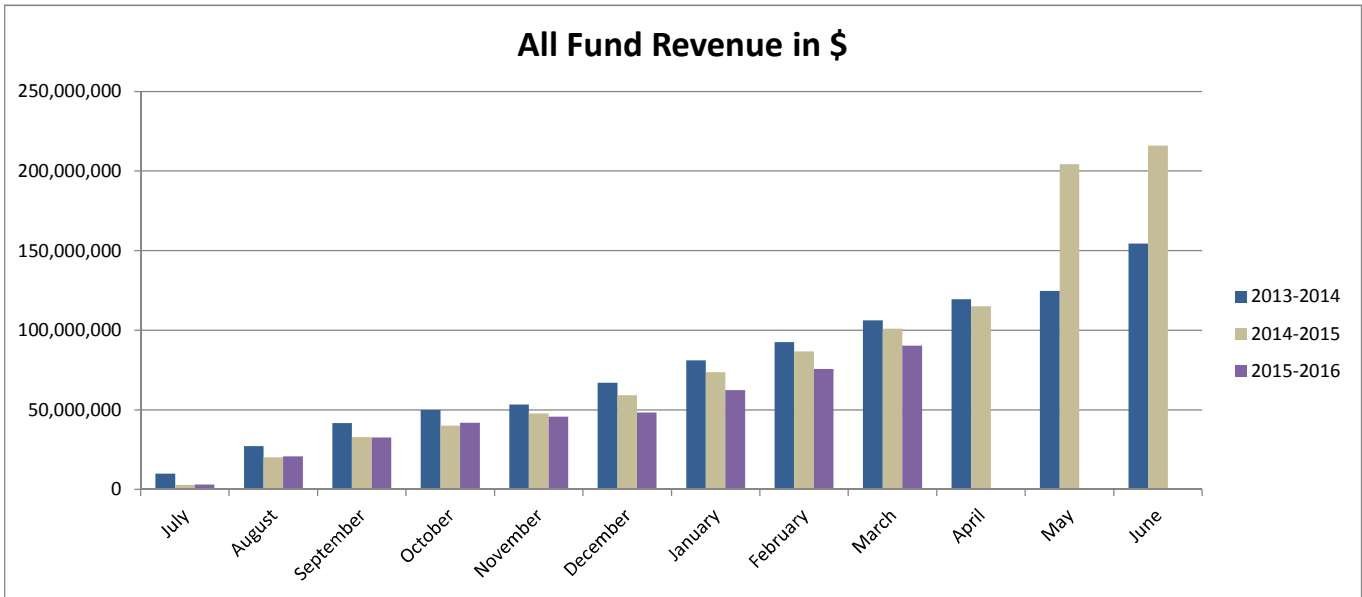
All of the reports and graphs show last year's actual figures, this year's budget and this year's activity to day. Additional detail is available upon request. I would be glad to answer any questions regarding these reports.

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



**REVENUE COMPARISON
ALL FUNDS**

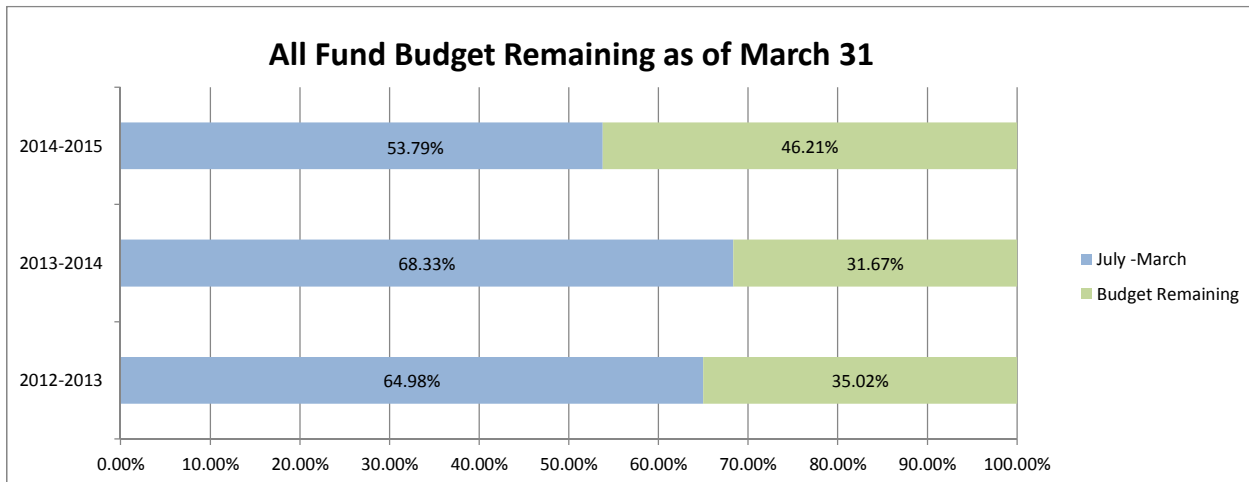
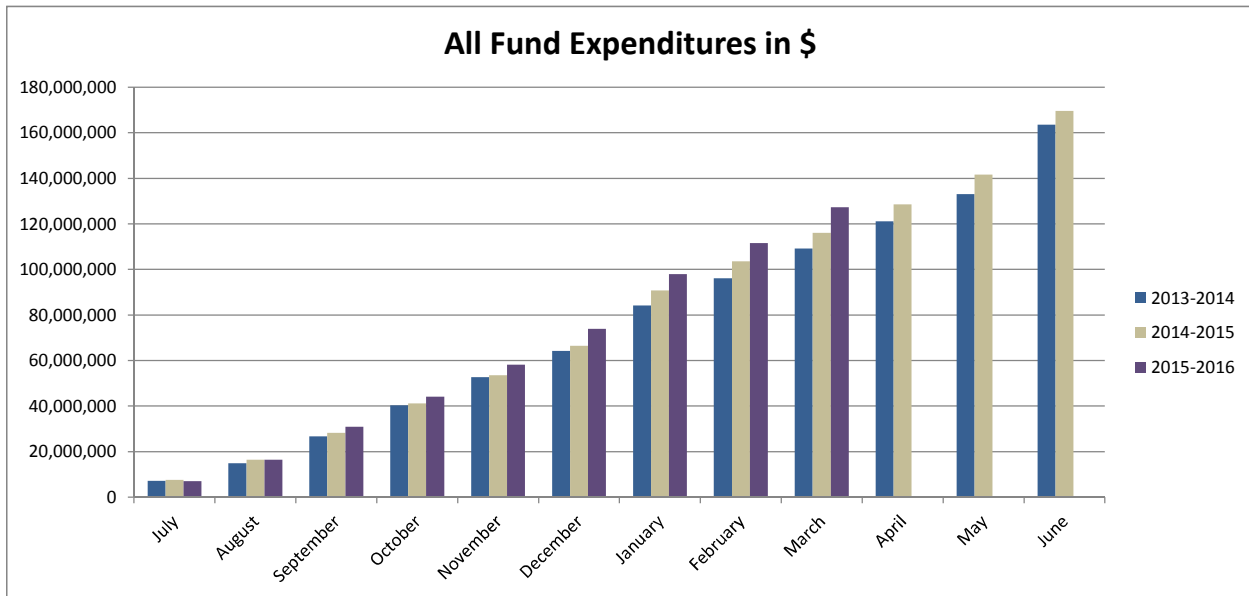
	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	9,962,088	6.59%	2,850,387	1.76%	3,044,376	1.87%
August	27,156,320	17.96%	20,097,761	12.38%	20,776,436	12.78%
September	41,620,021	27.53%	32,867,875	20.25%	32,729,505	20.13%
October	49,945,312	33.03%	40,162,882	24.75%	41,826,417	25.73%
November	53,270,705	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%	62,310,017	38.33%
February	92,574,079	61.23%	86,673,781	53.41%	75,637,174	46.52%
March	106,129,747	70.19%	100,985,658	62.23%	90,285,615	55.53%
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%
BUDGET	151,200,818	100.00%	162,289,404	100.00%	162,577,015	100.00%



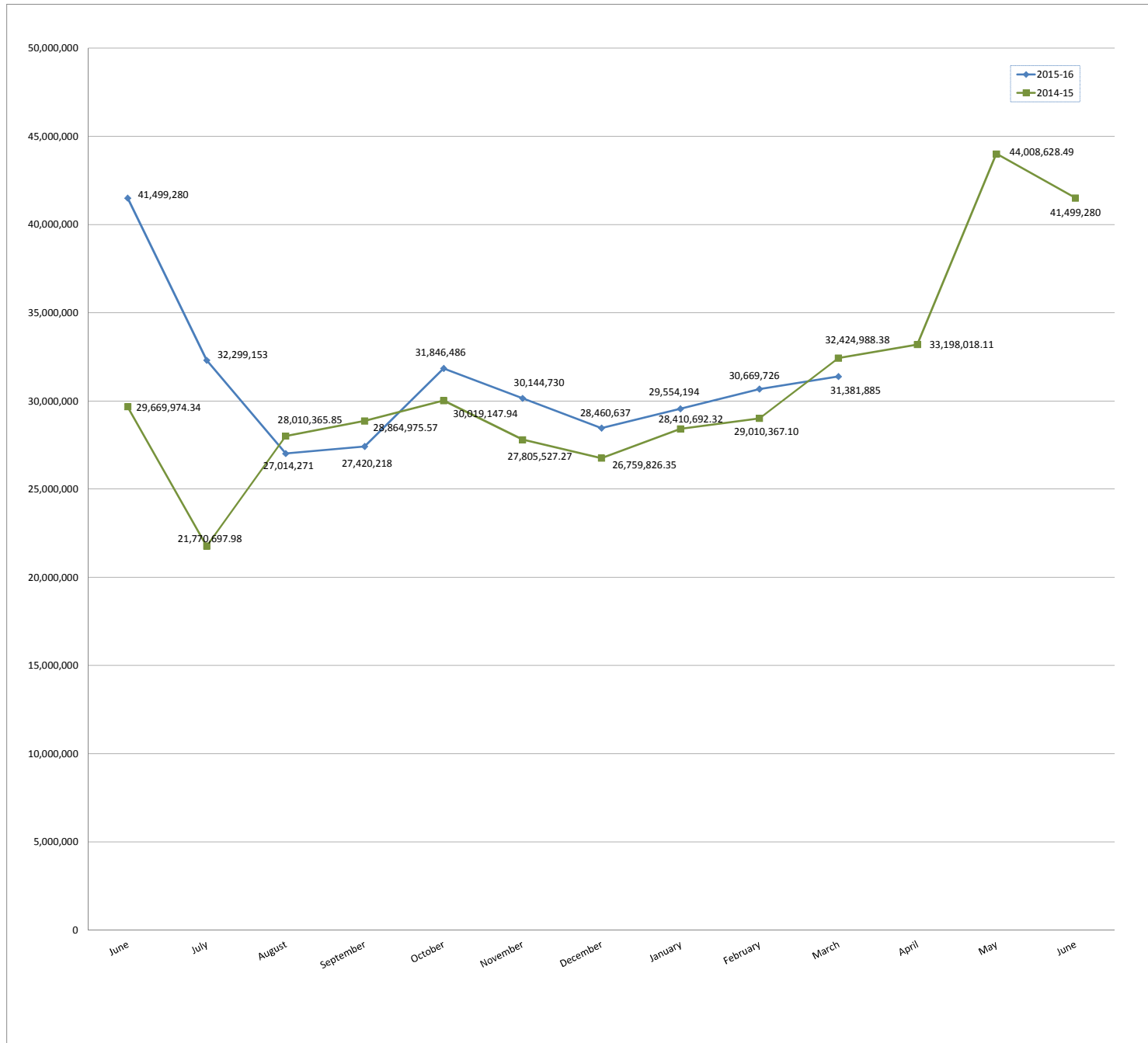
** The year to year comparison will vary due to the timing of the reversal of prior year accruals.

**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%	97,976,121	41.38%
February	96,072,892	57.22%	103,617,253	61.04%	111,499,625	47.10%
March	109,116,145	64.98%	115,995,927	68.33%	127,360,079	53.79%
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%		
BUDGET	167,911,404	100.00%	169,749,976	100.00%	236,752,755	100.00%

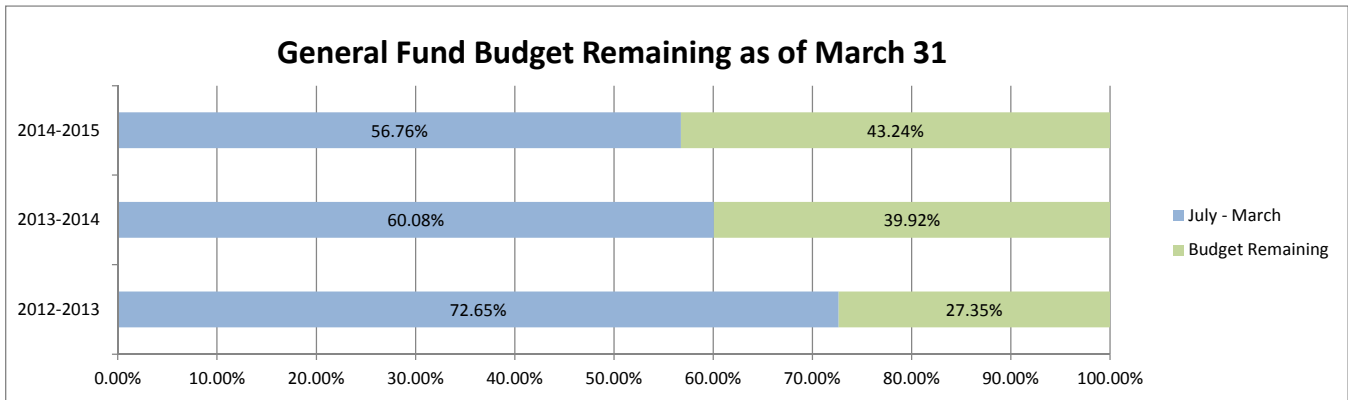
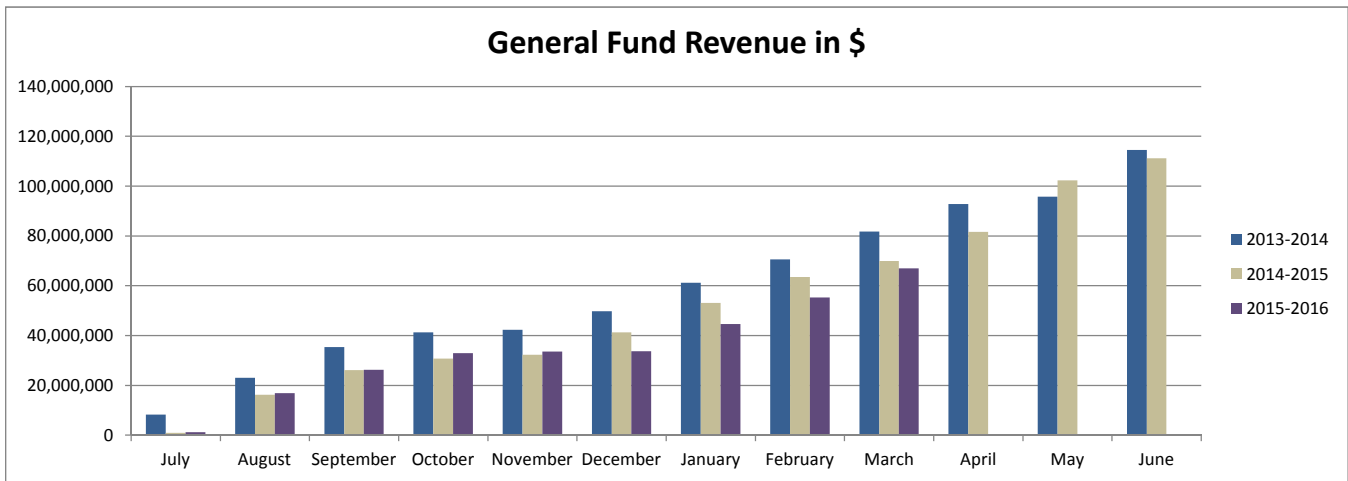


GENERAL FUND CASH AND INVESTMENTS
2014-15 AND 2015-16



**REVENUE COMPARISON
GENERAL FUND**

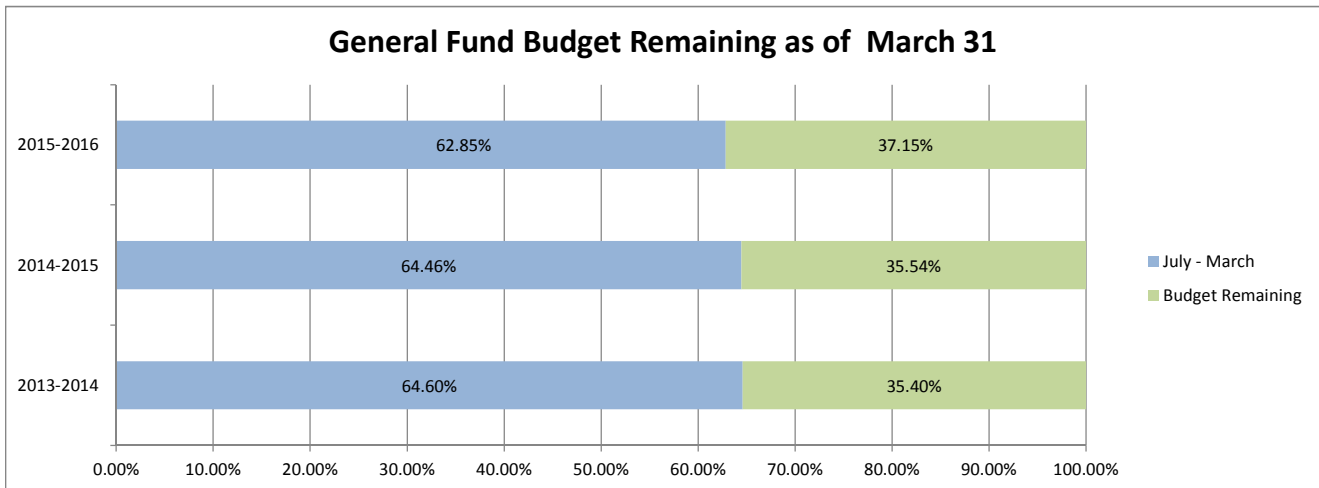
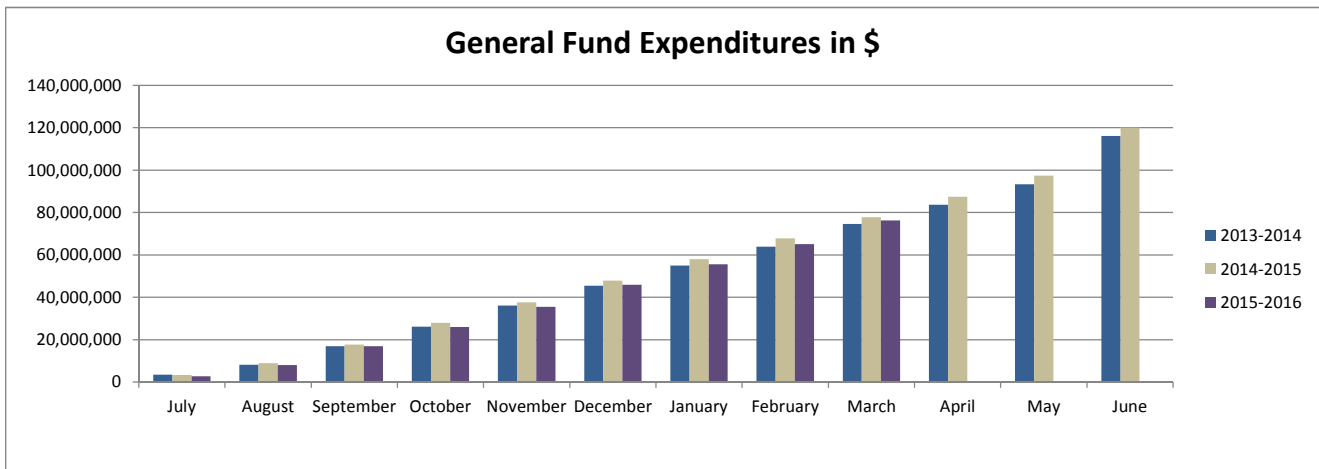
	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	8,213,239	7.30%	998,299	0.86%	1,172,002	0.99%
August	23,035,862	20.48%	16,255,179	13.98%	16,819,666	14.25%
September	35,369,620	31.44%	26,150,902	22.49%	26,303,462	22.28%
October	41,313,574	36.72%	30,774,320	26.46%	32,868,210	27.84%
November	42,329,912	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%	44,669,701	37.84%
February	70,541,317	62.71%	63,519,175	54.62%	55,293,029	46.84%
March	81,730,478	72.65%	69,865,296	60.08%	67,001,225	56.76%
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%		
BUDGET	112,496,929	100.00%	116,289,398	100.00%	118,046,063	100.00%



** 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%	55,592,345	45.86%
February	63,905,214	55.39%	67,797,669	56.17%	65,071,177	53.68%
March	74,531,071	64.60%	77,794,585	64.46%	76,193,365	62.85%
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%
BUDGET	115,368,022	100.00%	120,691,888	100.00%	121,227,919	100.00%





**Agenda II.B.6.
April 28, 2016**

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

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

Date: April 28, 2016

**Re: Change Orders #058, #092, #110, #111, #112, #113, #114, #115 and #116 for the
2015 Additions and Alterations to Burnsville High School**

RECOMMENDATION: That the Board of Education approve change orders #058, #092, #110, #111, #112, #113, #114, #115 and #116 for the 2015 Additions and Alterations to Burnsville High School.

On May 28th, 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 #058 for contract #3290 (G Urban Companies, LLC) is in the amount of \$5400.00. The added cost to this contract is to turn a bituminous area back into green space on the north side of the high school. We did receive a credit for not restoring the bituminous area.

Change order #092 for contract #0920 (Commercial Drywall, Inc.) is in the amount of \$1265.00. The added cost to this contract is for additional cutting and patching around receptacles that were added to the scope of the project.

Change order #110 for contract #2200 (EI-Jay Plumbing & Heating, Inc.) is a deduct in the amount of (\$-1178.00). The reduction in cost for this contract is a result of another contractor doing the work of raising AHU 11.

Change order #111 for contract #2600 (People's Electric CO. Inc.) is in the amount of \$9387.00. Wiring modifications in the welding room and switches to hook up industrial equipment in the Annex were the reasons for these added costs.



Change order #112 for contract #3290 (G Urban Companies, LLC) is in the amount of \$7844.00. The reason for this cost change is to add landscaping at the new ticket booth on the north east side of the football stadium.

Change order #113 for contract #3301 (Metro Utilities, Inc.) is in the amount of \$1452.00. The cost increase to this contract was to modify an existing catch basin by the new ticket booth.

Change order #114 for contract #0241 (Lloyd's Construction Services Inc.) is in the amount of \$6950.00. The additional costs to this contract was to provide dumpsters for the disposal of the ticket booth that is being replaced on the east side of the football stadium and additional demolition work that did not get bid in bid package #4.

Change order #115 for contract #2302 (Thelen Heating & Roofing, Inc.) is in the amount of \$2733.00. The increase in cost to this contract is the result of many revisions made to the heating and cooling ductwork in the Westside addition.

Change order #116 for contract #0966 (Advance Terrazzo & Tile Company Inc.) Is in the amount of \$6100.00. The cost increase is to remove a carpet insert in the West addition and replace it with Epoxy Terrazzo.

To date total change orders in amount of \$1,017,232.00 to the 45 original contract amounts of \$37,734,946.00 brings the total contracts with change orders to \$38,752,178.00. This represents change orders of 2.70% 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 **MAR 31 2016**

APR 08 2016

(Instructions on reverse side)

OWNER	<input checked="" type="checkbox"/>
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>
ARCHITECT	<input checked="" type="checkbox"/>
CONTRACTOR	<input checked="" type="checkbox"/>
FIELD	<input type="checkbox"/>
OTHER	<input type="checkbox"/>

PCO # 058

64

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

CHANGE ORDER NO.: 3290.003

INITIATION DATE: 12/16/15

TO CONTRACTOR: G URBAN COMPANIES, LLC
 (Name and address) 3781 LABORE ROAD
 ST PAUL, MINNESOTA 55110

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #3290
 Landscaping/Irrigation
 Systems

CONTRACT DATE: 8/13/2015

The Contract is changed as follows:

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

RECEIVED

APR 4 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	240,069.00
Net change by previously authorized Change Orders	\$	5,740.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	245,809.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	5,400.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be ...	\$	251,209.00
The Contract Time will be (increased) (decreased) (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 3/31/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS
 ARCHITECT
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
 ADDRESS
 BY *[Signature]* DATE 4/6/16

G URBAN COMPANIES, LLC
 CONTRACTOR
 3781 LaBore Road, St. Paul, MN 55110
 ADDRESS
 BY *[Signature]* DATE 3/25/16

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:

Urban Companies
378 1 Labore Road
St. Paul, MN 55110

Architect's Project No:

Contract Date:

Contract Number: 3290

Change Order Number: 003

The Contract is hereby revised by the following items:

Additional Sod

PCO	Item #	Description	Amount
PR-024	002	Sod to be installed per PR 24.	5,400

The original Contract (s) Value was.....	240,069
Sum of changes by prior Change Orders.....	5,740
The Contract Value prior to this Change Order was.....	245,809
The Contract Value will be changed by this Change Order in the amount of.....	5,400
The new Contract Value including this Change Order will be.....	251,209
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 **MAR 23 2016**

APR 05 2016

(Instructions on reverse side)

OWNER	<input checked="" type="checkbox"/>
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>
ARCHITECT	<input checked="" type="checkbox"/>
CONTRACTOR	<input checked="" type="checkbox"/>
FIELD	<input type="checkbox"/>
OTHER	<input type="checkbox"/>

PCO # 092
66

PROJECT: <i>(Name and address)</i>	2015 ADDITIONS & ALTERATIONS TO BURNSVILLE HIGH SCHOOL BP #4 600 EAST HIGHWAY 13 BURNSVILLE, MINNESOTA 55337	CHANGE ORDER NO.:	0920.001
TO CONTRACTOR: <i>(Name and address)</i>	COMMERCIAL DRYWALL, INC. 3026 161ST AVENUE NW ANDOVER, MINNESOTA 55304	INITIATION DATE:	02/12/16
		PROJECT NOS.:	301504.01
		CONTRACT FOR:	<u>Contract #0920</u> Drywall/Cold Formed Metal Framing/DEFS
		CONTRACT DATE:	11/5/2015

The Contract is changed as follows:

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

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**ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.**

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

The original (Contract Sum) (Contract Maximum Price) was	\$	609,850.00
Net change by previously authorized Change Orders	\$	0.00
The (Contract Sum) (Contract Maximum Price) prior to this Change Order was	\$	609,850.00
The (Contract Sum) (Contract Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	1,265.00
The new (Contract Sum) (Contract Maximum Price) including this Change Order will be	\$	611,115.00
The Contract Time will be (increased) (decreased) (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] *3/24/16*
BY DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT

ARCHITECT
8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
ADDRESS
[Signature] *4/3/16*
BY DATE

COMMERCIAL DRYWALL, INC.

CONTRACTOR
3028 161st Avenue NW, Andover, MN 55304
ADDRESS
[Signature] *2/23/16*
BY DATE

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: 2/12/2016

Contractor:

Commercial Drywall, Inc.
3026 161st Avenue NW
Andover, MN 55304

Architect's Project No:

Contract Date:

Contract Number: 0920

Change Order Number: 001

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-036	002	Additional drywall work per PR 36.	1,265

The original Contract (s) Value was.....	609,850
Sum of changes by prior Change Orders.....	0
The Contract Value prior to this Change Order was.....	609,850
The Contract Value will be changed by this Change Order in the amount of.....	1,265
The new Contract Value including this Change Order will be.....	611,115
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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APR 05 2016

(Instructions on reverse side)

OWNER	<input checked="" type="checkbox"/>	PCO #	110
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		68
ARCHITECT	<input checked="" type="checkbox"/>		
CONTRACTOR	<input checked="" type="checkbox"/>		
FIELD	<input type="checkbox"/>		
OTHER	<input type="checkbox"/>		

PROJECT: 2015 ADDITIONS & ALTERATIONS TO
 (Name and address) BURNSVILLE HIGH SCHOOL BP #4
 600 EAST HIGHWAY 13
 BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 2200.003
 INITIATION DATE: 03/07/16
 PROJECT NOS.: 301504.01
 CONTRACT FOR: Contract #2200
 Plumbing & Heating
 CONTRACT DATE: 10/22/2015

TO CONTRACTOR: EL-JAY PLUMBING & HEATING, INC.
 (Name and address) 520 APOLLO AVENUE NE
 ST. CLOUD, MINNESOTA 56304

The Contract is changed as follows:

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

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ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	3,269,000.00
Net change by previously authorized Change Orders	\$	38,683.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	3,307,683.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) decreased (unchanged) by this Change Order	\$	(1,178.00)
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be ...	\$	3,306,505.00
The Contract Time will be (increased) decreased (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]* 3/20/16
BY DATE

EL-JAY PLUMBING & HEATING, INC.

CONTRACTOR
520 Apollo Avenue NE, St. Cloud, MN 56304

ADDRESS *[Signature]* 3-22-2016
BY DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT

ARCHITECT
8501 Golden Valley Road, Ste. 300, Mpls., MN 55427

ADDRESS *[Signature]* 4/3/16
BY DATE

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: 3/7/2016

Contractor:

El-Jay Plumbing & Heating, Inc.
520 Apollo Avenue
St. Cloud, MN 56304

Architect's Project No:

Contract Date:

Contract Number: 2200

Change Order Number: 003

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-084	002	Adding piping, valves, and caps associated with the raising of AHU-11 done by Klamm.	-1,178

The original Contract (s) Value was.....	3,269,000
Sum of changes by prior Change Orders.....	38,683
The Contract Value prior to this Change Order was.....	3,307,683
The Contract Value will be changed by this Change Order in the amount of.....	-1,178
The new Contract Value including this Change Order will be.....	3,306,505
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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MAR 23 2016

APR 05 2016

OWNER	<input checked="" type="checkbox"/>	PCO #	111
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		70
ARCHITECT	<input checked="" type="checkbox"/>		
CONTRACTOR	<input checked="" type="checkbox"/>		
FIELD	<input type="checkbox"/>		
OTHER	<input type="checkbox"/>		

(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.: 2600.016
 INITIATION DATE: 03/11/16
 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

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ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Contract Maximum Price) was	\$	566,500.00
Net change by previously authorized Change Orders	\$	81,004.00
The (Contract Sum) (Contract Maximum Price) prior to this Change Order was	\$	647,504.00
The (Contract Sum) (Contract Maximum Price) will be (increased) (decreased) (<u>unchanged</u>) by this Change Order	\$	9,387.00
The new (Contract Sum) (Contract Maximum Price) including this Change Order will be ...	\$	656,891.00
The Contract Time will be (increased) (decreased) (<u>unchanged</u>) 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 *Add Drew* 3/24/16
 BY DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT

ARCHITECT
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427

ADDRESS *J. J. J.* 4/3/16
 BY DATE

PEOPLES ELECTRIC CO., INC.

CONTRACTOR
 277 East Fillmore Avenue, St. Paul, MN 55107

ADDRESS *Paul Eric* 3/21/16
 BY DATE

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: 3/11/2016

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: 016

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-034	002	OHD interlock hook ups and wiring changes to welding room per PR 034.	4,395
RCO-066	001	Provide Electrical Switches for Equipment in the Annex.	4,992

The original Contract (s) Value was.....	566,500
Sum of changes by prior Change Orders.....	81,004
The Contract Value prior to this Change Order was.....	647,504
The Contract Value will be changed by this Change Order in the amount of.....	9,387
The new Contract Value including this Change Order will be.....	656,891
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

pm

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

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MAR 31 2016

APR 08 2016

OWNER	<input checked="" type="checkbox"/>	PCO #	112
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		72
ARCHITECT	<input checked="" type="checkbox"/>		
CONTRACTOR	<input checked="" type="checkbox"/>		
FIELD	<input type="checkbox"/>		
OTHER	<input type="checkbox"/>		

(Instructions on reverse side)

PROJECT: <i>(Name and address)</i>	2015 ADDITIONS & ALTERATIONS TO BURNSVILLE HIGH SCHOOL BP #3 600 EAST HIGHWAY 13 BURNSVILLE, MINNESOTA 55337	CHANGE ORDER NO.:	3290.004
TO CONTRACTOR: <i>(Name and address)</i>	G URBAN COMPANIES, LLC 3781 LABORE ROAD ST PAUL, MINNESOTA 55110	INITIATION DATE:	03/21/16
		PROJECT NOS.:	301504.01
		CONTRACT FOR:	Contract #3290 Landscaping/Irrigator Systems
		CONTRACT DATE:	8/13/2015

The Contract is changed as follows:

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

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ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	240,069.00
Net change by previously authorized Change Orders	\$	11,140.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	251,209.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	7,844.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	259,053.00
The Contract Time will be (increased) (decreased) (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 3/31/16

G URBAN COMPANIES, LLC

CONTRACTOR
3781 LaBore Road, St. Paul, MN 55110
ADDRESS *[Signature]*
BY *[Signature]* DATE 3/25/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT

ARCHITECT
8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
ADDRESS *[Signature]*
BY *[Signature]* DATE 4/6/16

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: 3/21/2016

Contractor:
Urban Companies
3781 Labore Road
St. Paul, MN 55110

Architect's Project No:
Contract Date:
Contract Number: 3290
Change Order Number: 004

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-039	005	Additional shrubs, mulch, and steel edging per PR 39.	7,844

The original Contract (s) Value was.....	240,069
Sum of changes by prior Change Orders.....	11,140
The Contract Value prior to this Change Order was.....	251,209
The Contract Value will be changed by this Change Order in the amount of.....	7,844
The new Contract Value including this Change Order will be.....	259,053
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

MAR 28 2016
APR 05 2016

(Instructions on reverse side)

OWNER	<input checked="" type="checkbox"/>	PCO # 113
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>	
ARCHITECT	<input checked="" type="checkbox"/>	74
CONTRACTOR	<input checked="" type="checkbox"/>	
FIELD	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	

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

CHANGE ORDER NO.: 3301.003
 INITIATION DATE: 03/21/16
 PROJECT NOS.: 301504.01
 CONTRACT FOR: Contract #3301
 Site Utilities
 CONTRACT DATE: 08/13/15

TO CONTRACTOR: METRO UTILITIES, INC.
 (Name and address) 9656 161ST AVENUE NW
 ELK RIVER, MINNESOTA, 55330

The Contract is changed as follows:

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

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ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	288,750.00
Net change by previously authorized Change Orders	\$	20,821.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	309,571.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	1,452.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	311,023.00
The Contract Time will be (increased) (decreased) (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 3/28/16

METRO UTILITIES, INC.
 CONTRACTOR
 9656 161st Avenue NW, Elk River, MN 55330
 ADDRESS *[Signature]*
 BY *[Signature]* DATE 3-24-16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT
 ARCHITECT
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
 ADDRESS *[Signature]*
 BY *[Signature]* DATE 4/3/16

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: 3/21/2016

Contractor:

Metro Utilities, Inc.
9656 161st Avenue NW
Elk River, MN 55330

Architect's Project No:

Contract Date:

Contract Number: 3301

Change Order Number: 003

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-039	006	Modifying existing catch basin per PR 039.	1,452

The original Contract (s) Value was.....	288,750
Sum of changes by prior Change Orders.....	20,821
The Contract Value prior to this Change Order was.....	309,571
The Contract Value will be changed by this Change Order in the amount of.....	1,452
The new Contract Value including this Change Order will be.....	311,023
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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APR 07 2016

APR 13 2016

OWNER	<input checked="" type="checkbox"/>	PCO #	114
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		
ARCHITECT	<input checked="" type="checkbox"/>		76
CONTRACTOR	<input checked="" type="checkbox"/>		
FIELD	<input type="checkbox"/>		
OTHER	<input type="checkbox"/>		

(Instructions on reverse side)

PROJECT: <i>(Name and address)</i>	2015 ADDITIONS & ALTERATIONS TO BURNSVILLE HIGH SCHOOL BP #3 600 EAST HIGHWAY 13 BURNSVILLE, MINNESOTA 55337	CHANGE ORDER NO.:	0241.001
TO CONTRACTOR: <i>(Name and address)</i>	LLOYD'S CONSTRUCTION SERVICES, INC. 7207 W 128TH STREET SAVAGE, MINNESOTA 55378	INITIATION DATE:	03/21/16
		PROJECT NOS.:	301504.01
		CONTRACT FOR:	<u>Contract #0241</u> Building Demolition
		CONTRACT DATE:	08/13/15

The Contract is changed as follows:

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

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APR 11 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Contracted Maximum Price) was	\$	285,155.00
Net change by previously authorized Change Orders	\$	0.00
The (Contract Sum) (Contracted Maximum Price) prior to this Change Order was	\$	285,155.00
The (Contract Sum) (Contracted Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	6,950.00
The new (Contract Sum) (Contracted Maximum Price) including this Change Order will be	\$	292,105.00
The Contract Time will be (increased) (decreased) (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 4/7/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT
ARCHITECT
8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
ADDRESS
BY *[Signature]* DATE 4/11/16

LLOYD'S CONSTRUCTION SERVICES, INC.
CONTRACTOR
7207 West 128th Street, Savage, MN 55378
ADDRESS
BY *[Signature]* DATE 4/2/16

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: 3/21/2016

Contractor:

Lloyd's Construction Services, Inc.
7207 West 125th Street
Savage, MN 55378

Architect's Project No:

Contract Date:

Contract Number: 0241

Change Order Number: 001

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-039	001	Provided dumpster to dispose of ticket booth waste per PR 39.	595
RCO-089	001	Additional demolition work shown on BP4 drawings but not on BP3.	6,355

The original Contract (s) Value was.....	285,155
Sum of changes by prior Change Orders.....	0
The Contract Value prior to this Change Order was.....	285,155
The Contract Value will be changed by this Change Order in the amount of.....	6,950
The new Contract Value including this Change Order will be.....	292,105
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

APR 05 2016
APR 13 2016

OWNER	<input checked="" type="checkbox"/>	PCO #	115
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		78
ARCHITECT	<input checked="" type="checkbox"/>		
CONTRACTOR	<input checked="" type="checkbox"/>		
FIELD	<input type="checkbox"/>		
OTHER	<input type="checkbox"/>		

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO
 (Name and address) BURNSVILLE HIGH SCHOOL BP #4
 600 EAST HIGHWAY 13
 BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 2302.002
 INITIATION DATE: 03/24/16
 PROJECT NOS.: 301504.01
 CONTRACT FOR: Contract #2302
 HVAC/Temperature Controls
 CONTRACT DATE: 10/22/2015

TO CONTRACTOR: THELEN HEATING & ROOFING, INC.
 (Name and address) 1717 13TH STREET SE
 BRAINERD, MINNESOTA 56401

The Contract is changed as follows:

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

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APR 8 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	2,751,800.00
Net change by previously authorized Change Orders	\$	852.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	2,752,652.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	2,733.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be ...	\$	2,755,385.00
The Contract Time will be (increased) (decreased) (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.

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT

CONSTRUCTION MANAGER
 7500 Olson Memorial Hwy, Golden Valley, MN 55427

ARCHITECT
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55

ADDRESS *[Signature]* 4/5/16
 BY DATE

ADDRESS *[Signature]* 4/11/16
 BY DATE

THELEN HEATING & ROOFING, INC.

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

CONTRACTOR
 1717 13th Street, SE, Brainerd, MN 56401

OWNER
 100 River Ridge Court, Burnsville, MN 55337

ADDRESS *[Signature]* 3-31-16
 BY DATE

ADDRESS
 BY DATE



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Change Order

Burnsville High School

Project # 30150401

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

Date: 3/24/2016

Contractor:

Thelen Heating & Roofing
1717 - 13th Street SE
Brainerd, MN 56401

Architect's Project No:

Contract Date:

Contract Number: 2302

Change Order Number: 002

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-057	004	Area 2 second floor ductwork revisions per PR 057.	2,363
PR-059	002	Delete louvers per PR 059	-2,163
PR-061	001	Add gravity hood, registers, dampers, and actuators per PR 061.	2,814
RCO-097	002	Unload Heater Units for Thelen.	-281

The original Contract (s) Value was.....	2,751,800
Sum of changes by prior Change Orders.....	852
The Contract Value prior to this Change Order was.....	2,752,652
The Contract Value will be changed by this Change Order in the amount of.....	2,733
The new Contract Value including this Change Order will be.....	2,755,385
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

APR 04 2016

APR 08 2016

OWNER
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PCO # 116
80

(Instructions on reverse side)

PROJECT: 2015 ADDITIONS & ALTERATIONS TO BURNSVILLE HIGH SCHOOL BP #4
 (Name and address) 600 EAST HIGHWAY 13
 BURNSVILLE, MINNESOTA 55337

TO CONTRACTOR: ADVANCE TERRAZZO & TILE COMPANY, INC.
 (Name and address) 425 COON RAPIDS BLVD.
 COON RAPIDS, MINNESOTA 55433

CHANGE ORDER NO.: 0966.002
 INITIATION DATE: 03/23/16
 PROJECT NOS.: 301504.01
 CONTRACT FOR: Contract #0966
 Epoxy Terrazzo Flooring
 CONTRACT DATE: 11/5/2015

The Contract is changed as follows:

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

RECEIVED

APR 6 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	508,000.00
Net change by previously authorized Change Orders	\$	14,900.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	522,900.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	6,100.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be ...	\$	529,000.00
The Contract Time will be (increased) (decreased) (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 4/4/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT

ARCHITECT
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427
 ADDRESS

BY *[Signature]* DATE 4/6/16

ADVANCE TERRAZZO & TILE COMPANY, INC.

CONTRACTOR
 425 Coon Rapids Blvd., Coon Rapids, MN 55433
 ADDRESS

BY *[Signature]* DATE 3-31-16

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: 3/23/2016

Contractor:

Advance Terrazzo & Tile Company
425 Coon Rapids Blvd.
Coon Rapids, MN 55448

Architect's Project No:

Contract Date:

Contract Number: 0966

Change Order Number: 002

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-046	007	Additional epoxy terrazzo per PR 46.	6,100

The original Contract (s) Value was.....	508,000
Sum of changes by prior Change Orders.....	14,900
The Contract Value prior to this Change Order was.....	522,900
The Contract Value will be changed by this Change Order in the amount of.....	6,100
The new Contract Value including this Change Order will be.....	529,000
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

BHS 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	\$95,924.00	14.28%	16	\$767,824.00	95.00%
Contract #2300 Mechanical	Klamm Mechanical	\$647,800.00	\$900,000.00	\$41,134.00	4.57%	8	\$941,134.00	78.07%
Contract #2600 Electrical	Peoples Electric	\$293,600.00	\$566,500.00	\$90,391.00	15.96%	16	\$656,891.00	93.64%
Contract #3110 Site Demolition and Improvements	Max Steininger 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	95.00%
Contract #0240 Building Demolition	Veit & Co.	\$366,047.14	\$71,039.00	\$30,496.00	42.93%	5	\$101,535.00	100.00%
		<u>\$3,245,502.24</u>	<u>\$3,149,439.00</u>	<u>\$703,161.00</u>			<u>\$3,852,600.00</u>	
Bid Pack #2								
Contract #0345 Precast Concrete Wall Panels	Wells Concrete	\$2,403,594.00	\$2,615,000.00	(\$109,200.00)	-4.18%	2	\$2,505,800.00	91.75%
		<u>\$2,403,594.00</u>	<u>\$2,615,000.00</u>	<u>(\$109,200.00)</u>			<u>\$2,505,800.00</u>	
Bid Pack #3								
Contract #0420 Masonry	Crosstown Masonry Incorporated	\$1,305,616.00	\$1,240,000.00	\$32,435.00	2.62%	4	\$1,272,435.00	24.73%
Contract #3301 Site Utilities	Metro Utilities, Inc.	\$181,880.00	\$288,750.00	\$22,273.00	7.71%	3	\$311,023.00	22.73%
Contract #3290 Landscaping/Irrigation Systems	Urban Companies, LLC	\$305,275.00	\$240,069.00	\$18,984.00	7.91%	4	\$259,053.00	15.23%
Contract #3210 Asphalt Paving/Curbs	Midwest Asphalt Corporation	\$1,244,655.00	\$921,900.00	\$7,055.00	0.77%	3	\$928,955.00	12.49%
Contract #3100 Earthwork/Site Demolition	Max Steininger Inc.	\$1,179,458.00	\$1,071,000.00	\$57,891.00	5.41%	5	\$1,128,891.00	46.34%
Contract #2202 Mechanical	Klamm Mechanical	\$551,250.00	\$872,000.00	\$36,085.00	4.14%	4	\$908,085.00	22.54%
Contract #0510 Structural Steel Erection	Red Cedar Steel Erectors, Inc.	\$599,057.00	\$582,300.00	\$12,430.00	2.13%	3	\$594,730.00	26.84%
Contract #0340 Structural Precast Concrete	Wells Concrete	\$1,013,719.00	\$933,340.00	\$0.00	0.00%	0	\$933,340.00	87.88%
Contract #0330 Cast-In-Place Concrete	Northland Concrete & Masonry, LLC	\$2,739,043.00	\$2,617,189.00	\$140,420.00	5.37%	8	\$2,757,609.00	47.46%
Contract #0241 Building Demolition	Lloyd's Construction Services Inc.	\$146,221.00	\$285,155.00	\$6,950.00	2.44%	1	\$292,105.00	88.10%
Contract #0512 Structural Steel Supply	American Structural Metals, Inc.	\$788,856.00	\$898,900.00	\$3,585.00	0.40%	3	\$902,485.00	51.93%

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>\$338,108.00</u>			<u>\$10,288,711.00</u>	83
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	(\$31,198.00)	-2.88%	4	\$1,053,583.00	4.21%
Contract #2601 Electrical/Communications/Security/Paging	Peoples Electric	\$3,736,950.00	\$3,558,650.00	\$98,131.00	2.76%	5	\$3,656,781.00	12.48%
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	\$3,585.00	0.13%	2	\$2,755,385.00	9.78%
Contract #2200 Plumbing and Heating	El-Jay Plumbing & Heating, Inc.	\$3,709,440.00	\$3,269,000.00	\$37,505.00	1.15%	2	\$3,306,505.00	19.93%
Contract #2100 Fire Protection	Total Fire Protection, Inc.	\$427,798.35	\$418,890.00	\$0.00	0.00%	0	\$418,890.00	22.37%
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	28.50%
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	3.76%
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	10.47%
Contract #0966 Epoxy Terrazzo Flooring	Advance Terrazzo Flooring	\$612,417.75	\$508,000.00	\$21,000.00	4.13%	2	\$529,000.00	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	(\$45,125.00)	-3.41%	1	\$1,278,875.00	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
Contract #0920 Drywall/Cold Formed Metal Framing/DEF	Commercial Drywall, Inc.	\$1,222,033.05	\$609,850.00	\$1,265.00	0.21%	1	\$611,115.00	9.99%
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	15.45%
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	8.07%
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>\$85,163.00</u>			<u>\$22,105,067.00</u>	
	Grand Totals	<u>\$40,957,250.99</u>	<u>\$37,734,946.00</u>	<u>\$1,017,232.00</u>	2.70%		<u>\$38,752,178.00</u>	
							<u>\$41,716,739.00</u>	

REVIEW AND COMMENT CONSTRUCTION BUDGET WITH ALTERNATIVE FACILITIES FUNDING



**Agenda II.B.7.
April 28, 2016**

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

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

Date: April 28, 2016

**Re: Change Orders #02 and #03 for the 2016 Alterations to Nicollet Junior High,
Edward Neill, Sky Oaks and Harriet Bishop Elementary schools**

RECOMMENDATION: That the Board of Education approve change order #02 and #03 for the 2016 Alterations to Nicollet Junior High, Edward Neill, Sky Oaks and Harriet Bishop Elementary schools.

On January 14, 2016 the School Board approved the bids for contract #0980 and on February 11, 2016 the School Board approved the bids for contracts #0610, #2300, and #2600 for the 2016 Alterations to Nicollet Junior High, Edward Neill, Sky Oaks and Harriet Bishop Elementary schools.

Change order #02 for contract #0980M (Haldeman-Homme Inc.) is in the amount of \$17,797.00. Additional casework and totes added to the Nicollet science rooms are the reason for this cost change.

Change order #03 for contract #0980L (Haldeman-Homme Inc.) is in the amount of \$430.00. This cost is the labor for the additional casework installation noted in change order #02.

To date total change orders in the amount of \$17,227.00 to the 4 contract amounts of \$2,916,255.00 brings the total contracts with change orders to \$2,933,482.00. This represents change orders of 0.59% 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

MAR 28 2016

APR 05 2016

(Instructions on reverse side)

OWNER
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PCO#02

86

PROJECT: NEILL/ SKY OAKS/ NICOLLET/ BISHOP
 (Name and address) BURNSVILLE-EAGAN-SAVAGE-PUBLIC SCHOOLS
 100 RIVER RIDGE COURT
 BURNSVILLE, MN 55337

CHANGE ORDER NO.: 0980M.001

INITIATION DATE: 03/15/16

TO CONTRACTOR:
 (Name and address) HALDEMAN-HOMME, INC.
 430 INDUSTRIAL BLVD
 MINNEAPOLIS, MN 55413

PROJECT NOS.: 301504.03

CONTRACT FOR: Contract #0980M Casework/Material

CONTRACT DATE: 1/15/2016

The Contract is changed as follows:

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

RECEIVED

APR 1 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Guaranteed Maximum Price) was	\$ 234,710.00
Net change by previously authorized Change Orders	\$ 0.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$ 234,710.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$ 17,797.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be ...	\$ 252,507.00
The Contract Time will be (increased) (decreased) (unchanged) by	(- 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, STE 300, GOLDEN VALLEY, MN 55427
 ADDRESS Shawn Rata 3.29.16
 BY DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN
 ARCHITECTS
 ARCHITECT
 332 Minnesota Street, W2000, St. Paul, Minnesota 55101
 ADDRESS [Signature] 4/3/16
 BY DATE

HALDEMAN-HOMME, INC.
 CONTRACTOR
 430 Industrial Blvd, Minneapolis, MN 55413
 ADDRESS [Signature]
 BY Mike Prupp CEO DATE 3-22-16

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



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Subcontract Change Order

87

Detailed, Grouped by Each Number

Neill/Sky Oaks/Nicollet/Bishop

Project # 30150403

Tel: Fax:

Date: 3/15/2016

To Subcontractor/Vendor:

Haldeman-Homme, Inc.
430 Industrial Boulevard
Minneapolis, MN 55413

Architect's Project No:

Contract Date:

Contract Number: 980M

Change Order Number: 001

The Contract is hereby revised by the following items:

COR#003 Approval - Material

PCO	Item #	Description	Amount
COR#003	001	H&H - Material increases per shop drawings revisions, added totes, etc.	17,797

The original Contract Value was.....	234,710
Sum of changes by prior Subcontract Change Orders.....	0
The Contract Value prior to this Subcontract Change Order was.....	234,710
The Contract Value will be changed by this Subcontract Change Order in the amount of.....	17,797
The new Contract Value including this Subcontract Change Order will be.....	252,507
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Subcontract Change Order is.....	

CONTRACTOR

Address

BY

SIGNATURE

DATE

Haldeman-Homme, Inc.

SUBCONTRACTOR/VENDOR

430 Industrial Boulevard
Minneapolis, MN 55413

Address

BY

SIGNATURE

DATE

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

MAR 10 2016

APR 05 2016

OWNER

CONSTRUCTION MANAGER

ARCHITECT

CONTRACTOR

FIELD

OTHER

PCO#03

88

(Instructions on reverse side)

PROJECT: NEILL/ SKY OAKS/ NICOLLET/ BISHOP
 (Name and address) BURNSVILLE-EAGAN-SAVAGE-PUBLIC SCHOOLS
 100 RIVER RIDGE COURT
 BURNSVILLE, MN 55337

CHANGE ORDER NO.: 0980L.001

INITIATION DATE: 03/15/16

TO CONTRACTOR:
 (Name and address) HALDEMAN-HOMME, INC.
 430 INDUSTRIAL BLVD
 MINNEAPOLIS, MN 55413

PROJECT NOS.: 301504.03

CONTRACT FOR: Contract #0980L Casework/Labor

CONTRACT DATE: 1/15/2016

The Contract is changed as follows:

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

RECEIVED

APR 1 2016

ARMSTRONG, TORSETH
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was \$ 49,295.00
 Net change by previously authorized Change Orders \$ 0.00
 The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was \$ 49,295.00
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (~~decreased~~, ~~unchanged~~) by
 this Change Order \$ 430.00
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be \$ 49,725.00
 The Contract Time will be (~~increased~~, ~~decreased~~, ~~unchanged~~) by (- 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, STE 300, GOLDEN VALLEY, MN 55427

ADDRESS *Shawn Bratt* 3.29.16
 BY DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN
ARCHITECTS

ARCHITECT
 332 Minnesota Street, W2000, St. Paul, Minnesota 55101

ADDRESS *W. J. Hays* 4/3/16
 BY DATE

HALDEMAN-HOMME, INC.

CONTRACTOR
 430 Industrial Blvd, Minneapolis, MN 55413

ADDRESS *Mike Troop*
 BY DATE 3-22-16

BURNSVILLE-EAGAN-SAVAGE-PUBLIC SCHOOLS

OWNER
 100 River Ridge Court, Burnsville, MN 55337

ADDRESS
 BY DATE



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Subcontract Change Order

89

Detailed, Grouped by Each Number

Neill/Sky Oaks/Nicollet/Bishop

Project # 30150403

Tel: Fax:

Date: 3/15/2016

To Subcontractor/Vendor:

Haldeman-Homme, Inc.
430 Industrial Boulevard
Minneapolis, MN 55413

Architect's Project No:

Contract Date:

Contract Number: 980L

Change Order Number: 001

The Contract is hereby revised by the following items:

COR#003 Approval - Labor

PCO	Item #	Description	Amount
COR#003	002	H&H - Labor increase per shop drawing revisions.	430

The original Contract Value was.....	49,295
Sum of changes by prior Subcontract Change Orders.....	0
The Contract Value prior to this Subcontract Change Order was.....	49,295
The Contract Value will be changed by this Subcontract Change Order in the amount of.....	430
The new Contract Value including this Subcontract Change Order will be.....	49,725
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Subcontract Change Order is.....	

CONTRACTOR

Address

BY

SIGNATURE

DATE

Haldeman-Homme, Inc.

SUBCONTRACTOR/VENDOR

430 Industrial Boulevard
Minneapolis, MN 55413

Address

BY

SIGNATURE

DATE

Nicollet/Sky Oaks/Edward Neill/Harriet Bishop 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 Nic, SO, EN, HB								
Contract #0610 General Construction	CM Construction Company, Inc.	\$1,410,080.00	\$1,675,000.00	\$0.00	0.00%	0	\$1,675,000.00	0.00%
Contract #2600 Electrical/Communication/Security/Sound	CM Construction Company, Inc.	\$467,015.00	\$466,750.00	\$0.00	0.00%	0	\$466,750.00	0.00%
Contract #2300 Mechanical	Cool Air Mechanical	\$432,700.00	\$490,500.00	(\$1,000.00)	-0.20%	1	\$489,500.00	0.00%
Contract #0980 Nicollet Science Casework	Haldeman-Homme Inc.	\$413,528.00	\$284,005.00	\$18,227.00	6.42%	2	\$302,232.00	4.00%
		<u>\$2,723,323.00</u>	<u>\$2,916,255.00</u>	<u>\$17,227.00</u>			<u>\$2,933,482.00</u>	
	Grand Totals	<u>\$2,723,323.00</u>	<u>\$2,916,255.00</u>	<u>\$17,227.00</u>	0.59%		<u>\$2,933,482.00</u>	
							<u>\$3,180,695.00</u>	

REVIEW AND COMMENT CONSTRUCTION BUDGET WITH ALTERNATIVE FACILITIES FUNDING



**Agenda III.A.
April 28, 2016**

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

From: Dave Watkins, Dr. Elizabeth Vaught and Kristine Black

Date: April 28, 2016

Re: Report on School Improvement Plan Process

Receive a report from Dave Watkins, Dr. Elizabeth Vaught and Kristine Black on the School Improvement Plan Process.

One91

**School Improvement Plan
Process**



**BURNSVILLE
EAGAN
SAVAGE** 
DISTRICT 191

April 28, 2016

Agenda

Overview of the SIP Process

3 Major Phases of SIP

S.M.A.R.T. Goals

Theory of Action

SIP Review & Implementation

Examples from the Field

Questions

School Improvement Plan (SIP)

Purpose

Every school/program is required to develop, refine, and receive approval on a clearly-articulated **School Improvement Plan (SIP)**. Each SIP is created by the **principal** and **Building Leadership Team (BLT)** in consult with the staff, district administration, and TLT. The SIP is an annual plan that defines what the school/program will focus on to take its practice and performance to the next level during the coming academic year. This plan defines how the school/program will work on meeting specific “**Focus Areas**.” Each SIP will include:

- Work around student achievement
- Work around high quality instructional practice
- Work around data driven decision-making
- Work around high quality building based professional learning
- Work around family and community engagement

School Improvement Plan (SIP)

SIP Support

Principals have received and will continue to receive ongoing professional development (PD) to support each BLT's capacity to develop, implement, monitor, and adjust the SIP.

Additionally, ILT members provide support to building and program administrators, BLTs and schools/programs based on "Focus Area" needs to enable schools/programs to implement their SIP successfully.

SIP Reviews

Through a process of **regular SIP reviews of progress**, BLT/DLT will update or adjust SIP's **based on the needs of each individual school/program**.

3 Major Phases of SIP

The **One91** SIP process is organized around 3 major phases of work. Organizing the work of instructional improvement around a process that has specific, manageable steps helps educators build confidence and skill in using data, problem-solving and developing action/implementation steps.

The three phases: **Prepare, Inquire, and Act.**

- Initially, schools/programs "**prepare**" for the work by establishing a foundation for learning from student assessment results.
- Schools/programs then "**inquire**"--look for patterns in the data that indicate shortcomings in teaching and learning.
- Schools/programs then "**act**" on what they learn by designing and implementing instructional improvements. Schools/programs can then cycle back through inquiry and further action in a process of ongoing improvement.

S.M.A.R.T. Goals

S.M.A.R.T.

The "SMART" Goal framework is a useful tool that principals and BLTs use to craft effective goals and action plans:

S = Specific and Strategic

M = Measurable

A = Action Oriented

R = Rigorous, Realistic and Results-focused (the 3 R's)

T = Timed and Tracked



Theory of Action

1. If we focus on
2. And we support professional learning by...
3. While monitoring these things....
4. And engaging families and the community in these ways...
5. Then we will achieve these goals...

SIP Implementation

99

2015-16 School Year

Once the final SIP was communicated to staff during Workshop Week, the deep SIP work began.

- BLTs use the **SIP to structure all conversations** within the school/program and drive progress in the building.
- Through **monthly BLT meetings** and **quarterly reviews** of progress on SIP goals with staff and administration, the SIP becomes a living document that guides the work of schools/programs.
- BLTs will meet each quarter to conduct **data dives** around the SIP Focus Areas and Goals. Teams **make adjustments** to the SIP based on the results of these data dives.

To assist these effort, ILT partners provide principals with support to help the principal and their BLTs perform at a high-level with their data, professional development, etc....

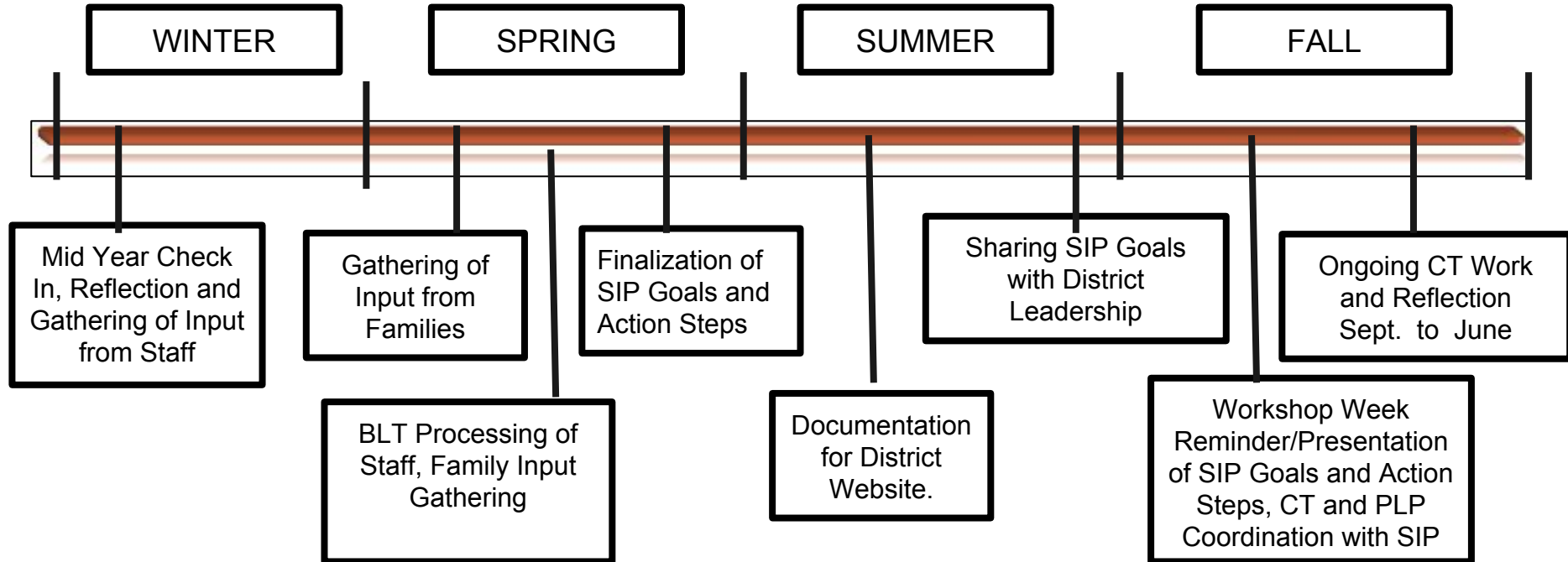
School Improvement at Hidden Valley

100

- ✓ What we do every day
- ✓ Non Negotiable
- ✓ Ongoing Reflection
- ✓ Complex and Flexible
- ✓ Professional Development, Coaching
- ✓ Evidence of Results



HV SIP Timeline



HV School Improvement Goals: Reading Focus

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Hidden Valley Elementary will increase the percentage of students meeting or exceeding their target RIT growth from 62.5% to 66.5% through the use of collaborative and differentiated strategies to accelerate growth. (+3 is typical growth. This past year we made +5% of growth. We will continue to stretch ourselves with +4% of growth.)

Hidden Valley Elementary will increase the percentage of Hispanic students meeting or exceeding their target RIT growth from 69% to 90% (20+%) through the use of collaborative and differentiated strategies to accelerate growth. (During the 14-15 school year there was an increase of 19% with this group of students. We will focus on maintaining and increasing this level.)

Hidden Valley Elementary will increase the percentage of Black students meeting or exceeding their target RIT growth from 54% to 64% (10+%) through the use of collaborative and differentiated strategies to accelerate growth. (During the 14-15 school year there was a decrease of 6.5% with this group of students.)

Neill SIP Goals

Building Goal

The percentage of all students in grades 1-6 at Edward Neill Elementary School who meet or exceed their fall to spring individual RIT Growth Projection on the NWEA MAP in reading will remain 75.6% in spring 2016.

Supporting Goals

The percentage of all students in Kindergarten at Edward Neill Elementary School who fall in the Intensive column of the reading Four Learners Chart will decrease from 47% in fall 2015 to 15% in spring 2016.

The percentage of all students in grades 1-6 at Edward Neill Elementary School who meet or exceed their fall to spring individual RIT Growth Projection on the NWEA MAP in math will remain 79.4% in spring 2016.

The percentage of all students in kindergarten at Edward Neill Elementary School who fall in the Intensive or Strategic column of the math Four Learners Chart will decrease from 59% in fall 2015 to 35% in spring 2016.

Teacher Professional Learning

Professional Learning Plan (PLP)

Goal #1

Danielson 2A, 2B, 2C, 2D, 3A, 3B, or 3D

Collaboration with Like Group Using Teachscape

- Data Analysis
- Coaching
- Observations

Goal #2

Danielson 3C

Collaboration with CT

Improved Instructional Practices

Accelerate Learning; Data and Ongoing Progress Monitoring¹⁰⁵

Whole School Data September to February*

Demographic Data Data September to February (Black, Hispanic)*

Grade Level/Team Level Data September to February*

Roles and Responsibilities (Principal, Teacher, Family)

*Data is triangulated using at least three different assessment sources.

Neill Documents

Neill Four Learners [Example](#)

[Neill](#) Theory of Action

[Neill](#) Teachscape Groups

What questions do you have?

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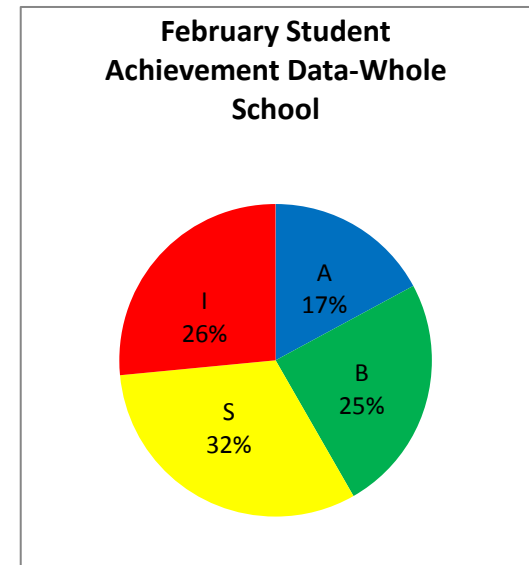
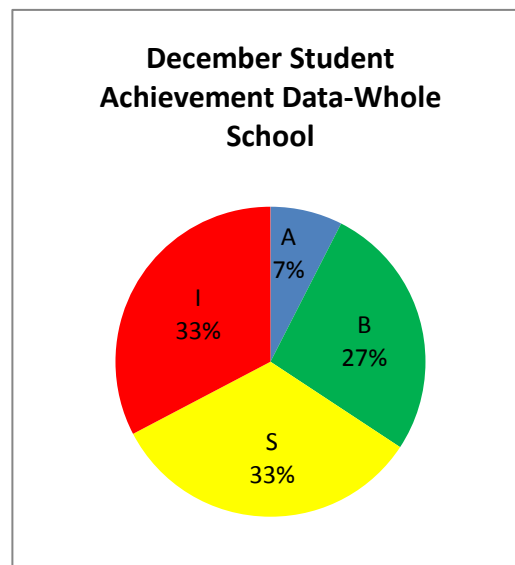
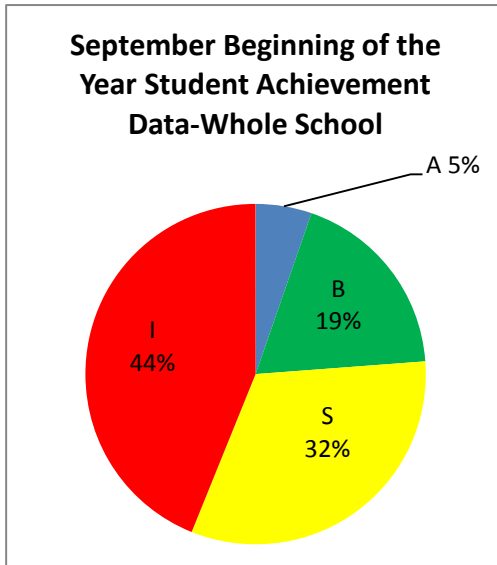


Advanced	1 Year Ahead
Benchmark	At Level
Strategic	1/2 Year Below
Intensive	More than 1/2 a Year Below

September Whole School Data			
Advanced	30	134	24%
Benchmark	104		
Strategic	182	429	76%
Intensive	247		

December Whole School Data			
Advanced	43	196	35%
Benchmark	153		
Strategic	189	367	65%
Intensive	187		

February Whole School Data			
Advanced	98	239	42%
Benchmark	141		
Strategic	182	334	58%
Intensive	152		

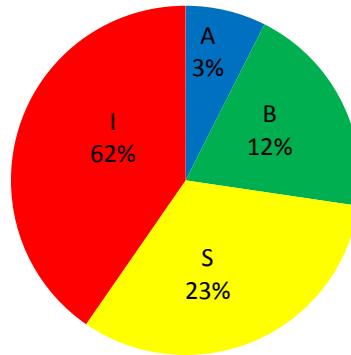


Advanced	1 Year Ahead
Benchmark	At Level
Strategic	1/2 Year Below
Intensive	More than 1/2 a Year Below

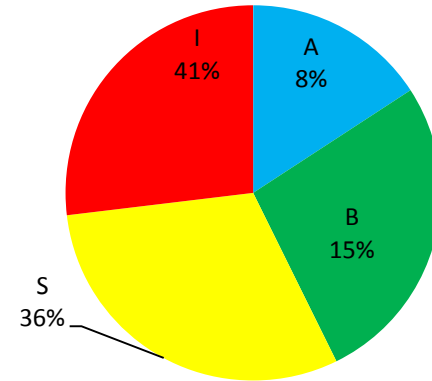
	Actual	Combined	%
Advanced	12	44	15
Benchmark	32		
Strategic	52	117	85
Intensive	65		

	Actual	Combined	%
Advanced	27	73	23
Benchmark	46		
Strategic	52	98	77
Intensive	46		

**Black, September, 15
Data**



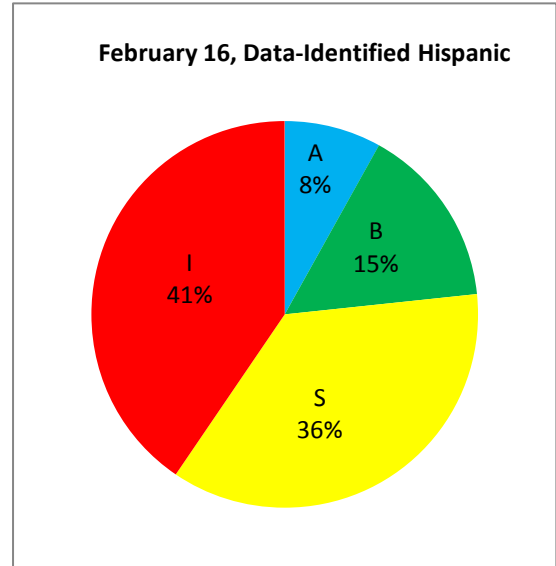
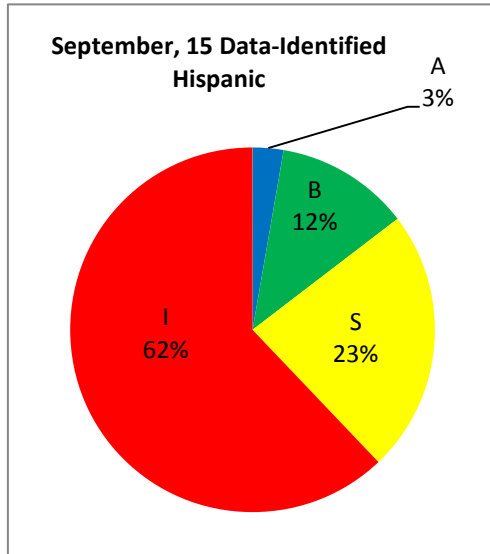
Black, February 16 Data



Advanced	1 Year Ahead
Benchmark	At Level
Strategic	1/2 Year Below
Intensive	1/2+ Years Below

	Actual	Combined	%
Advanced	6	32	15
Benchmark	26		
Strategic	51	187	85
Intensive	136		

	Actual	Combined	%
Advanced	17	49	23
Benchmark	32		
Strategic	76	161	77
Intensive	85		

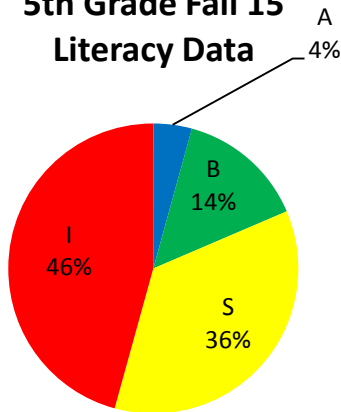


Sept.	#s
Advanced	3
Benchmark	10
Strategic	25
Intensive	32

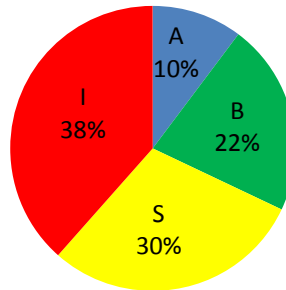
Dec	#s
Advanced	8
Benchmark	17
Strategic	23
Intensive	30

Feb	#s
Advanced	22
Benchmark	19
Strategic	23
Intensive	15

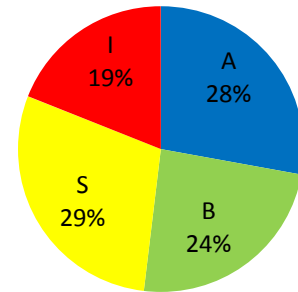
**5th Grade Fall 15
Literacy Data**



**5th Grade Late
Fall, 15 Literacy
Data**



**5th Grade Winter,
16 Literacy Data**





**Agenda III.B.
April 28, 2016**

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

From: Tom Umhoefer, Director of Community Education

Date: April 28, 2016

Re: Report on Burnsville Youth Collaborative

Receive a report from Tom Umhoefer, Director of Community Education on the Burnsville Youth Collaborative.

BURNSVILLE YOUTH COLLABORATIVE



The Burnsville Youth Collaborative (BYC) exists to provide leadership for local organizations to partner with young people to develop, empower, and prepare them for success.

BYC SCHOOL YEAR UPDATE



- BYC programs have served over 150 students so far in 2016.
- Opportunities included athletics, art, music lessons, cooking, college visits, youth in government, PACE, dance courses, and engineering enrichment activities.
- Offered Academic Support/Enrichment at all times during programming.

NEW PARTNERS

- **Wilderness Inquiry**
- **PACE (Past Athletes Concerned About Education)**



BYC STUDENTS @ MUN

- BYC sent 16 students to The Model United Nations Conference, 14 of these students were able to attend for free.
- Students spent three days in a hotel in Downtown Minneapolis representing a country within the United Nations.
- Students gathered information on their country and used that information to represent their countries best interests through the passing of bills/international laws.



BYC WEBSITE

- BYC Website is Live!
- Visit us at <http://www.bvilleyouth.com/>
- Website is designed to give students a place to search for out of school time opportunities in the Burnsville community.

BYC SUMMER PROGRAM

- Starting June 20th BYC will begin its second year of summer program serving all 3 middle schools in ISD 191.
- Student cost= \$20 for the summer. Under \$0.80 cents per day
- Activities- YMCA Camp Streefland (fishing, swimming, canoeing, etc), The Garage (music courses/tech courses), Cooking Matters courses, On-site activities, a trip to the Youth Dance Ensemble, and Edge Fridays (Community Education Scholarships).
- New Partnership with Wilderness Inquiry- Camping Trip and Outdoor Education.

BYC SUMMER DAILY EXAMPLE-JULY

- **12:00-** BALC Extended Year concludes. Students eat lunch at ERJH.
- **12:30-** Students meet in home room, go over daily activities.
- **12:40-** Gym activities, swimming, table tennis, technology club.
- **2:15-**Cooking Matters class, PACE Basketball Mentoring, Wilderness Inquiry Outdoor Education.
- **4:30-**Bus departure

July 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p>1 Junior Counselors@ *Bus-8:40</p> 	<p>2 OFF</p>	<p>3 OFF</p>	<p>4 Independence Day</p>
5	<p>6 Music Lessons/Tech Courses</p> 	<p>7 Cooking Matters/NJH</p> 	<p>8 Canoeing at Camp Streefland *Bus-12:40pm</p> 	<p>9 Cooking Matters/NJH</p> 	<p>10 @ The Edge Cascade Bay *Bus-7:45am</p> 	11
12	<p>13 Music Lessons/Tech Courses</p> 	<p>14 Cooking Matters/NJH</p> 	<p>15 Archery and Slingshots @ Streefland *Bus-12:40pm</p> 	<p>16 Cooking Matters/NJH</p> 	<p>17 @The Edge Edina Pool *Bus-7:45am</p> 	18
19	<p>20 Music Lessons/Tech Courses</p> 	<p>21 Cooking Matters/NJH</p> 	<p>22 Gaga Ball and Extreme Slide @ Streefland *Bus-12:40pm</p> 	<p>23 Cooking Matters/NJH</p> 	<p>24 @The Edge Pizza/ Movie *Bus-7:45am</p> 	25
26	<p>27 Music Lessons/Tech Courses</p> 	<p>28 Cooking Matters/NJH</p> 	<p>29 Fishing at Camp Streefland *Bus- 12:40pm</p> 	<p>30 Cooking Matters/NJH</p> 	<p>31 The Edge Canoeing and Rock climbing *Bus-7:45am</p> 	

LEADERS IN TRAINING

- With the partnership with the YMCA students have the benefit of participating in the LIT program at Camp Streefland.
- Students work one on one with a camp counselor as they lead a group of younger students through daily activities.



CAMPING TRIP

- **2015 Students went to Carver Park in Chaska for a 3 day 2 night camping/canoe trip.**
- **2016 students will be going on a 4 day trip to Lake Itasca.**
- **These trips are led by Wilderness Inquiry.**



BYC PARTNERS

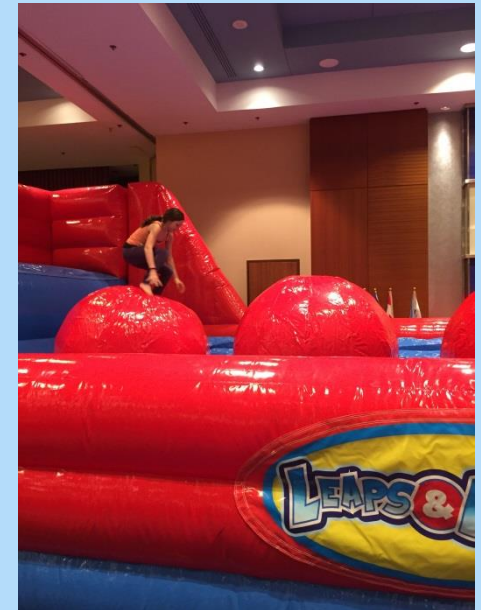
Collaborative Leaders

- **ISD 191 Community Education**
- **City of Burnsville**
- **MN Valley YMCA**

Funding

- **Otto Bremer**
- **CDBG**
- **Youthprise**

BYC IN ACTION





PROCLAMATION

Burnsville Lions Club 50th Anniversary 1966-2016

WHEREAS, The Burnsville Lions Club was chartered on May 12, 1966, with 31 members and now has 55 male and female members today; and

WHEREAS, The Burnsville Lions Club has a long history of fundraising events and has donated over \$2 million in its lifetime with the majority of funds staying in Burnsville and Savage; and

WHEREAS, Every year for many years, the Burnsville Lions Club has provided funding to boost the academic success of our students so they are future ready, including dictionaries for all third-graders, boxes of school supplies, eye exams and glasses, books and technology for classrooms, playgrounds for schools, and more; and

WHEREAS, The Burnsville Lions Club has contributed thousands of dollars in scholarships to graduates of Burnsville High School and has supported the school's Hall of Fame; and

WHEREAS, The Burnsville Lions Club has supported programs that have a positive impact on students and their families, including Ready! For Kindergarten, BrainPower in a Backpack, Blaze Robotics Team, and more; and

WHEREAS, Local Club projects include arranging the first Burnsville Fire Muster Parade in 1981, an electronic scoreboard for Burnsville High School, the splash pad at Cliff Fen Park, equipment for police and fire departments, and much more, all of which make Burnsville a strong community that is a safe and nurturing place to grow, live and work.

NOW THEREFORE, BE IT RESOLVED, that I, Dan Luth, Chair, on behalf of the Board of Education of Burnsville-Eagan-Savage School District 191, hereby proclaim the year 2016 as

Burnsville Lions Club's 50th Anniversary

and call upon community members to celebrate the milestone of the valuable service organization in our school district

PROCLAIMED this 28th day of April, 2016

Dan Luth, Chair



INDIVIDUALIZED STUDENT SERVICES OFFICE

TO: Members, Board of Education
Superintendent Joe Gothard

Agenda Item III-D
April 28, 2016

FROM: Stephanie A. Corbey, Executive Director

DATE: April 15, 2016

RE: Approve 2016-2017 Early Childhood Special Education Birth-to-Three Program and Evaluation Team Calendar

RECOMMENDATION: *That the Board of Education approve the 2016-2017 Birth-to-Three Early Childhood Special Education Program and Evaluation Team Calendar. This calendar is unique as the services and programming occur throughout the calendar year.*

Services for infants and toddlers are provided through an Individual Family Services Plan (IFSP) and referrals are taken by the Birth-to-Three Early Childhood Special Education Program year round. Over 200 families are served in this district program.

Legal mandates require that an evaluation for program eligibility occur within 45 calendar days of the referral and that services start without delay. This calendar has been developed in order for the program staff to meet these timelines.

This calendar reflects the same number of contracted staff work days “stretched” across the entire year to limit the length of breaks. Also, the professional development and conference days have been aligned with the district school calendar to facilitate collaboration with other district programs and initiatives.

Independent School District 191

Burnsville/Eagan/Savage

Birth-3 ECSE Program

2016-2017 Calendar

- School in Session
- Holidays/Breaks
- Teacher Workdays (Without Students)

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**BURNSVILLE – EAGAN – SAVAGE
INDEPENDENT SCHOOL DISTRICT 191
HUMAN RESOURCES**

AGENDA ITEM: III.E

To: Members of the Board of Education
Superintendent Joseph Gothard

From: Stacey Sovine
Executive Director of Human Resources

Date: April 28, 2016

RE: Resolution relating to the Termination of Teaching Contracts for the following Long Term Substitute Teachers effective at the close of the 2015 - 2016 school year

RECOMMENDATION: It is the recommendation that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the School Board of Independent School District 191, that the teaching contracts of the following long-term substitute teachers be terminated at the close of the 2015 - 2016 school year.

<u>Last Name</u>	<u>First Name</u>	<u>School</u>
Brandon	Debra	EN
Cunningham	Erin	VV, EN
Dybvig	Joan	MWS
Hall	Kathleen	SO
Isakson	Julie	WB
Iverson	Arthur	MJH, VV, ERJH
Kutz	Robin	SO
Long	Karli	EN
Madson	Mathew	SO
Malsom	Rachel	BHS
Mickelson	Ashly	HV, VV
Mishica	Allison	WB
Mosher	Nancy	WB
Murray	Cathleen	NJH
O'Malia	Sarah	BHS
Paulsen	Jane	NJH
Polk	Christina	ERJH, MJH

Reagan	Kathryn	ECSE
Reid	Shannan	WB
Schmidt	Dwight	ERJH
Simpson	Lynnette	HB
Tanner	Kathryn	NJH
Tofte	Andrew	MWS, ST
Torralba	Kathleen	SO

BE IT FURTHER RESOLVED, that written notice is sent to said teachers regarding termination and nonrenewal of his/her contract as provided by law.

**BURNSVILLE – EAGAN – SAVAGE
INDEPENDENT SCHOOL DISTRICT 191
HUMAN RESOURCES**

AGENDA ITEM: III.F.

To: Members of the Board of Education
Superintendent Joseph Gothard

From: Stacey Sovine
Executive Director of Human Resources

Date: April 28, 2016

RE: Resolution relating to the termination and nonrenewal of that portion of teaching contracts in excess of 1.0 and/or beyond contractual rights at the conclusion of the 2015 - 2016 school year.

RECOMMENDATION: It is the recommendation that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the School Board of Independent School District 191 that the portion of teaching contracts of staff in excess of 1.0 and/or contractual rights be terminated at the close of the 2015 – 2016 school year.

TEACHER NAME	TOTAL FTE
Heather Alvey	0.2000
Javier Blazquez	0.1848
Steve Brady	0.1321
Christopher M Brown	0.0953
Laura Buske	0.1950
Michelle Carroll	0.2082
Charles Croatt	0.1000
Ryan Czapar	0.0382
Erik Durand	0.0650
Heidi Eichten	0.1774
Joshua Flug	0.0389
Holly Foldenaur	0.0650
Kimberly Fritz	0.1000
Brady Gatzmeyer	0.0791
Amanda Gregory	0.1303
Hope Grover	0.0135
Jeffrey Hammer	0.0650
Sara Holcombe	0.1257

Michael Huemoeller	0.1000
Jennifer Jensen	0.1652
Laurie King	0.0286
Timothy Lotze	0.0650
Teresa Meuser	0.1000
Robert Paetzold	0.0709
Chad Pearson	0.2000
Matthew Schmeichel	0.1800
Kerry Stone	0.1673
Russell Tesmer	0.1011
Megan Tillman	0.2120
Ethan Walker	0.0650

BE IT FURTHER RESOLVED, that written notice is sent to said teachers regarding termination and nonrenewal of his/her contract as provided by law.



**Agenda III.G.
April 28, 2016**

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

From: Stacey Sovine, Executive Director of Human Resources

Date: April 28, 2016

Re: Proposed Discharge of Teacher Under Minnesota Statutes Section 122A.40

**RESOLUTION PROPOSING TO
IMMEDIATELY DISCHARGE A TENURED TEACHER
REFERRED TO HEREIN AS “TEACHER A”**

BE IT RESOLVED, by the School Board of Independent School District No. 191 that:

1. Teacher A is proposed to be immediately discharged pursuant to Minn. Stat. § 122A.40, subd. 13;
2. Written notice shall be sent to the teacher regarding the proposed immediate discharge as provided by law, and that said notice shall be in the form set forth in Exhibit A attached hereto;
3. Each and all of the grounds set forth in said notice are within the grounds for the immediate discharge of a continuing contract teacher;
4. Exhibit A to this Resolution contains private data on individuals, pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and therefore the private data classification of the exhibit must be maintained in accordance with applicable state law.
5. The written notice attached here to as Exhibit A shall be signed by the Clerk of the School Board and served upon the teacher as determined by the administration of Independent School District No. 191; and
6. Pending any proceedings regarding the proposed immediate discharge, Teacher A shall be suspended without pay consistent with the teacher’s current unpaid status.



**Agenda III.H.
April 28, 2016**

To: Board of Education, Members
From: Dr. Joe Gothard, Superintendent
Date: April 28, 2016
Re: Policies

Recommendation: Approve, on a first reading basis, Board Policies 720: *Vending Machines* (rescind DFF & DFF-R), 208: *Development, Adoption, and Implementation of Policies*, 410: *Family Medical Leave Policy*, 414: *Mandated Reporting of Child Neglect or Physical or Sexual Abuse*, 415: *Mandated Reporting of Maltreatment of Vulnerable Adults*, and Policy 514: *Bullying Prohibition Policy*.

Policy 720: *Vending Machines* will replace Policy DFF & DFF-R. Policies 208, 410, 414, 415 and 514 are being brought to the school board for annual review per Policy 208. Policies 208, 410, 414, and 415 have been revised based on recommendations from MSBA. Non-substantive changes were made to Policy 514: *Bullying Prohibition Policy*.

Administration and the Policy Review Committee have reviewed these changes and recommend your approval.

The policies with edits are attached for your review.

Adopted: 1/2005

Burnsville-Eagan-Savage School District Policy 720

Reviewed: _____

Revised: _____

Rescinds: DFE, DFFR

720 VENDING MACHINES

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

~~It is that~~The policy of the school district is to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

~~Automatic-v~~Vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by superintendent or designee ~~by the school board~~ as provided in this policy.

~~[Note: This provision can be narrowed to apply only to specific facilities.]~~

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person designee in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person designee in charge of that facility. ~~All~~ food, beverages, or other items approved shall be appropriate to the school setting. ~~Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.~~
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. ~~Vending machines should not be~~

operated in competition with the school cafeteria or food service. -The principal or ~~other person~~ designee in charge of the school facility may regulate the hours of operation of any machine.

- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or ~~other person~~ designee in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the ~~school board~~ superintendent or designee on a facility-by-facility basis.

~~*[Note: These provisions may need to be amended if the school board determines to contract for vending machine services on an exclusive and district-wide basis.]*~~

- B. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be \$~~1~~50,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52.

~~*[Note: This dollar figure is lower than the \$100,000 statutory requirement for sealed bids but is recommended to protect the interests of the public.]*~~

- ~~C. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.~~

~~*[Note: This dollar figure is lower than the \$25,000 statutory requirement for quotations but is recommended to protect the interests of the public.]*~~

- ~~D. The contracting process shall be conducted in compliance with Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.~~

- EC. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. -The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions,

bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.

- ~~FD.~~ If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.
- ~~GE.~~ All contracts for vending machines must be approved by the ~~school board~~ superintendent or designee. Any contract not made in compliance with this policy shall be void. ~~Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.~~
- ~~HE.~~ All vending machines are to be installed at the expense of the facility in which located. ~~All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.~~
- ~~IG.~~ No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. ~~These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.~~

Legal References: Minn. Stat. § 123B.20 (Dealing in Supplies)

Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Contracts)
Minn. Stat. § 471.87 (Conflict of Interest)

Cross References: Burnsville-Eagan-Savage School District Policy 210 (Conflict of Interest –
School Board Members)
Burnsville-Eagan-Savage School District Policy 702 (Accounting)

Descriptor Term: **Vending Machine Receipts**

Descriptor Code: **DFF**

Issued Date: **1/05**

Reviewed Date:

Revised Date:

Rescinds:

The placement of vending machines in school facilities must be approved by the school board. All vending machine contracts are to be reviewed by the Business Office. The contract, contract award, selection of items to be sold and handling of receipts must adhere to the provisions of this policy and applicable state laws.

Descriptor Term: **Vending Machine Receipts**

Descriptor Code: **DFF-R**

Issued Date: **1/05**

Reviewed Date:

Revised Date:

Rescinds:

I. PURPOSE

The purpose of this regulation is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to contract for, supervise, maintain and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft or the appearance of impropriety. This policy applies to vending machines available to students or other users of school facilities. This policy does not apply to vending machines in staff lounges that are contracted for by staff committees and are used exclusively by employees.

III. AUTHORIZATION

Vending machines for the dispensing of food, beverages or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

IV. SUPERVISION; APPROVAL; LOCATION

A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.

B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.

C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.

D. Vending machines shall be located to meet any applicable building, fire or life/safety codes and to provide convenience of operation, accessibility and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on.
- B. If it is estimated that the annual aggregate receipts resulting from a vending machine contract will exceed \$50,000, the contract must be awarded pursuant to the uniform municipal contracting law.
- C. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.
- D. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of merchandise, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.
- E. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability and may be disciplined for said action.
- F. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- G. No teacher, administrator, school district employee or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially there from.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contracts or otherwise, proper auditing and inventory control and cash handling procedures shall be established to ensure that commissions are being correctly calculated and paid. The preferred method of contracting for vending machines is on a full-service, commission basis to avoid the need for District personnel to handle inventories, cash and deposits.

Legal References:

- Minn. Stat. § 123B.52 (Contracts)
- Minn. Stat. § 123B.20 (Dealing in Supplies)
- Minn. Stat. § 471.345 (Contracts)
- Minn. Stat. § 471.87 (Conflict of Interest)

Adopted: 11/2003

Burnsville-Eagan-Savage School District Policy 208

Reviewed: 6/11/2015, 4/28/2016

Revised: 6/25/2015

Rescinds: BF

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review by the Policy Review Committee prior to possible placement on the school board agenda.

~~D. All proposed policies will be reviewed by the school board's Policy Review Committee prior to being submitted to the school board for consideration.~~

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies or repeal of existing policies by placing the item on the agenda of two regularly scheduled school board meetings. The proposals shall be distributed and public comment will be allowed at listening sessions prior to final school board action.

- B. The final action taken to adopt the proposed policy or repeal an existing policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The adopted policy will be effective on the later of the date of passage or the date stated in the motion. A repealed policy will no longer be in effect on the later of the date of board action or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted or repealed by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption or repeal of the policy shall be included in the minutes. The emergency action shall expire within one year following the emergency action unless the policy adoption or repeal procedure stated above is followed and the policy adoption or repeal is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. The superintendent ~~is shall be~~ responsible ~~to for~~ implementing school board policies, ~~other than the policies that cover how the school board will operate.;~~ ~~and~~ ~~The superintendent or designee shall to~~ develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. Employee and student handbooks shall be subject to annual review and approval by the school board.
- B. Policies adopted by the school board shall be posted to the school district's website using the codification system and format approved by the school board.
- C. The superintendent and ~~employees designated by the superintendent~~ ~~designees~~ are responsible to keep the digital policies current: <http://www.isd191.org/about-us/district-policies>.
- D. The school board shall review policies at least once every five years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one-fifth of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; 806 ~~Crisis~~

~~Management-Emergency Operations~~ Policy; and 208 Development, Adoption, and Implementation of Policies.

- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the action taken, the need for a policy, and will present a recommended policy to the school board for approval.

VI. RESPONSIBILITIES

- A. Board Members—Discharge their governance responsibility through the adoption of policies that establish the focus, criteria, and parameters for decision-making by school district staff to ensure decisions made are congruent with school district goals and priorities.
- B. Board Policy Review Committee—Reviews recommended policies, prior to submitting to the full board for consideration, to ensure policies are within the scope of the school board’s authority and support the school district’s mission, vision, core values, and strategic direction.
- C. District Administrators—Are responsible for informing their subordinates of existing policies and administrative regulations and ensuring that all policies and regulations are implemented with fidelity.
- D. Staff—Are responsible for implementing all school board policies and administrative regulations with fidelity.
- E. Superintendent—Periodically reviews and evaluates all current policies, keeping the school board apprised of the need to revise or repeal existing policies or adopt new policies.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: Burnsville-Eagan-Savage School District Policy 305 (Policy Implementation)

Adopted: 4/2001

Burnsville-Eagan-Savage School District Policy 410

Reviewed: 1/11, 4/28/2016

Revised: 3/1, 6/2014

Rescinds: GBEAC

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. “Covered active duty” means:

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

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date on which the veteran undergoes that medical treatment, recuperation, or therapy the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service ~~National Guard or Reserve military service~~ obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.

D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.

ED. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.

FE. “Outpatient status” means, with respect to a covered servicemember, who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:

1. a military medical treatment facility as an outpatient; or
2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

GF. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member’s child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
6. to spend up to ~~five~~ 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member;
~~and~~
8. to address parental care needs; and
98. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

HG. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

IH. “Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. _____ “Veteran” has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
 - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces ~~(or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces)~~ and

that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

- b. ~~a "serious injury or illness,"~~ in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces ~~(or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces)~~ and that manifested itself before or after the member became a veteran, and is:
- (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same

conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

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

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

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

B. SixTwelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a ~~six~~12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall

commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

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

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

~~B. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.~~

BC. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.

B. This policy will be reviewed at least annually for compliance with state and federal law.

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

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

Adopted: 07/2001
Reviewed: 8/13/2015, 4/28/2016
Revised: 9/10/2015
Rescinds: GBHA

Burnsville-Eagan-Savage School District Policy 414

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and

depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § ~~125A.0942~~ ~~121A.67~~ or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following ~~that are done in anger or without regard to the safety of the child:~~ (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police

department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.

- IH.** “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- IJ.** “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- KJ.** “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- LK.** “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- ML.** “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A.** A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare

agency, police department, county sheriff, tribal social services, or tribal police department. or agency responsible for assisting or investigating maltreatment. The reporter will include his or her name and address in the report.

- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies.

The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written

notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear on the district website.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
~~Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)~~
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: Burnsville-Eagan-Savage School District Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: 7/2001
 Reviewed: 8/13/2015, 4/28/2016
 Revised: 9/10/2015
 Rescinds: GBHAB

Burnsville-Eagan-Savage School District Policy 415

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs if-when any school personnel ~~to-fails~~ to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who have reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. -Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult’s will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.
- E. “Financial Exploitation” means a breach of a fiduciary duty by an actor’s unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor’s failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult’s funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult’s will for the profit or advantage of another.
- F. “Vulnerable Adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services ~~at or from a licensed facility which serves adults as set forth in Minn. Stat. § 626.5572, Subd. 21(a)(2) required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2);~~ (3) receives services from a licensed home care provider or ~~person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program home care provider service;~~ or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction

that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the ~~designated county entity~~ common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.

- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
 Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
 Minn. Stat. §§ 609.221-609.224 (Assault)
 Minn. Stat. § 609.234 (Crimes Against the Person)
 Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
 Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
 Minn. Stat. § 609.341 (Definitions)
 Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
 Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
 Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: Burnsville-Eagan-Savage School District Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
 Burnsville-Eagan-Savage School District Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
 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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Adopted: 03/06

Burnsville-Eagan-Savage School District Policy 514

Reviewed: 10/11, 4/28/2016

Revised: 11/11, 6/14

Rescinds: ACD-JBD, JBD-ACD

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is

objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other

vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. —Disciplinary

consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school

personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce

discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the

school district.

- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
 Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.69 (Hazing Policy)
 Minn. Stat. § ~~124D.10~~ Ch. 124E (Charter School)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: ~~MSBA/MASA Model Burnsville-Eagan-Savage~~ Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
~~MSBA/MASA Model Burnsville-Eagan-Savage~~ Policy 413 (Harassment and Violence)
~~MSBA/MASA Model Burnsville-Eagan-Savage~~ Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
~~MSBA/MASA Model Burnsville-Eagan-Savage~~ Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
~~MSBA/MASA Model Burnsville-Eagan-Savage~~ Policy 423 (Employee-Student Relationships)

Weapons Policy)	MSBA/MASA Model <u>Burnsville-Eagan-Savage</u> Policy 501 (School
Discipline)	MSBA/MASA Model <u>Burnsville-Eagan-Savage</u> Policy 506 (Student
Punishment)	MSBA/MASA Model <u>Burnsville-Eagan-Savage</u> Policy 507 (Corporal
	MSBA/MASA Model <u>Burnsville-Eagan-Savage</u> Policy 515 (Protection and Privacy of Pupil Records)
Disability Nondiscrimination)	MSBA/MASA Model <u>Burnsville-Eagan-Savage</u> Policy 521 (Student
Nondiscrimination)	MSBA/MASA Model <u>Burnsville-Eagan-Savage</u> Policy 522 (Student Sex
	MSBA/MASA Model <u>Burnsville-Eagan-Savage</u> Policy 524 (Internet Acceptable Use and Safety Policy)
Prevention)	MSBA/MASA Model <u>Burnsville-Eagan-Savage</u> Policy 525 (Violence
Prohibition)	MSBA/MASA Model <u>Burnsville-Eagan-Savage</u> Policy 526 (Hazing
	MSBA/MASA Model <u>Burnsville-Eagan-Savage</u> Policy 529 (Staff Notification of Violent Behavior by Students)
Transportation Safety Policy)	MSBA/MASA Model <u>Burnsville-Eagan-Savage</u> Policy 709 (Student
	MSBA/MASA Model <u>Burnsville-Eagan-Savage</u> Policy 711 (Video Recording on School Buses)
	MSBA/MASA Model <u>Burnsville-Eagan-Savage</u> Policy 712 (Video Surveillance Other Than on Buses)



**Agenda IV.
April 28, 2016**

To: Board of Education, Members
From: Dan Luth, Chair
Date: April 28, 2016
Re: Committee Reports

The following committees may provide updates to the School Board:

- Student Performance and Achievement - Director Currier, committee chair
- Technology Committee - Director Hill, committee chair
- Negotiating Committee - Director Mackall, committee chair
- Policy Review Committee - Director Alt, committee chair



**Agenda V.
April 28, 2016**

To: Board of Education, Members
From: Abigail Alt, Vice Chair
Date: April 28, 2016
Re: Report on April 14, 2016 Board Listening Session

Vice Chair Abigail Alt will provide a report on the April 14, 2016 Board Listening Session.