



### Regular Meeting Agenda

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN 55337  
June 23, 2016  
6:30 PM

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

I. Call to Order

- A. Welcome Public
- B. Pledge of Allegiance
- C. Public Recognition - Burnsville High School Student's Award-Winning Documentary

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	4
2. Approve Personnel Recommendations	9
3. Adopt a Resolution to Accept Donations	10
4. Approve Payroll, Expenditures, Receipts and Investments	12
5. Accept Budget Analysis	60
6. Authorize the Release of June and July Checks Covering District Obligations Due and Payable for June and July Business	67
7. Approve Change Orders #122, #135, #138, #139, #140, #141, #142, #143, #144, and #145 for the 2015 Additions and Alterations to Burnsville High School	68
8. Approve Scheduling a Board Retreat on September 23, 2016	93
9. Approve Canceling the July 21 Board Meeting Scheduled at 6:30 p.m.	94
10. Approve Initial Extended Field Trip Application for Burnsville High School Students to Travel to France June 12-21, 2017	

III. New Business	2
A. Receive a Report on the Superintendent Evaluation	96
<b>Speaker(s):</b> Abigail Alt, Vice Chair	
B. Approve 2016-17 Student/Parent Handbook	99
<b>Speaker(s):</b> Cindy Amoroso, Assistant Superintendent	
C. Approve ECSE Handbook for 2016-17 School Year	132
<b>Speaker(s):</b> Stephanie Corbey, Exec. Dir. of Individualized Student Services	
D. Approve BEST Handbook for the 2016-17 School Year	142
<b>Speaker(s):</b> Stephanie Corbey, Exec. Dir. of Individualized Student Services	
E. Approve the Proposed Revisions and Re-adopt the Unchanged Language in the 2016-2017 Terms and Conditions of Employment for the Unaffiliated Employees	148
<b>Speaker(s):</b> Dr. Joe Gothard, Superintendent	
F. Adopt a Resolution Terminating Non-Licensed Staff	158
<b>Speaker(s):</b> Stacey Sovine, Executive Director of Human Resources	
G. Adopt a Resolution Relating to the Termination and Nonrenewal of the Teaching Contracts of Probationary Certified Personnel at the Close of the 2015-2016 School Year	159
<b>Speaker(s):</b> Stacey Sovine, Executive Director of Human Resources	
H. Approve Contract for Property, Casualty and Liability Insurance for 2016-17	160
<b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	
I. Approve Contract for Co-located Health Services with Headway Emotional Health Services, Inc. for 2016-2017	161
<b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	
J. Adopt Resolution Approving Intermediate District No. 917's Long-Term Facility Maintenance Program Budget	169
<b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	
K. Approve ISD 191 LTFM Revenue Application	174
<b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	
L. Approve Committed Fund Balance for FY16	194
<b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	
M. Approve FY17 Adopted Budget	195
<b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	
N. Adopt a Resolution Relating to Election of School Board Members and Calling the School District Election	300
<b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	
O. Approve Contract for Vending of Beverage and Snacks	307
<b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	
P. Award Bid for Monitors and Installation	
<b>Speaker(s):</b> Lisa Rider, Executive Director of Business Services	

---

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. 316

IV. Committee Reports

324

V. Adjourn to a Closed Session to Discuss Negotiation Strategies as Permitted by Minn. Statute §13D.03

---

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.

School Board Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 June 9, 2016

The meeting of the Board of Education was called to order by Chair Luth at 6:30 p.m. at the Burnsville Council Chambers at Burnsville City Hall, 100 Civic Center Parkway, Burnsville.

Call to Order

Members present: Directors Currier, Alt, VandenBoom, Hill, Schmid, and Chair Luth. Others in attendance were Superintendent Gothard, staff and members of the public. Mackall was absent.

Attendance

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

Pledge of Allegiance

Moved by Schmid, seconded by VandenBoom to approve the agenda. Motion carried unanimously (6, 0).

Agenda

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

Consent Agenda Minutes

- Approve minutes of the May 26, 2016 regular school board meeting, workshop and closed session.
- Approve personnel recommendations for E. Robb, G. Manz, K. Owens, L. Rumpza, A. Katzmarek, K. Scalzo, H. Abdirahman, M. Butorac, B. Herby, J. Kinsella, C. Ruthig, A. Wolpers, J. Brown, M. Gavnik, S. Sanderson, M. Feldhake, G. Hill, K. Browman, J. Owens.
- Adopt a resolution to approve and accept donations.
- Approve contracting with Clifton Larson Allen to perform the 2015-16 financial audit. field work and final reporting will occur during the fall/winter of 2016-17 school year.
- Approve the property, casualty, and liability agent of record agreement with the Kraus-Anderson Insurance Agency for the 2016-17 fiscal year.
- Appoint Corporate Health Services as agent of record for group medical, life, long term disability and dental insurance for the 2016-17 fiscal year.
- Approve the workers' compensation agent of record agreement with Marsh McClellan, for the 2016-17 fiscal year.
- Renew the district's membership in the Minnesota School Boards Association (MSBA).
- Approve the resolution for Membership in the Minnesota State High School League for the 2016-2017 school year.
- Renew the district's membership in the Association of Metropolitan School Districts (AMSD).
- Approve second reading of Board Policies 101: *Legal Status of the School District*; 102: *Equal Educational Opportunity*; 401: *Equal Employment Opportunity*; 406: *Public and Private Personnel Data*; 508: *Extended School Year for Certain Students with Individualized*

Human Resources

Donations

Agent of Record

MSBA  
 Membership  
 MSHSL  
 Membership

AMSD  
 Membership  
 Second Reading  
 of Policies

*Education Programs; 525: Violence Prevention; 530: Immunization Records; 613: Graduation Requirements; 708: Transportation of Nonpublic School Students; 805: Waste Reduction and Recycling; and 902: Community Use of School Facilities and Equipment (rescind KG & KG-R).*

- Rescind, on a second reading basis, the following board policies and regulations: ABB: *Administrative Operations - Meet and Confer*; ADA: *Foundations and Commitments Educational Philosophy Funding*; AFC: *Professional Staff Evaluation*; AFCA: *Evaluation of Professional-Staff Administrative*; AFCB & AFCB-R: *Evaluation of Professional Staff-Non Administrative*; AFD & AFD-R: *Evaluation of Support Staff*; BFF: *Staff Conflict of Interest*; CD & CD-R: *Shared Decision-making*; DA: *Fiscal Management Goals*; DBE: *Determination of Budget Priorities-Program Reductions*; DBJ: *Budget Implementation*; DFE: *Gate Receipts and Admissions*; DIA: *Accounting System*; DIE: *Audits*; DJB & DJB-R: *Petty Cash Accounts*; DK: *Payment Procedures*; DL: *Payroll Procedures*; DLA & DLA-R: *Payday Schedules*; DLB and DLB-R: *Salary Deductions*; DLBA & DLBA-R: *Tax Sheltered Annuities-Deferred Compensation*; DM & DM-R: *Cash in School Buildings*; EBCA & EBCA-R: *Disaster Plans*; ECA: *Buildings and Ground Security*; ECAB & ECAB-R: *Vandalism*; EEAB: *Student Bus Scheduling & Routing*; EEAE & EEAE-R: *Student Transportation Provided or Arranged by the District*; EF: *Food Service Management*; EFB and EFB-R: *Free and Reduced Price Food Services*; EGAB: *Mail and Delivery Services*; EGAC: *Cellular Phones*; FE & FE-R: *Facilities Construction*; FEB: *Architect*; FL & FL-R: *Retirement of Facilities*; GBEA: *Communicable Diseases Employees and Staff*; GBL: *Personnel Records Retention and Access*; GBLAB: *Private Health Information Protection*; GBM: *Staff Complaints and Grievances*; GCA: *Professional Staff Positions*; GCB-R: *Professional Staff Contracts and Compensation Plans*; GCBC & GCBC-R: *Professional Staff Fringe Benefits*; GCBCA-R: *Health Maintenance Organization-Regulation*; GCD-R: *Professional Staff Hiring – Regulation*; GCE & GCE-R: *Part-Time and Substitute Professional Staff-Employment*; GCEA & GCEA-R: *Arrangements for Professional Staff Substitutes*; GCG & GCG-R: *Professional Staff Probation and Tenure*; GCI: *Professional Staff Assignments and Transfers*; GCM: *Supervision of Professional Staff*; GCP-R: *Professional Staff Termination of Employment-Regulation*; GCPA: *Reduction of Professional Staff Work Force*; GCQC & GCQC-R: *Exchange Teaching*; GD: *Support Staff*; GDA & GDA-R: *Support Staff Positions*; GDBC & GDBC-R: *Support Staff Fringe Benefits*; GDD & GDD-R: *Support Staff Hiring*; GDI & GDI-R: *Support Staff Assignments and Transfers*; GDN-R/AFD-R: *Evaluation of Support Staff-Regulation*; HFA: *Guidelines for Contract Discussions with Meet and Confer Employee Groups*; IHB: *Elementary and Secondary Maximum Teacher Loads*; IHBHB: *Community Based Home Care Agency Staff in the*

Rescind Policies

*School Setting; IM: Evaluation of Instruction and Curriculum Programs; IND: School Ceremonies and Observances; JECE & JECE-R: Student Withdrawal from School-Dropouts; JGA & JCA-R: Child Maltreatment and Inappropriate Discipline by School District Employees; JHCA: Physical Examinations of Students; JHCC: Communicable Diseases Students; JHFA: Supervision of Students; JHFE & JHFE-R: Student Safety-Reporting Child Abuse, Sexual Abuse and/or Neglect; JID & JID-R: Adult Enrollment in High School Classes; and LEA & LEA-R: Student Teaching and Internships.*

- Approve change order #002 and #003 for the 2016 Additions and Alterations to Metcalf Junior High, William Byrne Elementary and Rahn Elementary schools.
  - Approve change orders #127, #132, #133, #136, and #137 for the 2015 Additions and Alterations to Burnsville High School.
- Motion carried unanimously with discussion (6, 0).

Change Orders

Report on Adopted Budget

Receive a report from Gordon Winterlin, director of accounting on the 2016-17 Adopted Budget.

Paper Bid

Moved by Hill, seconded by VandenBoom, to award a contract for purchase of copier and printer paper valued at \$71,975.45 to Wilcox Paper, LLC. Motion carried unanimously (6, 0).

Report

Receive reports from Superintendent Gothard and Board Members Dr. Currier, Schmid, Alt, and Chair Luth.

Adjourn to Closed Session

Moved by Schmid, seconded by Currier, to adjourn at 7:06 p.m. to closed session as Permitted by Minnesota Statute §13D.05 Subd. 3 for the Superintendent's Evaluation.

June 23, 2016

Jim Schmid, clerk

Date Approved

Closed Session Notes  
INDEPENDENT SCHOOL DISTRICT 191  
June 9, 2016

This meeting will be closed for the Superintendent’s Evaluation as permitted by Minnesota Statute §13D.05 Subd. 3.

Preliminary

The closed session was called to order by Chair Luth at 7:24 p.m. at Burnsville City Hall, 100 Civic Center Parkway, Burnsville.

Call to Order

Members present: Directors Alt, Currier, Schmid, Hill, VandenBoom and Chair Luth. Mackall was absent. Dr. Joe Gothard, superintendent was also present.

Attendance

The Superintendent Evaluation was discussed.

Agenda

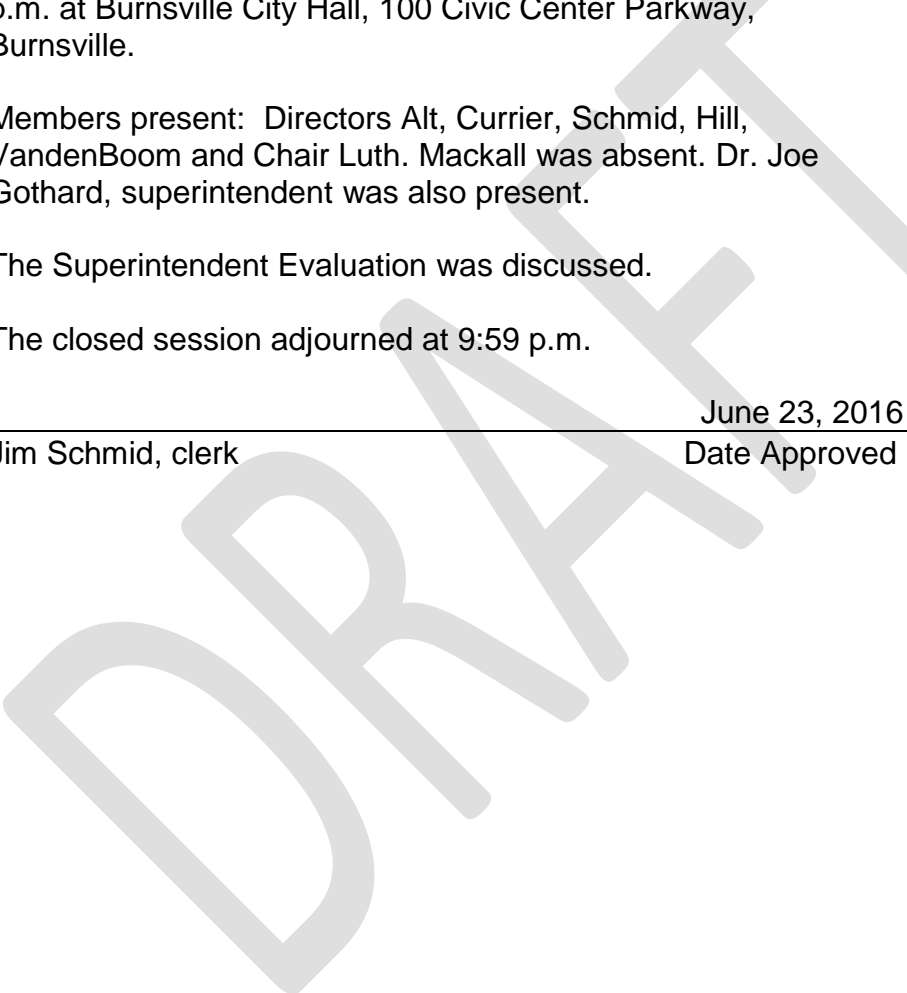
The closed session adjourned at 9:59 p.m.

Adjourn

June 23, 2016

Jim Schmid, clerk

Date Approved



School Board Workshop Minutes  
INDEPENDENT SCHOOL DISTRICT 191  
June 14, 2016

The workshop of the Board of Education was called to order by Chair Luth at 5:34 p.m. at the Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN.

Call to Order

Members present: Directors Currier, Alt, Hill, Schmid, VandenBoom, Mackall and Chair Luth. Others in attendance were Dr. Gothard, L. Rider, and G. Winterlin.

Attendance

The budget was discussed.

Agenda

The board workshop concluded at 6:43 p.m.

Adjourn

6/23/16

Jim Schmid, clerk  
Approved

Date

DRAFT

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

TO: Members, Board of Education  
Joe Gothard, Superintendent

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: June 23, 2016

RE: Recommended Personnel Changes

**Certified**

**Recall from Layoff**

Kara Zimmerman \*Teacher, 1.0 FTE, VV, effective 2016/2017 school year

**Resignation**

Jennifer Cooper \*Teacher, SO, effective 6/10/16  
Dawn Stephens \*Teacher, SPED, ERJH, effective 6/10/16  
Elizabeth Stitzmeyer -Teacher, ESL, SO, effective 6/10/16

**Classified**

**Change in Assignment**

Tausha Chamberland \*Assignment changes to Food Service Manager, 7.5 hrs/day, WB, effective 8/29/16  
Lizette LaDuke \*Assignment changes to Food Service Associate, 5.75 hrs/day, HB, effective 8/29/16

**Leave of Absence**

Rhonda Tomoson \*Food Service Manager, EN, requests a personal leave absence, effective 7/1/16 – 1/16/17

**Release During Probation**

Daniel Benjaminson \*Custodian Level I, BHS, effective 6/16/16

**Resignation**

Alicia Brambila \*Cultural Liaison, HV, effective 6/10/16  
Rena Swanson -Clerical Level IV, DEC, effective 6/22/16

**Coaches/Co-Curricular Appointment**

Christopher Hale \*Replacement – Assistant Football Coach, BHS, effective Fall Season

**Community Education**

**Appointment**

Elisabeth Ammerman \*Replacement-Coordinator I, 8 hrs/day, DEC, effective 6/13/16

**Agenda II.B.3.  
June 23, 2016**

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

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

**Date:** June 16, 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 June 23, 2016.

---

Jim Schmid  
Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
6/6/2016	Burnsville Rotary Foundation	ISD 191	BrainPower in a Backpack	\$5,000.00
6/8/2016	Burnsville Lion's Club	Ready For Kindergarten	donation	\$10,000.00
6/8/2018	Pamela Hanen	ISD 191	BrainPower in a Backpack	\$50.00
6/6/2016	Presbyterian Church of the Apostles	ISD 191	BrainPower in a Backpack	\$1,700.00
6/9/2016	Gideon Pond PTO	Gideon Pond Elementary	Cover cost of copy paper	\$250.00
6/3/2016	PTO	John Metcalf Junior High	AVID Teacher Grant	\$271.44
6/3/2016	PTO	John Metcalf Junior High	Social Studies Teacher Grant	\$500.00
6/3/2016	PTO	John Metcalf Junior High	ELL Teacher Grant A to Z	\$249.90
6/8/2016	Sioux Trail PTO	Sioux Trail Elementary	Rental of bus	\$68.00
6/14/2016	Box Tops for Education	Sioux Trail Elementary	school use where needed	\$907.60
6/14/2016	Target-Take Charge of Education	Sioux Trail Elementary	School use where needed.	\$2,202.21
6/14/2016	Sioux Trail PTO	Sioux Trail Elementary	PTO donation toward new kiln & installation	\$2,821.04
6/14/2016	Sioux Trail PTO	Sioux Trail Elementary	PTO donation	\$768.44
10/1/2015	Murtice Sherek	Burnsville High School	Items for students to use	Clarinet and case valued at \$250, and iPad and cables valued at \$350. She needs dollar amounts mentioned in letter so she can use it for tax purposes
2/1/2015	Erin Keifenheim	Burnsville High School	Musical instrument for students to use	Musical instrument valued at \$250
2/1/2015	Erin Keifenheim	Burnsville High School	Musical instrument for students to use	Musical instrument valued at \$250

Total monetary contributions to accept: **\$24,788.63**



**Agenda II.B.4  
June 23, 2016**

**TO: Dr. Joe Gothard, Superintendent and Board of Education**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: June 15, 2016**  
**RE: May Payroll, Claims and Receipts**

**RECOMMENDATION:** That the Board approves May payroll checks numbered 718466-718488, and Direct Deposit notices numbered 608649-611637, in the net amount of \$3,879,406.71. May & June claims to date represented by checks numbered 446636-447161, 160-163, 1015728-1016057, and 101417-101445 and wire transfers and adjustments totaling \$11,832,132.61. Also, that the Board accepts May receipts of \$19,723,999.29 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$85,932,010.16 as of May 31, 2016.

May 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**  
**May 2016**

**Cash Receipts**

Receipts	\$19,723,999.29
Miscellaneous Adjustments	

**TOTAL MAY CASH RECEIVED**19,723,999.29**CASH DISBURSEMENTS**

May

Regular Payroll Checks	718466-718488	\$3,879,406.71
Direct Deposit Notices	608649-611637	

Apr Payables previously approved:		\$337,787.80
May Claims previously approved:		\$2,439,061.67

May Claims:	446636-446835	\$5,614,539.53
	160-163	
	1015728-1015855	
	101417-101443	

May Wire Transfers		\$5,288,472.12
Miscellaneous Adjustments		\$16,959.65

**TOTAL MAY CASH DISBURSED**17,576,227.48**TOTAL EXPENSES TO BE APPROVED**

May Cash Disbursed		\$17,576,227.48
Less: Items Previously Approved		-\$2,776,849.47

Plus: May Payables	446836-446911	\$352,266.09
Checks	447059-447117	

June Claims:	446912-447058	\$559,895.22
Checks	447118-447161	
	1015856-1016057	
	101444-101445	

**TOTAL TO BE APPROVED**15,711,539.32

	<u>Money Market</u>	<u>(Original Cost)</u> <u>Investments</u>	<u>Total 5/31/2016</u>
GENERAL FUND	\$7,869.80	\$26,581,832.80	\$26,589,702.60
OPEB	\$33,350.28	\$9,831,562.00	\$9,864,912.28
OPEB EQUITY INV THROUGH April 30, 2016	\$80,603.93	\$4,495,809.78	\$4,576,413.71
2015A SCHOOL BUILDING BONDS	\$68,209.17	\$41,025,550.62	\$41,093,759.79
2012A ALT FACILITIES	\$218,339.05	\$3,500,000.00	\$3,718,339.05
ALT FACILITY FUND	\$88,882.73	\$0.00	\$88,882.73
	<u>\$497,254.96</u>	<u>\$85,434,755.20</u>	<u>\$85,932,010.16</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: 05/31/16

PMA Financial Network, Inc.

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

14

## BURNSVILLE ISD 191 / GENERAL FUND

2960

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$7,869.80	\$7,869.80	
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
TS	223883	1	05/05/16	08/11/16	MN TRUST TERM SERIES	\$3,504,792.61	\$3,500,000.00	0.510
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
CD	223056	1	04/07/16	07/26/17	PENTAGON FEDERAL CREDIT UNION (183 day and out)	\$3,023,435.80	\$3,000,000.00	0.600
CD	223724	1	05/02/16	01/26/18	PREMIER BANK	\$249,908.02	\$246,900.00	0.701
CD	223725	1	05/02/16	01/26/18	REPUBLIC BANK OF CHICAGO	\$249,902.04	\$246,900.00	0.700

**BURNSVILLE ISD 191 / GENERAL FUND**

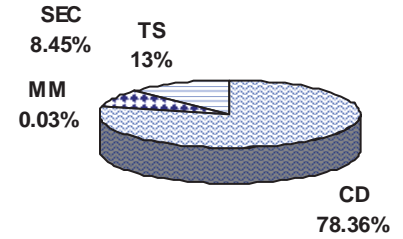
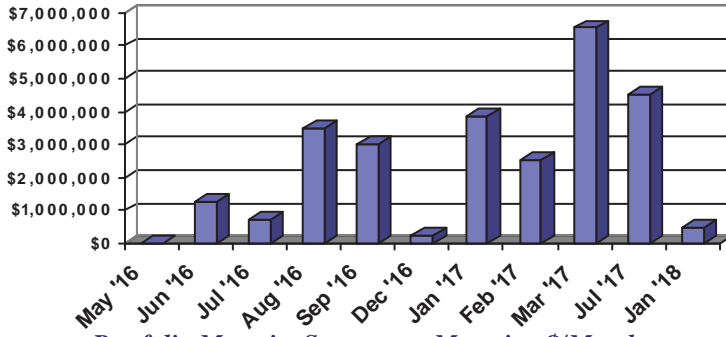
2960  
15

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield &amp; Weighted Average Portfolio Maturity are calculated only on the CD, CP, &amp; SEC desk.</i>						<b>Total Amount --&gt;</b>	<b>\$26,721,737.83</b>	<b>\$26,589,702.60</b>

**Time and Dollar Weighted Portfolio Yield: 0.583 %**

**Weighted Average Portfolio Maturity: 236.49 Days**

**MM: 0.03%**  
**CD's: 78.36%**  
**CP: 0.00%**  
**SEC: 8.44%**



*Portfolio Allocation by Transaction Type*



# Total Portfolio Report CAR

As of: 05/31/16

PMA Financial Network, Inc.

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

16

## BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$33,350.28	\$33,350.28	
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**

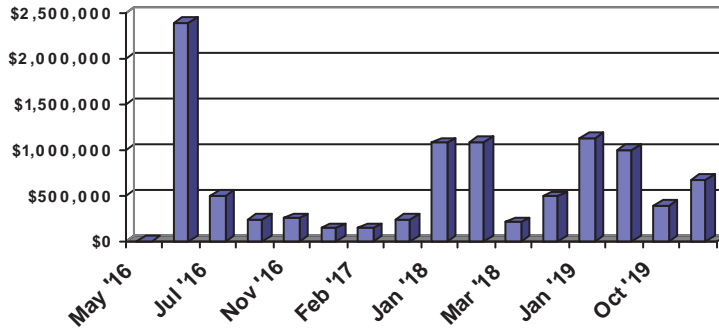
3596  
17

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield &amp; Weighted Average Portfolio Maturity are calculated only on the CD, CP, &amp; SEC desk.</i>						<b>Total Amount --&gt;</b>	<b>\$10,031,598.21</b>	<b>\$9,864,912.28</b>

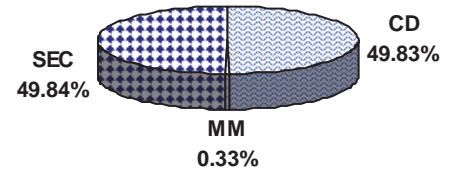
**Time and Dollar Weighted Portfolio Yield: 1.491 %**

**Weighted Average Portfolio Maturity: 577.71 Days**

**MM: 0.34%**  
**CD's: 51.03%**  
**CP: 0.00%**  
**SEC: 48.63%**



*Portfolio Maturity Summary - Maturing \$/Month*



*Portfolio Allocation by Transaction Type*



# Total Portfolio Report CAR

As of: 05/31/16

PMA Financial Network, Inc.

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

18

## BURNSVILLE ISD 191 / 2015A BONDS

5762

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$68,209.17	\$68,209.17	
SDA					Savings Deposit Account - CITIBANK (SDA)	\$1,450.62	\$1,450.62	
SEC	34617	1	05/13/15	06/01/16	waukee ia csd	\$725,000.00	\$725,000.00	0.350
TS	223836	1	05/04/16	06/06/16	MN TRUST TERM SERIES	\$10,004,520.56	\$10,000,000.00	0.500
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
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

**BURNSVILLE ISD 191 / 2015A BONDS**

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
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
CD	224322	1	05/19/16	12/15/16	BANK OF CHINA	\$249,445.98	\$248,700.00	0.521
CD	224323	1	05/19/16	12/15/16	FREEDOM BANK OF VIRGINIA	\$249,539.32	\$248,800.00	0.516
CD	224324	1	05/19/16	12/15/16	FIELDPOINT PRIVATE BANK & TRUST	\$249,542.40	\$248,800.00	0.520
CD	224325	1	05/19/16	12/15/16	TEXAS CAPITAL BANK	\$249,428.39	\$248,700.00	0.510
CD	224087	1	05/11/16	01/13/17	FIRST COMMONS BANK NA	\$249,961.26	\$249,100.00	0.511
CD	224088	1	05/11/16	01/13/17	FIRST SECURITY BANK - HENDRICKS	\$249,961.93	\$249,100.00	0.511

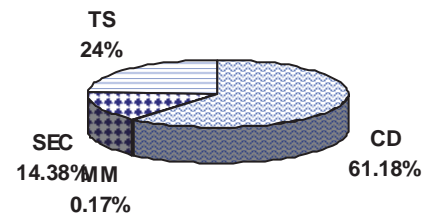
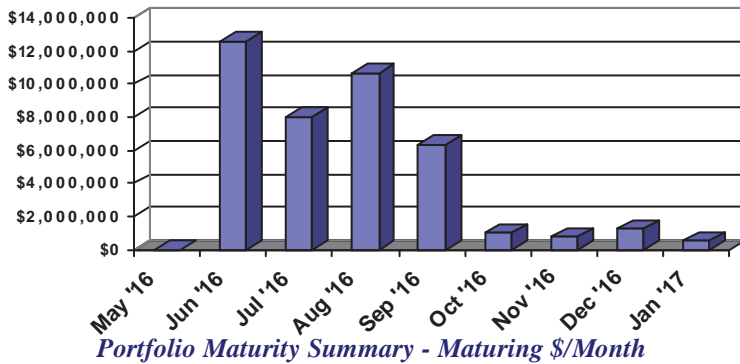
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

**Total Amount --> \$41,172,216.24 \$41,093,759.79**

**Time and Dollar Weighted Portfolio Yield: 0.422 %**

**Weighted Average Portfolio Maturity: 63.22 Days**

**MM: 0.17%**  
**CD's: 61.35%**  
**CP: 0.00%**  
**SEC: 14.15%**





# Total Portfolio Report CAR

As of: 05/31/16

PMA Financial Network, Inc.

2135 CityGate Lane 20  
 7th Floor  
 Naperville, Illinois 60563  
 Telephone . 630-657-6400  
 Facsimile . 630-718-8701

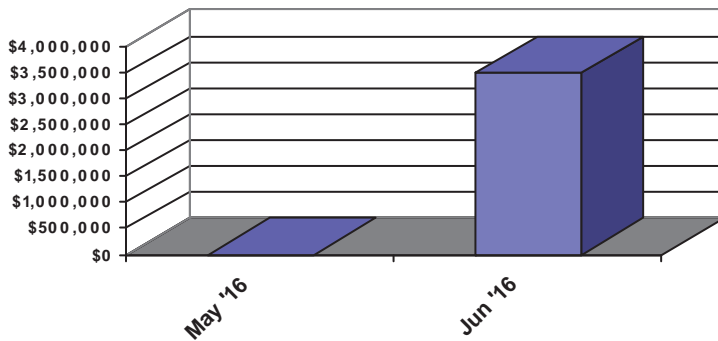
## BURNSVILLE ISD 191 / 2012A ALT FACILITY

5070

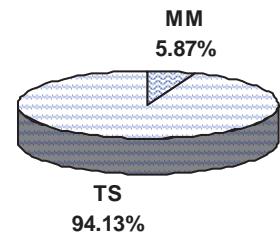
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$218,339.05	\$218,339.05	
TS	223835	1	05/04/16	06/06/16	MN TRUST TERM SERIES	\$3,501,582.20	\$3,500,000.00	0.500
<b>Total Amount --&gt;</b>						<b>\$3,719,921.25</b>	<b>\$3,718,339.05</b>	

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

**Time and Dollar Weighted Portfolio Yield:** 0.500 % **MM:** 5.87%  
**Weighted Average Portfolio Maturity:** 5.65 Days **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: 05/31/16

PMA Financial Network, Inc.

2135 CityGate Lane 21  
 7th Floor  
 Naperville, Illinois 60563  
 Telephone . 630-657-6400  
 Facsimile . 630-718-8701

## BURNSVILLE ISD 191 / ALT FACILITY FUND

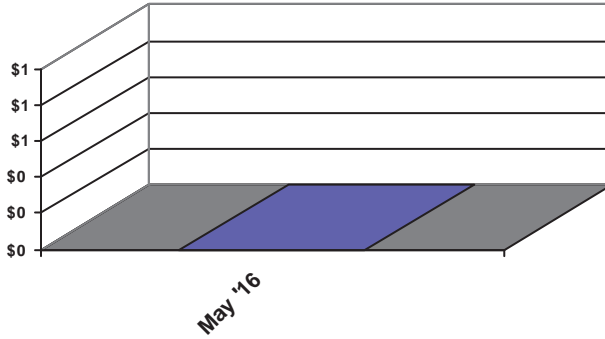
5298

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$88,882.73	\$88,882.73	
<b>Total Amount --&gt;</b>						<b>\$88,882.73</b>	<b>\$88,882.73</b>	

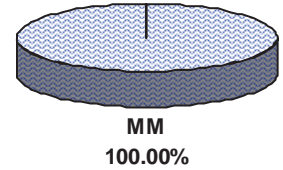
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

**Time and Dollar Weighted Portfolio Yield:** 0.000 %  
**Weighted Average Portfolio Maturity:** 0.00 Days

**MM:** 100.00%  
**CD's:** 0.00%  
**CP:** 0.00%  
**SEC:** 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

May 2016

## Wire Transfers

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>For</u>
050216	MSDLAF	Preferred One	69,116.48	Health Insurance
050216	MSDLAF	State of Minnesota	2,979.10	April 30 Payroll - Child Support
050216	MSDLAF	Internal Revenue Service	767,204.66	April 30 Payroll - Federal Taxes
050216	MSDLAF	State of Minnesota	124,794.66	April 30 Payroll - State Taxes
050216	MSDLAF	Preferred One	329,300.80	Health Insurance
050416	Scott County	MSDLAF	40.08	Copies Benson incoming payment
050416	State of Minnesota	MSDLAF	43,373.63	MN State - MMB
050416	MSDLAF	Delta Dental	24,035.58	Dental Insurance
050616	MSDLAF	Corporate Health	9,117.61	Health Claims
050616	MSDLAF	Corporate Health	29,609.38	Flex Claims
050916	MSDLAF	Preferred One	291,431.84	Health Insurance
051016	MSDLAF	US Bank	125,000.00	US Bank P Card prefunding wire
051016	MSDLAF	US Bank	15,000.00	US Bank Payment Plus prefunding wire
051116	MSDLAF	Delta Dental	12,427.30	Dental Insurance
051216	State of Minnesota	MSDLAF	7,051.71	MN State - MMB
051216	MSDLAF	TRA	343,123.08	April 30 Payroll - TRA
051216	MSDLAF	PERA	106,742.17	April 30 Payroll - PERA
051316	State of Minnesota	MSDLAF	5,154,172.76	MN State - MMB
051316	MSDLAF	Corporate Health	7,341.92	Health Claims
051316	MSDLAF	Corporate Health	8,231.77	Flex Claims
051616	MSDLAF	People's Bank	183,881.92	May 15 Payroll - TSA Wire
051616	MSDLAF	Teachers Federal Credit Union	38,268.40	May 15 Payroll - Teachers Dues
051616	MSDLAF	Internal Revenue Service	754,891.63	May 15 Payroll - Federal Taxes
051616	MSDLAF	State of Minnesota	123,906.01	May 15 Payroll - State Taxes
051616	MSDLAF	State of Minnesota	3,004.10	May 15 Payroll - Child Support
051616	MSDLAF	Preferred One	324,359.15	Health Insurance
051816	MSDLAF	Delta Dental	14,120.16	Dental Insurance
051916	State of Minnesota	MSDLAF	916,176.95	MN State - MMB
051916	MSDLAF	Wells Fargo	42,843.45	Wells Fargo Lease Payment
051916	MSDLAF	Neopost	5,000.00	Postage

May 2016

## Wire Transfers

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>For</u>
052016	MSDLAF	Corporate Health	8,511.91	Health Claims
052016	MSDLAF	Corporate Health	17,470.44	Flex Claims
052316	MSDLAF	Preferred One	329,469.89	Health Insurance
052516	Dakota County	MSDLAF	6,806,010.00	Current Tax Advance incoming payment
052516	Scott County	MSDLAF	2,197,779.92	2016 1st Half - Adv 1 incoming payment
052516	MSDLAF	PERA	122,887.48	May 15 Payroll - PERA wire
052516	MSDLAF	Delta Dental	13,143.25	Dental Insurance
052516	MSDLAF	TRA	345,604.36	May 15 Payroll - TRA wire
052516	State of Minnesota	MSDLAF	440,301.90	MN State - MMB
052716	MSDLAF	State of Minnesota	14,761.37	May 30 Payroll - Unemployment
052716	State of Minnesota	MSDLAF	3,403,830.53	MN State - MMB
052716	MSDLAF	Corporate Health	8,392.78	Health Claims
052716	MSDLAF	Corporate Health	8,164.25	Flex Claims
053116	MSDLAF	People's Bank	186,779.32	May 30 Payroll - TSA wire
053116	MSDLAF	Teacher's Federal Credit Union	38,311.45	May 30 Payroll - Teacher's Dues
053116	MSDLAF	Preferred One	419,449.80	Health Insurance

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015728		\$58.78	May 18, 2016	88888	3547	HUGSTAD-VAA, JENNIFER JO
1	1015729		\$38.23	May 18, 2016	88888	4467	BARLAGE, SUSAN
1	1015730		\$27.22	May 18, 2016	88888	6452	BERG, JANET
1	1015731		\$71.15	May 18, 2016	88888	7388	KNUTSEN, HEIDI
1	1015732		\$14.54	May 18, 2016	88888	8557	HANSMANN, PATRICIA I
1	1015733		\$40.00	May 18, 2016	88888	10482	LATTERY, SHARLEEN M
1	1015734		\$48.00	May 18, 2016	88888	11153	HOLEWA, MARY A
1	1015735		\$30.00	May 18, 2016	88888	11833	DOUGLAS, LORI
1	1015736		\$10.25	May 18, 2016	88888	11833	DOUGLAS, LORI
1	1015737		\$86.94	May 18, 2016	88888	12806	CORBAY, STEPHANIE A
1	1015738		\$159.84	May 18, 2016	88888	12806	CORBAY, STEPHANIE A
1	1015739		\$33.20	May 18, 2016	88888	13189	HOUTMAN, JENNIFER L
1	1015740		\$195.16	May 18, 2016	88888	13406	ALLEN, SUSAN M
1	1015741		\$8.86	May 18, 2016	88888	13415	ENGELHARDT, ANGELA C
1	1015742		\$38.82	May 18, 2016	88888	14147	KLINNERT, ELIZABETH
1	1015743		\$21.93	May 18, 2016	88888	14479	KIBLER, JEANNE
1	1015744		\$67.55	May 18, 2016	88888	14594	HEWETT, THOMAS
1	1015745		\$102.10	May 18, 2016	88888	14969	DEMPSEY, JODI JEAN
1	1015746		\$36.56	May 18, 2016	88888	15381	KRAL, MELISSA M
1	1015747		\$62.15	May 18, 2016	88888	15381	KRAL, MELISSA M
1	1015748		\$20.76	May 18, 2016	88888	15977	HEIM, WILLIAM V
1	1015749		\$81.00	May 18, 2016	88888	16142	BEENKEN, JULIE D
1	1015750		\$34.77	May 18, 2016	88888	16448	HENRICH, SARAH L
1	1015751		\$14.54	May 18, 2016	88888	16920	DETTING, AMY LYN
1	1015752		\$16.74	May 18, 2016	88888	17156	BOMSTA, LYLE J
1	1015753		\$730.20	May 18,	88888	17175	FUNSTON, KATHY L

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1015754		\$20.96	May 18, 2016	88888	17216	CHOUANARD, MARY E
1	1015755		\$107.14	May 18, 2016	88888	17322	CZAPAR, KELLY N
1	1015756		\$2,190.00	May 18, 2016	88888	17873	DERDEN, WILLIAM M
1	1015757		\$125.00	May 18, 2016	88888	17921	LEE, JENNIFER
1	1015758		\$57.00	May 18, 2016	88888	17934	ANDERSON, ESTHER R
1	1015759		\$170.00	May 18, 2016	88888	18537	CONTRERAS, KODI C
1	1015760		\$170.00	May 18, 2016	88888	18625	BAKER, MARY L
1	1015761		\$25.27	May 18, 2016	88888	18649	BLUHM, WILLIAM AE
1	1015762		\$11.67	May 18, 2016	88888	18788	GROVE, EMILY A
1	1015763		\$77.66	May 18, 2016	88888	7838	MOULSOFF, NORINE L
1	1015764		\$37.22	May 18, 2016	88888	7858	WARMKA, CHERI R
1	1015765		\$4,380.00	May 18, 2016	88888	8086	NEPSUND, JEFF L
1	1015766		\$1,208.28	May 18, 2016	88888	8627	ORTH, STEVEN D. R.
1	1015767		\$80.00	May 18, 2016	88888	9298	ZUPKE, SAMUEL
1	1015768		\$299.02	May 18, 2016	88888	10401	ODEGARD, ELISA
1	1015769		\$150.00	May 18, 2016	88888	10972	WITTNEBEL, KATHY
1	1015770		\$242.24	May 18, 2016	88888	11828	MARSHALL, JEFFREY
1	1015771		\$16.74	May 18, 2016	88888	13905	WENDLING, PAULA L
1	1015772		\$22.47	May 18, 2016	88888	14000	MCCLELLAN, MELISSA E
1	1015773		\$47.20	May 18, 2016	88888	14127	ZONDAG, KIMBERLY
1	1015774		\$15.07	May 18, 2016	88888	15133	MOBERG, CARLENE
1	1015775		\$31.43	May 18, 2016	88888	16345	WALCZAK, CHERYL M
1	1015776		\$168.05	May 18, 2016	88888	16878	TETZLOFF, MITZI R
1	1015777		\$58.14	May 18, 2016	88888	16951	WEST, JULIE MARGARET WARD
1	1015778		\$89.64	May 18, 2016	88888	17462	TINKLENBERG, AARON D

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015779		\$36.56	May 18, 2016	88888	17716	NEWBY, MATTHEW
1	1015780		\$32.45	May 18, 2016	88888	17719	NIERENGARTEN, BRIANNA L
1	1015781		\$66.96	May 18, 2016	88888	17827	SCHMEICHEL, MATTHEW T
1	1015782		\$1,036.03	May 18, 2016	88888	18037	PARKINSON, JACQUELYN R
1	1015783		\$32.24	May 18, 2016	88888	18215	WATKINS, DAVID
1	1015784		\$20.00	May 18, 2016	88888	18579	REESEN, JEAN E
1	1015785		\$37.96	May 18, 2016	88888	18631	STONE, KERRY
1	1015786		\$10.80	May 18, 2016	88888	18657	MCINNIS, MARNIE JO
1	1015787		\$3.94	May 18, 2016	88888	18677	MCLAUGHLIN, ALEXANDRA M
1	1015788		\$9.08	May 25, 2016	88888	6956	ASHLEY, MARY K
1	1015789		\$99.00	May 25, 2016	88888	7847	KOLSTAD, MICHELE M
1	1015790		\$31.08	May 25, 2016	88888	8128	GIERADA, BARBARA L
1	1015791		\$18.14	May 25, 2016	88888	8189	BRAUN, JEAN C
1	1015792		\$1,823.00	May 25, 2016	88888	8284	JEFFERS, LUCRETIA
1	1015793		\$35.00	May 25, 2016	88888	9093	JACKSON, DEBORAH K
1	1015794		\$179.82	May 25, 2016	88888	9267	HOLDEN, MATTHEW J
1	1015795		\$23.38	May 25, 2016	88888	9302	BOHR, JENNIFER L
1	1015796		\$32.64	May 25, 2016	88888	11322	FARRELL, TRACY E
1	1015797		\$41.15	May 25, 2016	88888	11966	HANSON, LISA
1	1015798		\$31.92	May 25, 2016	88888	12303	LOESCH, JAKE
1	1015799		\$23.17	May 25, 2016	88888	12319	CIN, STEPHANIE P
1	1015800		\$10.00	May 25, 2016	88888	12411	ERZ, MARCIA
1	1015801		\$45.35	May 25, 2016	88888	12521	HOLDEN, NICHOLE L
1	1015802		\$43.25	May 25, 2016	88888	13256	FANDRICH, KARI M
1	1015803		\$13.97	May 25, 2016	88888	13415	ENGELHARDT, ANGELA C
1	1015804		\$49.68	May 25,	88888	14183	BELLMONT, CHRISTOPHER

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1015805		\$29.79	May 25, 2016	88888	14986	KESSLER, CECILIA
1	1015806		\$72.00	May 25, 2016	88888	15381	KRAL, MELISSA M
1	1015807		\$85.75	May 25, 2016	88888	16244	GILBERTSON, SHERRY A
1	1015808		\$16.00	May 25, 2016	88888	16530	HUSEN, ERIN M
1	1015809		\$170.00	May 25, 2016	88888	16530	HUSEN, ERIN M
1	1015810		\$29.59	May 25, 2016	88888	17156	BOMSTA, LYLE J
1	1015811		\$124.36	May 25, 2016	88888	17246	CANTON, EMILIE J
1	1015812		\$400.00	May 25, 2016	88888	17994	GOTHARD, JOSEPH M
1	1015813		\$200.00	May 25, 2016	88888	18043	AMOROSO, CYNTHIA
1	1015814		\$84.31	May 25, 2016	88888	18166	KASTLER, ANN
1	1015815		\$200.00	May 25, 2016	88888	18391	JOHNSON, DOUGLAS A
1	1015816		\$34.99	May 25, 2016	88888	18646	ALBERSHEIM-CARTER, MARCINA
1	1015817		\$68.81	May 25, 2016	88888	18707	BUCHMAN, ALLISON M
1	1015818		\$25.30	May 25, 2016	88888	2572	MOSHER, NANCY
1	1015819		\$80.78	May 25, 2016	88888	6326	NEPSUND, CYNTHIA J
1	1015820		\$13.99	May 25, 2016	88888	6874	STEAD, AMY JO
1	1015821		\$100.00	May 25, 2016	88888	8086	NEPSUND, JEFF L
1	1015822		\$335.00	May 25, 2016	88888	8959	WURDEMAN, DEBRA SUE
1	1015823		\$16.15	May 25, 2016	88888	9277	ZEIGLER, SARAH
1	1015824		\$4.37	May 25, 2016	88888	9277	ZEIGLER, SARAH
1	1015825		\$277.02	May 25, 2016	88888	9915	SWEENEY, ANN M
1	1015826		\$39.96	May 25, 2016	88888	10299	WEIGHTMAN, ELIZABETH C
1	1015827		\$59.94	May 25, 2016	88888	10543	WURDEMAN, SCOTT
1	1015828		\$26.70	May 25, 2016	88888	10805	MEUSER, TERESA
1	1015829		\$49.73	May 25, 2016	88888	11378	MARO, JULIE A

## Check Register Report

28

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015830		\$46.50	May 25, 2016	88888	11481	STEENSGARD, ANN M
1	1015831		\$13.02	May 25, 2016	88888	11481	STEENSGARD, ANN M
1	1015832		\$14.68	May 25, 2016	88888	11867	SCHLINK, JOANNE
1	1015833		\$48.60	May 25, 2016	88888	13441	TESMER, RUSSELL
1	1015834		\$10.17	May 25, 2016	88888	13470	SMALLEY, AMY C
1	1015835		\$16.69	May 25, 2016	88888	13470	SMALLEY, AMY C
1	1015836		\$119.88	May 25, 2016	88888	15911	WILLSON, DAWN M
1	1015837		\$23.33	May 25, 2016	88888	15962	NIESEN, ELIZABETH A
1	1015838		\$200.00	May 25, 2016	88888	16166	RIDER, LISA K
1	1015839		\$21.11	May 25, 2016	88888	16491	VITALI, ALICIA F
1	1015840		\$81.54	May 25, 2016	88888	16501	NESS, KAREN M
1	1015841		\$2.99	May 25, 2016	88888	17120	OLSON, DIANE B
1	1015842		\$200.00	May 25, 2016	88888	17487	SOVINE, STACEY
1	1015843		\$13.46	May 25, 2016	88888	17920	MADIGAN, ANNEMARIE
1	1015844		\$49.40	May 25, 2016	88888	18031	THOMAS, JESSICA
1	1015845		\$222.08	May 25, 2016	88888	18031	THOMAS, JESSICA
1	1015846		\$51.03	May 25, 2016	88888	18071	MCPARLAND, SHANNON
1	1015847		\$49.25	May 25, 2016	88888	18074	SHAW, OKSANA
1	1015848		\$9.06	May 25, 2016	88888	18144	MILINOVICH, TRACY
1	1015849		\$200.00	May 25, 2016	88888	18287	STANLEY, STACIE L
1	1015850		\$110.99	May 25, 2016	88888	18306	REICHERT, KRISTEN K
1	1015851		\$200.00	May 25, 2016	88888	18405	WINTERLIN, GORDON D
1	1015852		\$194.27	May 25, 2016	88888	18643	REID, GUYNEL M
1	1015853		\$18.96	May 25, 2016	88888	18651	NURMINEN, KARI J
1	1015854		\$21.87	May 25, 2016	88888	18679	MEYER, JESSICA M
1	1015855		\$44.88	May 25,	88888	18793	SMITH, NATALIE

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1015856		\$67.70	Jun 2, 2016	88888	11361	HARROLD, STACEY L
1	1015857		\$4,869.00	Jun 2, 2016	88888	14596	JENSEN, JENNIFER
1	1015858		\$45.80	Jun 2, 2016	88888	14601	HOESCHEN, KERRY
1	1015859		\$104.05	Jun 2, 2016	88888	14601	HOESCHEN, KERRY
1	1015860		\$100.00	Jun 2, 2016	88888	14751	KELLER, KATIE
1	1015861		\$1,700.00	Jun 2, 2016	88888	14984	JENSEN, AMANDA LYNN
1	1015862		\$20.84	Jun 2, 2016	88888	15982	ANDERSON, BJORN RS
1	1015863		\$16.34	Jun 2, 2016	88888	16244	GILBERTSON, SHERRY A
1	1015864		\$6.00	Jun 2, 2016	88888	16311	DISCHER, TRACY L
1	1015865		\$13.00	Jun 2, 2016	88888	16392	CHAMBERLAND, TAUSHA
1	1015866		\$11.38	Jun 2, 2016	88888	16920	DETLING, AMY LYN
1	1015867		\$89.53	Jun 2, 2016	88888	17175	FUNSTON, KATHY L
1	1015868		\$63.54	Jun 2, 2016	88888	17771	HELWIG, KRISTINE K
1	1015869		\$137.88	Jun 2, 2016	88888	17772	ADEDEJI, OLUWATONI
1	1015870		\$10.80	Jun 2, 2016	88888	17799	EILER, ELIZABETH P
1	1015871		\$12.96	Jun 2, 2016	88888	18166	KASTLER, ANN
1	1015872		\$66.53	Jun 2, 2016	88888	18313	GREGORY, AMANDA
1	1015873		\$24.99	Jun 2, 2016	88888	18663	HINRICHSSEN, KYLE
1	1015874		\$50.00	Jun 2, 2016	88888	18668	ABDULLAHI, SACDIYO J
1	1015875		\$223.02	Jun 2, 2016	88888	7268	MESARCHIK, MARY L
1	1015876		\$261.75	Jun 2, 2016	88888	8627	ORTH, STEVEN D. R.
1	1015877		\$1,102.50	Jun 2, 2016	88888	8627	ORTH, STEVEN D. R.
1	1015878		\$29.96	Jun 2, 2016	88888	9629	MCKINNEY, MARGARET
1	1015879		\$31.98	Jun 2, 2016	88888	10313	OLSON, AMY
1	1015880		\$57.59	Jun 2, 2016	88888	12901	MCCUE, MICHELLE
1	1015881		\$15.82	Jun 2, 2016	88888	12901	MCCUE, MICHELLE
1	1015882		\$60.48	Jun 2, 2016	88888	14998	NEUER, MICHELLE E
1	1015883		\$54.67	Jun 2, 2016	88888	16046	STRAHOTA, SARA J
1	1015884		\$20.97	Jun 2, 2016	88888	17169	VAUGHT, ELIZABETH C
1	1015885		\$33.42	Jun 2, 2016	88888	17920	MADIGAN, ANNEMARIE
1	1015886		\$1,000.00	Jun 2, 2016	88888	18215	WATKINS, DAVID
1	1015887		\$158.81	Jun 2, 2016	88888	18651	NURMINEN, KARI J
1	1015888		\$288.46	Jun 2, 2016	88888	18677	MCLAUGHLIN, ALEXANDRA M
1	1015889		\$89.10	Jun 8, 2016	88888	7255	HAUER, PAMELA A
1	1015890		\$40.50	Jun 8, 2016	88888	7304	GOSSMAN, LISA ANN
1	1015891		\$11.88	Jun 8, 2016	88888	9500	DEBRONSKY, ROBIN
1	1015892		\$75.12	Jun 8, 2016	88888	9764	HILL, GARY S
1	1015893		\$102.06	Jun 8, 2016	88888	10290	BRADY, STEVE
1	1015894		\$98.00	Jun 8, 2016	88888	10482	LATTERY, SHARLEEN M
1	1015895		\$130.80	Jun 8, 2016	88888	10637	KUGLER, JULIE
1	1015896		\$100.00	Jun 8, 2016	88888	14594	HEWETT, THOMAS

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015897		\$53.19	Jun 8, 2016	88888	14624	JORDAN, JOANNA
1	1015898		\$39.85	Jun 8, 2016	88888	14641	ENGSTROM, HEATHER L
1	1015899		\$94.56	Jun 8, 2016	88888	14969	DEMPSEY, JODI JEAN
1	1015900		\$58.70	Jun 8, 2016	88888	15381	KRAL, MELISSA M
1	1015901		\$187.99	Jun 8, 2016	88888	15682	GONZALEZ, MEGAN
1	1015902		\$53.44	Jun 8, 2016	88888	15982	ANDERSON, BJORN RS
1	1015903		\$10.91	Jun 8, 2016	88888	16377	ALEXON, BETH J
1	1015904		\$23.33	Jun 8, 2016	88888	16596	KAISERSHOT, STACY L
1	1015905		\$75.00	Jun 8, 2016	88888	16667	KEULER, LORI J
1	1015906		\$104.92	Jun 8, 2016	88888	16789	KRONABETTER, JULIE R
1	1015907		\$108.76	Jun 8, 2016	88888	17322	CZAPAR, KELLY N
1	1015908		\$57.02	Jun 8, 2016	88888	17435	LUND, ELLIOTT J
1	1015909		\$118.60	Jun 8, 2016	88888	17464	EDMONSON, SUSAN L
1	1015910		\$72.77	Jun 8, 2016	88888	17540	BARRY, AMBER LEIGH
1	1015911		\$87.51	Jun 8, 2016	88888	17755	JOHNSON, CORY CHARLES
1	1015912		\$20.00	Jun 8, 2016	88888	17804	KACMARYNSKI, KRISTINE
1	1015913		\$37.32	Jun 8, 2016	88888	18025	HENDERSON, MICHELLE A
1	1015914		\$10.15	Jun 8, 2016	88888	18140	KAABIYE, AXMAD
1	1015915		\$33.43	Jun 8, 2016	88888	18265	BROWN, JACKLYN D
1	1015916		\$54.54	Jun 8, 2016	88888	18297	KOCH, REBECCA M
1	1015917		\$96.14	Jun 8, 2016	88888	18320	CHESLA, PATRICK J
1	1015918		\$34.02	Jun 8, 2016	88888	18369	HAGEL, AVERYEL F
1	1015919		\$141.26	Jun 8, 2016	88888	18645	EBENHOH, TEEGAN M
1	1015920		\$12.74	Jun 8, 2016	88888	18646	ALBERSHEIM-CARTER, MARCINA
1	1015921		\$52.70	Jun 8, 2016	88888	18691	GULDEN, JANET
1	1015922		\$143.15	Jun 8, 2016	88888	18702	AKERSON, REBECCA D
1	1015923		\$170.00	Jun 8, 2016	88888	18717	DAVILA, ROSA N
1	1015924		\$170.00	Jun 8, 2016	88888	18786	ALVARADO, MARY
1	1015925		\$36.29	Jun 8, 2016	88888	18813	ASTACIO MATOS, RAMON
1	1015926		\$117.56	Jun 8, 2016	88888	4356	SIMON, GLENN D.
1	1015927		\$50.35	Jun 8, 2016	88888	7838	MOULSOFF, NORINE L
1	1015928		\$42.58	Jun 8, 2016	88888	7858	WARMKA, CHERI R
1	1015929		\$9.35	Jun 8, 2016	88888	7858	WARMKA, CHERI R
1	1015930		\$27.90	Jun 8, 2016	88888	8412	OSTENDORF, CHARLENE M
1	1015931		\$30.14	Jun 8, 2016	88888	9239	OPATZ, LARRY
1	1015932		\$104.67	Jun 8, 2016	88888	9295	WAGNER-SMITH, SHERRY
1	1015933		\$21.00	Jun 8, 2016	88888	9629	MCKINNEY, MARGARET
1	1015934		\$92.88	Jun 8, 2016	88888	9670	ROBOLE, VICKI M
1	1015935		\$559.26	Jun 8, 2016	88888	10011	PAYNE, DEBRA K
1	1015936		\$60.34	Jun 8, 2016	88888	10311	MATHYS, SANDRA
1	1015937		\$16.00	Jun 8, 2016	88888	10972	WITTNEBEL, KATHY

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1015938		\$42.83	Jun 8, 2016	88888	11481	STEENSGARD, ANN M
1	1015939		\$24.95	Jun 8, 2016	88888	11868	PAYNE, BARBARA
1	1015940		\$233.86	Jun 8, 2016	88888	11887	MCDEVITT, PAUL DAVID
1	1015941		\$93.10	Jun 8, 2016	88888	13381	NESVIG, ERIKA
1	1015942		\$67.43	Jun 8, 2016	88888	13382	MIKELSON, TERESA
1	1015943		\$17.98	Jun 8, 2016	88888	13470	SMALLEY, AMY C
1	1015944		\$37.26	Jun 8, 2016	88888	13672	RINGGER, TRACY A
1	1015945		\$61.34	Jun 8, 2016	88888	13898	TORGERSEN, SHERRY LYNN
1	1015946		\$50.22	Jun 8, 2016	88888	13905	WENDLING, PAULA L
1	1015947		\$35.94	Jun 8, 2016	88888	14779	ZAK, GLORIA
1	1015948		\$33.70	Jun 8, 2016	88888	15133	MOBERG, CARLENE
1	1015949		\$66.42	Jun 8, 2016	88888	15911	WILLSON, DAWN M
1	1015950		\$46.49	Jun 8, 2016	88888	16066	REAGAN, KATHRYN M
1	1015951		\$45.74	Jun 8, 2016	88888	16669	PETTINELLI, STEPHEN M
1	1015952		\$52.97	Jun 8, 2016	88888	16999	RENKEN, CARISSA M
1	1015953		\$19.50	Jun 8, 2016	88888	17169	VAUGHT, ELIZABETH C
1	1015954		\$9.57	Jun 8, 2016	88888	17920	MADIGAN, ANNEMARIE
1	1015955		\$21.74	Jun 8, 2016	88888	17920	MADIGAN, ANNEMARIE
1	1015956		\$12.01	Jun 8, 2016	88888	17920	MADIGAN, ANNEMARIE
1	1015957		\$30.94	Jun 8, 2016	88888	17920	MADIGAN, ANNEMARIE
1	1015958		\$13.00	Jun 8, 2016	88888	17950	QUESENBERRY, KIMBERLY
1	1015959		\$49.45	Jun 8, 2016	88888	18045	VO, KELLY RAE
1	1015960		\$27.22	Jun 8, 2016	88888	18071	MCPARLAND, SHANNON
1	1015961		\$23.90	Jun 8, 2016	88888	18157	MCCUSKER, AMY
1	1015962		\$33.76	Jun 8, 2016	88888	18215	WATKINS, DAVID
1	1015963		\$36.13	Jun 8, 2016	88888	18536	SPAULDING, SHEILA J
1	1015964		\$8.96	Jun 8, 2016	88888	18634	SEAMEN, MICHELLE A
1	1015965		\$100.00	Jun 8, 2016	88888	18635	MCDOWELL, MORGAN
1	1015966		\$73.28	Jun 8, 2016	88888	18635	MCDOWELL, MORGAN
1	1015967		\$8.05	Jun 8, 2016	88888	18677	MCLAUGHLIN, ALEXANDRA M
1	1015968		\$13.00	Jun 8, 2016	88888	18793	SMITH, NATALIE
1	1015969		\$54.29	Jun 15, 2016	88888	3383	ILES, CORNELIA
1	1015970		\$23.98	Jun 15, 2016	88888	6452	BERG, JANET
1	1015971		\$95.29	Jun 15, 2016	88888	7314	GAMBUCCI, ANN MARIE
1	1015972		\$42.64	Jun 15, 2016	88888	7314	GAMBUCCI, ANN MARIE
1	1015973		\$39.10	Jun 15, 2016	88888	7805	CHERP, NANCY M
1	1015974		\$117.65	Jun 15, 2016	88888	8128	GIERADA, BARBARA L
1	1015975		\$45.44	Jun 15,	88888	8128	GIERADA, BARBARA L

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1015976		\$15.87	Jun 15, 2016	88888	8189	BRAUN, JEAN C
1	1015977		\$44.57	Jun 15, 2016	88888	8274	HOLT, CLAYTON B
1	1015978		\$7.69	Jun 15, 2016	88888	8287	KRUPKE, GRETA
1	1015979		\$60.92	Jun 15, 2016	88888	8557	HANSMANN, PATRICIA I
1	1015980		\$53.95	Jun 15, 2016	88888	9302	BOHR, JENNIFER L
1	1015981		\$1,242.78	Jun 15, 2016	88888	9394	HUEMOELLER, MICHAEL T
1	1015982		\$4.54	Jun 15, 2016	88888	9500	DEBRONSKY, ROBIN
1	1015983		\$36.16	Jun 15, 2016	88888	9569	ANDREWS, DONNA
1	1015984		\$25.65	Jun 15, 2016	88888	10142	HOLCOMBE, SARA J
1	1015985		\$28.35	Jun 15, 2016	88888	10142	HOLCOMBE, SARA J
1	1015986		\$10.80	Jun 15, 2016	88888	10142	HOLCOMBE, SARA J
1	1015987		\$46.00	Jun 15, 2016	88888	10637	KUGLER, JULIE
1	1015988		\$11,943.50	Jun 15, 2016	88888	11279	BRANDNER, RENEE
1	1015989		\$113.78	Jun 15, 2016	88888	11817	ALVEY, HEATHER
1	1015990		\$34.34	Jun 15, 2016	88888	11966	HANSON, LISA
1	1015991		\$91.91	Jun 15, 2016	88888	12301	HJERMSTAD, HEATHER
1	1015992		\$37.64	Jun 15, 2016	88888	12319	CIN, STEPHANIE P
1	1015993		\$34.18	Jun 15, 2016	88888	12343	HUBER, ERIN
1	1015994		\$29.65	Jun 15, 2016	88888	13256	FANDRICH, KARI M
1	1015995		\$112.34	Jun 15, 2016	88888	13372	HAYDEN, SUZANNE
1	1015996		\$179.27	Jun 15, 2016	88888	13378	HAPPE, NICOLE
1	1015997		\$72.87	Jun 15, 2016	88888	14006	GRIFFIN, LYNDSAY K
1	1015998		\$77.79	Jun 15, 2016	88888	14431	IVERSON, ADAM
1	1015999		\$34.51	Jun 15, 2016	88888	15021	DALY, JULIE
1	1016000		\$49.20	Jun 15, 2016	88888	15074	CHAMERLIK, KAREN

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1016001		\$41.30	Jun 15, 2016	88888	15209	GRANT, HEIDI A
1	1016002		\$140.60	Jun 15, 2016	88888	15691	KING, LAURIE J
1	1016003		\$106.79	Jun 15, 2016	88888	16313	HANSON, DEBRA A
1	1016004		\$62.91	Jun 15, 2016	88888	16451	LOPEZ, MARIA T
1	1016005		\$51.19	Jun 15, 2016	88888	16683	HREHA, JUSTIN T
1	1016006		\$1,000.00	Jun 15, 2016	88888	16735	GORTON, RACHEL
1	1016007		\$16.02	Jun 15, 2016	88888	16946	DAHL, SABRINA LYNN
1	1016008		\$75.00	Jun 15, 2016	88888	16946	DAHL, SABRINA LYNN
1	1016009		\$10.04	Jun 15, 2016	88888	17156	BOMSTA, LYLE J
1	1016010		\$42.57	Jun 15, 2016	88888	17292	CALNON, JENNIFER
1	1016011		\$66.53	Jun 15, 2016	88888	17435	LUND, ELLIOTT J
1	1016012		\$9.19	Jun 15, 2016	88888	18030	DAVIDSON, JESSICA J
1	1016013		\$10.91	Jun 15, 2016	88888	18297	KOCH, REBECCA M
1	1016014		\$126.33	Jun 15, 2016	88888	18374	GROVER, HOPE A
1	1016015		\$316.19	Jun 15, 2016	88888	18410	JUNGERS, GAIL
1	1016016		\$10.31	Jun 15, 2016	88888	18513	BYRNES, NICOLE
1	1016017		\$33.26	Jun 15, 2016	88888	18513	BYRNES, NICOLE
1	1016018		\$13.93	Jun 15, 2016	88888	18649	BLUHM, WILLIAM AE
1	1016019		\$12.63	Jun 15, 2016	88888	18720	FICK, LILA J
1	1016020		\$54.20	Jun 15, 2016	88888	18788	GROVE, EMILY A
1	1016021		\$19.45	Jun 15, 2016	88888	18788	GROVE, EMILY A
1	1016022		\$79.27	Jun 15, 2016	88888	18797	GOODBUFFALO, DOMINIC E
1	1016023		\$33.48	Jun 15, 2016	88888	5728	SAUERMANN-PAGE, KARIN G
1	1016024		\$38.23	Jun 15, 2016	88888	6326	NEPSUND, CYNTHIA J
1	1016025		\$14.45	Jun 15, 2016	88888	7257	O'REILLY, JOHN T
1	1016026		\$27.34	Jun 15,	88888	7347	SMITH, KELLY L

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1016027		\$31.86	Jun 15, 2016	88888	7829	ROCZNIAK, EUGENE A
1	1016028		\$74.57	Jun 15, 2016	88888	8180	NORDMARK, PAMELA J
1	1016029		\$281.15	Jun 15, 2016	88888	8627	ORTH, STEVEN D. R.
1	1016030		\$10.21	Jun 15, 2016	88888	9277	ZEIGLER, SARAH
1	1016031		\$87.73	Jun 15, 2016	88888	9501	MOSEY, PATRICIA
1	1016032		\$71.28	Jun 15, 2016	88888	9501	MOSEY, PATRICIA
1	1016033		\$43.85	Jun 15, 2016	88888	10299	WEIGHTMAN, ELIZABETH C
1	1016034		\$31.14	Jun 15, 2016	88888	10311	MATHYS, SANDRA
1	1016035		\$13.97	Jun 15, 2016	88888	10311	MATHYS, SANDRA
1	1016036		\$68.04	Jun 15, 2016	88888	10543	WURDEMAN, SCOTT
1	1016037		\$8.96	Jun 15, 2016	88888	11212	PROECHEL, WENDY
1	1016038		\$23.75	Jun 15, 2016	88888	11543	RUHLAND, MARIA
1	1016039		\$5.85	Jun 15, 2016	88888	11739	PARISEAU, MARCIA L
1	1016040		\$55.89	Jun 15, 2016	88888	13470	SMALLEY, AMY C
1	1016041		\$36.29	Jun 15, 2016	88888	14127	ZONDAG, KIMBERLY
1	1016042		\$88.48	Jun 15, 2016	88888	14242	TOFTE, ALISSA G
1	1016043		\$147.07	Jun 15, 2016	88888	14612	MULLINS, CYNTHIA
1	1016044		\$29.27	Jun 15, 2016	88888	15856	TOUSIGNANT, HOLLY
1	1016045		\$98.69	Jun 15, 2016	88888	16491	VITALI, ALICIA F
1	1016046		\$34.79	Jun 15, 2016	88888	16491	VITALI, ALICIA F
1	1016047		\$256.18	Jun 15, 2016	88888	16573	WEILER, TIFFANY M
1	1016048		\$7.49	Jun 15, 2016	88888	17120	OLSON, DIANE B
1	1016049		\$41.58	Jun 15, 2016	88888	17324	MALONE, MEGGAN J
1	1016050		\$51.74	Jun 15, 2016	88888	17565	PETRI, KATHRYN E
1	1016051		\$319.86	Jun 15, 2016	88888	17565	PETRI, KATHRYN E

## Check Register Report

35

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1016052		\$76.57	Jun 15, 2016	88888	17565	PETRI, KATHRYN E
1	1016053		\$42.38	Jun 15, 2016	88888	17885	WENZ, RACHEL M
1	1016054		\$25.98	Jun 15, 2016	88888	18186	WESTERLUND, DANETTE R
1	1016055		\$94.11	Jun 15, 2016	88888	18352	ORSTAD, TARA
1	1016056		\$13.23	Jun 15, 2016	88888	18635	MCDOWELL, MORGAN
1	1016057		\$18.47	Jun 15, 2016	88888	18740	SWAIN, SHAWN L
<b>Check Count</b>	<b>330</b>	<b>Grand Total</b>	<b>\$55,651.85</b>				

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	446636		\$3,141.50	May 17, 2016	24400	0	BIRCHBARK BOOKS
4	446637		\$650.00	May 17, 2016	24984	0	CORY, BRENT
4	446638		\$164.50	May 17, 2016	28531	0	EDUCATION MINNESOTA
4	446639		\$78.34	May 17, 2016	28202	0	FOUNDATION 191
4	446640		\$1,642.25	May 17, 2016	25854	1	HOCKENBERGS
4	446641		\$350.00	May 17, 2016	08958	0	JOBS FOR THE FUTURE, INC.
4	446642		\$54,737.97	May 17, 2016	27633	0	KELLY SERVICES, INC.
4	446643		\$959.96	May 17, 2016	02369	0	KEN GORG GOLF SHOP LLC
4	446644		\$200.00	May 17, 2016	00016	3122	KENNEDY, JENNIFER
4	446645		\$46.01	May 17, 2016	02540	0	MN SCHOOL BOARDS ASSOCIATION (MSBA)
4	446646		\$80.00	May 17, 2016	08609	0	NORTHFIELD HIGH SCHOOL
4	446647		\$15.00	May 17, 2016	24879	0	PEREZ, MELISSA M.
4	446648		\$43.18	May 17, 2016	03532	2	SCHMITT MUSIC
4	446649		\$77.00	May 17, 2016	22894	0	STURM, JASON
4	446650		\$310.00	May 17, 2016	03467	0	TAMS WITMARK MUSIC
4	446651		\$1,552.50	May 17, 2016	08340	0	VALLEYFAIR
4	446652		\$1,040.00	May 20, 2016	24380	0	ADVANTAGEHEALTH CORPORATION
4	446653		\$151.50	May 20, 2016	06215	0	AIRPORT TAXI, INC.
4	446654		\$90.00	May 20, 2016	23652	0	ALL IN ONE TRANSLATION AGENCY, LLC
4	446655		\$75.00	May 20, 2016	00646	0	ALMOND, ERIC
4	446656		\$160.00	May 20, 2016	29376	1	ANYTIME FITNESS
4	446657		\$75.00	May 20, 2016	26161	0	BEHRENS, MARSHALL
4	446658		\$75.00	May 20, 2016	28801	0	BJERKE, JEFF
4	446659		\$575.49	May 20, 2016	02781	5	CENTURYLINK
4	446660		\$60.00	May 20, 2016	28260	0	CHOY, SERGIO R.
4	446661		\$480.00	May 20,	25919	0	CORDOVA, LETICIA

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	446662		\$34.00	May 20, 2016	00502	0	CORNERSTONE COPY CENTER
4	446663		\$560.75	May 20, 2016	26840	0	DAKOTA PRINTING, INC.
4	446664		\$450.00	May 20, 2016	29003	0	DAMMAR, LINDSEY
4	446665		\$77.00	May 20, 2016	29374	0	DONOVAN, WILLIAM
4	446666		\$638,181.87	May 20, 2016	28300	1	DURHAM SCHOOL SERVICES
4	446667		\$292.05	May 20, 2016	09272	2	ECM PUBLISHERS, INC.
4	446668		\$2,523.97	May 20, 2016	25053	0	EF EDUCATIONAL TOURS
4	446669		\$776.50	May 20, 2016	29377	0	ELPIS ENTERPRISES
4	446670		\$560.00	May 20, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	446671		\$75.00	May 20, 2016	22242	0	GEIB, SCOTT
4	446672		\$68.00	May 20, 2016	28064	0	GERTEN, BRAD
4	446673		\$129.00	May 20, 2016	01450	0	GOTHMANN, TOM
4	446674		\$46.90	May 20, 2016	00575	0	GROTH MUSIC COMPANY
4	446675		\$76.00	May 20, 2016	29206	0	HACKBARTH, KENT
4	446676		\$130.00	May 20, 2016	28107	0	HEARTLAND SIGNS & VEHICLE GRAPHICS
4	446677		\$7,084.87	May 20, 2016	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	446678		\$1,096.92	May 20, 2016	04113	0	J&D TROPHY
4	446679		\$75.00	May 20, 2016	22010	0	JASSO, SEVERA E.
4	446680		\$48.60	May 20, 2016	06157	0	JONES SCHOOL SUPPLY COMPANY, INC.
4	446681		\$122.40	May 20, 2016	26082	0	JONES, TERENCE
4	446682		\$75.00	May 20, 2016	24781	0	KAUFMAN, MICHAEL
4	446683		\$68.00	May 20, 2016	27400	0	KEILEN, JIM
4	446684		\$7,780.70	May 20, 2016	28098	0	KIRB APPAREL LLC
4	446685		\$129.00	May 20, 2016	29375	0	KROMVIG, ANTHONY
4	446686		\$66.66	May 20, 2016	08857	0	LAKEVILLE TROPHY

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	446687		\$40,048.00	May 20, 2016	28503	1	LINA
4	446688		\$350.00	May 20, 2016	22385	0	METRO TRANSIT
4	446689		\$48.85	May 20, 2016	02799	0	MIDWAY PARTY RENTAL
4	446690		\$2,265.70	May 20, 2016	00766	0	NORTHFIELD LINES, INC.
4	446691		\$4,000.00	May 20, 2016	24373	0	PAST ATHLETES CONCERNED ABOUT EDUCATION
4	446692		\$812.00	May 20, 2016	29333	0	PEDIATECH NURSING, LLC
4	446693		\$720.00	May 20, 2016	24879	0	PEREZ, MELISSA M.
4	446694	Unissued	\$0.00	May 20, 2016	24879	0	PEREZ, MELISSA M.
4	446695		\$49.00	May 20, 2016	24681	0	PROFESSIONAL WIRELESS COMMUNICATIONS
4	446696		\$60.00	May 20, 2016	21343	0	RAMACHER, THUY
4	446697		\$1,957.95	May 20, 2016	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	446698		\$2,007.55	May 20, 2016	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	446699		\$23.03	May 20, 2016	00016	2852	ROBINSON, ZOE
4	446700		\$145.00	May 20, 2016	25562	0	SACHS, ALICE
4	446701		\$463.00	May 20, 2016	03196	5	SCHOLASTIC
4	446702		\$595.00	May 20, 2016	02490	0	SEA LIFE MINNESOTA, INC.
4	446703		\$31.20	May 20, 2016	27563	0	SHRED RIGHT
4	446704		\$484.00	May 20, 2016	25227	0	SOLBERG, STACY
4	446705		\$2,812.60	May 20, 2016	29345	1	T-MOBILE
4	446706		\$137.25	May 20, 2016	28502	0	THE MCDOWELL AGENCY, INC.
4	446707		\$102.00	May 20, 2016	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	446708		\$382.46	May 20, 2016	26645	1	VENUWORKS OF BURNSVILLE LLC/BPAC
4	446709		\$75.00	May 20, 2016	29378	0	VOGEL, MICHAEL
4	446710		\$240.00	May 20, 2016	25560	0	WARSAME, KADRA
4	446711		\$14,597.66	May 24, 2016	28551	0	ADVANCED IMAGING SOLUTIONS
4	446712		\$1,500.00	May 24,	26960	0	ANDREWS, BEN

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	446713		\$17,713.38	May 24, 2016	02519	0	CENTERPOINT ENERGY
4	446714		\$863.00	May 24, 2016	02519	3	CENTERPOINT ENERGY SERVICES, INC.
4	446715		\$136.36	May 24, 2016	03866	0	CONTINENTAL CLAY COMPANY
4	446716		\$5,813.00	May 24, 2016	00478	0	FIRST SEWING CENTER
4	446717		\$658.82	May 24, 2016	24432	0	I GOT SKILLS
4	446718		\$1,428.00	May 24, 2016	04113	0	J&D TROPHY
4	446719		\$75.00	May 24, 2016	24430	0	MARSCHEL, TROY
4	446720		\$75.00	May 24, 2016	24426	0	MASBERG, JOHN
4	446721		\$3,654.00	May 24, 2016	08798	13	MINNESOTA PROJECT LEAD THE WAY
4	446722		\$600.00	May 24, 2016	28314	0	MN ASSOC OF FAMILY & CONSUMER SCIENCE (MAFCS)
4	446723		\$306.00	May 24, 2016	02613	0	MN ZOO
4	446724		\$68.00	May 24, 2016	07432	0	MROZ, GORDON
4	446725		\$75.00	May 24, 2016	29202	0	NIKLAUS, AARON
4	446726		\$77.00	May 24, 2016	27960	0	O'BRIAN, TOM
4	446727		\$1,079.96	May 24, 2016	28177	0	OLD CHICAGO
4	446728		\$12.75	May 24, 2016	00001	1688	PEREZ, ALEJANDRA
4	446729		\$180.00	May 24, 2016	24879	0	PEREZ, MELISSA M.
4	446730		\$76.00	May 24, 2016	28451	0	PIGEON, THOMAS
4	446731		\$129.00	May 24, 2016	27140	0	PRICE, TIM
4	446732		\$68.00	May 24, 2016	27733	0	RICHARDSON, EUGENE
4	446733		\$75.00	May 24, 2016	22484	0	SARGENT, KEN
4	446734		\$27.76	May 24, 2016	23920	0	SCHUSTER, SHARON
4	446735		\$234.00	May 24, 2016	26921	0	SOUTH SUBURBAN CONFERENCE
4	446736		\$129.00	May 24, 2016	25013	0	STARR, DWAYNE
4	446737		\$7,839.02	May 24, 2016	28417	0	UNIVERSAL ATHLETIC SERVICE INC.

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	446738		\$2,049.60	May 24, 2016	28855	0	USA INFLATABLES
4	446739		\$304.00	May 24, 2016	26134	0	VAN GUILDER, BRUCE
4	446740		\$68.00	May 24, 2016	24431	0	WALTERS, JOHN
4	446741		\$68.00	May 24, 2016	22327	0	WOLLAN, TOM SR.
4	446742		\$136.00	May 24, 2016	28074	0	WRIGHT, HARVEY
4	446743		\$494.00	May 27, 2016	05419	0	A COOL CAVE INC
4	446744		\$266.50	May 27, 2016	27125	0	ALLEN, DARIEL J.
4	446745		\$112.00	May 27, 2016	22517	0	AMI IMAGING SYSTEMS, INC.
4	446746		\$46,783.00	May 27, 2016	05017	0	AP EXAMS
4	446747		\$287.25	May 27, 2016	28758	0	BEHAVE YOUR BEST LLC
4	446748		\$406.95	May 27, 2016	03931	0	BERRY COFFEE COMPANY
4	446749		\$1,350.00	May 27, 2016	24437	0	BHS GIRLS GOLF BOOSTER CLUB
4	446750		\$49.00	May 27, 2016	07314	0	CEDARVALE LANES
4	446751		\$300.00	May 27, 2016	28401	0	CHOY, KEREN
4	446752		\$493.60	May 27, 2016	27279	1	COLE PAPERS INC.
4	446753		\$12.00	May 27, 2016	00774	0	CONTINENTAL MATHEMATICS LEAGUE, INC.
4	446754		\$689.26	May 27, 2016	28540	0	CORE BEVERAGE
4	446755		\$740.00	May 27, 2016	00502	0	CORNERSTONE COPY CENTER
4	446756		\$6,658.63	May 27, 2016	28504	0	CORPORATE HEALTH SYSTEMS, INC.
4	446757		\$168.00	May 27, 2016	22013	0	CUSTOM WATER WORKS
4	446758		\$585.78	May 27, 2016	29348	1	DELICIOSO CATERING
4	446759		\$100.00	May 27, 2016	20524	0	DEWALD, RINA C.
4	446760		\$280.00	May 27, 2016	24435	0	DUFFY, CLAUDIA
4	446761		\$2,532.80	May 27, 2016	02333	1	EARTHGRAINS BAKING CO. INC.
4	446762		\$1,163.75	May 27, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	446763		\$544.50	May 27,	23312	0	GORNY, MICHELE

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	446764		\$8,832.62	May 27, 2016	00862	3	HERFF JONES, INC.
4	446765		\$906.22	May 27, 2016	01390	0	INTERMEDIATE SCHOOL DISTRICT 287
4	446766		\$24.00	May 27, 2016	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	446767		\$25.90	May 27, 2016	00016	2516	JOHNSON, JUDITH
4	446768		\$1,300.00	May 27, 2016	22612	1	JR APPAREL
4	446769		\$200.00	May 27, 2016	24414	0	KANE, RACHAEL
4	446770		\$109,135.86	May 27, 2016	27633	0	KELLY SERVICES, INC.
4	446771		\$450.00	May 27, 2016	29222	0	KNIGN, LLC
4	446772		\$1,250.00	May 27, 2016	28953	0	LINDSEY, DELORES
4	446773		\$5,238.70	May 27, 2016	24350	0	LOCKRIDGE GRINDAL NAUEN, PLLP.
4	446774		\$60.00	May 27, 2016	01596	2	MN DEPT OF EDUCATION
4	446775		\$250.00	May 27, 2016	24436	0	MORRIS, STANLEY
4	446776		\$36.00	May 27, 2016	24412	0	MURPHY, EMMA
4	446777		\$170.00	May 27, 2016	27055	0	MURRAY, KATHLEEN
4	446778		\$216.00	May 27, 2016	09589	2	NEOPOST USA INC
4	446779		\$449.51	May 27, 2016	02765	0	NORCOSTCO, INC.
4	446780		\$3,000.00	May 27, 2016	24438	0	NUTRISLICE, INC.
4	446781		\$360.00	May 27, 2016	24879	0	PEREZ, MELISSA M.
4	446782		\$1,648.00	May 27, 2016	26064	0	PRINTEEZ & PROMOTION
4	446783		\$198.50	May 27, 2016	24434	0	SAFETY COMPLIANCE PUBLICATION, INC.
4	446784		\$8,550.00	May 27, 2016	26796	0	SAFEWAY DRIVING SCHOOL
4	446785	Void	\$735.00	May 27, 2016	03609	0	SCIENCE MUSEUM OF MINN.
4	446786		\$31.20	May 27, 2016	27563	0	SHRED RIGHT
4	446787		\$15.96	May 27, 2016	00000	9695	STEARNS, FRANCES
4	446788		\$1,615.00	May 27, 2016	28706	0	STRATEGIC STAFFING SOLUTIONS, LLC

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	446789		\$300.00	May 27, 2016	26535	0	THREADS AND INKS
4	446790		\$137,940.42	May 27, 2016	08203	1	TIES
4	446791		\$1,253.45	May 27, 2016	28962	1	TOPPERS PIZZA BURNSVILLE
4	446792	Unissued	\$0.00	May 27, 2016	28962	1	TOPPERS PIZZA BURNSVILLE
4	446793		\$196.89	May 27, 2016	27429	1	TRANSWORLD SYSTEMS, INC.
4	446794		\$168.20	May 27, 2016	02284	0	VIKING TROPHIES, INC.
4	446795		\$660.00	May 30, 2016	26089	0	ADAGIO DJAY ENTERTAINMENT
4	446796		\$56.00	May 30, 2016	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	446797		\$2,191.36	May 30, 2016	26245	1	AUDIO LOGIC SYSTEMS
4	446798		\$1,850.00	May 30, 2016	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	446799		\$4,050.00	May 30, 2016	29000	0	CAPTURE VIDEO, LLC
4	446800		\$32.00	May 30, 2016	09654	0	COSTUME RENTALS
4	446801		\$65.01	May 30, 2016	00645	0	CUB FOODS
4	446802		\$163.35	May 30, 2016	09272	2	ECM PUBLISHERS, INC.
4	446803		\$164.50	May 30, 2016	28531	0	EDUCATION MINNESOTA
4	446804		\$1,570.98	May 30, 2016	28651	0	FOOD GROUP
4	446805		\$2,488.61	May 30, 2016	02483	0	INTEGRA TELECOM
4	446806		\$175.00	May 30, 2016	20523	0	JONES, SCOTT
4	446807		\$250.00	May 30, 2016	29222	0	KNIGN, LLC
4	446808		\$6.00	May 30, 2016	00000	9524	KUTZ, ROBIN
4	446809		\$2,971.60	May 30, 2016	08682	2	LIFETOUCH
4	446810		\$1,727.81	May 30, 2016	25512	0	MAYER ARTS, INC.
4	446811		\$120.00	May 30, 2016	24407	0	MILNER, TANYA
4	446812		\$12,119.10	May 30, 2016	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	446813		\$327.50	May 30, 2016	03870	0	MN LANDSCAPE ARBORETUM
4	446814		\$200.00	May 30,	04656	1	MSNA CHAPTER 6

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	446815		\$112.00	May 30, 2016	08769	0	NCPERS MINNESOTA
4	446816		\$973.50	May 30, 2016	03219	1	PEPSI-COLA COMPANY
4	446817		\$108.00	May 30, 2016	29171	0	PERFORMANT RECOVERY INC
4	446818		\$352.80	May 30, 2016	28168	0	ROARK, RICHARD JEFFREY
4	446819		\$257.00	May 30, 2016	28277	0	ROBERT J. BRUNO, LTD
4	446820		\$7,312.18	May 30, 2016	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	446821		\$510.80	May 30, 2016	20185	0	SHIRTY SOMETHING
4	446822		\$241.75	May 30, 2016	02813	4	US DEPARTMENT OF EDUCATION
4	446823		\$192.00	May 30, 2016	02813	7	US DEPARTMENT OF EDUCATION
4	446824		\$160.00	May 30, 2016	23463	18	US DEPT OF TREASURY
4	446825		\$83,427.26	May 30, 2016	04417	1	US FOODS INC
4	446826	Unissued	\$0.00	May 30, 2016	04417	1	US FOODS INC
4	446827	Unissued	\$0.00	May 30, 2016	04417	1	US FOODS INC
4	446828	Unissued	\$0.00	May 30, 2016	04417	1	US FOODS INC
4	446829	Unissued	\$0.00	May 30, 2016	04417	1	US FOODS INC
4	446830	Unissued	\$0.00	May 30, 2016	04417	1	US FOODS INC
4	446831	Unissued	\$0.00	May 30, 2016	04417	1	US FOODS INC
4	446832	Unissued	\$0.00	May 30, 2016	04417	1	US FOODS INC
4	446833	Unissued	\$0.00	May 30, 2016	04417	1	US FOODS INC
4	446834		\$6.00	May 30, 2016	00016	3123	WILSON, TIANA
4	446835		\$619.75	May 30, 2016	24245	0	YOUTH ENRICHMENT LEAGUE
4	446836		\$743.60	Jun 1, 2016	01118	0	ABLENET, INC.
4	446837		\$12,635.52	Jun 1, 2016	28147	1	AGROPUR
4	446838	Unissued	\$0.00	Jun 1, 2016	28147	1	AGROPUR
4	446839	Unissued	\$0.00	Jun 1, 2016	28147	1	AGROPUR

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	446840	Unissued	\$0.00	Jun 1, 2016	28147	1	AGROPUR
4	446841	Unissued	\$0.00	Jun 1, 2016	28147	1	AGROPUR
4	446842	Unissued	\$0.00	Jun 1, 2016	28147	1	AGROPUR
4	446843	Unissued	\$0.00	Jun 1, 2016	28147	1	AGROPUR
4	446844	Unissued	\$0.00	Jun 1, 2016	28147	1	AGROPUR
4	446845	Unissued	\$0.00	Jun 1, 2016	28147	1	AGROPUR
4	446846		\$433.29	Jun 1, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	446847	Unissued	\$0.00	Jun 1, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	446848		\$1,180.00	Jun 1, 2016	22517	0	AMI IMAGING SYSTEMS, INC.
4	446849		\$214.04	Jun 1, 2016	03178	1	AQUA LOGIC, INC.
4	446850		\$165.62	Jun 1, 2016	00428	0	ARAMARK
4	446851		\$664.95	Jun 1, 2016	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	446852		\$14,585.32	Jun 1, 2016	00477	0	BIX PRODUCE COMPANY
4	446853	Unissued	\$0.00	Jun 1, 2016	00477	0	BIX PRODUCE COMPANY
4	446854	Unissued	\$0.00	Jun 1, 2016	00477	0	BIX PRODUCE COMPANY
4	446855	Unissued	\$0.00	Jun 1, 2016	00477	0	BIX PRODUCE COMPANY
4	446856	Unissued	\$0.00	Jun 1, 2016	00477	0	BIX PRODUCE COMPANY
4	446857	Unissued	\$0.00	Jun 1, 2016	00477	0	BIX PRODUCE COMPANY
4	446858		\$72.36	Jun 1, 2016	00454	0	BRYAN ROCK PRODUCTS INC
4	446859		\$1,360.70	Jun 1, 2016	05251	1	CHANNING BETE COMPANY, INC.
4	446860		\$2,280.00	Jun 1, 2016	27640	0	COMMERCIAL KITCHEN SERVICES
4	446861		\$1,202.06	Jun 1, 2016	23509	0	COOL AIR MECHANICAL, INC.
4	446862		\$122.63	Jun 1, 2016	00666	1	COUNCIL FOR EXCEPTIONAL CHILDREN
4	446863		\$189.59	Jun 1, 2016	00645	0	CUB FOODS
4	446864		\$189.90	Jun 1, 2016	29228	1	CUMMINS NPOWER LLC
4	446865		\$11,870.28	Jun 1,	04186	1	DALCO

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	446866	Unissued	\$0.00	Jun 1, 2016	04186	1	DALCO
4	446867	Unissued	\$0.00	Jun 1, 2016	04186	1	DALCO
4	446868		\$540.56	Jun 1, 2016	00837	1	DEMCO, INC.
4	446869		\$5,820.00	Jun 1, 2016	29282	0	DIVERSIFIED FOODS, INC.
4	446870		\$4,664.93	Jun 1, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	446871	Unissued	\$0.00	Jun 1, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	446872		\$14.43	Jun 1, 2016	23054	1	FASTENAL
4	446873		\$1,527.43	Jun 1, 2016	02086	0	GLEWWE DOORS, INC.
4	446874		\$454.75	Jun 1, 2016	04387	1	GRAINGER
4	446875		\$345.50	Jun 1, 2016	09046	0	HI TECH REFRIGERATION
4	446876		\$357.25	Jun 1, 2016	09318	1	HILLYARD INC - MINNEAPOLIS
4	446877		\$233.18	Jun 1, 2016	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	446878		\$1,333.38	Jun 1, 2016	05816	0	JOHN A. DALSIN & SON, INC.
4	446879		\$360.00	Jun 1, 2016	28929	0	JOHN'S SEWER AND DRAIN CLEANING, INC.
4	446880		\$2,878.90	Jun 1, 2016	28622	1	JTM PROVISIONS CO. INC.
4	446881		\$210.60	Jun 1, 2016	27253	0	LANDS BEST FOODS LLC
4	446882		\$2,402.39	Jun 1, 2016	02196	0	MACKIN EDUCATIONAL RESOURCES
4	446883		\$6,670.00	Jun 1, 2016	22012	0	MIDWEST PLAYSCAPES INC
4	446884		\$298.51	Jun 1, 2016	23914	0	MIDWEST VENDING
4	446885		\$33,745.00	Jun 1, 2016	24375	1	MINNESOTA WISCONSIN PLAYGROUND
4	446886		\$192.00	Jun 1, 2016	28041	0	MIXMI BRANDS INC.
4	446887		\$1,186.84	Jun 1, 2016	02544	1	MTI DISTRIBUTING CO.
4	446888		\$47.44	Jun 1, 2016	03519	0	NAPA AUTO PARTS
4	446889		\$615.84	Jun 1, 2016	02704	0	NASCO
4	446890		\$1,107.05	Jun 1, 2016	25372	4	NCS PEARSON INC

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	446891		\$3,096.00	Jun 1, 2016	02489	1	OFFICE DEPOT COMPANY
4	446892	Unissued	\$0.00	Jun 1, 2016	02489	1	OFFICE DEPOT COMPANY
4	446893		\$2,602.95	Jun 1, 2016	03695	0	OVERHEAD DOOR COMPANY OF THE NORTHLAND
4	446894		\$373.28	Jun 1, 2016	23138	0	POPP BINDING AND LAMINATING
4	446895		\$2,352.00	Jun 1, 2016	28785	1	PRODOCON, INC
4	446896		\$117.96	Jun 1, 2016	07235	0	REALLY GOOD STUFF
4	446897		\$351.98	Jun 1, 2016	21851	0	RED WING SHOE STORE
4	446898		\$525.00	Jun 1, 2016	25756	1	ROCHESTER 100, INC.
4	446899		\$1,560.00	Jun 1, 2016	23241	0	RYAN MECHANICAL, INC.
4	446900		\$19.48	Jun 1, 2016	25097	1	SCHOOL SPECIALTY INC
4	446901		\$1,196.00	Jun 1, 2016	03587	1	SIMPLEX GRINNELL
4	446902		\$94.24	Jun 1, 2016	03640	1	STAPLES ADVANTAGE
4	446903		\$3,346.70	Jun 1, 2016	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	446904		\$300.00	Jun 1, 2016	28997	0	TEXTHELP INC
4	446905		\$979.00	Jun 1, 2016	00826	1	TIERNEY BROTHERS, INC.
4	446906		\$95.93	Jun 1, 2016	08203	1	TIES
4	446907		\$436.60	Jun 1, 2016	04060	0	TRANS-MISSISSIPPI BIOLOGICAL SUPPLY
4	446908		\$3,745.37	Jun 1, 2016	03802	0	TRIO SUPPLY
4	446909		\$429.48	Jun 1, 2016	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	446910		\$1,393.51	Jun 1, 2016	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	446911		\$460.00	Jun 1, 2016	22496	0	WILLIAM V. MACGILL & CO.
4	446912		\$250.00	Jun 3, 2016	00216	2	ALPHA VIDEO & AUDIO, INC.
4	446913		\$291.55	Jun 3, 2016	00016	1881	ASHPOLE, DAWN
4	446914		\$1,350.00	Jun 3, 2016	09039	0	BHS SWIM BOOSTER CLUB
4	446915		\$103.55	Jun 3, 2016	24400	0	BIRCHBARK BOOKS
4	446916		\$469.86	Jun 3,	03299	1	BSN SPORTS, INC.

## Check Register Report

47

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	446917		\$300.00	Jun 3, 2016	24442	0	BUCHEIT, ELIZABETH
4	446918		\$100.00	Jun 3, 2016	23758	0	BUKKILA, CORY
4	446919		\$1,200.00	Jun 3, 2016	05809	0	CASPER'S CHEROKEE
4	446920		\$652.19	Jun 3, 2016	21968	0	CEL PUBLIC RELATIONS, INC.
4	446921		\$65.00	Jun 3, 2016	00000	1625	CHAPMAN, JULI
4	446922		\$60.00	Jun 3, 2016	28401	0	CHOY, KEREN
4	446923		\$60.00	Jun 3, 2016	28260	0	CHOY, SERGIO R.
4	446924		\$85.00	Jun 3, 2016	25513	1	CHURCH OFFSET PRINTING, INC.
4	446925		\$360.00	Jun 3, 2016	25919	0	CORDOVA, LETICIA
4	446926		\$82.67	Jun 3, 2016	00645	0	CUB FOODS
4	446927		\$83.30	Jun 3, 2016	00016	3125	DACK, SHERI
4	446928		\$6,923.00	Jun 3, 2016	29166	1	DOLLAMUR SPORT SURFACES
4	446929		\$138.60	Jun 3, 2016	09272	2	ECM PUBLISHERS, INC.
4	446930		\$641.60	Jun 3, 2016	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	446931		\$125.00	Jun 3, 2016	02495	2	FARMINGTON HIGH SCHOOL
4	446932		\$85.00	Jun 3, 2016	28747	0	FERDINAND, MARGARET
4	446933		\$70.00	Jun 3, 2016	01657	1	GTS EDUCATIONAL EVENTS
4	446934		\$340.00	Jun 3, 2016	28107	0	HEARTLAND SIGNS & VEHICLE GRAPHICS
4	446935		\$300.00	Jun 3, 2016	22902	0	HENRY, LAWRENCE
4	446936		\$6,029.02	Jun 3, 2016	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	446937		\$10,800.00	Jun 3, 2016	01029	0	INVER HILLS COMMUNITY COLLEGE
4	446938		\$76.00	Jun 3, 2016	28934	0	JOHNSON, SPENCER
4	446939		\$59,185.38	Jun 3, 2016	27633	0	KELLY SERVICES, INC.
4	446940		\$3,500.00	Jun 3, 2016	28953	0	LINDSEY, DELORES
4	446941		\$3,500.00	Jun 3, 2016	28952	0	LINDSEY, RANDALL

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	446942		\$107.75	Jun 3, 2016	28978	0	LINDSKOOG BOSCH, ALEJANDRA
4	446943		\$4,962.99	Jun 3, 2016	26241	0	M&E REALTY COMPANY
4	446944		\$1,850.00	Jun 3, 2016	24441	0	MEIER, MITCHELL
4	446945		\$200.00	Jun 3, 2016	02977	0	MINNESOTA INDIAN EDUCATION ASSOCIATION
4	446946		\$102.00	Jun 3, 2016	24388	0	MVP LOGISTICS, LLC
4	446947		\$200.00	Jun 3, 2016	28829	0	NAGLE, SEAN
4	446948		\$254.00	Jun 3, 2016	26335	0	NATIONAL ACADEMIC QUIZ TOURNAMENTS, LLC
4	446949		\$1,500.00	Jun 3, 2016	02136	1	NORMANDEALE COMMUNITY COLLEGE
4	446950		\$744.00	Jun 3, 2016	29012	0	PACHABELLY DANCE
4	446951		\$21,000.00	Jun 3, 2016	28833	0	PANTHEON SYSTEMS, INC
4	446952		\$996.00	Jun 3, 2016	29333	0	PEDIATECH NURSING, LLC
4	446953		\$175.00	Jun 3, 2016	21458	0	PRIOR LAKE HIGH SCHOOL
4	446954		\$14,441.40	Jun 3, 2016	27969	0	READY FOR KINDERGARTEN
4	446955		\$123.24	Jun 3, 2016	05511	0	RED WING SHOE STORE
4	446956		\$200.00	Jun 3, 2016	09266	0	ROSEMOUNT HIGH SCHOOL
4	446957		\$686.64	Jun 3, 2016	24443	0	SCHOOL TOOL BOX
4	446958		\$4,650.00	Jun 3, 2016	27742	0	STRATEGIC SOURCE INC
4	446959		\$242.80	Jun 3, 2016	28502	0	THE MCDOWELL AGENCY, INC.
4	446960		\$756.00	Jun 3, 2016	02039	0	THE WORKS
4	446961		\$1,524.35	Jun 3, 2016	01637	0	THREE RIVERS PARK DISTRICT
4	446962		\$500.00	Jun 3, 2016	24440	0	TORRALBA, RACHEL
4	446963		\$585.00	Jun 3, 2016	08340	0	VALLEYFAIR
4	446964		\$59.12	Jun 3, 2016	24439	0	VAN RISSEGHEM, KRISTIN DIANN
4	446965		\$755.07	Jun 7, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	446966		\$572.56	Jun 7, 2016	23412	1	B&H PHOTO-VIDEO
4	446967		\$3,254.50	Jun 7,	28404	0	BOOTH LAW GROUP PLLC

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	446968		\$10,084.95	Jun 7, 2016	04226	0	BURNSVILLE, CITY OF
4	446969	Unissued	\$0.00	Jun 7, 2016	04226	0	BURNSVILLE, CITY OF
4	446970		\$621.00	Jun 7, 2016	29243	0	CARLSON, GERRI
4	446971		\$78.34	Jun 7, 2016	28202	0	FOUNDATION 191
4	446972		\$910.00	Jun 7, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	446973		\$4,124.78	Jun 7, 2016	02086	0	GLEWWE DOORS, INC.
4	446974		\$500.00	Jun 7, 2016	00016	3126	HUBBARD, BENJAMIN
4	446975		\$215.00	Jun 7, 2016	27693	0	IDEAL SERVICES, INC.
4	446976		\$350.00	Jun 7, 2016	24445	0	KAAS, MARILEE
4	446977		\$5,130.00	Jun 7, 2016	21741	0	KENNEDY, JENNIFER
4	446978		\$279.13	Jun 7, 2016	28503	1	LINA
4	446979		\$272.00	Jun 7, 2016	26890	0	LOVLIE, CHRISTINE
4	446980		\$15,571.52	Jun 7, 2016	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	446981		\$66.00	Jun 7, 2016	28234	0	MOORE, LYNN
4	446982		\$59.97	Jun 7, 2016	27289	0	NETWORKX CORPORATION
4	446983		\$3,380.00	Jun 7, 2016	03268	0	PACER CENTER, INC.
4	446984		\$130.00	Jun 7, 2016	06693	0	POWELL, MALINDA
4	446985		\$4,881.90	Jun 7, 2016	09588	0	SAVAGE, CITY OF
4	446986		\$1,202.21	Jun 7, 2016	03808	1	SCANTRON CORPORATION
4	446987		\$21,567.74	Jun 7, 2016	23848	0	SFM
4	446988		\$28.94	Jun 7, 2016	00000	9695	STEARNS, FRANCES
4	446989		\$5,354.16	Jun 7, 2016	00535	1	VERIZON WIRELESS
4	446990		\$14.09	Jun 7, 2016	02776	0	XCEL ENERGY
4	446991		\$163.45	Jun 10, 2016	03931	0	BERRY COFFEE COMPANY
4	446992		\$129.00	Jun 10, 2016	25320	0	BORCHERS, WILLIAM S

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	446993		\$550.00	Jun 10, 2016	02422	5	BURNSVILLE YMCA
4	446994		\$75.00	Jun 10, 2016	29379	0	CARTER, MATT
4	446995		\$187.50	Jun 10, 2016	28401	0	CHOY, KEREN
4	446996		\$45.22	Jun 10, 2016	25513	1	CHURCH OFFSET PRINTING, INC.
4	446997		\$720.00	Jun 10, 2016	25919	0	CORDOVA, LETICIA
4	446998		\$145.00	Jun 10, 2016	00502	0	CORNERSTONE COPY CENTER
4	446999		\$9,876.93	Jun 10, 2016	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	447000		\$1,666.66	Jun 10, 2016	22061	0	DISTRIBUTED WEBSITE CORPORATION
4	447001		\$1,524.54	Jun 10, 2016	01002	0	EAGAN, CITY OF
4	447002		\$68.00	Jun 10, 2016	25961	0	EDWARDS, WILSON
4	447003		\$30.75	Jun 10, 2016	02995	0	FAST SIGNS
4	447004		\$68.00	Jun 10, 2016	21305	0	FERRIE, PATRICK
4	447005		\$75.00	Jun 10, 2016	26158	0	FOX, JON
4	447006		\$325.00	Jun 10, 2016	20715	0	GAGSTETTER, MARK
4	447007		\$201.25	Jun 10, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	447008		\$171.00	Jun 10, 2016	29215	0	GILES OUTDOOR SERVICES, LLC
4	447009		\$76.00	Jun 10, 2016	29206	0	HACKBARTH, KENT
4	447010		\$75.00	Jun 10, 2016	26167	0	HAGBERG, EDWARD JR
4	447011		\$180.00	Jun 10, 2016	00862	3	HERFF JONES, INC.
4	447012		\$1,041.53	Jun 10, 2016	09046	0	HI TECH REFRIGERATION
4	447013		\$68.00	Jun 10, 2016	24344	0	HOWARD, DOMINIC
4	447014		\$305.25	Jun 10, 2016	25195	0	IPROMOTEU, INC.
4	447015		\$200.00	Jun 10, 2016	24454	0	KEECH, JOSHUA
4	447016		\$55,838.33	Jun 10, 2016	27633	0	KELLY SERVICES, INC.
4	447017		\$129.00	Jun 10, 2016	03189	0	KILEN, KIP
4	447018		\$68.00	Jun 10,	06519	0	KORBA, JERRY

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447019		\$180.00	Jun 10, 2016	E2173	0	LATTERY, AUDREY
4	447020		\$76.00	Jun 10, 2016	27681	0	LEE, TERRY
4	447021		\$75.00	Jun 10, 2016	24453	0	MIELKE, TYLER
4	447022		\$322.00	Jun 10, 2016	26466	0	MN HIGHWAY SAFETY & RESEARCH CENTER
4	447023		\$299.00	Jun 10, 2016	00476	0	MN SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS
4	447024		\$45.00	Jun 10, 2016	28020	0	MURPHY MANAGEMENT CONSULTANTS
4	447025		\$106.50	Jun 10, 2016	25372	4	NCS PEARSON INC
4	447026		\$152.00	Jun 10, 2016	24447	0	NELSEN, SETH
4	447027		\$200.00	Jun 10, 2016	02400	1	ORNDORF, RICK
4	447028		\$602.00	Jun 10, 2016	29333	0	PEDIATECH NURSING, LLC
4	447029		\$960.00	Jun 10, 2016	24879	0	PEREZ, MELISSA M.
4	447030	Unissued	\$0.00	Jun 10, 2016	24879	0	PEREZ, MELISSA M.
4	447031		\$129.00	Jun 10, 2016	24448	0	PHILBLAD, ANTHONY
4	447032		\$76.00	Jun 10, 2016	28451	0	PIGEON, THOMAS
4	447033		\$129.00	Jun 10, 2016	27140	0	PRICE, TIM
4	447034		\$76.00	Jun 10, 2016	24452	0	ROBB, CALEB
4	447035		\$129.00	Jun 10, 2016	24451	0	SACCOMAN, JOHN
4	447036		\$308.96	Jun 10, 2016	09588	4	SAVAGE, CITY OF
4	447037		\$300.00	Jun 10, 2016	20491	0	SAVAGE, DAWN
4	447038		\$152.00	Jun 10, 2016	29205	0	SCHAFF, TERRY
4	447039		\$68.00	Jun 10, 2016	24557	0	SCHMITZ, STEVE
4	447040		\$51.79	Jun 10, 2016	00016	3127	SELBY, KIRSTEN
4	447041		\$68.00	Jun 10, 2016	24450	0	SORENSEN, LON
4	447042		\$68.00	Jun 10, 2016	24449	0	SORENSEN, MARTHA
4	447043		\$60.00	Jun 10, 2016	26857	0	SOTO, NESTOR DAVID

## Check Register Report

52

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447044		\$65.00	Jun 10, 2016	26665	0	SOUTH CENTRAL SERVICE COOPERATIVE
4	447045		\$75.00	Jun 10, 2016	27202	0	SZABO, BILL
4	447046		\$857.50	Jun 10, 2016	26627	0	THE PLAYS THE THING PRODUCTIONS
4	447047		\$242.00	Jun 10, 2016	03986	0	THE TROPHY HOUSE, INC.
4	447048		\$115.15	Jun 10, 2016	01637	0	THREE RIVERS PARK DISTRICT
4	447049		\$1,262.41	Jun 10, 2016	03802	0	TRIO SUPPLY
4	447050		\$118.87	Jun 10, 2016	00016	1338	TVEDT, HILARIE
4	447051		\$36,078.92	Jun 10, 2016	04417	1	US FOODS INC
4	447052	Unissued	\$0.00	Jun 10, 2016	04417	1	US FOODS INC
4	447053	Unissued	\$0.00	Jun 10, 2016	04417	1	US FOODS INC
4	447054	Unissued	\$0.00	Jun 10, 2016	04417	1	US FOODS INC
4	447055	Unissued	\$0.00	Jun 10, 2016	04417	1	US FOODS INC
4	447056		\$60.00	Jun 10, 2016	25560	0	WARSAME, KADRA
4	447057		\$75.00	Jun 10, 2016	05416	0	WILTJER, BRENDEN
4	447058		\$17,622.89	Jun 10, 2016	02776	0	XCEL ENERGY
4	447059		\$6,589.36	Jun 16, 2016	28147	1	AGROPUR
4	447060	Unissued	\$0.00	Jun 16, 2016	28147	1	AGROPUR
4	447061	Unissued	\$0.00	Jun 16, 2016	28147	1	AGROPUR
4	447062	Unissued	\$0.00	Jun 16, 2016	28147	1	AGROPUR
4	447063	Unissued	\$0.00	Jun 16, 2016	28147	1	AGROPUR
4	447064		\$219.80	Jun 16, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	447065		\$1,000.00	Jun 16, 2016	00249	1	APPLE COMPUTER INC.
4	447066		\$3,741.60	Jun 16, 2016	27223	1	AVID CENTER
4	447067		\$626.45	Jun 16, 2016	25253	0	B&B SHEET METAL & ROOFING, INC.
4	447068		\$249.55	Jun 16, 2016	08358	0	BERTELSON TOTAL OFFICE SOLUTIONS
4	447069		\$5,692.50	Jun 16,	00477	0	BIX PRODUCE COMPANY

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447070	Unissued	\$0.00	Jun 16, 2016	00477	0	BIX PRODUCE COMPANY
4	447071	Unissued	\$0.00	Jun 16, 2016	00477	0	BIX PRODUCE COMPANY
4	447072		\$15,443.00	Jun 16, 2016	24429	0	BRIGHTBYTES
4	447073		\$20.00	Jun 16, 2016	00483	0	CASSIDY-TRICKER INDUSTRIAL SALES, INC.
4	447074		\$42,539.76	Jun 16, 2016	20289	1	CDW GOVERNMENT, INC.
4	447075		\$4,567.50	Jun 16, 2016	03622	1	CENGAGE LEARNING
4	447076		\$7,617.22	Jun 16, 2016	00624	1	CHICAGO DISTRIBUTION CENTER
4	447077		\$1,169.14	Jun 16, 2016	23509	0	COOL AIR MECHANICAL, INC.
4	447078		\$157.38	Jun 16, 2016	29228	1	CUMMINS NPOWER LLC
4	447079		\$2,998.09	Jun 16, 2016	04186	1	DALCO
4	447080		\$1,502.40	Jun 16, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	447081		\$115.06	Jun 16, 2016	08698	1	FERGUSON ENTERPRISES # 1657
4	447082		\$20.73	Jun 16, 2016	00691	0	FRONTIER AG & TURF
4	447083		\$56.92	Jun 16, 2016	04387	1	GRAINGER
4	447084		\$9,033.00	Jun 16, 2016	01641	0	H&B SPECIALIZED PRODUCTS, INC.
4	447085		\$770.64	Jun 16, 2016	00862	3	HERFF JONES, INC.
4	447086		\$711.44	Jun 16, 2016	09046	0	HI TECH REFRIGERATION
4	447087		\$43,953.50	Jun 16, 2016	26668	1	HM RECEIVABLES CO LLC
4	447088		\$269.50	Jun 16, 2016	01896	0	INSTRUMENTALIST AWARDS, LLC
4	447089		\$165.69	Jun 16, 2016	06157	0	JONES SCHOOL SUPPLY COMPANY, INC.
4	447090		\$132.50	Jun 16, 2016	05077	0	LOCKSAFE INC.
4	447091		\$279.50	Jun 16, 2016	27932	1	MATHESON TRI-GAS, INC.
4	447092		\$2,265.19	Jun 16, 2016	08999	1	MINNESOTA ELEVATOR INC
4	447093		\$261.58	Jun 16, 2016	03770	3	MINNESOTA POLLUTION CONTROL AGENCY - MPCA
4	447094		\$630.00	Jun 16, 2016	07914	2	MN DEPT OF LABOR AND INDUSTRY

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447095	Unissued	\$0.00	Jun 16, 2016	07914	2	MN DEPT OF LABOR AND INDUSTRY
4	447096		\$44,870.00	Jun 16, 2016	00624	0	MN HISTORICAL SOCIETY
4	447097		\$809.81	Jun 16, 2016	02544	1	MTI DISTRIBUTING CO.
4	447098		\$299.00	Jun 16, 2016	25372	4	NCS PEARSON INC
4	447099		\$175.70	Jun 16, 2016	02489	1	OFFICE DEPOT COMPANY
4	447100		\$2,790.83	Jun 16, 2016	03116	4	PEARSON EDUCATION
4	447101		\$137.05	Jun 16, 2016	01709	1	PPG ARCHITECTURAL FINISHES
4	447102		\$1,424.00	Jun 16, 2016	24422	0	PROJECTOR LAMP SERVICES
4	447103		\$636.00	Jun 16, 2016	03101	0	PUMP AND METER SERVICE, INC.
4	447104		\$125.00	Jun 16, 2016	21851	0	RED WING SHOE STORE
4	447105		\$1,410.00	Jun 16, 2016	25729	0	RENT N' SAVE PORTABLE SERVICES
4	447106		\$5,625.00	Jun 16, 2016	28849	0	SCENARIO LEARNING, LLC
4	447107		\$28.89	Jun 16, 2016	03532	2	SCHMITT MUSIC
4	447108		\$195.94	Jun 16, 2016	25097	1	SCHOOL SPECIALTY INC
4	447109		\$979.50	Jun 16, 2016	03587	1	SIMPLEX GRINNELL
4	447110		\$1,002.60	Jun 16, 2016	08203	1	TIES
4	447111		\$553.38	Jun 16, 2016	00497	0	TIME FOR KIDS
4	447112		\$430.18	Jun 16, 2016	22123	1	TOTAL FILTRATION SERVICES, INC.
4	447113		\$141.85	Jun 16, 2016	04060	0	TRANS-MISSISSIPPI BIOLOGICAL SUPPLY
4	447114		\$937.40	Jun 16, 2016	03802	0	TRIO SUPPLY
4	447115		\$259.38	Jun 16, 2016	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	447116		\$33.76	Jun 16, 2016	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	447117		\$210.50	Jun 16, 2016	04566	0	ZIEGLER INC.
4	447118		\$149.00	Jun 14, 2016	06215	0	AIRPORT TAXI, INC.
4	447119		\$142.50	Jun 14, 2016	29258	0	AKERSON, ELIZABETH
4	447120		\$81.45	Jun 14,	23070	0	BARADARAN, MARY

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447121		\$252.00	Jun 14, 2016	06763	0	BOGART'S/APPLE PLACE BOWL
4	447122		\$157.40	Jun 14, 2016	00001	1693	BORCHARDT, HEIDI
4	447123		\$83.31	Jun 14, 2016	00000	8434	BROWN, TRACY
4	447124		\$21,558.30	Jun 14, 2016	29306	0	C.G.T. LIMITED
4	447125		\$40.75	Jun 14, 2016	00001	1694	CAVANOR, MARK
4	447126		\$544.00	Jun 14, 2016	07314	0	CEDARVALE LANES
4	447127		\$266.02	Jun 14, 2016	02781	5	CENTURYLINK
4	447128		\$9.02	Jun 14, 2016	26565	1	COMCAST
4	447129		\$16.50	Jun 14, 2016	00016	2774	DANIELS, ROXANNE
4	447130		\$2,104.56	Jun 14, 2016	01002	0	EAGAN, CITY OF
4	447131		\$641.60	Jun 14, 2016	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	447132		\$859.00	Jun 14, 2016	06592	1	FESTIVAL OF NATIONS
4	447133		\$102.97	Jun 14, 2016	00016	1377	HAAG, ANN
4	447134		\$122.40	Jun 14, 2016	00016	1534	HANNASCH, JAMES
4	447135		\$305.00	Jun 14, 2016	28495	0	HEALTH RISK STRATEGIES, LLC
4	447136		\$116.29	Jun 14, 2016	02483	0	INTEGRA TELECOM
4	447137		\$6,029.02	Jun 14, 2016	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	447138		\$25.90	Jun 14, 2016	00001	1696	JACH, DANIEL
4	447139		\$17.15	Jun 14, 2016	00000	3769	JARNAGIN, KATHY
4	447140		\$8.75	Jun 14, 2016	00001	1697	KING, KATIE
4	447141		\$2.35	Jun 14, 2016	00001	1695	KUNJUMMEN, ABRAHAM
4	447142		\$11.85	Jun 14, 2016	00001	1698	MEIER, SHELLY
4	447143		\$51.35	Jun 14, 2016	00016	1397	MILLER, BETH
4	447144		\$4,281.45	Jun 14, 2016	04476	0	NATIONAL TREASURE KUNG FU INC
4	447145		\$157.95	Jun 14, 2016	02489	1	OFFICE DEPOT COMPANY

## Check Register Report

56

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447146		\$60.00	Jun 14, 2016	21343	0	RAMACHER, THUY
4	447147		\$480.00	Jun 14, 2016	26662	1	RAPTOR TECHNOLOGIES
4	447148		\$2,614.04	Jun 14, 2016	03744	0	RENAISSANCE LEARNING, INC.
4	447149		\$240.10	Jun 14, 2016	07711	0	ROLANDO, NORMAN
4	447150		\$11.79	Jun 14, 2016	00016	3128	SANTOS, PEDRO OR LAURA
4	447151		\$20.00	Jun 14, 2016	09588	4	SAVAGE, CITY OF
4	447152		\$107.80	Jun 14, 2016	00014	1193	SCHATZ, DARCY
4	447153		\$375.00	Jun 14, 2016	03609	0	SCIENCE MUSEUM OF MINN.
4	447154		\$103.40	Jun 14, 2016	00001	1689	SHEALY, ANDREA
4	447155		\$203.55	Jun 14, 2016	00001	1690	SHERIDAN, DANIEL
4	447156		\$505.00	Jun 14, 2016	03660	0	SKATEVILLE
4	447157		\$53.52	Jun 14, 2016	00001	1691	STOOS, MICHAEL
4	447158		\$38.13	Jun 14, 2016	08203	1	TIES
4	447159		\$60.00	Jun 14, 2016	25560	0	WARSAME, KADRA
4	447160		\$220.32	Jun 14, 2016	20007	0	WASTE MANAGEMENT
4	447161		\$21.40	Jun 14, 2016	00001	1692	WIDEN, LEANNE
<b>Check Count</b>	<b>526</b>	<b>Grand Total</b>	<b>\$2,082,538.85</b>				

## Check Register Report

57

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
6	160		\$1,926.00	May 27, 2016	07752	1	MILLER ELECTRIC, INC.
6	161		\$5,468.68	May 27, 2016	20320	0	NORTHERN AIR CORPORATION (NAC)
6	162		\$1,346.16	May 27, 2016	26086	0	ORKIN COMMERCIAL SERVICES
6	163		\$338.84	May 27, 2016	26290	0	PERFORMANCE APPAREL, LLC
<b>Check Count</b>	<b>4</b>	<b>Grand Total</b>	<b>\$9,079.68</b>				

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	101417		\$341,293.20	May 20, 2016	29367	0	AMERICAN STRUCTURAL METALS, INC.
3	101418	Clear	\$800.00	May 20, 2016	04400	0	BESTER BROS TRANSFER & STORAGE CO
3	101419		\$118,370.00	May 20, 2016	29362	0	COMMERCIAL DRYWALL, INC.
3	101420		\$316,061.20	May 20, 2016	29317	0	CROSTOWN MASONRY, INC.
3	101421	Clear	\$265,469.90	May 20, 2016	29358	0	EL-JAY PLUMBING & HEATING, INC
3	101422		\$128,368.75	May 20, 2016	29369	0	ENVISION GLASS INC.
3	101423		\$41,565.68	May 20, 2016	29368	0	GEORGE F COOK CONSTRUCTION CO
3	101424		\$15,458.02	May 20, 2016	29371	0	KENDELL DOORS & HARDWARE, INC.
3	101425		\$227,504.58	May 20, 2016	03078	0	KLAMM MECHANICAL CONTRACTORS, INC.
3	101426		\$8,175.94	May 20, 2016	29372	0	LAWRENCE SIGN
3	101427		\$147,195.85	May 20, 2016	29276	0	MAX STEININGER, INC.
3	101428		\$219,962.29	May 20, 2016	26094	0	MULTIPLE CONCEPTS INTERIORS, INC.
3	101429	Clear	\$26,268.00	May 20, 2016	20320	1	NORTHERN AIR CORPORATION
3	101430		\$421,411.45	May 20, 2016	29318	0	NORTHLAND CONCRETE & MASONRY, LLC
3	101431		\$511,818.20	May 20, 2016	03757	0	PALMER WEST CONSTRUCTION COMPANY, INC.
3	101432		\$531,209.60	May 20, 2016	22848	0	PEOPLES ELECTRIC COMPANY, INC
3	101433		\$233,700.00	May 20, 2016	29357	0	RED CEDAR STEEL ERECTORS, INC
3	101434		\$330,837.50	May 20, 2016	29363	0	THELEN HEATING & ROOFING INC.
3	101435		\$57,013.39	May 20, 2016	29373	0	THYSSENKRUPP ELEVATOR CORPORATION
3	101436		\$105,356.10	May 20, 2016	29370	0	TOTAL FIRE PROTECTION, INC.
3	101437		\$102,054.22	May 20, 2016	29316	0	WELLS CONCRETE
3	101438		\$772.00	May 27, 2016	27736	0	GLOBAL COMMUNICATIONS WIRING & SERVICES
3	101439		\$1,071.00	May 27, 2016	07704	0	GORMAN SURVEYING, INC.
3	101440		\$3,477.50	May 27, 2016	29296	0	INTEREUM, INC.
3	101441		\$2,240.00	May 27, 2016	29241	0	JAMES R HILL, INC.
3	101442		\$105,916.03	May 27,	27702	0	MORCON CONSTRUCTION INC.

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
3	101443		\$2,604.49	May 27, 2016	29351	0	O'KEEFE INC
3	101444		\$98,887.07	Jun 3, 2016	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101445		\$14,568.50	Jun 3, 2016	27888	1	NORTHERN TECHNOLOGIES, LLC
<b>Check Count</b>	<b>29</b>	<b>Grand Total</b>	<b>\$4,379,430.46</b>				



**Agenda II.B.5**  
**June 23, 2016**

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

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

**DATE: June 15, 2016**

**RE: Budget Analysis for the Month Ending May 31, 2016**

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

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

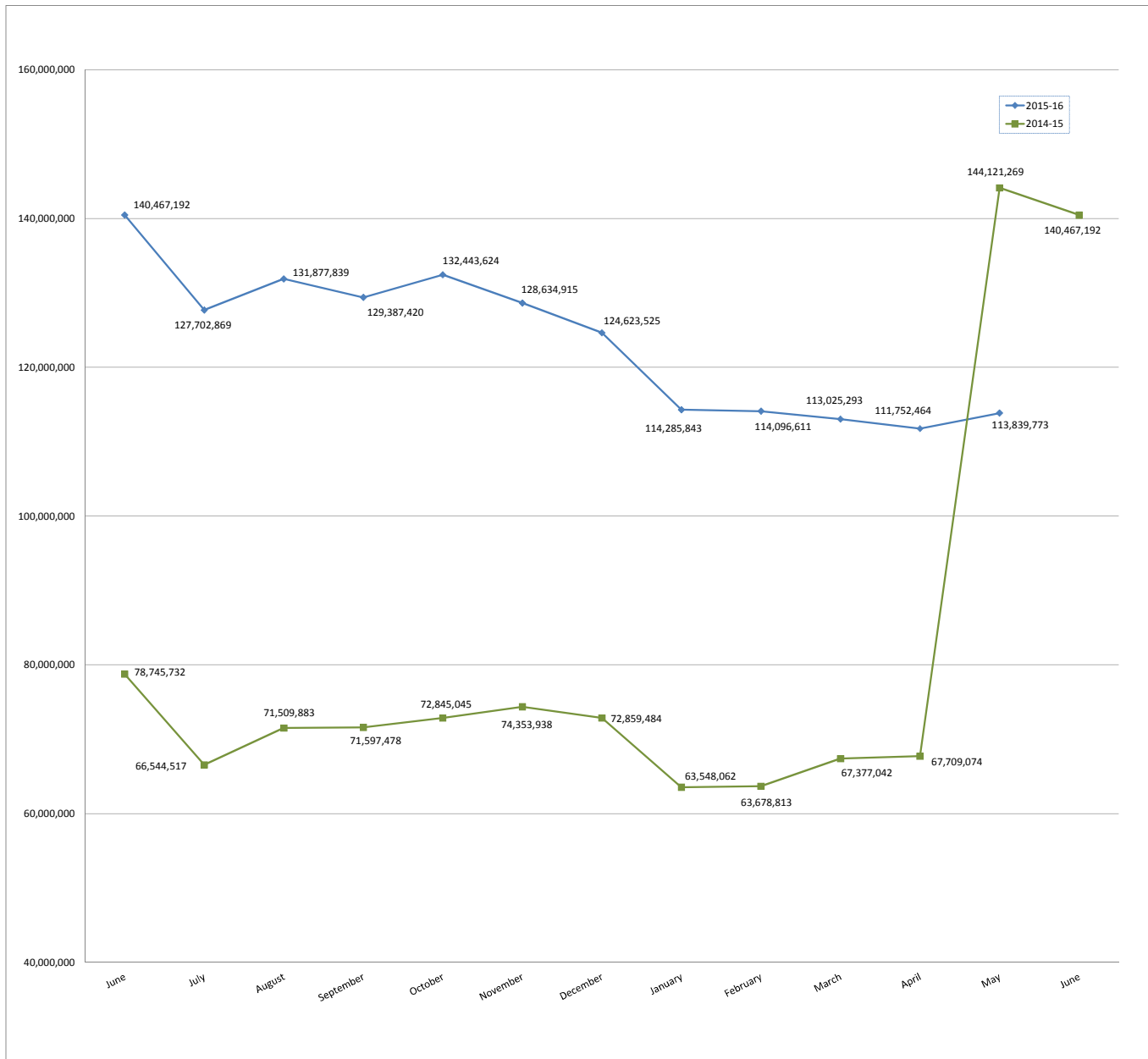
	<u>Year-to-Date Revenue</u>	<u>% of Adopted Budget</u>	<u>Year-to-Date Expenditures</u>	<u>% of Adopted Budget</u>
All Funds	\$ 166,252,240	102.26%	\$ 162,380,604	68.59%
General Fund	\$ 97,297,732	82.42%	\$ 96,128,215	79.30%

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

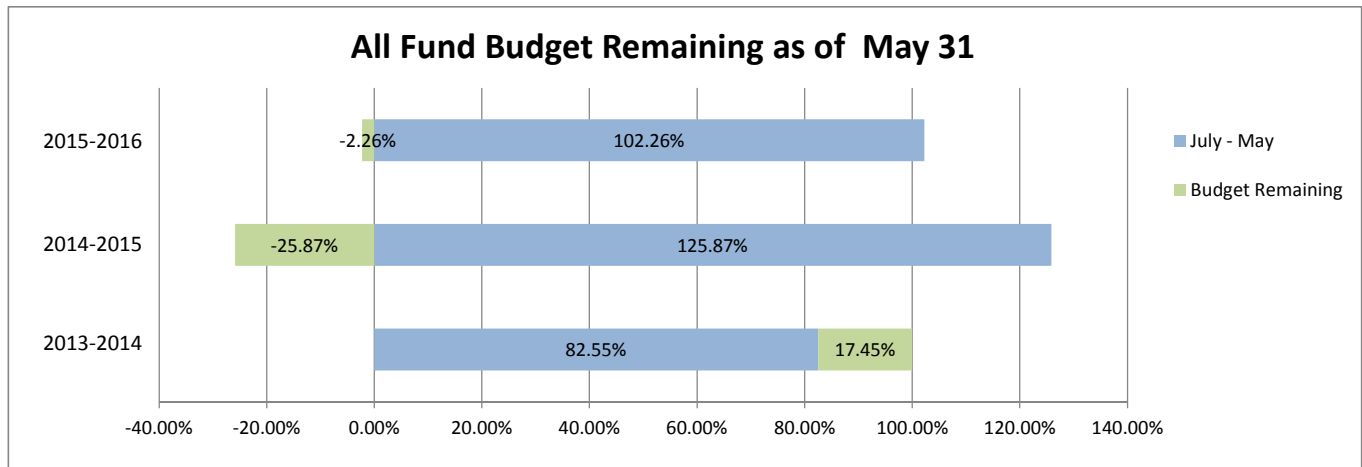
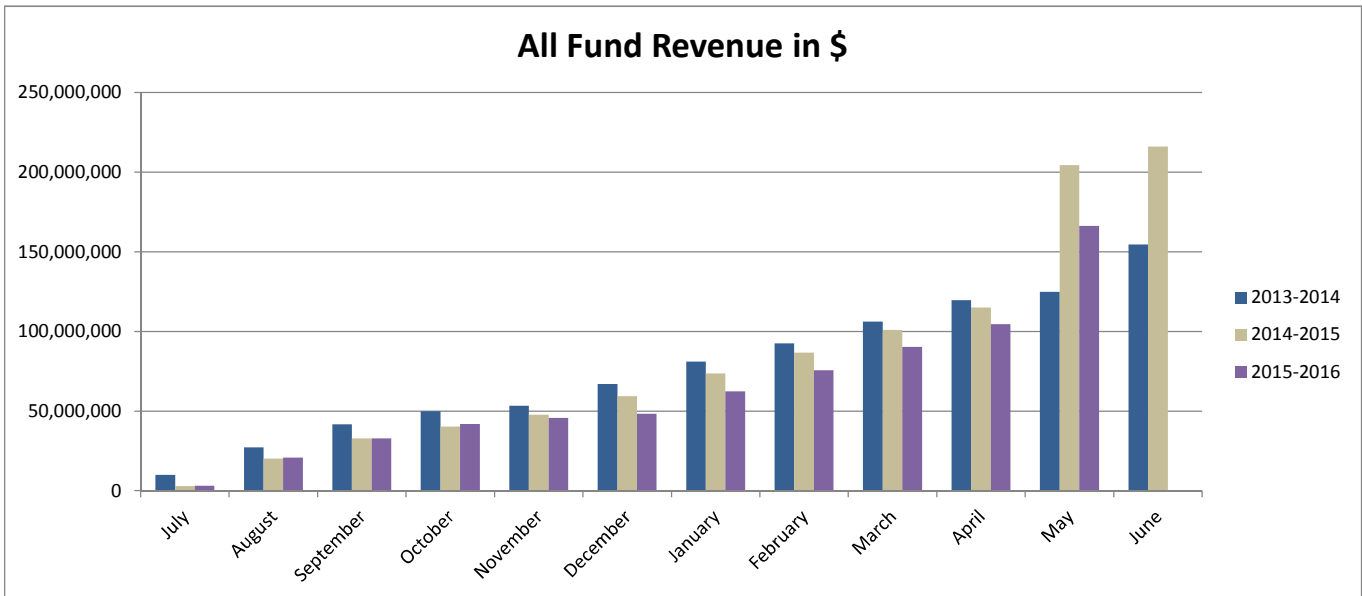
All of the reports and graphs show last year's actual figures, this year's budget and this year's activity to day. Additional detail is available upon request. I would be glad to answer any questions regarding these reports.

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



**REVENUE COMPARISON  
ALL FUNDS**

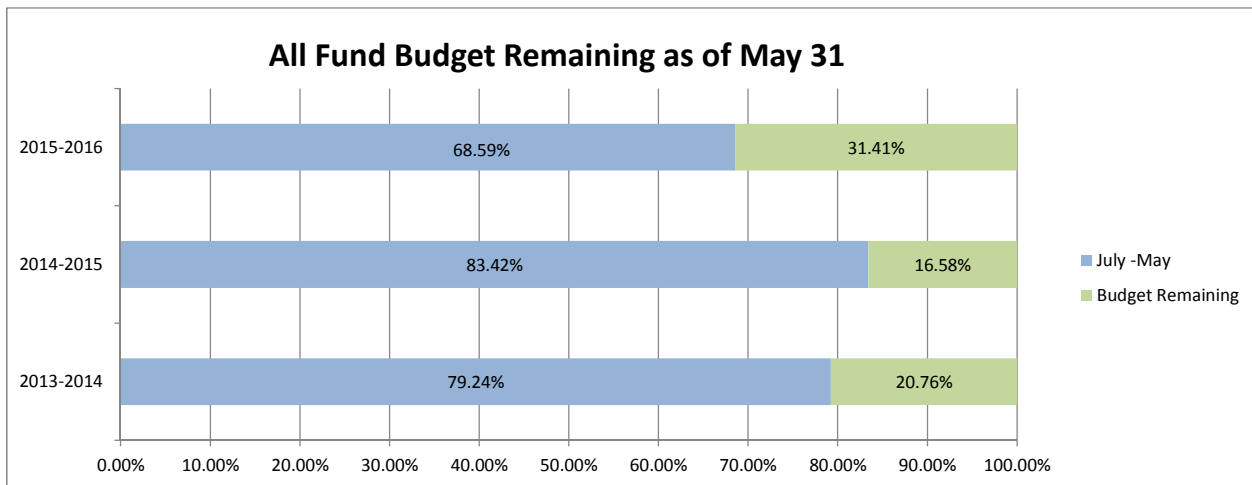
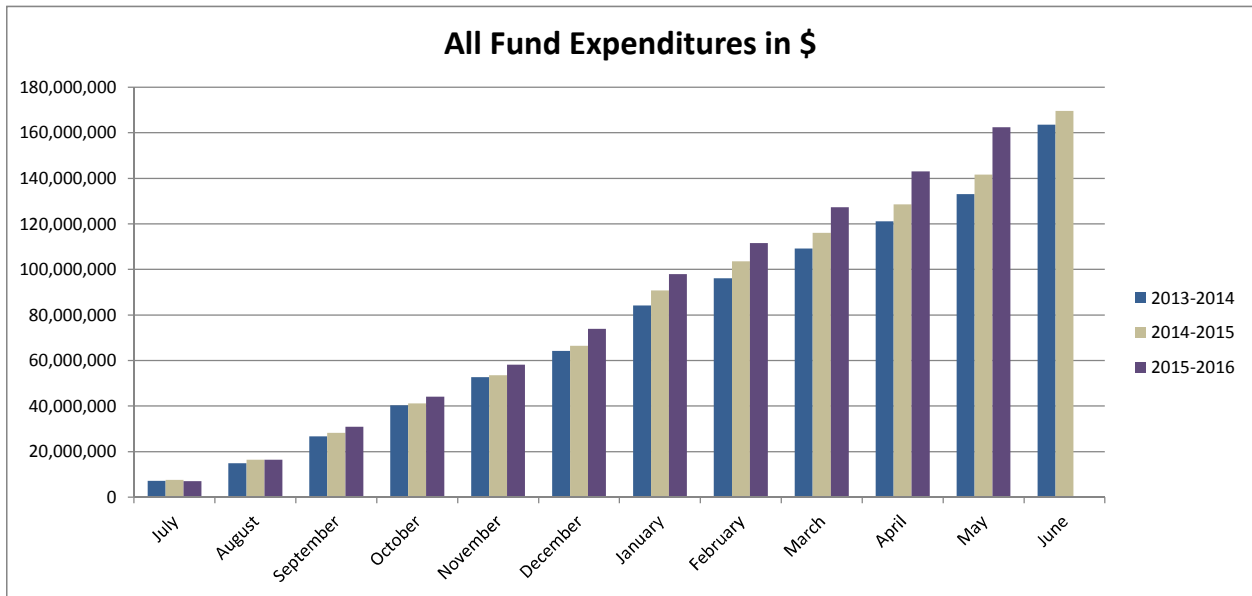
	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	9,962,088	6.59%	2,850,387	1.76%	3,044,376	1.87%
August	27,156,320	17.96%	20,097,761	12.38%	20,776,436	12.78%
September	41,620,021	27.53%	32,867,875	20.25%	32,729,505	20.13%
October	49,945,312	33.03%	40,162,882	24.75%	41,826,417	25.73%
November	53,270,705	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%	104,623,897	64.35%
May	124,812,839	82.55%	204,278,857	125.87%	166,252,241	102.26%
June	154,456,907	102.15%	215,999,627	133.10%		0.00%
<b>BUDGET</b>	<b>151,200,818</b>	<b>100.00%</b>	<b>162,289,404</b>	<b>100.00%</b>	<b>162,577,015</b>	<b>100.00%</b>



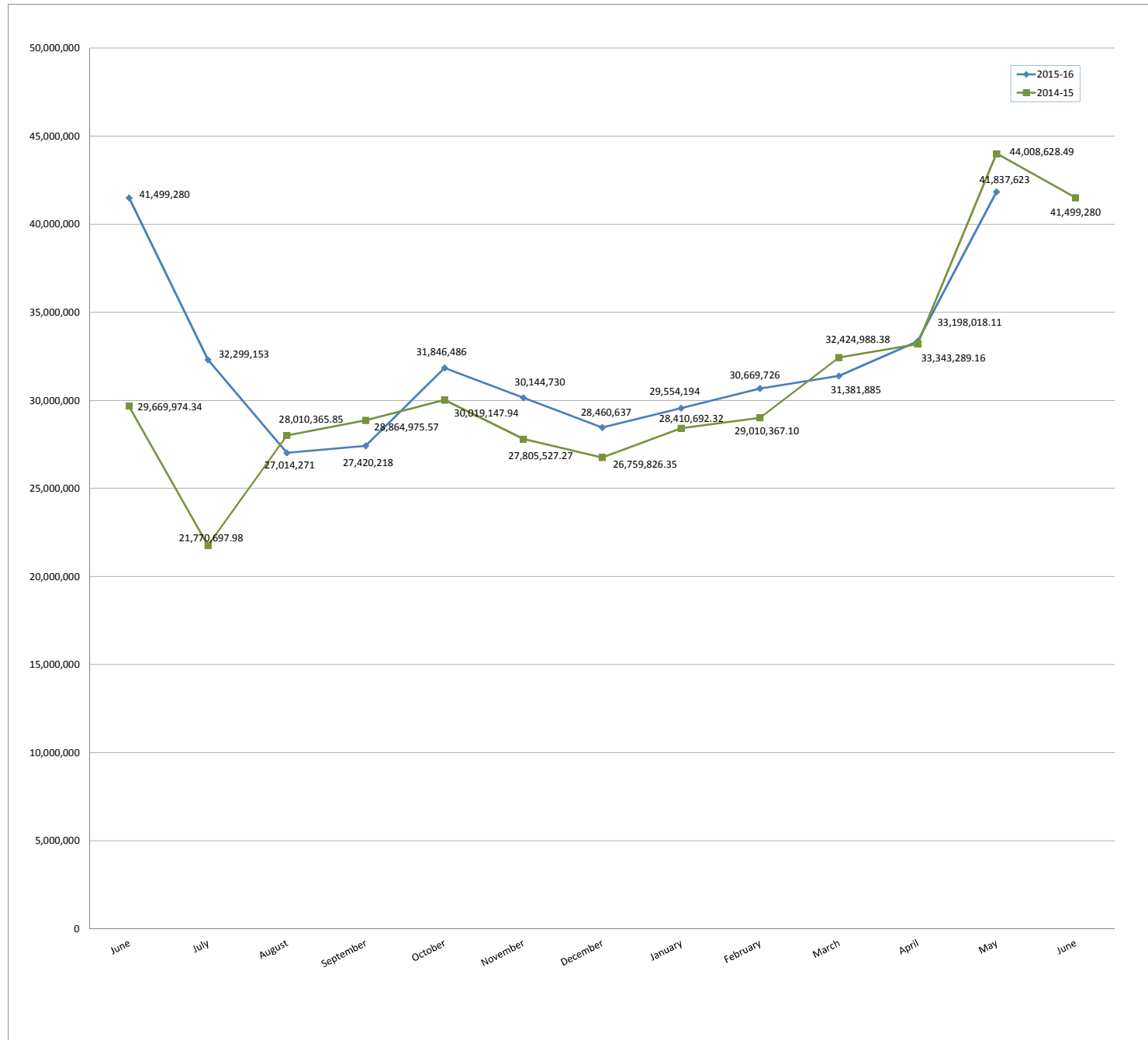
\*\* The year to year comparison will vary due to the timing of the reversal of prior year accruals.

**EXPENDITURE COMPARISON  
ALL FUNDS**

	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	7,158,138	4.26%	7,547,048	4.45%	7,049,033	2.98%
August	14,925,772	8.89%	16,483,027	9.71%	16,404,117	6.93%
September	26,723,106	15.92%	28,293,796	16.67%	30,882,275	13.04%
October	40,284,425	23.99%	41,129,759	24.23%	44,144,329	18.65%
November	52,655,277	31.36%	53,531,556	31.54%	58,247,227	24.60%
December	64,273,426	38.28%	66,513,786	39.18%	73,968,194	31.24%
January	84,162,075	50.12%	90,772,024	53.47%	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%	142,980,681	60.39%
May	133,051,690	79.24%	141,606,925	83.42%	162,380,604	68.59%
June	163,502,430	97.37%	169,539,828	99.88%		
<b>BUDGET</b>	<b>167,911,404</b>	<b>100.00%</b>	<b>169,749,976</b>	<b>100.00%</b>	<b>236,752,755</b>	<b>100.00%</b>

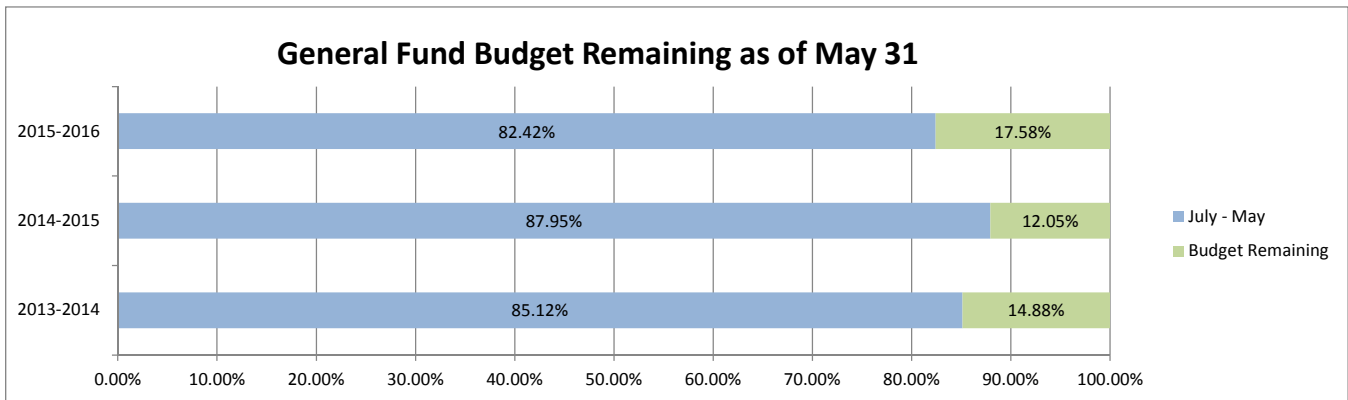
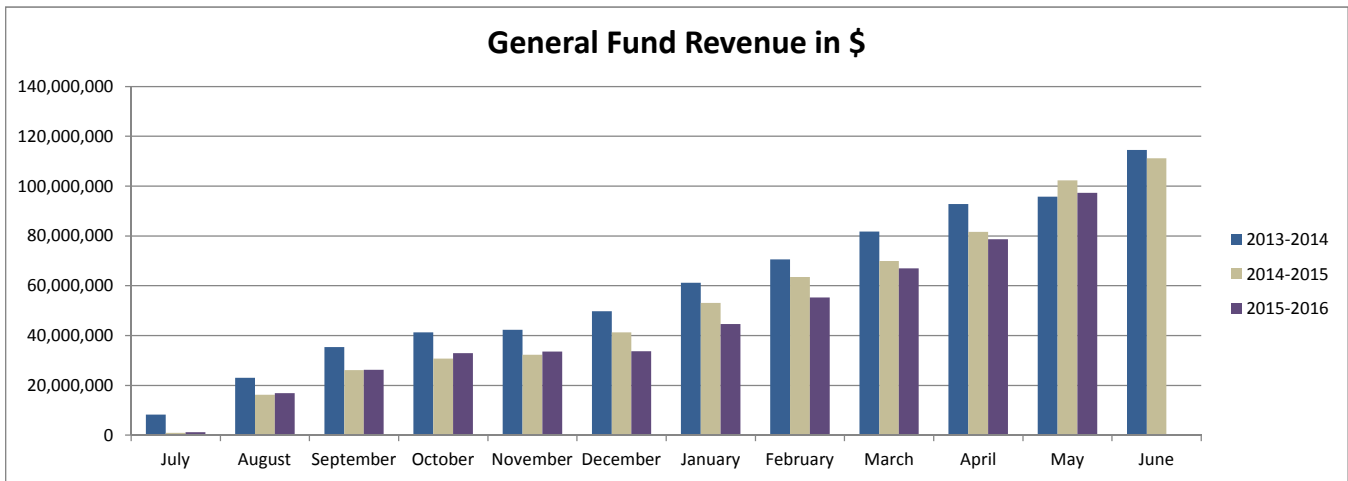


GENERAL FUND CASH AND INVESTMENTS  
2014-15 AND 2015-16



**REVENUE COMPARISON  
GENERAL FUND**

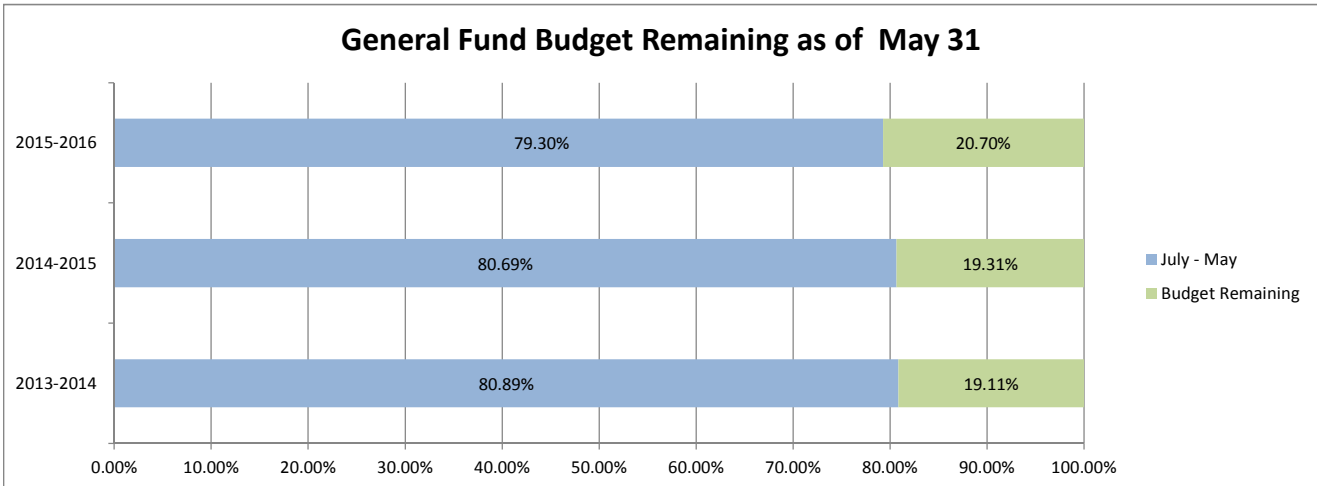
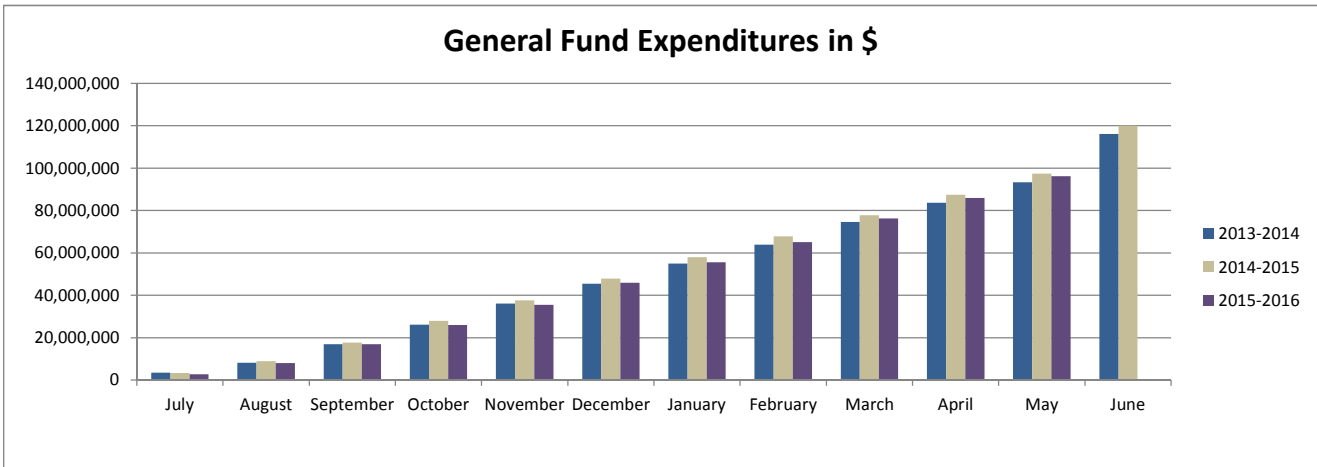
	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	8,213,239	7.30%	998,299	0.86%	1,172,002	0.99%
August	23,035,862	20.48%	16,255,179	13.98%	16,819,666	14.25%
September	35,369,620	31.44%	26,150,902	22.49%	26,303,462	22.28%
October	41,313,574	36.72%	30,774,320	26.46%	32,868,210	27.84%
November	42,329,912	37.63%	32,344,957 **	27.81%	33,523,977 **	28.40%
December	49,821,048	44.29%	41,271,780	35.49%	33,750,953	28.59%
January	61,240,048	54.44%	53,037,217	45.61%	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%	78,653,851	66.63%
May	95,758,464	85.12%	102,274,231	87.95%	97,297,732	82.42%
June	114,521,447	101.80%	111,161,850	95.59%		
<b>BUDGET</b>	<b>112,496,929</b>	<b>100.00%</b>	<b>116,289,398</b>	<b>100.00%</b>	<b>118,046,063</b>	<b>100.00%</b>



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

**EXPENDITURE COMPARISON  
GENERAL FUND**

	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	3,493,163	3.03%	3,337,696	2.77%	2,684,247	2.21%
August	8,175,160	7.09%	8,947,182	7.41%	7,972,377	6.58%
September	16,950,675	14.69%	17,645,205	14.62%	16,911,827	13.95%
October	26,176,565	22.69%	27,881,276	23.10%	25,943,715	21.40%
November	36,060,193	31.26%	37,625,436	31.17%	35,429,463	29.23%
December	45,489,506	39.43%	47,847,779	39.64%	45,930,671	37.89%
January	54,985,329	47.66%	57,981,560	48.04%	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%	85,924,006	70.88%
May	93,317,546	80.89%	97,383,134	80.69%	96,128,215	79.30%
June	116,061,352	100.60%	120,005,229	99.43%		0.00%
<b>BUDGET</b>	<b>115,368,022</b>	<b>100.00%</b>	<b>120,691,888</b>	<b>100.00%</b>	<b>121,227,919</b>	<b>100.00%</b>





**Agenda II.B.6  
June 23, 2016**

**To: Members, Board of Education**

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

**Date: June 16, 2016**

**Re: Payment of Payroll and Expenditures in June and July 2016**

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

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

**Agenda II.B.7.  
June 23, 2016**

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

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

**Date: June 23, 2016**

**Re: Change Orders #122, #135, #138, #139, #140, #141, #142, #143, #144, and  
#145 for the 2015 Additions and Alterations to Burnsville High School**

RECOMMENDATION: That the Board of Education approves change orders #122, #135, #138, #139, #140, #141, #142, #143, #144, and #145 for the 2015 Additions and Alterations to Burnsville High School.

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

Change order #122 for contract #1140 (Advanced Contract Equipment & Design, LLC) is in the amount of \$7966.00. The additional costs to this contract are the results of adding shelving and equipment to the concession stand area located in the activity center.

Change order #135 for contract #0840 (Envision Glass, Inc.) is a deduct in the amount of (\$4,853.00). The deletion of mirrors in the workout area requested by building administration, the deletion of window frames and glass from a room that was deleted from this project and adding additional glass in place of louvers and increased door sizes to two aluminum doors are the reasons for the change in this contract.

Change order #138 for contract #0512 (American Structural Metals Inc.) Is a deduct in the amount of (\$755.00). Various changes to the scope of work and a back charge from Red Cedar Steel Erectors Inc. for having to install 2 beams in area 9 due to the original beams being installed in the wrong location are the reasons for this deduct.

***Future Ready. Community Strong.***

Change order #139 for contract #0510 (Red Cedar Steel Erectors, Inc.) is in the amount of \$13,015.00. The additional costs to this contract are the results of added scope of work and overtime from March 29 through April 15, 2016 to gain on schedule.

Change order #140 for contract #0930 (Multiple Concepts Interiors, Inc.) is in the amount of \$1,720.00. The change to this contract is the result of additional tile added to the scope of the project that was missed in the documents and the deletion of tile work from a room that was deleted from this project.

Change order #141 for contract #0241 (Lloyd's Construction Services Inc.) Is in the amount of \$12,045.00. The increased costs for this contract are the results of removal and disposal of insulation from the existing building that was not shown on the demolition plans, and saw cutting openings for 2 contractors that are being back charged for this work which will show up as a deduct on a change order.

Change order #142 for contract #0345 (Wells Concrete Products Company) is in the amount of \$10,254.00. The changes to this contract are the results of back charges or deductions for work by another contractor to add new joist pockets and angle iron in a precast panel because they were put in the wrong location, and to mobilize a 2<sup>nd</sup> crane for the activity center to erect wall panels.

Change order #143 for contract #0340 (Wells Concrete Products Company) is a deduct the amount of (\$1519.00). The reduction in this contract is the result of saw cutting of precast panels by Lloyd's Construction Services Inc. and a deduction for work of laying out holes in area 9 by Thelen Heating & Roofing, Inc. for openings that should have been placed per design.

Change order #144 for contract #0990 (Fransen Decorating, Inc.) is a deduct in the amount of (\$11,500.00). The change in this contract is a result of additional painting of steel and the deletion of painting in mechanical rooms and the deletion of painting in a room that was deleted from the project.

Change order #145 for contract #2200 (El-Jay Plumbing & Heating, Inc.) is in the amount of \$19,637.00. The cost increase to this contract is a result of modifications and additions to plumbing work on the high school project.

To date total change orders in amount of \$1,284,301.00 to the 45 original contract amounts of \$37,734,946.00 brings the total contracts with change orders to \$39,019,247.00. This represents change orders of 3.40% 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

MAY 27 2016

JUN 09 2016

(Instructions on reverse side)

OWNER	<input checked="" type="checkbox"/>	PCO #	122
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		
ARCHITECT	<input checked="" type="checkbox"/>		70
CONTRACTOR	<input checked="" type="checkbox"/>		
FIELD	<input type="checkbox"/>		
OTHER	<input type="checkbox"/>		

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.:	1140.001
TO CONTRACTOR: <i>(Name and address)</i>	ADVANCE CONTRACT EQUIPMENT & DESIGN, LLC D/B/A RAPIDS FOODSERVICE CONTRACT & DESIGN 2475 DOSWELL AVENUE, SUITE B ST PAUL, MINNESOTA 55108	INITIATION DATE:	04/04/16
		PROJECT NOS.:	301504.01
		CONTRACT FOR:	<u>Contract #1140</u> Food Service Equipment
		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

JUN - 2 2016

ARMSTRONG, TORSETH  
SKOLD & RYDEEN ARCH.

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

The original (Contract Sum) ( <del>Contract Maximum Price</del> ) was .....	\$	18,381.00
Net change by previously authorized Change Orders .....	\$	0.00
The (Contract Sum) ( <del>Contract Maximum Price</del> ) prior to this Change Order was .....	\$	18,381.00
The (Contract Sum) ( <del>Contract Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order .....	\$	7,966.00
The new (Contract Sum) ( <del>Contract Maximum Price</del> ) including this Change Order will be ....	\$	26,347.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) (unchanged) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		unchanged.

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

**WENCK CONSTRUCTION INC.**

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

ADDRESS *[Signature]* 5/27/16  
BY DATE

**ADVANCE CONTRACT EQUIPMENT & DESIGN, LLC**

CONTRACTOR  
2475 Doswell Avenue, Ste B, St. Paul, MN 55108

ADDRESS *[Signature]* 5/25/16  
BY DATE

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

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

ADDRESS *[Signature]* 6/7/16  
BY DATE

**BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS**

OWNER  
100 River Ridge Court, Burnsville, MN 55337

ADDRESS  
BY DATE



CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.



Change Order

**Burnsville High School**

**Project # 30150401**

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

**Date: 4/4/2016**

**Contractor:**

Advance Contract Equipment & Design, LLC dba Rapids Foodservice  
 Contract & Design  
 2475 Doswell Avenue  
 Suite B  
 St. Paul, MN 55108

**Architect's Project No:**

**Contract Date:**

**Contract Number: 1140**

**Change Order Number: 001**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-046	010	Add undershelf and legs to T5 shelving at concessions per PR 46.	1,274
PR-075	002	Add condensate hood per PR 075.	6,692

The original Contract (s) Value was.....	18,381
Sum of changes by prior Change Orders.....	0
The Contract Value prior to this Change Order was.....	18,381
The Contract Value will be changed by this Change Order in the amount of.....	7,966
The new Contract Value including this Change Order will be.....	26,347
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

MAY 25 2016

JUN 02 2016

OWNER	<input checked="" type="checkbox"/>	PCO #	135
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: 2015 ADDITIONS & ALTERATIONS TO  
 (Name and address) BURNSVILLE HIGH SCHOOL BP #4  
 600 EAST HIGHWAY 13  
 BURNSVILLE, MINNESOTA 55337

TO CONTRACTOR:  
 (Name and address) ENVISION GLASS, INC.  
 2962 CLEVELAND AVENUE NORTH  
 ROSEVILLE, MINNESOTA 55113

CHANGE ORDER NO.: 0840.001

INITIATION DATE: 04/27/16

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #0840  
 Alum Entr/Strfts/CW  
 SkyL/Winds/Glazing

CONTRACT DATE: 10/22/2015

The Contract is changed as follows:

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

# RECEIVED

MAY 31 2016

ARMSTRONG, TORSETH

SKOLD & RYDEEN ARCH.

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

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was .....	\$	1,276,534.00
Net change by previously authorized Change Orders .....	\$	0.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	1,276,534.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be ( <del>increased</del> ) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order .....	\$	(4,853.00)
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be ....	\$	1,271,681.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) ( <del>unchanged</del> ) 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 5/20/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCH.  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 5/31/16

ENVISION GLASS, INC.  
 CONTRACTOR  
 2962 Cleveland Ave. N., Roseville, MN 55113  
 ADDRESS  
 BY *[Signature]* DATE 5/16/16

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



CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.



# Change Order

**Burnsville High School**

**Project # 30150401**

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

**Date: 4/27/2016**

**Contractor:**

Envision Glass, Inc.  
2962 Cleveland Avenue N  
Roseville, MN 55113

**Architect's Project No:**

**Contract Date:**

**Contract Number: 0840**

**Change Order Number: 001**

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

PCO	Item #	Description	Amount
PR-046	011	Deletion of mirrors and associated labor per PR 046.	-2,016
PR-059	001	Provide glass & modify doors per PR #59.	1,104
PR-067	004	Deletion of glass and glazing per PR 067.	-3,941

The original Contract (s) Value was.....	1,276,534
Sum of changes by prior Change Orders.....	0
The Contract Value prior to this Change Order was.....	1,276,534
The Contract Value will be changed by this Change Order in the amount of.....	-4,853
The new Contract Value including this Change Order will be.....	1,271,681
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 **MAY 31 2016**

**JUN 09 2016**

(Instructions on reverse side)

OWNER	<input checked="" type="checkbox"/>	PCO #	138
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		74
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 #3  
 600 EAST HIGHWAY 13  
 BURNSVILLE, MINNESOTA 55337

TO CONTRACTOR:  
 (Name and address) AMERICAN STRUCTURAL METALS, INC.  
 777 LEHMANN WAY, PO BOX 40  
 SOMERSET, WISCONSIN 54025

CHANGE ORDER NO.: 0512.004

INITIATION DATE: 04/28/16

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #0512  
Structural Steel Supply

CONTRACT DATE: 8/13/2015

The Contract is changed as follows:

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

# RECEIVED

JUN -2 2016

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) ( <del>XXXXXXXXXXXXXXXXXXXX</del> )	\$	898,900.00
Net change by previously authorized Change Orders	\$	3,585.00
The (Contract Sum) ( <del>XXXXXXXXXXXXXXXXXXXX</del> ) prior to this Change Order was	\$	902,485.00
The (Contract Sum) ( <del>XXXXXXXXXXXXXXXXXXXX</del> ) will be ( <del>increased</del> ) (decreased) ( <del>unchanged</del> ) by this Change Order	\$	(755.00)
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	901,730.00
The Contract Time will be ( <del>XXXXXXXXXXXXXXXXXXXX</del> ) (unchanged) by	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is		unchanged.

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

WENCK CONSTRUCTION INC.

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

ADDRESS Todd Deem 5/31/16  
BY DATE

AMERICAN STRUCTURAL METALS, INC.

CONTRACTOR  
777 Lehmann Way, PO Box 40, Somerset, WI 54025

ADDRESS Rate Harvey 5/26/16  
BY DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS

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

ADDRESS W J Ferguson 6/7/16  
BY DATE

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

OWNER  
100 River Ridge Court, Burnsville, MN 55337

ADDRESS  
BY DATE



CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.



Change Order

**Burnsville High School**

**Project # 30150401**

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

**Date: 4/28/2016**

**Contractor:**

American Structural Metals, Inc.  
777 Lehmann Way  
PO Box 40  
Somerset, WI 54025

**Architect's Project No:**

**Contract Date:**

**Contract Number: 0512**

**Change Order Number: 004**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-047	004	Adjusted length of beam and joist by 6" at no cost. per PR 47.	0
PR-052	004	Added lintel per PR 052.	305
PR-053	002	New lintel for door 7-103 per PR 053.	280
PR-061	005	Supply 3 roof frames for mechanical units per PR 061.	345
PR-063R2	001	Add piece of tube steel per PR 063R2	335
PR-064	004	Additional time for detailing of stair change per PR 064.	550
PR-067	011	Credit for deleting lintel in door 11-135 per PR 067.	-280
RCO-098	001	Steel for Concrete Pier Fix per RFI #229.	230
RCO-121	003	Back charge from Red Cedar for having to install two beams in Area 9 due to the original beams being installed in the wrong bay per erection drawings.	-2,520

The original Contract (s) Value was.....	898,900
Sum of changes by prior Change Orders.....	3,585
The Contract Value prior to this Change Order was.....	902,485
The Contract Value will be changed by this Change Order in the amount of.....	-755
The new Contract Value including this Change Order will be.....	901,730
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

MAY 23 2016

JUN 01 2016

(Instructions on reverse side)

OWNER	<input checked="" type="checkbox"/>	PCO #	139
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"/>		

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

TO CONTRACTOR: RED CEDAR STEEL ERECTORS, INC.  
 (Name and address) 4621 DOMAIN DRIVE  
 MENOMONIE, WISCONSIN 54751

CHANGE ORDER NO.: 0510.004  
 INITIATION DATE: 05/09/16  
 PROJECT NOS.: 301504.01  
 CONTRACT FOR: Contract #0510  
 Structural Steel Erection  
 CONTRACT DATE: 8/13/2015

The Contract is changed as follows:

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

# RECEIVED

MAY 26 2016

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was .....	\$	582,300.00
Net change by previously authorized Change Orders .....	\$	12,430.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	594,730.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) (decreased) (unchanged) by this Change Order .....	\$	13,015.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be ...	\$	607,745.00
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 *Bob Dorn* DATE 5/24/16  
RED CEDAR STEEL ERECTORS, INC.

CONTRACTOR  
4621 Domain Drive, Menomonie, WI 54751

ADDRESS *Jay W. Zep*  
BY DATE 5-18-16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT  
ARCHITECT

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

BY *W. J. Fry* DATE 5/31/16  
BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

OWNER  
100 River Ridge Court, Burnsville, MN 55337

ADDRESS  
BY DATE



CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

# Change Order

Burnsville High School

Project # 30150401

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

Date: 5/9/2016

**Contractor:**

Red Cedar Steel Erectors, Inc.  
4621 Domain Drive  
Menomonie, WI 54751

**Architect's Project No:**

**Contract Date:**

**Contract Number: 0510**

**Change Order Number: 004**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-047	005	Change in beam and joist length lead to no added cost for erection per PR 47.	0
PR-052	003	Install one roof drain per PR 052.	177
PR-061	004	Install 3 roof frames for mechanical units per PR 061.	510
PR-063R2	003	Erection of steel tube per PR 063R2	408
RCO-119	001	Steel erection overtime from 3-29 through 4-15.	8,613
RCO-121	001	Create joist pockets in panels (Wells), add angle to connect to embed (Wells), and install two new beams in Area 9 (ASM).	3,307

The original Contract (s) Value was.....	582,300
Sum of changes by prior Change Orders.....	12,430
The Contract Value prior to this Change Order was.....	594,730
The Contract Value will be changed by this Change Order in the amount of.....	13,015
The new Contract Value including this Change Order will be.....	607,745
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

MAY 20 2016

JUN 01 2016

(Instructions on reverse side)

OWNER	<input checked="" type="checkbox"/>	PCO # 140
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>	
ARCHITECT	<input checked="" type="checkbox"/>	78
CONTRACTOR	<input checked="" type="checkbox"/>	
FIELD	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	

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.:	0930.002
TO CONTRACTOR: <i>(Name and address)</i>	MCI INC D/B/A MULTIPLE CONCEPTS INTERIORS 26 1ST AVENUE NORTH WAITE PARK, MINNESOTA 50387	INITIATION DATE:	05/09/16
		PROJECT NOS.:	301504.01
		CONTRACT FOR:	Contract #0930 Tile
		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

MAY 26 2016

ARMSTRONG, TORSETH

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

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was .....	\$	1,324,000.00
Net change by previously authorized Change Orders .....	\$	(45,125.00)
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	1,278,875.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order .....	\$	1,720.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be ...	\$	1,280,595.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) (unchanged) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		unchanged.

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

### WENCK CONSTRUCTION INC.

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

ADDRESS  
*[Signature]* 5/24/16  
BY DATE

MCI INC D/B/A MULTIPLE CONCEPTS INTERIORS

CONTRACTOR  
26 1st Avenue North, Waite Park, MN 56387

ADDRESS  
*[Signature]* 5/19/16  
BY DATE

### ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT

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

ADDRESS  
*[Signature]* 5/31/16  
BY DATE

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

OWNER  
100 River Ridge Court, Burnsville, MN 55337

ADDRESS  
BY DATE



CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.



# Change Order

Burnsville High School

Project # 30150401

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

Date: 5/9/2016

Contractor:

MCI, Inc.

26 1st Avenue North

Waite Park, MN 56387

Architect's Project No:

Contract Date:

Contract Number: 0930

Change Order Number: 002

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-046	005	Additional tile in 9-010A per PR 46.	2,345
PR-067	006	Deletion of tile per PR 067.	-625

The original Contract (s) Value was.....	1,324,000
Sum of changes by prior Change Orders.....	-45,125
The Contract Value prior to this Change Order was.....	1,278,875
The Contract Value will be changed by this Change Order in the amount of.....	1,720
The new Contract Value including this Change Order will be.....	1,280,595
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

MAY 26 2016  
JUN 09 2016

OWNER	<input checked="" type="checkbox"/>	PCO #	141
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		80
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.:	0241.002
TO CONTRACTOR: <i>(Name and address)</i>	LLOYD'S CONSTRUCTION SERVICES, INC. 7207 W 128TH STREET SAVAGE, MINNESOTA 55378	INITIATION DATE:	05/10/16
		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

## RECEIVED

JUN - 2 2016

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) ( <del>XXXXXXXXXXXXXXXXXXXX</del> Guaranteed Maximum Price) was .....	\$	285,155.00
Net change by previously authorized Change Orders .....	\$	6,950.00
The (Contract Sum) ( <del>XXXXXXXXXXXXXXXXXXXX</del> Guaranteed Maximum Price) prior to this Change Order was .....	\$	292,105.00
The (Contract Sum) ( <del>XXXXXXXXXXXXXXXXXXXX</del> Guaranteed Maximum Price) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order .....	\$	12,045.00
The new (Contract Sum) ( <del>XXXXXXXXXXXXXXXXXXXX</del> Guaranteed Maximum Price) including this Change Order will be ....	\$	304,150.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) (unchanged) by .....	zero	( -0- ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....		unchanged.

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

WENCK CONSTRUCTION INC.

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCH.

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

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

ADDRESS *[Signature]* *5/27/16*

ADDRESS *[Signature]* *6/7/16*

BY LLOYD'S CONSTRUCTION SERVICES, INC.

BY BURNSVILLE/EAGAN-SAVAGE PUBLIC SCHOOLS

7207 West 128th Street, Savage, MN 55378

OWNER 100 River Ridge Court, Burnsville, MN 55337

ADDRESS *[Signature]* *5/23/16*

ADDRESS

BY

BY



CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.



# Change Order

Burnsville High School

Project # 30150401

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

Date: 5/10/2016

**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: 002**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-080	003	Removal and disposal of insulation/foam on existing building that was not shown on demo plans.	2,140
RCO-107	001	Sawcutting of plank in areas 5 and 11, plus awcutting a mechanical opening for wells (backcharged) and sawcutting for the plumbers in area 12 (backcharge).	9,905

The original Contract (s) Value was.....	285,155
Sum of changes by prior Change Orders.....	6,950
The Contract Value prior to this Change Order was.....	292,105
The Contract Value will be changed by this Change Order in the amount of.....	12,045
The new Contract Value including this Change Order will be.....	304,150
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

JUN 02 2016  
JUN 09 2016

OWNER	<input checked="" type="checkbox"/>	PCO #	142
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		82
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 #2  
600 EAST HIGHWAY 13  
BURNSVILLE, MINNESOTA 55337

TO CONTRACTOR: WELLS CONCRETE PRODUCTS COMPANY  
(Name and address) 835 HIGHWAY 109 NE  
PO BOX 308  
WELLS, MINNESOTA 56097-0308

CHANGE ORDER NO.: 0345.004

INITIATION DATE: 05/10/16

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #0345  
Precast Concrete Wall  
Panels

CONTRACT DATE: 6/25/2015

The Contract is changed as follows:

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

# RECEIVED

JUN - 6 2016

ARMSTRONG, TORSETH

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

The original (Contract Sum) ( <del>XXXXXXXXXXXXXXXXXXXX</del> ) was .....	\$	2,615,000.00
Net change by previously authorized Change Orders .....	\$	(113,140.00)
The (Contract Sum) ( <del>XXXXXXXXXXXXXXXXXXXX</del> ) prior to this Change Order was .....	\$	2,501,860.00
The (Contract Sum) ( <del>XXXXXXXXXXXXXXXXXXXX</del> ) will be (increased) (decreased) (unchanged) by this Change Order .....	\$	10,254.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be .....	\$	2,512,114.00
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 *Lodd Dew* *6/2/16*

BY DATE  
WELLS CONCRETE PRODUCTS COMPANY

835 Highway 109 NE, Wells, MN 56097

ADDRESS *H. Thiel* *5-31-16*

BY DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCH.

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

ADDRESS *W J Ferguson* *6/7/16*

BY DATE  
BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

OWNER 100 River Ridge Court, Burnsville, MN 55337

ADDRESS

BY DATE



CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.



# Change Order

Burnsville High School

Project # 30150401

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

Date: 5/10/2016

**Contractor:**

Wells Concrete Products, Inc.  
835 Highway 109 NE,  
PO Box 308  
Wells, MN 56097

**Architect's Project No:**

**Contract Date:**

**Contract Number: 0345**

**Change Order Number: 004**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-118	001	Mobilize second crane in Area 8 & 9,	12,000
RCO-121	002	Back charge from Red Cedar for having to create two new joist pockets in precast panel and adding angle to an embed due to embed being in wrong place.	-787
RCO-125	002	Additional insulation to fill gap between new and existing building per RFI 400. Back charge to wells.	-959

The original Contract (s) Value was.....	2,615,000
Sum of changes by prior Change Orders.....	-113,140
The Contract Value prior to this Change Order was.....	2,501,860
The Contract Value will be changed by this Change Order in the amount of.....	10,254
The new Contract Value including this Change Order will be.....	2,512,114
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

JUN 02 2016  
JUN 09 2016

OWNER	<input checked="" type="checkbox"/>	PCO #	143
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		84
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 #3  
600 EAST HIGHWAY 13  
BURNSVILLE, MINNESOTA 55337

TO CONTRACTOR: WELLS CONCRETE PRODUCTS COMPANY  
(Name and address) 835 HIGHWAY 109 NE  
PO BOX 308  
WELLS, MINNESOTA 56097-0308

CHANGE ORDER NO.: 0340.001

INITIATION DATE: 05/10/16

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #0340  
Structural Precast  
Concrete

CONTRACT DATE: 8/13/2015

The Contract is changed as follows:

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

# RECEIVED

JUN - 6 2016

ARMSTRONG, TORSETH

SKOLD & RYDEEN INC.

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

The original (Contract Sum) ( <del>Contract Maximum Price</del> ) was .....	\$	933,340.00
Net change by previously authorized Change Orders .....	\$	0.00
The (Contract Sum) ( <del>Contract Maximum Price</del> ) prior to this Change Order was .....	\$	933,340.00
The (Contract Sum) ( <del>Contract Maximum Price</del> ) will be ( <del>increased</del> ) (decreased) ( <del>unchanged</del> ) by this Change Order .....	\$	(1,519.00)
The new (Contract Sum) ( <del>Contract Maximum Price</del> ) including this Change Order will be ....	\$	931,821.00
The Contract Time will be ( <del>increased</del> ) (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 6/2/16

WELLS CONCRETE PRODUCTS COMPANY

CONTRACTOR  
835 Highway 109 NE, Wells, MN 56097

ADDRESS *[Signature]*  
BY *[Signature]* DATE 5-31-16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCH.

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

ADDRESS *[Signature]*  
BY *[Signature]* DATE 6/7/16

BURNSVILLE EAGAN-SAVAGE PUBLIC SCHOOLS

OWNER  
100 River Ridge Court, Burnsville, MN 55337

ADDRESS  
BY  
DATE



CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.



# Change Order

**Burnsville High School**

**Project # 30150401**

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

**Date: 5/10/2016**

**Contractor:**

Wells Concrete Products, Inc.  
835 Highway 109 NE,  
PO Box 308  
Wells, MN 56097

**Architect's Project No:**

**Contract Date:**

**Contract Number: 0340**

**Change Order Number: 001**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-107	002	Backcharge from lloyds for sawcutting in Area 12 wrestling room.	-988
RCO-112	002	Back charge from Thelen for having to layout holes in Area 9 for mechanical work that should have been built into planks.	-531

The original Contract (s) Value was.....	933,340
Sum of changes by prior Change Orders.....	0
The Contract Value prior to this Change Order was.....	933,340
The Contract Value will be changed by this Change Order in the amount of.....	-1,519
The new Contract Value including this Change Order will be.....	931,821
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

MAY 20 2016

JUN 01 2016

OWNER	<input checked="" type="checkbox"/>	PCO #	144
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		86
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  
 TO CONTRACTOR: BURNSVILLE, MINNESOTA 55337  
 (Name and address) FRANSEN DECORATING, INC.  
 214 FIRST STREET WEST  
 MILACA, MINNESOTA 56353

CHANGE ORDER NO.: 0990.001  
 INITIATION DATE: 05/09/16  
 PROJECT NOS.: 301504.01  
 CONTRACT FOR: Contract #0990  
 Painting  
 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

- MAY 26 2016

ARMSTRONG, TORSETH

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

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was .....	\$	230,305.00
Net change by previously authorized Change Orders .....	\$	0.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	230,305.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be ( <del>increased</del> ) (decreased) ( <del>unchanged</del> ) by this Change Order .....	\$	(11,500.00)
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be ....	\$	218,805.00
The Contract Time will be ( <del>increased</del> ) (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 5/24/16

FRANSEN DECORATING, INC.

CONTRACTOR  
214 First Street West, Milaca, MN 56353

ADDRESS  
BY *[Signature]* DATE 05/18/2016

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCH.

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

ADDRESS  
BY *[Signature]* DATE 5/31/16

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

OWNER  
100 River Ridge Court, Burnsville, MN 55337

ADDRESS  
BY \_\_\_\_\_ DATE \_\_\_\_\_



CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

# Change Order

Burnsville High School

Project # 30150401

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

Date: 5/9/2016

**Contractor:**

Fransen Decorating, Inc.  
214 First Street West  
Milaca, MN 56353

**Architect's Project No:**

**Contract Date:**

**Contract Number: 0990**

**Change Order Number: 001**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-046	009	Deduct of paint work per PR 046.	-120
PR-063R2	004	Painting of additional steel per PR 063R2.	125
PR-067	009	Deletion of painting of 2-201 per PR 067.	-270
RCO-123	001	Credit for not painting mechanical rooms.	-11,235

The original Contract (s) Value was.....	230,305
Sum of changes by prior Change Orders.....	0
The Contract Value prior to this Change Order was.....	230,305
The Contract Value will be changed by this Change Order in the amount of.....	-11,500
The new Contract Value including this Change Order will be.....	218,805
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

MAY 23 2016  
JUN 01 2016

OWNER	<input checked="" type="checkbox"/>	PCO #	145
CONSTRUCTION MANAGER	<input checked="" type="checkbox"/>		
ARCHITECT	<input checked="" type="checkbox"/>		88
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

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

CHANGE ORDER NO.: 2200.004  
INITIATION DATE: 05/11/16  
PROJECT NOS.: 301504.01  
CONTRACT FOR: Contract #2200  
CONTRACT DATE: Plumbing & Heating  
10/22/2015

The Contract is changed as follows:

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

# RECEIVED

MAY 26 2016

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was .....	\$	3,269,000.00
Net change by previously authorized Change Orders .....	\$	37,505.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	3,306,505.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) (decreased) (unchanged) by this Change Order .....	\$	19,637.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be ...	\$	3,326,142.00
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 5/24/16  
EL-JAY PLUMBING & HEATING, INC.

### ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCH.

ARCHITECT  
8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
ADDRESS  
BY *[Signature]* DATE 5/31/16  
BURNSVILLE/EAGAN-SAVAGE PUBLIC SCHOOLS

520 Apollo Avenue NE, St. Cloud, MN 56304  
ADDRESS  
BY *[Signature]* DATE 5/19/16

100 River Ridge Court, Burnsville, MN 55337  
ADDRESS  
BY \_\_\_\_\_ DATE \_\_\_\_\_



CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.



# Change Order

**Burnsville High School**

**Project # 30150401**

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

**Date: 5/11/2016**

**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: 004**

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

PCO	Item #	Description	Amount
PR-053	007	Added lavatory, water closet, domestic piping, and sanitary vent piping per PR 053.	6,515
PR-065R2	006	Added valves and revised routing to accommodate ceiling changes per PR 065R2.	4,277
PR-066	001	Moving sump pump to other end of tunnel per PR 066.	-1,500
PR-092	001	Piping rerouting per PR 092.	10,130
PR-097	002	Provide piping for eyewash units in Area 5.	2,120
RCO-107	003	Back charge from lloyds for sawcutting mechanical openings in area 5.	-1,905

The original Contract (s) Value was.....	3,269,000
Sum of changes by prior Change Orders.....	37,505
The Contract Value prior to this Change Order was.....	3,306,505
The Contract Value will be changed by this Change Order in the amount of.....	19,637
The new Contract Value including this Change Order will be.....	3,326,142
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	\$94,924.00	14.13%	17	\$766,824.00	97.63%
Contract #2300 Mechanical	Klamm Mechanical	\$647,800.00	\$900,000.00	\$47,621.00	5.29%	9	\$947,621.00	94.35%
Contract #2600 Electrical	Peoples Electric	\$293,600.00	\$566,500.00	\$90,391.00	15.96%	16	\$656,891.00	95.00%
Contract #3110 Site Demolition and Improvements	Max Steininger Inc.	\$775,285.10	\$530,000.00	\$330,107.00	62.28%	7	\$860,107.00	89.06%
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>\$708,648.00</u>			<u>\$3,858,087.00</u>	
Bid Pack #2								
Contract #0345 Precast Concrete Wall Panels	Wells Concrete	\$2,403,594.00	\$2,615,000.00	(\$102,886.00)	-3.93%	4	\$2,512,114.00	92.94%
		<u>\$2,403,594.00</u>	<u>\$2,615,000.00</u>	<u>(\$102,886.00)</u>			<u>\$2,512,114.00</u>	
Bid Pack #3								
Contract #0420 Masonry	Crosstown Masonry Incorporated	\$1,305,616.00	\$1,240,000.00	\$48,306.00	3.90%	5	\$1,288,306.00	65.62%
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	\$77,306.00	7.22%	6	\$1,148,306.00	58.78%
Contract #2202 Mechanical	Klamm Mechanical	\$551,250.00	\$872,000.00	\$42,683.00	4.89%	6	\$914,683.00	73.77%
Contract #0510 Structural Steel Erection	Red Cedar Steel Erectors, Inc.	\$599,057.00	\$582,300.00	\$25,445.00	4.37%	4	\$607,745.00	87.57%
Contract #0340 Structural Precast Concrete	Wells Concrete	\$1,013,719.00	\$933,340.00	(\$1,519.00)	-0.16%	1	\$931,821.00	95.15%
Contract #0330 Cast-In-Place Concrete	Northland Concrete & Masonry, LLC	\$2,739,043.00	\$2,617,189.00	\$196,375.00	7.50%	10	\$2,813,564.00	76.07%
Contract #0241 Building Demolition	Lloyd's Construction Services Inc.	\$146,221.00	\$285,155.00	\$18,995.00	6.66%	2	\$304,150.00	86.78%
Contract #0512 Structural Steel Supply	American Structural Metals, Inc.	\$788,856.00	\$898,900.00	\$2,830.00	0.31%	4	\$901,730.00	92.54%

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>\$458,733.00</u>			<u>\$10,409,336.00</u>	
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	7.51%
Contract #0550 Miscellaneous Metals Fabrication- Supply	American Structural Metals, Inc.	\$411,285.00	\$802,450.00	\$0.00	0.00%	0	\$802,450.00	14.47%
Contract #0990 Painting	Fransen Decorating, Inc.	\$401,378.25	\$230,305.00	(\$11,500.00)	-4.99%	1	\$218,805.00	8.69%
Owner Direct - Architectural Purchase	Haldeman-Homme Inc.	\$1,636,582.50	\$1,084,781.00	(\$28,520.00)	-2.63%	5	\$1,056,261.00	22.49%
Contract #2601 Electrical/Communications/Security/Paging	Peoples Electric	\$3,736,950.00	\$3,558,650.00	\$124,178.00	3.49%	6	\$3,682,828.00	44.58%
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	\$24,215.00	0.88%	4	\$2,776,015.00	59.92%
Contract #2200 Plumbing and Heating	El-Jay Plumbing & Heating, Inc.	\$3,709,440.00	\$3,269,000.00	\$57,142.00	1.75%	3	\$3,326,142.00	44.22%
Contract #2100 Fire Protection	Total Fire Protection, Inc.	\$427,798.35	\$418,890.00	\$0.00	0.00%	0	\$418,890.00	69.71%
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	28.50%
Contract #1140 Food Service Equipment	Advanced Contract Equipment and Design	\$15,750.00	\$18,381.00	\$7,966.00	43.34%	1	\$26,347.00	0.00%
Contract #0610 Selective Demolition/Carpentry	George F. Cook Construction Co.	\$1,521,190.65	\$1,443,000.00	\$28,580.00	1.98%	2	\$1,471,580.00	20.63%
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	\$8,275.00	0.52%	1	\$1,611,475.00	77.98%
Contract #0966 Epoxy Terrazzo Flooring	Advance Terrazzo Flooring	\$612,417.75	\$508,000.00	\$21,000.00	4.13%	2	\$529,000.00	9.12%
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	\$3,406.00	1.13%	1	\$303,686.00	0.00%
Contract #0930 Tile	Multiple Concepts Interiors, Inc.	\$886,415.25	\$1,324,000.00	(\$43,405.00)	-3.28%	2	\$1,280,595.00	17.18%

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	\$17,838.00	2.92%	2	\$627,688.00	55.77%
Contract #0840 Aluminum Entrances I Storefronts I Curta	Envision Glass, Inc.	\$1,668,936.15	\$1,276,534.00	(\$4,853.00)	-0.38%	1	\$1,271,681.00	44.52%
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	\$15,484.00	3.78%	1	\$425,332.00	24.40%
Owner Direct - Chiller Plant Purchase	Train Co.	\$1,470,000.00	\$1,296,580.00	\$0.00	0.00%	0	\$1,296,580.00	59.69%
Contract #1044 Signage	( Lawrence) Walker Sign Holdings, Inc.	\$47,250.00	\$32,425.00	\$0.00	0.00%	0	\$32,425.00	25.21%
		<u>\$25,253,124.75</u>	<u>\$22,019,904.00</u>	<u>\$219,806.00</u>			<u>\$22,239,710.00</u>	
	Grand Totals	<b><u>\$40,957,250.99</u></b>	<b><u>\$37,734,946.00</u></b>	<b><u>\$1,284,301.00</u></b>	<b>3.40%</b>		<b><u>\$39,019,247.00</u></b>	
							<b><u>\$41,716,739.00</u></b>	

REVIEW AND COMMENT CONSTRUCTION BUDGET WITH ALTERNATIVE FACILITIES FUNDING



**Future Ready. Community Strong.**

**Agenda II.B.8.  
June 23, 2016**

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

**From:** Dan Luth, Board Chair

**Date:** June 17, 2016

**Re:** Fall Board Retreat

**RECOMMENDATION:** that the Board of Education approves scheduling a board retreat on September 23, 2016 from 8:00 a.m. to 4:30 p.m. at the Oak Ridge Hotel and Conference Center, One Oak Ridge Drive, Chaska, MN, 55318.



**Agenda II.B.9.  
June 23, 2016**

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

**From:** Dan Luth, Board Chair

**Date:** June 17, 2016

**Re:** Cancellation of the July 21, 2016 Board Meeting

**RECOMMENDATION:** that the Board of Education approves canceling the Board Meeting scheduled at Burnsville City Hall on July 21, 2016 at 6:30 p.m.



**Future Ready. Community Strong.**

**Agenda II.B.10.  
June 23, 2016**

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

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

**Date:** June 17, 2016

**Re:** Extended Field Trip

**RECOMMENDATION:** that the Board of Education approves the initial extended field trip application for Burnsville High School students to travel to France June 12-21, 2017.

**Background:** Burnsville High School has submitted an Extended Field Trip Application for Initial Approval of a field trip to France June 12-21, 2017. Students will travel to Paris and the southern part of France. Students will be immersed in the culture of France while traveling and touring. They will eat French food and visit many interesting and educational sites. The educational objective of the extended field trip is for students to use the French that they have learned to order food, get directions, and converse with many different French people. The experience itself is very educational.

It is estimated that one chaperone and 6-10 students will attend the trip. The cost of the trip is \$4,000.00 per student. Students will be given fundraising opportunities. Explorica Student Travel is the travel agency that will be used for planning this trip.

Board Policy 610: *Field Trips* requires preliminary approval from the School Board 180 days in advance for extended field trips that include international travel.



**Agenda III.A.  
June 23, 2016**

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

**From:** Abigail Alt, Vice Chair

**Date:** June 17, 2016

**Re:** Report on Superintendent Evaluation

Receive a report from Abigail Alt, vice chair regarding the Superintendent's Evaluation that occurred in a closed session on June 9, 2016.

The report is attached.

Public Statement June 23, 2016  
Superintendent Performance Evaluation Summary

The ISD191 School Board would like to take this opportunity to formally and publicly congratulate Dr. Joseph Gothard on his accomplished leadership in his past year of service to the Burnsville-Eagan-Savage Independent School District 191! Dr. Gothard exhibited a clear and complete understanding as evidenced by his thorough application of key District values and his empowerment of staff to do likewise.

On June 9, 2016 the School Board met with Superintendent Gothard in a closed session to assess his performance for the period covering July 1, 2015 through June 30, 2016. As part of the formal evaluation, each board member took time to reflect on positive accomplishments for the year as well as provide constructive feedback to ensure continued future success.

As part of the formal assessment process, Dr. Gothard and the School Board agreed, in advance, to evaluate his past year performance based on the following six key District values:

**Vision**

Superintendents establish a vision, expect continuous improvement, and develop a focused plan for achieving District goals.

**Structure**

Superintendents manage and organize the District's resources (human, fiscal, operational and material) to accomplish District Goals.

**Accountability**

Superintendents lead the creation of instructional systems designed for high student achievement and the elimination of student achievement gaps.

**Board/Superintendent Relations**

Superintendents work with the School Board to identify, prioritize and set policies and governance procedures that maximize the success of all students.

**Advocacy**

Superintendents integrate principles of cultural competency and equitable practice and promote the success of every student by understanding, responding to, and influencing the larger political, social, economic, legal and cultural context.

**Unity**

Superintendents establish effective two-way communication and engagement with students, staff, parents, media and the community as a whole, responding to feedback and building support for and engagement across the District.

With a rating criteria of “Unsatisfactory,” “Satisfactory,” “Accomplished” and “Distinguished,” we are pleased to report that Dr. Gothard has satisfactorily met all School Board expectations, and in fact has received ratings as “Accomplished” or “Distinguished” in 21 of 25 specific statements detailing the six key District values.

The School Board commends Dr. Gothard on distinguishing himself in advocacy on behalf of our students, and in his vision for mobilizing our community to give highest priority to both our children and to their success as productive members of our community. Dr. Gothard has set high standards for himself, and indeed for us all, in terms of what we, as educators bring to the table to demand and foster growth and achievement for all students.

Beyond the obvious, ongoing (and exciting!) implementation of Vision One91 in facilities and programming, we stand behind Joe’s vision of students being Future Ready and Community Strong by systemically valuing diverse perspectives and backgrounds. We also support his vision to move away from “business as usual” as a district, thereby adjusting our practices based on assessments of how the work of individuals and our system is intensely focused on the advancement and outcomes of all learners, at all levels. As a result of Joe’s leadership, we are now knee-deep in laying the groundwork for increased connections with students, between schools, and with our community, a feat which reiterates One91’s focus on each and every student being “REAL WORLD READY”.



**ONE91**  
99  
Burnsville • Eagan • Savage



# 2016-17 Parent/Student Handbook

***Future Ready. Community Strong.***

# Thinking behind Handbook

- MN Student Survey and Longitudinal Behavioral Data
- Relationship of Code of Conduct to our beliefs
- Adaptive change: starting with the adults
- Based on research in improving achievement
- Aligns with work of being a Culturally Proficient School System
- Reflects current work being done and approaches being used in the buildings
- Does not lower our expectations for behavior or diminish consequences we use as responses

# Beliefs

- Explicitly teaching expected behaviors
- Active supervision
- Promoting equitable practices
- Restorative practices focused on repairing relationships and forward
- Positive Behavior Intervention Systems

# Goals

- Engage all learners
- Develop consistent school-wide expectations
- Teach and promote desired behavior
- Support strengthened relationships between adults and students, adults and adults, and students and classmates

# Included in the Handbook

- Letter from Sup't Gothard
- Summary of required policies
- General District Information
- Foundational beliefs and explanation of PBIS
- Explanation of roles and procedural requirements
- Types of responses
- Response matrix

# Changes from 2015-16

- Update of the front page,
- Update of the table of contents
- Addition of letter from Sup't Gothard
- Addition of "Important District Policies to Know" page with summaries of the five district policies that were identified as needing to be included in the handbook
- Reformat to fit on 24 pages
- Minor mechanical edits

# Communication of the Handbook

- Shared with students at the building level
- Shared with parents at the building level
- Posted on our website
- Communications working with EL and equity to ensure additional means for families to access information and understanding

# Moving forward...

- Aligned to Strategic Roadmap
  - Close Gaps and Raise Achievement for All Students
  - Create A Culturally Proficient School System
- Supports Vision One91
- Supports becoming a Culturally Proficient School System

Thank you to all who worked last year on reframing our philosophy and aligned practices. This Handbook reflects their work on behalf of our students.

Thank you to those this year who have further refined the Handbook.



**Agenda III.B  
June 23, 2016**

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

**From:** Cindy Amoroso, Assistant Superintendent

**Date:** June 16, 2016

**Re:** 2016-17 Student/Parent Handbook

**RECOMMENDATION:** that the Board of Education approves the 2016-17 Student/Parent Handbook.

Summary of changes:

- Update of the front page
- Update of the table of contents
- Addition of letter from Superintendent Gothard
- Addition of "Important District Policies to Know" page with summaries of the five district policies that were identified as needing to be included in the handbook
- Reformat to fit on 24 pages
- Minor mechanical edits



***Future Ready. Community Strong.***

# Parent/Student Handbook 2016-17



**Burnsville-Eagan-Savage School District 191**

## Letter from the Superintendent

Dear Students, Parents/Guardians,

Welcome to the 2016-17 school year in Burnsville-Eagan-Savage School District 191. We are incredibly proud of the strong school community that we have in One91 and we are committed to making it even stronger.

This commitment is laid out clearly in our district's strategic roadmap, which includes our mission, vision, strategic directions and our core values. These core values — holding high expectations, respecting ourselves and others, acting with integrity, and working in partnership — are reflected in the information in this handbook. They serve as the foundation for the positive, safe and successful learning environments we create for all students.

By working together as an entire community, I'm confident that we will provide the environment and opportunities to ensure all students can grow and be ready to succeed in their futures.

Sincerely,  
Dr. Joe Gothard, Superintendent



# Table of Contents

Letter from the Superintendent ..... 111  
2

Important District Policies to Know ..... 4

General District Information ..... 5

District 191 Beliefs about Behavior in School ..... 8

Explanation of PBIS ..... 8

Explanation of Roles ..... 9

    All students: ..... 9

    All parents and legal guardians: ..... 9

    All teachers: ..... 9

    Building principals: ..... 10

    Other school district personnel: ..... 10

    Superintendent: ..... 10

    School Board: ..... 10

Procedural Requirements ..... 11

    ■ Application of the Code of Conduct ..... 11

    ■ Factors Impacting Discipline Decisions ..... 11

    ■ Disciplinary Responses ..... 11

    ■ Rights to Continued Access to Instruction ..... 11

Responses to Behavior ..... 12

Levels of Intervention for Behavior ..... 14

Behavior Response Matrix ..... 17

# Important District Policies to Know

This page includes summaries of several Burnsville-Eagan-Savage School District 191 policies regarding student behavior and ensuring a safe and positive learning environment at our schools. The complete text of these and other District 191 policies can be found online at [www.isd191.org/policies](http://www.isd191.org/policies) or upon request from a school or district office.

## **POLICY 413: HARASSMENT AND VIOLENCE**

District 191 is committed to creating safe and supportive spaces where students can learn, and employees can work, without fear of harassment or violence. Any harassing or violent behavior is strictly prohibited in District 191 schools and other buildings, on district property and during district events. We take all complaints of harassment or violence very seriously. We will investigate all complaints and take disciplinary action against any student, teacher, administrator or other school employee who violates this policy.

## **POLICY 419: TOBACCO FREE ENVIRONMENT**

As part of our work to keep a healthful learning environment for students and working environment for our employees, tobacco use of any kind – including electronic cigarettes and tobacco-related devices – is prohibited in all of our schools. This applies to all students, teachers, administrators and other District 191 employees.

## **POLICY 505: DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

District 191 is committed to protecting students' and employees' rights to free speech while also maintaining effective learning environments. To maintain this balance, we allow students and employees to distribute non-school-sponsored materials on school property as long as it is done at a reasonable time and place and in a reasonable manner. Complete guidelines are available in the online policy manual. If you are interested in distributing materials on school grounds, you must place a request with and get permission from your school principal or administrator.

## **POLICY 514: BULLYING PROHIBITION POLICY**

District 191 knows that a safe and civil learning environment is essential for all students to achieve to their highest capabilities. Therefore, bullying, whether by an individual or a group, is expressly prohibited in District 191 schools, on school property, at school events and activities, and on school transportation. Condoning or supporting another student's act of bullying is also prohibited. Although we cannot monitor all students' actions at all times, we will investigate and respond to any bullying behavior that negatively affects the school environment and educational rights of other students. This includes cyberbullying.

## **POLICY 526: HAZING PROHIBITION**

Hazing activities of any type are prohibited at all times whether they happen on or off school property, during or after school hours. Hazing activities can mean doing something to a student or coercing a student to do something that could cause harm in order for that student join or be part of a group or organization. More details about what constitutes hazing can be found in the online policy manual.

## **FEES**

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

## **FIELD TRIPS**

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

## **FOOD POLICY**

The State Department of Health requires that food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed in school. Families must adhere to the district's Wellness Policy 533 and must also check with school staff before sending in treats for a party or other event.

## **HUMAN GROWTH AND DEVELOPMENT**

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

## **ILLNESS AND INJURY**

In case of illness or significant injury at school, a parent or guardian will be notified by the Health Office staff. Transportation home and all medical care is the responsibility of the parent or guardian. If a parent or guardian cannot be reached, the emergency contact will be called. The person designated as an emergency contact must be able and willing to provide transportation and supervision for the student. It is important that the emergency contact information is current for all students. If emergency contact cannot be reached, 911 will be called as necessary.

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

## **IMMUNIZATION RECORDS**

In order for students to enroll or remain enrolled in elementary or secondary schools, Minnesota state law requires documentation of required immunizations or written proof of exemption. Students will not be allowed to start school until this information or an appropriately signed legal exemption is provided to the district. A list of the required immunizations, the entire District 191 Immunization Policy 530 and immunization forms are available on the district website, [www.isd191.org](http://www.isd191.org), or in the school health office.

## **LATEX-SAFE SCHOOLS**

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

## **LOCKERS (SECONDARY SCHOOLS)**

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

Students enrolled in physical education are assigned a locker. Students are encouraged to mark all of their personal clothing and equipment with appropriate identification. These lockers must be cleared of all clothing and equipment as directed by school staff at

the end of scheduled terms. The school will not assume responsibility for the return or condition of student equipment or clothing left in lockers.

Students may also be assigned athletic lockers for use during a specific athletic season. On the date that equipment is due at season's end, all locks and belongings must be removed.

### **MEDICATIONS**

If a student needs to take medicine at school, a parent must contact the school nurse. Teachers cannot be responsible for a child's medication. Rather, medications must be sent to the school nurse in the original prescription bottle or original packaging along with a note from the parent/guardian providing permission for the medication to be administered during the school day. All medications dispensed at school require a doctor's order. This includes over-the-counter medications. Please refer to the district website for the medication policy (516). For more information, contact the school nurse.

### **PERMITTED ACTIONS**

As allowed by Minnesota state law, there are some instances when reasonable force may be used toward a student without the student's permission. This includes when a parent/guardian, teacher or other caretaker needs to restrain or correct the student, to keep the student from injuring himself/herself or others, or to prevent the student from damaging property.

For more information, please review MN Statute §609.379.

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

District 191 will seek to protect children whose health and welfare may be jeopardized through physical abuse, neglect, truancy or sexual abuse. All district employees are required by state law to report suspected misconduct toward children and to maintain the confidentiality of such data.

### **SCREENING**

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

### **SECTION 504**

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

### **SPECIAL EDUCATION**

Students with disabilities who have been evaluated and found to be eligible for special education receive specialized instruction and supports based on their identified needs. Licensed special education teachers provide services that are identified on a student's Individual Education Program (IEP) plan including, when necessary, services from speech, occupational, and physical therapists; nurses, school psychologists, and school social workers. Prior to a referral for a special education evaluation by a general education teacher at least two evidence based interventions are implemented to see if the student makes academic and/or behavioral progress. If a parent/guardian believes their child has a disability that is interfering with progress in the general education classroom, they may request a special education evaluation by contacting the building principal.

## **STUDENT DATA PRIVACY POLICY**

115

The District 191 Board of Education policy (515) requires the district to comply with the Federal Family Rights and Privacy Act and the Minnesota Government Data Practices Act.

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

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

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

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

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

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

# District 191 Beliefs about Behavior in School

District 191 discipline policies and this student handbook are based on research regarding what is working well across the country. Our most important responsibility is to support the success of all our students while they are in school. We also want to prepare them for successful lives after graduation.

We must teach, grow and enhance our students' experiences in four main areas: academic achievement; connection to school and community; social-emotional learning, and college and career readiness.

With this in mind, we will:

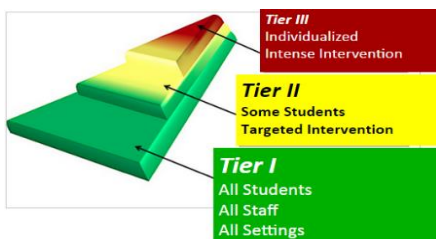
- Have consistent school-wide expectations and make sure students and adults know them.
- Teach and encourage desired behaviors so students know what is expected of them.
- Focus on rewarding positive behavior rather than just punishing negative actions.
- Create expectations and rules that address the diverse cultural needs of our students and staff members.
- Promote equitable actions and always look for ways to be more responsive to the cultures of our students.
- Understand all viewpoints when responding.
- Build stronger relationships between students and their classmates, and between students and school staff members.
- Include students instead of excluding.
- Restore and repair relationships when needed.

## Explanation of PBIS

All District 191 schools use Positive Behavioral Interventions and Supports (PBIS) as a way to teach school-wide expectations and to let students know when they have met those expectations.

### PBIS shows that:

- Students learn better when they are taught the school expectations and given the chance to practice them.
- Students are more likely to follow the school expectations when they are recognized for doing what they are supposed to be doing.
- Some students need extra support when it comes to behavior. PBIS has three steps to help support them.



### Students who need additional support may benefit from:

- Additional lessons or instruction on the expected behavior, or skills that will help them meet the expected behavior (refocusing, self-control, self-advocacy, etc.).
- More opportunities to practice the behavior.
- Increased supervision by adults.
- Looking at what has worked for the student in the past, and doing it again.

## Explanation of Roles

It is the responsibility of all stakeholders to promote a safe and inclusive learning environment.

### All students:

shall be held individually responsible for their behavior and for knowing and following the Code of Student Conduct and related district policies.

Students should...

- Build and maintain positive, respectful relationships with school staff and caregivers. Have a go-to adult in the building.
- Observe and follow the routines and expectations taught by school staff and administrators.
- Understand the behavior response matrix of expectations and display behaviors in accordance with its content.
- Accept redirection and have open communication with adults.
- Be responsible and accountable for individual academic and social success.
- Do the right thing, even when no one is looking.
- Adhere to all Board policies.

### All parents and legal guardians:

shall be held responsible for the behavior of their children as determined by law and community practice. All parents and legal guardians are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Parents and guardians should...

- Establish a positive relationship with someone at the school where communication can readily occur.
- Partner with the school in regard to rules and policies.
- Show and model respect for other students and families.
- Work with staff in a mutually respectful manner focusing on the success of your student.
- Emphasize the importance of being prepared for school, both physically and emotionally. Teach and model skills for following routines and expectations in order to achieve academic and social success.
- Ask for help or information from the school when necessary.

### All teachers:

shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall promote use of the Code of Student Conduct.

Teachers should...

- Develop a classroom community and learning environment that provides for academic and social success for ALL.
- Build and maintain positive, respectful relationships with all students and their families.
- Hold high expectations for behavior and academics for all students.
- Teach and model expectations in accordance with the school's Positive Behavioral Interventions and Supports (PBIS) matrix.
- Treat all students equitably. Seek to understand the context of situations and respond accordingly.
- Communicate and partner with caregiver(s) in a positive, consistent, proactive, and culturally respectful manner.
- Acknowledge, honor and respond to both positive and negative behaviors.
- Maintain a positive attitude and professional learning environment for ALL.

## **Building principals:**

are given the responsibility and authority to formulate building rules and regulations necessary to enforce this Handbook. The principal shall give direction and support to all school personnel performing their duties within the framework of this Handbook.

Building principals should...

- Create a warm, welcoming and positive learning environment for ALL.
- Hold high expectations for students and staff.
- Teach and model expectations in accordance with the school's PBIS matrix.
- Lead/support building development that improves classroom management skills of teachers and promotes a positive learning environment.
- Treat all students equitably. Seek to understand the context of situations and respond accordingly.
- Communicate regularly with caregiver(s) in a positive, consistent, proactive and culturally respectful manner.
- Acknowledge, honor and respond to both positive and negative behaviors.

## **Other school district personnel:**

shall be held responsible to work with building administration under the guidance of the superintendent to foster a positive, safe environment.

Other school district personnel should...

- Contribute to a positive, safe, atmosphere that provides learning opportunities for ALL.
- Accept responsibilities as related to school behavior under the direction of the superintendent.
- Work to support building principals in setting and supporting the school Code of Conduct.
- Model and adhere to the school Code of Conduct and lead an equitable model of behavioral management which contributes to increased learning.
- Hold high expectations for all staff and students.

## **Superintendent:**

shall be responsible for designing, enhancing, and overseeing all behavior policies and enforcement subject to School Board approval. The superintendent will give direction and support to building principals and other district personnel to perform their duties within the framework of this handbook.

The superintendent should...

- Ensure policy is aligned with best practices and the Strategic Roadmap as outlined by the Board of Education
- Lead/support building principals and other district personnel to improve classroom management processes and promote a positive learning environment.
- Ensure building principals and other district personnel are seeking to treat all students equitably and design policy accordingly.
- Hold high expectations for all staff and students.

## **School Board:**

is given the responsibility and authority to govern and oversee all policies relating to behavior management. The School Board will ensure behavior policy can allow for positive, safe, and productive learning environments in all district schools.

School Board members should...

- Approve all district policies related to behavior management systems.
- Seek to provide equitable outcomes for all students in the district.
- Support and provide guidance to the superintendent in designing policies related to behavior management systems.
- Support all personnel with implementing best practices.
- Hold high expectations for all students and staff.

## ■ Application of the Code of Conduct

The disciplinary responses set forth in the District 191 code of conduct apply to students at all times while they are on District 191 property or while attending a District 191 event. District 191 property means any school or other facility, including grounds owned or operated by District 191, buses and other District 191 vehicles, bus stops, and the facility and grounds of any District 191 activity involving students. Student conduct occurring outside school hours and away from school property may be subject to disciplinary action if the administration believes reasonably that the conduct threatens the health or safety of students or staff in the school setting or if conduct causes or is reasonably expected to cause substantial disruption or material interference with school activities.

A student can never be punished physically.

## ■ Factors Impacting Discipline Decisions

District 191 staff shall make disciplinary decisions using clear, developmentally appropriate criteria, ensuring that consequences applied are proportional and consistent with:

1. The student's age;
2. Previous severe disciplinary infractions, including the nature of prior misconduct, the number of prior instances of misconduct and the progressive disciplinary measures implemented for such misconduct;

3. Cultural or linguistic factors that may provide context to understand student behavior;
4. The circumstances, including the nature and seriousness of the offense, surrounding the incident ;
5. Other mitigating or aggravating circumstances;

Factors and circumstances will be considered, at the district's discretion, on a case-by-case basis.

## ■ Disciplinary Responses

District 191 uses a continuum of instructional strategies and disciplinary responses to support student development and positive school environments.

The pages that follow establish levels of responses to defined disciplinary infractions, as follows:

- Responses to Behavior;
- Levels of Intervention for Behavior;
- Disciplinary Response Matrix;

## ■ Rights to Continued Access to Instruction

Absences from class due to disciplinary action are excused absences.

Each student suspended in excess of five days, or who has been expelled out of school and has not enrolled in another district, shall receive daily classwork and assignments from each teacher that shall be requested from teachers by administration or designee.

## Responses to Behavior

<b>Behavioral Contract</b>	Correcting inappropriate or disruptive student behavior through a formal plan designed by school staff to offer positive behavioral interventions, strategies, and supports.
<b>Check-in with School Counselor/Resource Specialists</b>	Prompting a student to have an informal check-in with a school counselor, resource teacher, school psychologist, school social worker or coach who has a relationship with the student.
<b>Classroom-based Responses</b>	Prompting a student to reflect on his/her behavior using classroom strategies such as time-out, teacher–student conference, reflection, redirection (e .g., role play), seat change, call home, loss of classroom privilege or apology letter, and re-teaching expectations.
<b>Classroom Removal (limited to one class period)</b>	Removing a student from the classroom setting in order to reintroduce the student in a successful way. This intervention shall not exceed one class period or otherwise determined by an administrator/designee.
<b>Classroom Removal (more than one class period)</b>	Removing a student from the classroom setting to work with assigned support staff in order to reintroduce the student in a successful way. This intervention shall not exceed three class periods or otherwise determined by an administrator/designee. In no case may a student be prohibited from attending a class or activity period of time exceeding five days under this response.
<b>Community Service</b>	Recommending student to participate in an activity that serves and benefits others in the school or broader community (e .g. working at a soup kitchen, cleaning up public spaces, or helping at a facility for the elderly).
<b>Conflict Resolution</b>	Using strategies to assist students in taking responsibility for resolving conflicts peacefully. Students, parents, guardians, teachers, school staff, and/or principals engage in activities that promote problem- solving skills and techniques, such as conflict and anger management, active listening, and effective communication.
<b>Detention</b>	Requiring a student to report to a designated classroom before school, during a free period, after school or on the weekend for a set period of time.
<b>Dismissal</b>	Denying of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.
<b>Exclusion</b>	Action taken by the School Board preventing enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the School Board.
<b>Expulsion</b>	School Board action prohibiting an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board.
<b>Loss of Privileges</b>	Temporarily denying of a student privilege.

<b>Mentoring Program</b>	Pairing students with mentors (e.g. counselor, teacher, fellow student, or community member) who help with their personal, academic, and social development.
<b>Parent Outreach</b>	Informing parents/guardians of their children's behavior and seeking their assistance in correcting inappropriate or disruptive behavior.
<b>Plan for Success/Contract</b>	Developing an agreement between the student, school and family to create opportunities for change.
<b>Referral to an Alternative Education Setting</b>	Recommending a student to a building administrator(s) for placement in an alternative education school, alternative education program, or alternative education placement.
<b>Referral to Community-based Organizations</b>	In consultation with principal or designee, referring students for a variety of services, including after-school programming, individual or group counseling, leadership development, conflict resolution, tutoring, and/or truancy.
<b>Removal from School</b>	Removing a student from classes for more than one class period, but less than one day.
<b>Restorative Practices</b>	Proactively establishing and maintaining a positive school climate and establish a structured approach to teaching appropriate social skills. Employing interventions, responses, and practices designed to identify and address the harm caused by an incident, including harm to a victim, and developing a plan for the student who caused the harm to heal and correct the situation.
<b>Suspension</b>	Action taken by school administration, under rules promulgated by the School Board, prohibiting a pupil from attending school for a period of no more than ten school days. Suspension does not include dismissal from school for one school day or less, except as provided in federal law for a student with a disability. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

# Levels of Intervention for Behavior

## LEVEL 1 – Teacher Initiated Response

*An Office Discipline Referral would not be typically completed at this stage.* These responses aim to change the conditions contributing to the negative behavior and typically will be instituted in a graduated fashion; however, a teacher may exercise discretion to tailor a response to a particular situation:

- Classroom based responses (verbal correction, written reflection, reminder, redirection, break/processing, daily progress);
- Classroom detention (Additional dedicated skill building time);
- Restorative practices;
- Loss of privileges connected to the infraction;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- Collaboration with support staff (EA, Case Manager, School Counselor, Mentor, Coach, Family Support Worker, etc.);
- Collaboration with Community Based Organizations.

## LEVEL 2 – Teacher Initiated Response with Office Support

*An Office Discipline Referral would be created in this situation but would include ongoing Level 1 interventions. Partnership with teacher and administration.* These responses are designed to teach behavior and reinforce appropriate behavior.

Many of these responses engage the student's support system in order to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses aim to correct behavior:

- Classroom based responses (verbal correction, written reflection, reminder, redirection, break/processing, daily progress);
- Plan for Success/Contract;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- School-based or outside facilitated conflict resolution;
- Detention (Additional dedicated skill building time);
- Temporary classroom removal;
- Parent/Guardian conference;
- Home visits;
- Informal and/or preventative school-based mentoring;
- Call for an IEP meeting and/or request a Functional Behavioral Assessment/Behavioral Intervention Plan;<sup>1</sup>
- Referral to mental/chemical/emotional services;
- Loss of privileges connected to the infraction;
- Collaboration with Community Based Organizations;
- Notification to extra-curricular supervisor;
- Restorative practices;
- Restitution.

---

<sup>1</sup> These are steps that might be taken for a student who is already identified as eligible for special education and related services. Students not identified as special education students may be referred for evaluation based upon chronic behavior issues if the district knows or has reason to believe that the student has a disability.

### LEVEL 3 – Support and Administrative Responses

*An Office Discipline Referral would be completed and the administrator would coordinate interventions.* These responses engage the student's support system to ensure successful learning and to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses intent is to intervene in an intense, collaborative, and significant way in order to alter the behavior without removing the student from school. These responses may include short-term removal of a student but should be inclusive and practical in nature in order to change the long-term outcomes:

- Classroom based responses (verbal correction, written reflection, reminder, redirection, daily progress);
- Plan for Success;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- School-based or outside facilitated conflict resolution;
- Detention (Additional dedicated skill building time);
- Temporary classroom removal;
- Parent/Guardian conference;
- Home visits;
- Informal and/or preventative school-based mentoring;
- Call for an IEP meeting and/or request a Functional Behavioral Assessment/Behavioral Intervention Plan;<sup>2</sup>
- Referral to mental/chemical/emotional services;
- Loss of privileges;
- Notification to extra-curricular supervisor;
- Restorative practices;
- Restitution;
- Classroom removal;
- In-school suspension;
- In-school intervention;
- Collaboration with Community Based Organizations.

---

<sup>2</sup> *These are steps that might be taken for a student who is already identified as eligible for special education and related services. Students not identified as special education students may be referred for evaluation based upon chronic behavior issues if the district knows or has reason to believe that the student has a disability.*

#### **LEVEL 4 – Support, Administrative and Removal Responses**

*Immediate notification would be made to the office in this situation. Administration would be working collaboratively with each other to collect information and make a determination for placement.* These responses address serious, safety-related instances. When necessary, due to the nature of the behavior or potential implications for future harm, a student may be removed from the school environment for a period of time.

- Parent/Guardian and Student conference [with administrator(s)];
- Involvement of School Resource Officer;
- Loss of privileges/removal from extracurricular activities (referral to Athletic Director);
- Restitution;
- Manifestation Determination (for students with an IEP/504 plan);
- Formal mentoring program;
- Classroom removal;
- In-school suspension;
- Suspension;
- Referral to an alternative education setting;
- Recommendation for expulsion;
- Collaboration with Community Based Organizations.

## Behavior Response Matrix

The following are examples of unacceptable behavior subject to disciplinary action by the school district. Although progressive discipline is preferred, the district, nonetheless, has the authority to bypass levels on a case-by-case basis. These examples are to clarify some behaviors but do not represent all behavior that may lead to disciplinary action. School Board Policy 506 gives the broad language regarding unacceptable behaviors and disciplinary action. Additional, related policies are referenced below, and in Policy 506.

Behavior	Lowest level should be considered first, followed by progressively more intensive consequences.			
	<b>LEVEL 1</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> <b>Support, Administrative Responses</b> (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> <b>Support, Removal Responses</b> (office coordinates intervention, may include removal, office discipline referral required)
<b>Scholastic Dishonesty/ Misrepresentation</b>  <i>Policy 506</i>	Plagiarizing (taking someone else’s work or ideas for students in grades 6-12), forgery (faking a signature; electronic or actual) of a teacher or parent/guardian); or cheating.			
		Tampering with, or assisting another to tamper with student information or assessment systems.		
<b>Alcohol</b>  <i>Policies 417, 418</i>				Being under the influence.
				Using or possessing alcohol.
				Distributing/selling alcohol.
<b>Arson</b>  <i>Policy 506</i>	Setting or attempting to set a fire or helping others to set a fire.			
<b>Assault</b>  <i>Policies 413, 506</i>	Engaging in behavior that intentionally causes or threatens.			
<b>Bullying</b>  <i>Policy 514</i>	Inappropriately targeting another student over a pattern of events where a perceived imbalance of power exists.			
	Materially, substantially interfering with another student’s right to learn or participate in school activities.			

Lowest level should be considered first, followed by progressively more intensive consequences.									
Behavior	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%; text-align: center;">LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)</th> <th style="width: 25%; text-align: center;">LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)</th> <th style="width: 25%; text-align: center;">LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)</th> <th style="width: 25%; text-align: center;">LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)</th> </tr> </table>	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)				
LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)						
	Using electronic communication that significantly disrupts another student’s right to learn or participate in school activities.								
<b>Bus Misconduct</b> <i>Policies 506, 709</i>	Breaking any bus and/or school rules while waiting for, riding, and leaving the bus. In addition to possible loss of transportation (privilege), misbehavior on district buses will be addressed in accordance with the consequences outlined for the specific behaviors.								
<b>Destruction of Property</b> <i>Policy 506</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Causing accidental damage.</td> <td style="width: 50%;"></td> </tr> <tr> <td></td> <td>Causing intentional damage to property.</td> </tr> </table>	Causing accidental damage.			Causing intentional damage to property.				
Causing accidental damage.									
	Causing intentional damage to property.								
<b>Disrespect</b> <i>Policy 506</i>	Making inappropriate gestures, verbal or written comments, or symbols to others.								
<b>Disruption</b> <i>Includes, but is not limited to the actions listed in this matrix</i> <i>Policy 506</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Engaging in minor behavior that distracts from the learning environment.</td> <td style="width: 50%;"></td> </tr> <tr> <td colspan="2">Persistently or habitually engaging in minor behavior that distracts from the learning environment (e .g. talking out of turn, throwing small items, horseplay).</td> </tr> <tr> <td colspan="2">Engaging in moderate to serious behavior that distracts from teaching and learning and directly affects the safety of others; gang symbols, drawings/messages, or any other type of insignia to display association with an organization that is disruptive to the learning environment.</td> </tr> <tr> <td colspan="2">Possessing or using any object that causes distraction, such as wallet chains, lighters, radios, squirt guns, games, laser pointers, etc., is prohibited. If a nuisance object is used in a manner which constitutes a threat, physical assault and/or a weapon violation, the appropriate consequences will be applied.</td> </tr> </table>	Engaging in minor behavior that distracts from the learning environment.		Persistently or habitually engaging in minor behavior that distracts from the learning environment (e .g. talking out of turn, throwing small items, horseplay).		Engaging in moderate to serious behavior that distracts from teaching and learning and directly affects the safety of others; gang symbols, drawings/messages, or any other type of insignia to display association with an organization that is disruptive to the learning environment.		Possessing or using any object that causes distraction, such as wallet chains, lighters, radios, squirt guns, games, laser pointers, etc., is prohibited. If a nuisance object is used in a manner which constitutes a threat, physical assault and/or a weapon violation, the appropriate consequences will be applied.	
Engaging in minor behavior that distracts from the learning environment.									
Persistently or habitually engaging in minor behavior that distracts from the learning environment (e .g. talking out of turn, throwing small items, horseplay).									
Engaging in moderate to serious behavior that distracts from teaching and learning and directly affects the safety of others; gang symbols, drawings/messages, or any other type of insignia to display association with an organization that is disruptive to the learning environment.									
Possessing or using any object that causes distraction, such as wallet chains, lighters, radios, squirt guns, games, laser pointers, etc., is prohibited. If a nuisance object is used in a manner which constitutes a threat, physical assault and/or a weapon violation, the appropriate consequences will be applied.									

Lowest level should be considered first, followed by progressively more intensive consequences.				
Behavior	<b>LEVEL 1</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> <b>Support, Administrative Responses</b> (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> <b>Support, Removal Responses</b> (office coordinates intervention, may include removal, office discipline referral required)
		Engaging in an inappropriate behavior of a sexual nature.		
		Engaging in intentional, negative actions that significantly disrupt the rights of other students and/or school community members to learn and be safe.		
		Filming or recording in any manner the conduct or activities of other students or staff on district property without permission. In addition, any distribution, transmission, sharing or broadcasting of such activities/conduct on social media or elsewhere is prohibited. This prohibition does not apply to public events held on district property.		
<b>Dress Code</b> <i>Policies 504, 506</i>	Displaying dress or personal grooming that presents a danger to student's health or safety, provides inadequate coverage or is suggestive, causes an interference with work, or creates classroom or school distraction is not allowed during school or at school-sponsored events. Such attire includes, but is not limited to, chains, clothing with drugs, weapons and/or alcohol, sexually explicit or suggestive messages, or representations that are inappropriate or demeaning to any groups, or that shows gang affiliation.			
<b>Driving</b> <i>Policy 506</i>		Carelessly or recklessly operating a vehicle; operating any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.		
<b>Explosives/Bomb Threat</b>	Possessing an incendiary or explosive device, material, or any combination of combustible or explosive substance, other than a firearm, that can cause harm to people or property (e.g., firecrackers, smoke bombs, flares; but NOT "snap pops," which should be treated as a disruption).			

**Lowest level should be considered first, followed by progressively more intensive consequences.**

<b>Behavior</b>	<b>LEVEL 1</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> <b>Support, Administrative Responses</b> (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> <b>Support, Removal Responses</b> (office coordinates intervention, may include removal, office discipline referral required)
	<i>Policies 501, 506</i>			
<b>Fighting</b> <i>Policy 506</i>	Engaging in shoving, pushing, or otherwise being physically aggressive toward others (e.g. intentional bumping, body checking, pushing).			
	Engaging in a fight.			
	Engaging in a fight that extends beyond staff interference.			
<b>Firearms</b> <i>Policy 501</i>				Possessing a firearm as defined by school district/state policy.
<b>Harassment</b> <i>Policies 413, 506</i>	Engaging in intentional negative actions on the part of one or more students that cause discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion or other characteristics, and that interfere with a student's ability to participate in or benefit from the school's educational programs.			
	Unwelcome sexual advances; requests for sexual favors; and/or other inappropriate verbal, written, or physical conduct of a sexual nature; directed toward others. (Consideration would need to be particularly given to the age, grade, developmental level, prior offenses, intentionality and circumstances in determining an appropriate course of action and responses.)			

Lowest level should be considered first, followed by progressively more intensive consequences.				
Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
		Creating an intimidating, hostile, or offensive academic environment; substantially or unreasonably interfering with an individual's academic performance; or, otherwise adversely affecting an individual's academic opportunities.		
<b>Hazing</b> <i>Policy 526</i>		Committing an act against another student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization.		
<b>Illegal Drugs/ Controlled Substances</b> <i>Policies 417, 418</i>		Unauthorized use of, possession of, or being under the influence of a controlled substance or look-alike substance not prescribed by a physician.		
		Using, possessing (including paraphernalia) or being under the influence of illegal drugs.		
		Distributing or selling non-illegal drugs or look-alike substances.		
		Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to a risk of harm.		
<b>Inappropriate Use of Personal Electronic Devices</b> <i>Policies 506, 524</i>	Using or displaying a personal electronic device that causes a disruption.			

Lowest level should be considered first, followed by progressively more intensive consequences.				
Behavior	<b>LEVEL 1</b> Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> Classroom and Support Responses (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
<b>Insubordination</b> <i>Policy 506</i>		Repeatedly or persistently defying or refusing to follow directions of teachers, staff, or administrators.		
<b>Other Firearms/ Weapons/ Knives</b> <i>Policy 501</i>		Possessing, using, or threatening to use a look-alike gun or facsimile (e.g. water gun).		
		Possessing, using, or threatening to use a non-firearm gun.		
		Possessing ammunition, a knife or other implement that could cause serious bodily harm, without intent to use as a weapon.		
				Possessing a knife or anything that could cause serious bodily harm with intent to use as a weapon.
				Using or threatening to use, a knife or other implement as a weapon with intent to cause serious bodily harm.
				Distributing or selling weapons.
<b>Tardiness</b> <i>Policies 503, 506</i>	Arriving late to the assigned school locations (class).			
	Persistently (more than three times) arriving late to class or school without an excuse.			

Lowest level should be considered first, followed by progressively more intensive consequences.				
Behavior	<b>LEVEL 1</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, no office discipline referral)	<b>LEVEL 2</b> <b>Classroom and Support Responses</b> (teacher coordinates intervention, partners with office, office discipline referral required)	<b>LEVEL 3</b> <b>Support, Administrative Responses</b> (teacher initiates intervention, office coordinates intervention, office discipline referral required)	<b>LEVEL 4</b> <b>Support, Removal Responses</b> (office coordinates intervention, may include removal, office discipline referral required)
<b>Theft</b>  <i>Policy 506</i>	Taking or obtaining property of another without permission and/or knowledge of the owner.			
		Persistently or habitually taking or obtaining property of another without permission and/or knowledge of the owner.		
			Taking or obtaining property of another without permission and/or knowledge of the owner, where the theft is over \$200 or defined as burglary by law enforcement.	
<b>Tobacco</b>  <i>Policies 419, 506</i>			Using or possessing tobacco/tobacco related devices.	
<b>Truancy</b>  <i>Policies 503, 506</i>	Being willfully absent from class without lawful excuse for one or more class periods on seven different school days.			
<b>Verbal Abuse</b>  <i>Policy 506</i>	Engaging in verbal behavior that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participating in school-sponsored activities which would cause a reasonable person to have a reasonable apprehension that such harm is about to occur, or "fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener to the speaker is prohibited.			



OFFICE OF INDIVIDUALIZED STUDENT SERVICES

Agenda Item III. C.  
June 23, 2016

TO: Members of the School Board  
Superintendent Joseph Gothard

FROM: Stephanie Corbey, Executive Director  
Individualized Student Services

DATE: June 13, 2016

RE: Early Childhood Special Education (ECSE) Program  
2016-17 Parent Handbook

**RECOMMENDATION:** That the school board approve the  
2016-17 ECSE Program Parent Handbook

The Early Childhood Special Education (ECSE) Program serves over 200 children birth to age 5 in a variety of settings in our school district. Diamondhead Education Center is the primary educational site for children 3-5 years of age.

The ECSE Parent Handbook for 2016-17 has been updated to improve readability and clarity in program information. The updates are also being made to the Spanish and Somali versions of the handbook.



**EARLY**

**CHILDHOOD**

**SPECIAL**

**EDUCATION**

**2016-17 PARENT HANDBOOK**

**Early Education Program and Services  
200 West Burnsville Parkway  
Burnsville, MN 55337  
(952) 895-6610**



Dear Parents and Guardians:

134

Welcome to the Burnsville-Eagan-Savage School District # 191. The Early Childhood Special Education (ECSE) Program is part of the Individualized Student Services Department. This handbook has been prepared for families with children who are receiving services through the ECSE Program. Many of your questions have been anticipated and are covered in this handbook. While the handbook contains general information regarding the ECSE Program, we understand that it may not provide answers to all of the questions you might have regarding your child's education and services while attending the ECSE Program. We are always available to clarify information and respond to your specific questions.

We like to work together with parents to promote their child's education and early learning. Parents are encouraged to visit the ECSE Program Center; attend scheduled conferences; participate in parent learning classes; and visit other programs sites designed to meet your child's needs.

It is our hope that this handbook will be helpful to you. We strongly encourage and support the team approach in our educational program, with you as a key member of the team. We greatly appreciate it when parents visit and share their experiences with us.

Best wishes for a successful school year.

Sincerely,

*Jackie Smith*

Jackie Smith  
ECSE Supervisor

# CONTENTS

ECSE Program	
Overview.....	3
General Information.....	5
Calendars.....	5
Change of Address .....	5
Child Abuse/Neglect Mandated Reporting.....	5
Clothing.....	5
ECSE Newsletter.....	5
Health Screening.....	5
IEP Meeting and Student Progress Reporting.....	6
Illness and Injuries.....	6
Immunization Records .....	6
Medications.....	6
Snack Time.....	6
Student Data Privacy.....	7
Support (Related) Services Staff.....	7
Transportation.....	8
Visitors in Classrooms.....	8

## Early Childhood Special Education Program Overview

A variety of special education services are available to children and families through the Early Childhood Special Education (ECSE) Program. These services are designed to meet the individual needs of the children who participate in the ECSE Program. The birth-three year old services are primarily provided in the child's natural setting which is either the home or the childcare setting. The IFSP/IEP team determines which services an individual child/family will receive.

Children ages three to five years of age have a variety of classes and services available to meet their needs which are provided in the morning or the afternoon. Based on each child's individual needs and determined by their Individual Education Program (IEP) plan team, a child may receive ECSE services one to four days per week. Services may be provided in center-based classrooms, community based settings and/or in their home. Services provided by the ECSE Program are described below.

**Home Based Services:** ECSE teachers and therapists may provide services in the child's home. These services focus on the individual needs of the child and related needs of the entire family. Home based services/home visits include direct services to the child as well as time for parent involvement and consultation.

**Itinerant Services:** Itinerant services are designed for children who may have needs in different areas of development and are currently enrolled in a preschool or daycare setting that is appropriate for them. An ECSE teacher or educational speech and language pathologist travels to the preschool or daycare setting. Direct service to the child, as well as consultation to the preschool/daycare staff, is provided. The frequency and amount of services provided in these settings is based on the individual needs of each child and determined by the child's IEP team, including parents.

**Community Based Services:** School District 191's ECSE Program partners with the ISD191's Community Education Preschool Programs and the Head Start Program to provide services in inclusive settings with typically developing peers. Children receiving services in these programs receive support from both ECSE staff.

**Rahn Elementary or Hidden Valley Elementary:**

**Morning Session: 9:15 AM – 12:15 PM      Afternoon Session: 12:55-3:55 PM**

**Center Based Services:** Some children receive services in a specially-designed ECSE classroom at Diamondhead Education Center with children who are working on individual goals in various areas of development. The center based class hours are:

**Diamondhead Education Center:**

**Morning Session: 9:30 AM – 12:00 PM      Afternoon Session: 1:00-3:30 PM**

**Autism Classroom:** These specially-designed classrooms provide evidence-based autism services for children who need intensive programming to meet their unique needs which most often are a primary disability of Autism Spectrum Disorders. The emphasis of these classrooms is on the introduction to the classroom experience, communication, play development, cognition, motor, imitation, social interactions, independent work, and self-care skills. Staff provides families with information regarding specific research based strategies and methods for working with children with Autism Spectrum Disorders.

**Speech/Language Therapy Services:** Educational Speech Therapy may be provided in a variety of ways. Therapy services may be any combination of: a community setting, within a small group, or on an individual basis. These services help in the development of communication skills such as vocabulary, sentence structure, and speech sounds.

**Parent-Child Groups/Parenting Sessions:** Group activities for children and their parents/guardians are scheduled throughout the year. During parenting sessions, parents have the opportunity to meet as a group to discuss practical and emotional concerns regarding their child's disability and participate in informational sessions related to specific disabilities and child development.

**Transition to Kindergarten:** In the year before kindergarten, parents will be invited to a transition group where they will have an opportunity to learn about the transition process. This group will also include a parent panel of former ECSE parents with children now in elementary school. There is a time for question and answer with this panel. In the spring, families will have a transition meeting with staff from the elementary school. These meetings will be held at the elementary school that the child will be attending. Parents can share information and hear about kindergarten school services at that time.

**Interagency Services:** **HelpMeGrowMN.org** provides resources for families regarding developmental milestones, to learn if there are concerns, and to help support or refer a child for a comprehensive and confidential screening or evaluation at no cost to the family. Help Me Grow is an interagency service between the Department of Health and the Department of Human Services.

**Parent Teacher Organization/Supports:** The District's *Special Education Advisory Committee* (SEAC) meets five times per year in the evening from 6:00-8:00 p.m. Parents, teachers and community members advise the district's Individualized Student Services (special education) Department regarding services for infants, preschool, children, and young adults who receive special education services. If you are interested in serving on the SEAC or attending a meeting, contact Stephanie Corbey at 952-707-6261 or [scorbey@isd191.org](mailto:scorbey@isd191.org). Watch the newsletter for information about meeting times and dates. Everyone is welcome to attend.

## **GENERAL INFORMATION**

**Calendars:** All families with children in the Burnsville-Eagan-Savage School District are provided with a district calendar prior to the first day of school. The calendar lists the major events at each of the schools. In addition you will be provided with an ECSE calendar for your child who is attending the ECSE Program.

**Change of Address:** Any change to student/family address or contact information must be reported to the ECSE school main office at 952-895-6610

**Child Abuse/Neglect Mandated Reporting:** District 191 will seek to protect children whose health and welfare may be jeopardized through physical abuse, neglect, or sexual abuse. All district employees are required by state law to report suspected misconduct toward children and to maintain the confidentiality of such data.

**Clothing:** Activities in the ECSE classrooms are many, varied and sometimes messy. Play type clothing is suggested for children to wear while attending ECSE. We encourage you to select clothing for your child that he/she can manage independently. When weather permits, children spend time outdoors on the playground. Please dress your child in outdoor clothing appropriate for the weather. Clearly label all outdoor clothing with your child's name. Also, please send an extra set of clothing for your child (including socks and underwear) clearly labeled with your child's name.

**ECSE Newsletter:** The ECSE school newsletter will be sent home regularly with your child. This newsletter is also posted on the ECSE School website. The newsletter is also available in Spanish and Somali.

**Health Screening:** Students enrolled in ECSE are NOT required to go through the early childhood/kindergarten screening process. All areas of your child's development are assessed and monitored by his/her education team, including health screenings for: vision, hearing, height, and weight. These screenings are completed *at least once* before your child enters kindergarten.

In addition, students may also receive hearing or vision screenings upon request from their parents/guardians or at the request of a teacher, if the teacher suspects that there may be a hearing or vision concern that is affecting the student's ability to learn. If your child fails any part of the hearing or vision screening, the health office will re-screen the child within four weeks to verify the results. If the student fails the second screening, a letter will be sent home with the student outlining the findings and recommendation for follow-up with a physician.

If at any time you have concerns about your child's hearing, vision, height or weight, feel free to contact the health office. **If you do not want your child to participate in these screenings, please contact the ECSE health office at 952-895-6613.**

**IEP Meeting and Student Progress Reporting:** Two scheduled conferences to discuss your child's Individual Education Program (IEP) Plan or Individual Family Service Plan (IFSP) are held each year. Your child's progress and goals will be reviewed and new goals may be developed. These face-to-face exchanges are an important part of the IEP/IFSP process. Additional conferences may be held at the request of the parent or teacher.

**Illness and Injuries:**

In case of a significant illness or an accident at school, you will be notified. Transportation home and all medical care is the responsibility of the parent. If you cannot be contacted, the person whom you listed as the emergency contact will be called. This person should be willing and able to provide transportation and supervision of your child. Be sure the school has this information by completing the Health Office Emergency Information form. If emergency contact cannot be reached, 911 will be called as necessary.

**If your child will be absent from school, please call the school.** If your child should become ill with a communicable disease, please notify the school. In most cases, children should be kept at home for at least 24 hours after antibiotics have been started, fever is resolved, and/or primary symptoms have resolved. For your child's protection, he/she should be free of a fever for 24 hours before returning to school.

**Immunization Records:** In order for students to enroll or remain enrolled in the ECSE program, Minnesota state law requires documentation of required immunizations or written proof of exemption. Students will not be allowed to start school until this information or an appropriately signed legal exemption is provided to the district. A list of the required immunizations, the entire ISD 191 immunization policy (530) and immunization forms are available on the district website, [www.isd191.org](http://www.isd191.org), or in the school health office. Go to the "Services" tab, click on "Health Services," then click on the "Immunization" button on the left side.

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

**Snack Time:** Snack time is a part of your child's school program. The State Department of Health requires that the food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed in school. Individual classrooms may have limitations on food items due to students with food allergies. If you do not wish to have your child participate in any parties, please inform your child's teacher. If you would like to have your child occasionally bring a snack to share with classmates you may do so if it is store bought. Families may donate \$5.00 per month, as they are able, to the ECSE

“Snack Attack” fund. This fund is used to purchase food that is used during snack time in the classroom.

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

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

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

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

**Support (Related) Services Staff:** The ECSE program employs various support service staff to meet the needs of the students. These support service staff may work with your child depending on his/her needs. They include, but are not limited to: Speech/Language Clinician, Occupational Therapist, Physical Therapist, Teacher of the Visually Impaired, Teacher of the Hearing Impaired, and School Nurse. The student’s needs and IFSP/IEP drive the service the child will receive. Support service involvement in a student’s educational plan is a team decision.

**School Social Work Services:** The ECSE program employs a School Social Worker to help families connect to community resources and provide supports. To contact the social worker, please call **(952) 895-6610**.

**Cultural Liaisons:** The ECSE program employs both a Latino and Somali cultural liaison. A liaison is someone that goes beyond interpreting and provides explanation of school services using their own words and based on their own knowledge. A liaison may contact families independently to share information or ask questions. School staff may also ask liaisons for information about students’ cultures.

Some of the duties include: helping parents understand their special education due process rights and participate in meetings/ evaluations/ family events; disseminating information to parents regarding special education services; building a family/school partnership; assisting staff in conducting culturally and linguistically appropriate assessments and giving input about language and cultural issues that are important for the student. To contact the cultural liaisons, please call **(952) 895-6610**.

**Language Interpreters/Translators:** Interpreters facilitate communication using spoken language; translators deal with written texts. Some individuals are better at oral interpretation and some at written translation. When a student/family speaks a language other than English in the home and school environment, an interpreter will be utilized to help the family participate in all aspects of the educational planning for their child. An interpreter does not contact families independently, but assists with communication between other school staff and parents. The interpreters are arranged by the ECSE program.

**Educational Assistant (EA):** Each ECSE classroom employs EAs to assist the educational team in the implementation of the IEP. The number of EAs assigned to a classroom is dependent on the students' needs within that classroom. Some of the duties of the EA include: helping to reinforce concepts taught by the teacher, implementing modifications and adaptations to enhance the instruction for students, assisting in physical management and personal cares, communication and assistive technology supports.

**Transportation:** Transportation for your child is provided throughout District 191 to children attending the district ECSE Program sites. All ECSE buses have a bus aide assigned due to the age of your child. All children sit on a Star Seat when transported by the school district. An Emergency Bus Card must be completed and received by the school prior to the start of the transportation.

Staff members meet the children at the bus when they arrive at school and accompany them to the bus at the end of the school/program day. Parent or daycare providers are responsible for walking children to the bus when they leave home and meeting the bus upon his/her arrival home.

Please contact your child's teacher with any transportation concerns or questions. When your child is sick or will not be attending school, please notify the bus company and your child's teacher.

**Durham School Services Phone Number: (952) 736-8004**

**Visitors in Classrooms:** All visitors must sign in at the main office. Parent involvement in their child's educational experience is encouraged. Visits must be prearranged with the program administrator and identification is required.



OFFICE OF INDIVIDUALIZED STUDENT SERVICES

Agenda Item III. D.  
June 23, 2016

TO: Members of the School Board  
Superintendent Joseph Gothard

FROM: Stephanie Corbey, Executive Director  
Individualized Student Services

DATE: June 13, 2016

RE: 2016-17 B-E-S Transition Services Program  
Student Handbook

**RECOMMENDATION:** That the school board approve the 2016-17 student handbook for the B-E-S Transition Services Program

The B-E-S Transition Program educates approximately 30-40 students with Individual Education Program (IEP) plans annually. These secondary students, 18-21 years of age, develop skills to successfully transition from school-to-adult life while earning their high school diplomas.

The B-E-S Transition Student Handbook for 2016-17 has been revised to:

- 1) Align with the K-12 District handbook by incorporating the bullying policy
- 2) Retain the items specific to the program and students such as community based instruction
- 3) Envision the handbook as a resource for the adult student anticipating their needs and responsibilities in the program. At the same time addressing parents and others staff as supports to the students.



# B-E-S Transition Services

## Burnsville-Eagan-Savage Transition Program



## Student Handbook

### 2016-2017

**River Ridge Education Center**  
**100 River Ridge Court, Burnsville, MN 55337**

Dear B-E-S Transition Services Students:

This handbook is written for you as an adult student. Please share this with your parents and/or others that support you as a way to enhance the line of communication between you and your education program. There are services, resources, program guidelines and policies described on these pages. For a more detailed description of District policies, consult with the program staff or visit our district website at [www.isd191.org](http://www.isd191.org).

Many of your questions have been anticipated and are in this handbook. We are always available to discuss any of your questions. Close communication and partnership between home and school is essential to promote success in the B-E-S Transition Program. You are encouraged to communicate regularly with your IEP manager and other teachers as you work toward achieving your desired post school goals.

Your parents/guardians and other agency members are welcomed and encouraged to attend meetings to support you in the purposeful planning of your transition services. Students benefit most when there is a meaningful exchange of information between all stakeholders.

It is our hope that this handbook will be a resource to you. We value a team approach in the provision of your transition services with you as the most important member of the team. Best wishes for a successful school year!

Sincerely,

*Jenne*

Jennifer O'Neill-Mager  
Program Administrator

**ATTENDANCE & SCHOOL HOURS**

The student day is from 8:00 a.m. to 2:30 p.m. unless otherwise determined by the IEP team. Students are expected to attend and follow their schedule each day unless they are ill or there is an emergency. **Attendance is important to meet Postsecondary Transition Goals.** The student is encouraged to call in their own absence. Students and/or parents have a responsibility to notify BEST about an expected absence and also to notify Durham Transportation at 952-894-3460 to cancel transportation services when there is an absence.

**BEHAVIOR**

Maintaining an atmosphere conducive to learning is a priority for everyone at school. Use of positive behavior supports is encouraged and used by school personnel. Prior to determining discipline, the IEP team will convene to address Code of Conduct infractions at a Level 3 or Level 4 in the District Response Matrix. Individual students may have positive behavior support plans that are part of their Individual Education Program (IEP) plans.

**BULLYING**

A safe and civil environment is necessary for students to learn and attain high academic standards and to promote healthy human relations. 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 (514) applies not only to students who directly engage in act of bullying, but also to students who, by their indirect behavior, condone or support another student's act of bullying.

**CHANGE OF ADDRESS**

Any change to student/family address or contact information must be reported to the school main office.

**COMMUNICATION: HOME AND SCHOOL**

Students are encouraged to talk with teachers regularly to address questions, or concerns. Students are more successful in school when the IEP team works together to support the student. IEP meetings, conferences, open house, progress reports, phone call or email are some of the methods used to facilitate communication.

**COMMUNITY BASED INSTRUCTION**

Instruction is conducted at various community locations primarily located in the school district boundaries. Students are accompanied into the community by teachers and/or job coaches. Students may walk or be transported by bus or van to community destinations that address their specific postsecondary goals.

**DRESS CODE**

Students are expected to dress according to work place standards and use good judgment in choosing proper school attire.

**EARLY DEPARTURE/LATE ARRIVAL**

Students must communicate with staff when arriving late or leaving early.

**ELECTRONIC DEVICES**

Possession of pagers, cell phones and other electronic devices are permitted, but the **use of** such devices must not disrupt the learning environment. Device use may be restricted by an instructional or work place setting.

**FEES**

ISD191 families that qualify for free or reduced benefits can apply for a waiver from fees that may be assessed at the buildings. Applications are available online at <http://www.schoollunchapp.com>. Families qualifying for free or reduced meal benefits should keep their approval letter in a safe place. Families must provide the approval letter they receive once qualified.

**FOOD POLICY**

The State Department of Health requires that the food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed in school. Students/families must adhere to the district's Wellness Policy 533 and must also check with school staff before sending/bringing food to school with the intent to share with others.

**HARASSMENT AND VIOLENCE (413)**

The policy of District191 is to maintain an environment for learning and working that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Any such harassment or violence is prohibited. The school district will act to investigate all complaints of such harassment or violence, and to discipline or take appropriate action against any pupil, teacher administrator or other school personnel who is found to have violated this policy.

### **IEP TEAM AND PROGRESS MEETINGS**

IEP team and progress meetings are scheduled individually throughout the school year. The conferences are scheduled to review each student's program and to make plans for future educational programming. Students may request a meeting at any time as well.

### **ILLNESS AND INJURIES**

In case of illness or significant injury at school, a parent/guardian will be notified by the Health Office or school staff if they are the legal guardian of their adult student or identified as their emergency contact. Transportation home and all medical care is the responsibility of the parent/guardian. If a parent/guardian cannot be reached, the emergency contact will be called. The person designated as an emergency contact must be able and willing to provide transportation and supervision for the student. It is important that the emergency contact information is current for all students. Be sure that the school has this information by filling out the Health Office Emergency Information form, which is sent home in the fall. If emergency contact cannot be reaching, 911 will be called as necessary.

In most cases, students should remain at home for 24 hours after antibiotics have been started. Students should be fever-free for 24 hours before returning to school. If a student becomes ill with a communicable disease the school must be notified.

### **IMMUNIZATION RECORDS**

In order for students to enroll or remain enrolled in school, Minnesota State Law requires documentation of required immunization or written proof of exemption. Students will not be allowed to start school until this information or an appropriately signed legal exemption is provided to the district. A list of the required immunizations, the entire ISD #191 immunization policy (530) and immunization forms are available on the district website, [www.isd191.org](http://www.isd191.org), or in the school health office.

### **INTERNET**

Computers must be used in a responsible, ethical, and legal manner. Inappropriate use will lead to the loss of computer privileges and possible disciplinary action. The complete Internet policy is available in each office and on the district website ([www.isd191.org](http://www.isd191.org)).

### **LATEX-SAFE SCHOOLS**

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

### **MEDICATIONS**

If a student needs to take medicine at school, a student or parent/guardian must contact the school nurse. Teachers cannot be responsible for a student's medication. Rather, medications must be sent or given to the school nurse in the original prescription bottle or original packaging. If the parent/guardian has medical responsible for their adult student they must send along with the medication a note providing permission for during the school day administration. All medications dispensed at school require a doctor's order. This includes over-the-counter medications. Please refer to the district website for the medication policy (516) and authorization form. For more information, contact the school nurse.

### **PERMITTED ACTIONS** (M.S. 609.379)

Reasonable force may be used upon or toward the person of a child with the child's consent when the following circumstances exist or the actor reasonably believes it to exist: a) when used by a parent, legal guardian, teacher or other caretaker of a child or pupil, in the exercise of lawful authority, to restrain or correct the child or pupil; b) when used by a teacher or other member of the instructional, support, or supervisory staff of a public or nonpublic school upon or toward a child when necessary to restrain the child from self-injury or injury to any other person or property.

### **REPORTING OF MALTREATMENT OF VULNERABLE ADULTS (415)**

District 191 will seek to protect adult students from maltreatment including any forms of abuse including financial exploitation and report when they have a reason to believe that a vulnerable adult is being or has been maltreated, or who has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

**RESTRICTIVE PROCEDURES (M.S. 125A.0942)**

Physical holding or seclusion is only used in emergency situations with students whose Individual Education Program (IEP) plans include provisions for the use of such procedures or in emergency situations with students with IEPs that do not include the use of this procedure.

**STUDENT DATA PRIVACY POLICY**

The ISD 191 Board of Education policy (515) requires the district to comply with the Federal Family Rights and Privacy Act and the Minnesota Government Data Practices Act.

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

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

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

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

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

- Honor rolls;
- Programs for concerts and theater performances;
- Athletic programs;

- Yearbooks;
- Press releases, etc.

**TOBACCO FREE ENVIRONMENT (419)**

In order to maintain a healthful learning and working environment, use of tobacco, tobacco-related devices or electronic cigarettes in a public school by any student, teacher administrator, other school personnel or any person is prohibited.

**VEHICLES**

Students who meet criteria for a driving contract may be permitted to drive a vehicle to school. Students with driving privileges are not permitted to transport other students. Students must sign and follow the contract or driving privileges will be revoked.



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

---

AGENDA ITEM: III. E.

To: Members of the Board of Education

From: Dr. Joseph Gothard  
 Superintendent

Date: June 23, 2016

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

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2016 - 2017 TERMS AND CONDITIONS OF EMPLOYMENT FOR THE UNAFFILIATED EMPLOYEES OF INDEPENDENT SCHOOL DISTRICT #191.**

There are currently 39 Unaffiliated Specialists and Confidential Supervisory employees. The Terms are reviewed and updated on an annual basis. Positions under these Terms are considered At-Will unless a State License is specifically required under statute. Employees under the Terms receive salary packages in alignment with comparable positions in other units and are in compliance under State Pay Equity regulations.

**The major language items include:**

- Adding three positions related to Burnsville Promise and RN's and LPN's. Removed Director of Equity and Integrated Services.
- Updated addendum for current employees and positions.
- Modified language around full-time employment to provide benefits for Burnsville Promise Coordinator.
- Removed language on Management Factor and included amount in schedule as we did with principals unit.
- Provided clarity in Bereavement language.
- Adjusted sick leave credit to align with maximum attendance credit of other units.
- Adjusted 403(b) to align with principal's unit.

**Economic terms include:**

Total

- 2.1% increase on the 2016-2017 maximum salary ranges
- Increased cost \$109,327.61
- 2016-2017 MSBA increase for salary and benefits is 2.84%

**2015-2016 2016-2017 GENERAL TERMS AND CONDITIONS OF EMPLOYMENT:  
UNAFFILIATED SPECIALISTS OR SUPERVISORY EMPLOYEES**

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

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

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

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

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

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

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

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

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

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

**Full-Time Employment.** For purposes of this policy, a "full-time" employee is one who is assigned to work at least 1400 hours per year according to the notice of assignment issued by the District. **The Burnsville Promise position is defined as "full-time" with at least 1326 hours.**

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

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

		<del>2015-2016</del> 2016-2017	Range
		Minimum	Maximum
Tier I	a	\$138,000	\$152,000
	b	\$120,000	\$130,000
Tier II	a	\$107,000	\$115,500
	b	\$68,000	\$99,000
Tier III		\$45,000	\$57,500
Tier IV		\$18.00/hour	\$28.00/hour

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

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

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

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

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

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

- a. **Single Health and Hospitalization Insurance.** The District will contribute an amount equal to 95% of the composite premium for an employee who enrolls the single plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$1,000 shall be redirected by the district to the HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- b. **Dependent Health and Hospitalization Insurance.** The District will contribute an amount equal to 83% of the composite premium for an employee who enrolls in the dependent health insurance plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$2,000 shall be redirected by the district to the HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- c. **Both Spouses Employed.** If an employee and his/her spouse are both employed by the district full-time and are enrolled in dependent coverage, either the husband or the wife will contribute an amount equal to 5% of the single composite premium towards family coverage.
- d. **Dental Insurance.** The District will pay 100% of the premium for single or dependent coverage for a full-time employee who elects to participate in the District's group dental plan.
- e. **Group Term Life Insurance.** The District will pay 100% of the premium for a group term life insurance policy with a death benefit of fifty thousand dollars (\$50,000) for each full-time employee who qualifies for life insurance. The District may make arrangements with the carrier to permit Tier I or Tier II employees to purchase additional coverage up to \$200,000 at their own expense and at such rates and limitations as are provided by the carrier and the District. Tier III or Tier IV employees may purchase additional coverage up to \$100,000 at their own expense and at such rates and limitations as are provided by the carrier and the District.
- f. **Long-Term Disability (LTD) Insurance.** The District will make an LTD insurance plan available for full-time employees who desire to participate in the plan. Employees eligible to participate in the LTD plan are responsible for paying 100% of the premium taxes through payroll deduction.
- g. **Disclaimer.** No claim or cause of action may be brought against the District for any claim that is not covered or paid by insurance. The District is not insuring or guaranteeing that any particular claim will be paid or covered by any insurance policy, plan, or program, or that any specific amount will be paid out under any policy, plan, or program. Any description of insurance benefits in this policy is intended to be general and informational only and is subject to change in the discretion of the School Board. The eligibility of any particular employee and the employee's dependent(s) is governed by the terms of the actual insurance policy, plan, or program. The District's only

obligation is to make the premium contributions that are identified in this policy, as it currently is written or as amended at any time in the future, for full-time employees who otherwise qualify for and enroll in the particular insurance plan or program.

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

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

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

**Personal Leave.** An employee may take up to two (2) days of paid personal leave each school year. The employee must obtain permission from his/her supervising administrator to take personal leave on a given day. The Superintendent or the supervising administrator may deny any request for personal leave at a given time based upon the Superintendent's or administrator's assessment of the needs of the

District. Days of personal leave do not accumulate and will be forfeited if they are not used. Upon separating from employment with the District for any reason, an employee will have no right to receive any compensation for any unused days of personal leave.

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

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

**Sick Leave Credit.** If an employee is enrolled in the district's group insurance plan and has at least ~~three (3)~~ **five (5)** sick days available from the previous fiscal year, at the beginning of each fiscal year, ~~three (3)~~ **five (5)** sick days will be converted to the equivalent of ~~three (3)~~ **five (5)** days of the employee's daily rate of pay and contributed into the employee's HRA account.

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

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

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

**Matching Contribution Eligibility.** Employees may participate in a tax-sheltered annuity (TSA) pursuant to United States Public Law No. 87-370, Minnesota Statutes section 123B.02, subdivision 15, and School District policy. To the extent permitted by federal and state law, including Minnesota Statutes section 356.24, the District will match up to \$1,700 per year to an approved Minnesota deferred compensation program for an employee who is in his/her first year of employment with the

District. After the employee has completed one year of service, the District will match up to **\$2,500** **\$2,750** per year to an approved Minnesota deferred compensation program. The District will match up to **\$3,000** **\$3,250** per year for Tier I employees. Part-time employees will receive a pro-rated contribution to a Minnesota deferred compensation program based on their F.T.E. equivalency as of July 1.

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

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

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

## ADDENDUM

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

Constance Erickson (Coordinator of Student Information and Testing)  
Michele Starkey (Community Education Senior Citizen Programs Coordinator)

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

1. **Position Elimination**

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

2. **Vacation Pay**

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

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

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

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

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

4. **Group Term Life Insurance**

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

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

5. **Tuition Reimbursement**

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

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

6. **Longevity Pay**

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

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

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

7. **Special Circumstance**

The District will pay Constance Erickson a base salary of ~~\$107,000~~ \$107,500 for the ~~2015-~~ 2016-2017 school year.

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

**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: June 23, 2016

RE: Resolution Terminating Non-Licensed Staff

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

**BE IT RESOLVED**, by the Board of Education of Independent School District 191, that the following non-licensed staff are hereby terminated or laid off for the following amounts at the end of the 2015 – 2016 school year.

**EDUCATIONAL ASSISTANTS**

Peggy Fontana	Harriet Bishop Elementary	2 hour daily release
Darcie Schwarz	Hidden Valley Elementary	30 minute daily release

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

AGENDA ITEM: III.G.

To: Members of the Board of Education  
Superintendent Joseph Gothard

From: Stacey Sovine  
Executive Director of Human Resources

Date: June 23, 2016

RE: Resolution relating to the Termination and Nonrenewal of the Teaching Contracts of Probationary Certified Personnel 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 Board of Education of Independent School District 191, pursuant to Minnesota Statute § 122A.40 that the teaching contracts of the following licensed probationary teachers in Independent School District 191 be terminated at the end of the 2015 – 2016 school year.

Name	Location	FTE Amount
Martin, Alaina	BHS	1.0 FTE
Schroeder, Alyssa	BHS	1.0 FTE

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



**Future Ready. Community Strong.**

**Agenda III.H.  
June 23, 2016**

**To: Members, Board of Education**

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

**Date: June 16, 2015**

**Re: Award the Contracts for Property, Casualty and Liability Insurance for 2016-2017**

RECOMMENDATION: That the Board of Education approve the contracts for property, casualty and liability insurance for the 2016-2017 year with: Affiliated FM Ins. Co.; Charter Oak; Travelers Group; National Union; Stratford; Chartis Speciality; Auto Owners; Admiral Insurance Company; and Cincinnati Insurance Companies:

	<u>Amount</u>	<u>Insurer</u>
Package Policy	\$159,340	Affiliated FM Ins. Co.
Real, Personal Property & Extra Expense, Inland Marine Property Deductible \$25,000		
General Liability - \$1,000,000	81,812	Travelers Group
Automobile - \$1,000,000	20,411	Charter Oak
Umbrella - \$4,000,000	17,534	Travelers Group
Crime	7,062	National Union
School Leaders Legal Liability	43,837	Stratford
International Package	4,499	Chartis Speciality
Environmental Impairment	5,608	Admiral Ins.
Flood	1,285	Auto Owners
<b>Total</b>	<b>\$341,388</b>	

The agent of record remains Kraus-Anderson Insurance. The premiums listed above are approximately \$57,000 lower than the 2015-2016 school year. This decrease is due primarily to significant work on the part of our agent to seek better premiums on our behalf with our past five year history. The property valuation was increased at 2%.

The above coverage does not include the additional square footage covered under the builders risk until September 1 for both Burnsville High School and William Byrne. We will have additional premium for these areas of approximately \$14,500 in FY17 and \$17,500 FY18. I recommend approval of the contracts for property, casualty and liability insurance for the 2016-2017 year.



**Future Ready. Community Strong.**

**Agenda III.I.  
June 23, 2016**

**To: Members, Board of Education**

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

**Date: June 16, 2016**

**Re: Approve agreement for co-located mental health services with Headway Emotional Health Services, Inc. for 2016-2017**

RECOMMENDATION: that the Board of Education approve the agreement for mental health services with Headway Emotional Health Services, Inc. for 2016-2017 for a total of \$339,537.

As a result of an agreement with Headway Emotional Health Services, Inc. for the past three years, mental health services have been made available within our schools. This agreement provides for a minimum of 1 FTE for each school site and therefore is an increase.

The agreement for 2016-17 calls for 16.6 FTE therapists to be co-located in our schools. This includes two additional therapists compared to last school year. As in the past years the Burnsville Alternative High School and Sky Oaks have each dedicated funds to meet specific needs of students within their buildings.

Mental health services continue to be one of the greater needs of our student population and this agreement allows the district to better serve our students. I am pleased to recommend this agreement for your approval.

**CONTRACT TO PROVIDE SERVICES  
BY AND BETWEEN  
INDEPENDENT SCHOOL DISTRICT 191, BURNSVILLE-EAGAN-SAVAGE (ISD 191)  
And  
HEADWAY EMOTIONAL HEALTH SERVICES**

This contract is entered into by the Burnsville-Eagan-Savage Public Schools, District 191, 200 West Burnsville Parkway, Burnsville, Minnesota 55337 ("District 191") and Headway Emotional Health Services ("Headway"), 6425 Nicollet Avenue South, Richfield, Minnesota 55423. District 191 and Headway will be collectively referred to in this contract as "the Parties".

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**I. Services Provided**

**A. Services to Be Provided at District Expense.**

Headway agrees to provide mental health specialists to provide assessment social/emotional support, therapeutic treatment and referral for students and families of students attending District 191 who may be experiencing mental health, personal and family problems that may be interfering with their education and daily functioning. This does not include IEP related mental health services.

**B. Services to Be Provided at Family/Student or Third Party Expense.**

In addition to assessment and referral services, Headway may also provide services to students and families and charge the student or family or a third party for the services. Those services will include, but are not limited to: student counseling; parent guidance and support; and coordination and consultation with school staff.

**II. Headway Employee Training, Background and Employment Status**

**A. Training.**

Headway will ensure that its employees providing service to District 191 students will be appropriately trained for the services they render and appropriately supervised by Headway. Headway has determined that its employees should have a master's degree in a mental health discipline.

**B. Criminal Background Check.**

Headway hereby warrants that each Headway employee providing service to District 191 has been subjected to a criminal background check pursuant to Minnesota Statute Section 299C.60 *et. seq.* Statute Section 123B.03 (as an independent contractor employed by the District) Headway warrants that no prohibited sexual contacts were discovered pursuant to such background inquiries for any employee assigned to work at a District 191 site. A copy of each staff member's criminal background study will be provided to District 191 upon request.

**C. Employment.**

Headway employees shall be hired and employed by Headway. Headway will be solely responsible for hiring, training, discipline, discharge and assignment of employees. Headway will assign service providers to serve in the District for ten months.

Changes in personnel will be made by Headway. Headway agrees to seek consultation with District 191 regarding assignment of service providers to District 191 sites. District 191 shall have absolute authority to prohibit a Headway staff member from providing service under this Agreement. If this occurs, Headway will have thirty business days to replace the provider without disruption of the contract.

Headway employees will not be responsible to provide administrative support to the school and should not be assigned to duties by school staff or administration.

Student, family and staff support that is related to mental health needs of the student will be provided by the service provider as they and/or Headway deem necessary and appropriate. Headway and its employees will have exclusive control and the exclusive right to determine the types, amount, and extent of services, if any, that are provided. They will have the exclusive right to serve, refuse to serve or terminate any client relationship.

The mental health specialists will work as assigned by Headway for an 8.5 hour day (including a lunch period and breaks as required by applicable law and set by Headway) providing services before, during and after school day hours during the 2016-17 school year. Specific hours will depend on the start time for each school and will be determined by Headway. The attached document shows the site locations for the 16.6 FTE Headway therapists who are assigned. The assignments may change during the school year in order to meet the needs of the schools and/or its students. A copy of the current assignments can be requested from the Headway ISD 191 School Based Supervisor or the ISD 191 Director of Health Services.

Headway employees will receive pay and benefits from Headway and will receive paid leave and holidays and any other benefits in accordance with Headway's personnel policies. Nothing in this contract shall be construed to make a Headway employee an employee of District 191. Service providers and Headway specialists agree that they are not eligible for any benefits provided to District employees or volunteers, including but not limited to insurance, severance, employee benefits, workers compensation, discounts, tenure or any other District employee benefits.

### **III. Independent Contractor Status**

Headway is an independent contractor under this contract. It will provide all necessary training to its employees and will provide all tools, equipment, supplies and materials other than the following. ISD 191 will provide a private space with an internet connection and a locking cabinet for Headway staff to provide counseling sessions.

The mental health specialists will keep records of the various services rendered and in a manner that complies with the applicable privacy laws, so the Parties may evaluate the effectiveness of the services performed. Headway personnel shall complete and submit a weekly Client Services Summary Form and provide it to the Headway supervisor. They will provide a monthly summary report to the District along with the monthly invoice in addition to a report at the completion of the 2016-17 school year.

Headway will determine how to provide services, the types and amounts of services and which of its employees will provide the services based on their expertise and professional standards.

#### **IV. Data Practices and Confidentiality/Informed Consent**

Headway certifies that its staff members have been instructed on the private nature of information related to students of District 191. Headway will ensure that each service provider will review District 191's Data Practices Policy in full before the provider begins work in the District.

Each Party will be responsible for any data that it creates or maintains and will comply with state and federal law requiring the acquisition of data, the storage of data, the release of data and the destruction of data. Headway will obtain a release of information from each parent/guardian or adult student to share and obtain information from District 191. As members of school collaborative education teams, Headway will provide general recommendations to building staff that will enhance and improve education. District 191 will share information with Headway only as specified under district policy.

Headway will require that students under age 18 years of age will have the written, informed consent of their parent or guardian before Headway provides any services. Students ages 18 years of age and older will sign a written informed consent before services are rendered. Headway will provide initial crisis assessment and support without parental consent.

#### **V. District Obligations under Special Education or Other Law**

Headway has no authority to designate its services as "special education", "Section 504" or "related services" under the Individuals with Disabilities Education Improvement Act (IDEIA); Minnesota Statute Section 125A.; Section 504 of the Rehabilitation Act or any other state or federal disability law.

District 191 has certain obligations under the above laws and is solely responsible for providing the services, if any, required by the state and federal laws.

Headway agrees that it may not designate or recommend its services as "related services", "special education" "educational accommodations" or other education services. In addition, Headway agrees to not recommend, as part of its therapeutic program, educational programs and services.

Headway employees may not engage in restraint or seclusion (restrictive procedures) or corporal punishment upon students of District 191 while working as independent contractors for the District.

#### **VI. Term**

This Agreement shall be effective for the regular 2016-17 school year. The term does not include summer school or extended school year.

#### **VII. Termination**

Either party may elect to terminate this Agreement by providing 60 days written notice to the contract person identified in Section XV of this Agreement.

#### **VIII. Contract Payments**

In consideration for the services described herein that are to be at District expense, the total cost to the District is \$339,537. With \$40,000 of the total cost to be paid by Burnsville Alternative

High School, \$60,000 paid with District-wide compensatory and \$55,433 to be paid with Dakota County Local Collaborative Time Study (LCTS) funds.

The payment schedule for the \$339,537 will be made in quarterly payments. Headway will provide quarterly statements. The invoice should include student name, date of service, duration of services, provider and licensure, type of service, funding source.

In the event that the program is terminated as provided in section VI, the remaining amount due for the terminated program will be paid by District 191 at a prorated rate based upon the services rendered at the time of termination. If District 191 has paid for more than the services rendered at the time of termination, Headway shall reimburse District 191 for the overpayment. Headway will provide an itemized statement of services for each period.

Payment from ISD 191 to Headway are for ancillary services that are provided to district staff such as staff training, consultation and support, student support groups and parent consultation. Headway will bill its clients for services rendered. Headway will not seek payment beyond the amount specified above in the 2016-17 school year. Headway agrees that if students, families or third parties do not pay for the services rendered, it will not seek payment from the District.

## **IX. Insurance and Indemnity**

Headway shall maintain insurance coverage to cover any claims arising out of the services provided under this contract and naming District 191 as an additional insured for purposes of claims arising out of services provided under this contract. A certificate evidencing insurance obtained by Headway shall be furnished to District 191 upon request. Headway shall carry the following minimum insurance coverage in a form acceptable to District 191 at Headway's expense during the term of this contract.

- General Liability Insurance, \$1,500,000 per occurrence, minimum.
- Professional Liability Insurance, \$500,000 per occurrence, minimum.
- District 191 will be listed as an additional insured on Headway's insurance policies with respect to claims related to the services provided under this Agreement.

Headway agrees to defend, indemnify and hold harmless District 191 from any and all liability, claims, causes of action, damages, costs including attorneys' fees and expenses for injuries or damage to person or property arising from or in connection with any intentional or negligent act or omission of Headway, its officers, agents and employees; however, this provision has no effect if the sole proximate cause of injuries or damage is the intentional or reckless conduct of District 191.

## **X. Compliance with Applicable Laws**

The Parties warrant that they will comply with all applicable federal, state and local laws.

## **XI. Non-Discrimination**

Neither Headway nor District 191 shall discriminate on the basis of race, religion, creed, color, sex, national origin, ability, age, marital status, public assistance status, membership or activity in a local human rights commission, veteran status, or sexual orientation.

## **XII. Successors**

All covenants, stipulations and promises in this contract will be binding upon and insure to the benefit of the parties hereto and their respective successors, assigns and legal representatives. Headway does not have the right to assign or otherwise transfer its rights or obligations under this contract except with the written consent of District 191. Any prohibited assignment will be null and void.

## **XIII. Governing Law**

This contract will be governed by and construed pursuant to the laws of the state of Minnesota.

## **XIV. Waivers**

No failure on the part of either party to exercise and no delay in exercising any right or remedy hereunder shall operate as a waiver thereof.

## **IX. Amendments**

This contract may not be modified, amended, rescinded, canceled or waived in whole or in part, except by a written instrument signed by both parties or as provided in Section VII, Termination.

## **XV. Entire Agreement**

This contract constitutes and expresses the entire agreement and understanding between the Parties relative to the service provided by Headway. This contract supersedes all other prior agreements between the Parties.

## **XVI. Notices**

Any notices required by this contract shall be sent to the following contact persons for the respective parties:

By their signatures below, the signor acknowledges that he/she has authority to contract on behalf of the Party and that the Party agrees to all of the provisions of contained in this contract.

### **Headway Emotional Health Services**

---

Brad Kopecky  
 Director Operations  
 6425 Nicollet Ave South, Suite 210  
 Richfield, MN 55423  
 (612)798-8165

### **Independent School District 191**

---

Lisa Rider, Executive Director  
 Business Services  
 200 West Burnsville Parkway  
 Burnsville, MN 55337  
 (952)707-2050



Sioux Trail Elementary Total FTE = 1.0	Liz Banovetz, LAMFT 1.0		952-201-8230	Liz.Bnovetz@headway.org	Shannon McParland 952.707.3301	smcparland@ isd191.org	
Sky Oaks Total FTE = 1.0	Bobbi Jo Krieg, LICSW 1.0		952-200-9085	<a href="mailto:BobbiJo.Krieg@headway.org">BobbiJo.Krieg@headway.org</a>	Jon Bonneville 952.707.3701	jbonneville@ isd191.org	168
Vista View Elementary Total FTE 1.0	LaVonne Chatham-Wooley MA 1.0		612-483-4437	Lavonne.Chatham-Wooley @headway .org	Brad Robb 952.707.3401	brobb@ isd191.org	
William Byrne Elementary Total FTE = 1.0	TBD 1.0				Lyle Bomsta 952.707.3501	lbomsta@ isd191.org	

Total FTE = 16.6



**Agenda III.J.  
June 23, 2016**

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

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

**Date: June 16, 2016**

**Re: Adopt Resolution Approving Intermediate School District No. 917's Long-Term Facility Maintenance Program Budget**

**RECOMMENDATION:** that the Board of Education adopt the resolution approving Intermediate School District No. 917's Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects In the District's Application for Long-Term Facility Maintenance Revenue.

As a result of the 2015 Legislative Session, Long-Term Facilities Maintenance Revenue was created to replace Alternative Facilities, Health & Safety, and Deferred Maintenance Revenues beginning in FY17.

Intermediate 917 is eligible for the new Long-Term Facility Maintenance Revenue and as a member of 917 a proportionate share of the projects for Intermediate 917 calculated at \$8,703 is included in our district calculation when approved by the Board of Education.

Attached is a list of the 917 projects in addition to the resolution to be adopted by the Board.

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

Pursuant to due call and notice thereof, a School Board meeting of Independent School District #191, State of Minnesota, was held on \_\_\_\_\_, at \_\_\_\_\_ m., for the purpose, in part, of approving the Intermediate School District No. 917's Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

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

**RESOLUTION APPROVING INTERMEDIATE SCHOOL DISTRICT  
NO. 917'S LONG-TERM FACILITY MAINTENANCE PROGRAM  
BUDGET AND AUTHORIZING THE INCLUSION OF A  
PROPORTIONATE SHARE OF THOSE PROJECTS IN THE  
DISTRICT'S APPLICATION FOR LONG-TERM FACILITY  
MAINTENANCE REVENUE**

BE IT RESOLVED by the School Board of Independent School District #191, State of Minnesota, as follows:

1. The School Board of Intermediate School District 917 has approved a long-term facility maintenance program budget for its facilities for the 2017-2018 school year in the amount of \$52,650.00. The various components of this program budget are attached as Exhibit A here to and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.57, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a formula that weights two components equally between the member districts; total net tax capacity and Adjusted Marginal Cost

pupil units. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2018 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.


STATE OF MINNESOTA

COUNTY OF DAKOTA

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

WITNESS MY HAND officially as such Clerk this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Clerk  
Independent School District #191

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		<h3>Long-Term Facility Maintenance Revenue Application</h3> <h3>Ten Year Expenditure</h3>							ED - 02478-01		
<b>INSTRUCTIONS:</b> Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided. Finance codes shown for accessibility and deferred capital expenditures and maintenance projects are proposed new Finance codes				District Name: Intermediat School District 917				District # \$917		Date: 6/7/2016			
				District Contact for Questions on this Spreadsheet:				E-mail: <a href="mailto:Nicolle.roush@isd917.k12.mn.us">Nicolle.roush@isd917.k12.mn.us</a>					
				Name: Nicolle Roush, Business Manager				Phone #: (651 ) 423 -8227					
Fiscal Year, Ending June 30th -->				2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>ESTIMATED EXPENDITURES:</b>													
<b>Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing &gt; \$100,000 per Site</b>													
Finance	Category												
347	Physical Hazards	\$3,807	\$2,000	\$2,060	\$2,120	\$2,180	\$2,240	\$2,300	\$2,370	\$2,440	\$2,510		
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
352	Environmental Health & Safety Management	\$20,593	\$20,650	\$22,280	\$22,950	\$23,410	\$24,110	\$24,830	\$25,575	\$26,340	\$27,130		
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	<b>Total Health and Safety Capital Projects</b>	<b>\$24,400</b>	<b>\$22,650</b>	<b>\$24,340</b>	<b>\$25,070</b>	<b>\$25,590</b>	<b>\$26,350</b>	<b>\$27,130</b>	<b>\$27,945</b>	<b>\$28,780</b>	<b>\$29,640</b>		
<b>Health and Safety, Projects Costing &gt; \$100,000 per Site</b>													
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	<b>Total Health and Safety Capital Projects \$100,000 or More</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Accessibility</b>													
Finance	Category												
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
<b>Deferred Capital Expenditures and Maintenance Projects</b>													
Finance	Category												
368	Building Envelope	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
379	Interior Surfaces		\$0	\$65,500	\$21,012	\$21,537	\$22,076	\$5,657	\$5,798	\$23,741	\$24,335		
380	Mechanical Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,000		
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
383	Roof Systems	\$0	\$0	\$5,000	\$5,000	\$5,000	\$550,000	\$0	\$0	\$0	\$0		
384	Site Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	<b>Total Deferred Capital Expense and Maintenance</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$70,500</b>	<b>\$26,012</b>	<b>\$26,537</b>	<b>\$572,076</b>	<b>\$5,657</b>	<b>\$5,798</b>	<b>\$23,741</b>	<b>\$62,335</b>		
<b>Total Annual 10 Year Plan Expenditures</b>		<b>\$24,400</b>	<b>\$52,650</b>	<b>\$94,840</b>	<b>\$51,082</b>	<b>\$52,127</b>	<b>\$598,426</b>	<b>\$32,787</b>	<b>\$33,743</b>	<b>\$52,521</b>	<b>\$91,975</b>		
end of worksheet													

**Intermediate School District No. 917**  
**Levy by Member District, 2016 Payable 2017**

Participating Districts (9):

ISD #	Name	Pay 2016 Taxable Net Tax Capacity					Combined Total	District %
		Dakota Co. (19)	Scott Co. (70)	Goodhue Co. (25)	Washington Co. (82)	Hennepin (27)		
6	South St. Paul	11,727,754					11,727,754	2.9929%
191	Burnsville	47,007,530	15,413,731				62,421,261	15.9297%
192	Farmington	27,609,545					27,609,545	7.0459%
194	Lakeville	51,471,262	12,509,152				63,980,414	16.3276%
195	Randolph	4,015,889		558,341			4,574,230	1.1673%
197	West St. Paul	56,349,741					56,349,741	14.3802%
199	Inver Grove Heights	25,365,382					25,365,382	6.4732%
200	Hastings	26,741,513		34,183	3,959,395		30,735,091	7.8435%
271	Bloomington		101,317			108,990,396	109,091,713	27.8398%
		250,288,616	28,024,200	592,524	3,959,395	108,990,396	391,855,131	100.00%

Note: The Taxable Net Tax Capacity (TNTC) consists of net tax capacity, less captured tax increment and fiscal disparities contribution.

**FY18 LTFM Revenue \$ 52,650.00**

ISD #	Name	APU's est 2016-17 as reported on		Combined Total		50/50 Blended %		District's Portion of the LTFM Levy
		1/5/16	District %	TNTC	District %	Distribution		
6	South St. Paul	3876.40	6.5525%	11,727,754	2.9929%	4.77%	\$2,511	
191	Burnsville	10133.20	17.1288%	62,421,261	15.9297%	16.53%	\$8,703	
192	Farmington	7335.00	12.3988%	27,609,545	7.0459%	9.72%	\$5,118	
194	Lakeville	11698.20	19.7742%	63,980,414	16.3276%	18.05%	\$9,503	
195	Randolph	712.80	1.2049%	4,574,230	1.1673%	1.19%	\$627	
197	West St. Paul	5313.80	8.9823%	56,349,741	14.3802%	11.68%	\$6,150	
199	Inver Grove Heights	4199.00	7.0978%	25,365,382	6.4732%	6.79%	\$3,575	
200	Hastings	4832.40	8.1685%	30,735,091	7.8435%	8.01%	\$4,217	
271	Bloomington	11058.00	18.6921%	109,091,713	27.8398%	23.26%	\$12,246	
		59158.80	100.00%	391855131.00	100.00%	100.00%	\$52,650	

TO: Members, Board of Education Agenda Item III.K  
June 23, 2016

FROM: Lisa Rider, Executive Director of Business Services

DATE: June 16, 2016

RE: Approve Long-Term Facilities Maintenance Revenue Application

**Recommendation:** That the Board of Education approve the Long-Term Facilities Maintenance Revenue Application.

As a result of the 2015 Legislative Session, Long-Term Facilities Maintenance Revenue was created to replace Alternative Facilities, Health & Safety, and Deferred Maintenance Revenues beginning in FY2017. This recommendation applies to FY2018 which will need to be included in the PAY 2017 levy to come before the Board in September. Application for this revenue must be made in advance of the levy documents to Minnesota Department of Education (MDE).

What has not changed for ISD 191:

- The 25 large districts formerly eligible for Alternative Facilities revenue, including ISD 191, continue to be eligible for revenue based on approved project costs, without a state-imposed per pupil limit.
- Districts may choose to fund program expenses by issuing bonds, through pay as you go levy, or a combination of the two.

What has changed for ISD 191:

- Previously known Health & Safety and Alternative Facilities revenues are rolled into a new formula entitled Long-Term Facilities Maintenance Revenue.
- Alternative Facilities and Health & Safety project plans must be submitted using the new Long-Term Facility Maintenance Revenue Application and UFARS structure of finance codes established by MDE as a result of the new state statute. Original board-approved projects remain in place, but are now sorted according to the new UFARS coding structure.
- The new funding formula includes equalized state aid; therefore a portion of the ISD 191's existing long-term deferred maintenance plan will now be funded through state aid; this provides ISD 191 the ability to accelerate and expand the investment in deferred maintenance projects while maintaining

a flat overall tax impact. FY2018 estimates \$484,528 of health and safety related projects and \$3,117,930 of alternative facility projects equaling \$3,602,458 for ISD 191 total projects.

175

- Members of intermediate districts and cooperatives may levy for a proportionate share of intermediate/coop costs in addition to the regular allowance, with the approval by school boards of all member districts. A previous agenda item contained the inclusion of ISD 191's proportional share of Intermediate District 917 LTFM revenue anticipated to be \$8,703.


For 2019 and beyond, the identified projects are estimated placeholders and will be updated for board approval on an ongoing basis as actual projects are identified. The projected plan continues to estimate investment in projects which will maintain an overall flat tax impact.

I recommend that the Board of Education approve the Long-Term Facility Maintenance Revenue Application, which now includes debt payments related to Alternative Facilities Bonds sold, Alternative Facilities 10 Year Project Plan and Health & Safety budget and incorporates the requirements of new state statute.

Please contact me with any questions you may have.

Attached:

Long-Term Facility Maintenance Revenue Application  
Long-Term Facility Maintenance Revenue Projection

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		<b>Long-Term Facility Maintenance Revenue Application</b> <b>Ten Year Expenditure</b>									ED - 02478-01	
<b>INSTRUCTIONS:</b> Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided. Finance codes shown for accessibility and deferred capital expenditures and maintenance projects are proposed new Finance codes				District Name: ISD 191 Burnsville-Eagan-Savage				District # 191						
								Date: 6/16/16						
				District Contact for Questions on this Spreadsheet:				E-mail: Lrider@isd191.org						
				Name: Lisa Rider				Phone #: (952)707 -2050						
		Fiscal Year, Ending June 30th -->		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
<b>ESTIMATED EXPENDITURES:</b>														
<b>Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing &gt; \$100,000 per Site</b>														
Finance	Category													
347	Physical Hazards	\$101,494	\$84,392	\$101,494	\$101,494	\$101,494	\$101,494	\$101,494	\$101,494	\$101,494	\$101,494	\$101,494	\$101,494	\$101,494
349	Other Hazardous Materials	\$26,200	\$31,000	\$26,200	\$26,200	\$26,200	\$26,200	\$26,200	\$26,200	\$26,200	\$26,200	\$26,200	\$26,200	\$26,200
352	Environmental Health & Safety Management	\$250,850	\$250,850	\$250,850	\$250,850	\$250,850	\$250,850	\$250,850	\$250,850	\$250,850	\$250,850	\$250,850	\$250,850	\$250,850
358	Asbestos Removal and Encapsulation	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
363	Fire Safety	\$57,072	\$67,636	\$57,072	\$57,072	\$57,072	\$57,072	\$57,072	\$57,072	\$57,072	\$57,072	\$57,072	\$57,072	\$57,072
366	Indoor Air Quality	\$60,650	\$40,650	\$60,650	\$60,650	\$60,650	\$60,650	\$60,650	\$60,650	\$60,650	\$60,650	\$60,650	\$60,650	\$60,650
	<b>Total Health and Safety Capital Projects</b>	<b>\$506,266</b>	<b>\$484,528</b>	<b>\$506,266</b>	<b>\$506,266</b>	<b>\$506,266</b>	<b>\$506,266</b>	<b>\$506,266</b>	<b>\$506,266</b>	<b>\$506,266</b>	<b>\$506,266</b>	<b>\$506,266</b>	<b>\$506,266</b>	<b>\$506,266</b>
<b>Health and Safety, Projects Costing &gt; \$100,000 per Site</b>														
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects \$100,000 or More</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Accessibility</b>														
Finance	Category													
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Deferred Capital Expenditures and Maintenance Projects</b>														
Finance	Category													
368	Building Envelope	\$286,000	\$0	\$0	\$0	\$235,000	\$75,000	\$96,000	\$0	\$175,000	\$205,000	\$260,000	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$1,144,800	\$0	\$624,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$0	\$0	\$0
379	Interior Surfaces	\$1,010,695	\$0	\$630,000	\$699,300	\$450,000	\$1,182,052	\$63,072	\$0	\$55,000	\$0	\$50,080	\$0	\$0
380	Mechanical Systems	\$102,000	\$1,748,900	\$392,000	\$0	\$498,600	\$0	\$1,217,955	\$949,100	\$694,100	\$1,140,660	\$710,000	\$0	\$0
381	Plumbing	\$100,000	\$0	\$117,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0
382	Professional Services and Salary	\$305,552	\$319,937	\$264,048	\$252,000	\$211,000	\$213,895	\$165,357	\$181,556	\$263,300	\$0	\$0	\$0	\$0
383	Roof Systems	\$620,190	\$124,300	\$0	\$500,000	\$0	\$0	\$0	\$0	\$1,000,000	\$930,460	\$1,200,000	\$0	\$0
384	Site Projects	\$575,815	\$924,793	\$1,075,580	\$25,000	\$775,500	\$107,000	\$125,640	\$715,560	\$550,000	\$0	\$0	\$0	\$0
	<b>Total Deferred Capital Expense and Maintenance</b>	<b>\$3,000,252</b>	<b>\$3,117,930</b>	<b>\$2,478,628</b>	<b>\$2,621,100</b>	<b>\$2,170,100</b>	<b>\$2,201,947</b>	<b>\$1,668,024</b>	<b>\$1,846,216</b>	<b>\$2,745,400</b>	<b>\$2,426,120</b>	<b>\$2,220,080</b>	<b>\$0</b>	<b>\$0</b>
	<b>Total Annual 10 Year Plan Expenditures</b>	<b>\$3,506,518</b>	<b>\$3,602,458</b>	<b>\$2,984,894</b>	<b>\$3,127,366</b>	<b>\$2,676,366</b>	<b>\$2,708,213</b>	<b>\$2,174,290</b>	<b>\$2,352,482</b>	<b>\$3,251,666</b>	<b>\$2,932,386</b>	<b>\$2,726,346</b>	<b>\$0</b>	<b>\$0</b>
end of worksheet														





<b>Long-Term Facilities Maintenance (LTFM) Revenue Projection</b>		<b>Revised 7/23/2015 run for 6 23 16 board</b>											
<b>191</b>	<b>&lt;= Type in School District Number</b>												
	<b>BURNSVILLE PUBLIC SCHOOL DISTRICT</b>												
<i>Calculations for Ten Year Projection</i>													
		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	
44	Initial LTFM State Aid (42) * (43)	431,560.37	597,696.36	769,990.67	784,968.52	695,149.47	695,157.46	695,159.51	695,184.33	695,058.81	814,350.55	694,923.11	
45	Old formula Grandfathered Alternative Facilities Aid	-	-	-	-	-	-	-	-	-	-	-	
46	Total LTFM State Aid (Greater of (44) or (45))	431,560.37	597,696.36	769,990.67	784,968.52	695,149.47	695,157.46	695,159.51	695,184.33	695,058.81	814,350.55	694,923.11	
47	Total LTFM Levy (34) - (46)	4,351,811.68	8,260,689.19	8,303,647.88	7,563,986.28	7,942,502.83	7,983,102.54	7,968,236.69	8,041,469.32	8,116,543.84	8,058,782.10	8,178,209.54	
<b>48 Debt Service Portion of Revenue</b>													
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)	3,835,420.05	6,873,857.55	7,067,372.55	6,342,688.80	6,631,386.30	6,671,994.00	6,657,130.20	6,730,387.65	6,805,336.65	6,866,866.65	6,866,866.65	
50	Additional Debt service for LTFM bonds issued for a portion of initial formula revenue on line 10	-	-	-	-	-	-	-	-	-	-	-	
51	Total Debt Service Revenue = (49) + (50)	3,835,420.05	6,873,857.55	7,067,372.55	6,342,688.80	6,631,386.30	6,671,994.00	6,657,130.20	6,730,387.65	6,805,336.65	6,866,866.65	6,866,866.65	
52	Equalized debt Service Revenue (lesser of (43) or (51))	1,992,454.80	2,920,000.00	3,800,000.00	3,800,000.00	3,800,000.00	3,800,000.00	3,800,000.00	3,800,000.00	3,800,000.00	3,800,000.00	3,800,000.00	
53	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	1,842,965.25	3,953,857.55	3,267,372.55	2,542,688.80	2,831,386.30	2,871,994.00	2,857,130.20	2,930,387.65	3,005,336.65	3,066,866.65	3,066,866.65	
54	Debt Service Aid = (52) * (42)	431,560.37	597,696.36	769,990.67	784,968.52	695,149.47	695,157.46	695,159.51	695,184.33	695,058.81	814,350.55	694,923.11	
55	Equalized Debt Service Levy = (52) - (54)	1,560,894.43	2,322,303.64	3,030,009.33	3,015,031.48	3,104,850.53	3,104,842.54	3,104,840.49	3,104,815.67	3,104,941.19	2,985,649.45	3,105,076.89	
<b>56 General Fund Portion of Revenue</b>													
57	Total General Fund Revenue = (34) - (51)	952,115.00	1,993,231.00	2,021,966.00	2,014,866.00	2,014,866.00	2,106,266.00	2,011,766.00	2,011,766.00	2,014,866.00	2,021,266.00	2,021,266.00	
58	General Fund Equalized Revenue = (43) - (52)	-	-	-	-	-	-	-	-	-	-	-	
59	General Fund Equalized Levy = (58) * (41)	-	-	-	-	-	-	-	-	-	-	-	
60	Total General Fund Aid = (58) - (59)	-	-	-	-	-	-	-	-	-	-	-	
61	General Fund Unequalized levy = (57) - (58)	952,115.00	1,993,231.00	2,021,966.00	2,014,866.00	2,014,866.00	2,106,266.00	2,011,766.00	2,011,766.00	2,014,866.00	2,021,266.00	2,021,266.00	
62	Total General Fund Levy = (59) + (61)	952,115.00	1,993,231.00	2,021,966.00	2,014,866.00	2,014,866.00	2,106,266.00	2,011,766.00	2,011,766.00	2,014,866.00	2,021,266.00	2,021,266.00	
<b>Notes:</b>													
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.													
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.													
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.													
End of Worksheet													

# Ten Year Plan

FY

Description of Work

Estimated Cost

180

## Diamondhead Education Center

2017/2018

Bituminous Reconstruction of West parking lots, sidewalk replacement. \$363,805.00

Total FY \$363,805.00

## Eagle Ridge Junior High

2017/2018

Re-surface tennis courts(1996) \$61,000.00

Total FY \$61,000.00

## Edward Neill Elementary

2017/2018

Bituminous/mil & overlay parking lot, tot lot. Repair loading dock area/Concrete repair \$419,980.00

Total FY \$419,980.00

## Harriet Bishop Elementary

2017/2018

Bituminous reconstructionon/Tot Lot 2292 SY \$55,008.00

Total FY \$55,008.00

## Hidden Valley Elementary

2017/2018

Replace DX units \$632,000.00

Total FY \$632,000.00

## Nicollet Junior High School

2017/2018

Re-roof office roof \$124,300.00

Pneumatic controls to DDC \$1,116,900.00

FY

Description of Work

Estimated Cost

Total FY \$1,241,200.00

181

Districtwide

2017/2018

Concrete Replacement	\$25,000.00
Engineering Fees (10%)	\$209,937.00
Project Management	\$110,000.00
Total FY	\$344,937.00

Total \$3,117,930.00

# Ten Year Plan

FY

Description of Work

Estimated Cost

182

## Best Location / River Ridge

2018/2019

Bituminous Reconstruction	\$ 101,480.00
Total FY	\$ 101,480.00

## Diamondhead Education Center

2018/2019

Bituminous Reconstruction / East Lots	\$ 949,100.00
Total FY	\$ 949,100.00

## Eagle Ridge Junior High

2018/2019

Replace Pool Boiler / Update 1996 EMS-can no longer get parts or components / Re-commission HVAC units	\$ 210,000.00
Total FY	\$ 210,000.00

## Harriet Bishop Elementary

2018/2019

Update 1996 EMS-can no longer get parts or components / Re-commission HVAC units	\$ 182,000.00
Re-carpet (1996) 1/2 building and patch cracks in slabs throughout.	\$ 420,000.00
Total FY	\$ 602,000.00

## Hidden Valley Elementary

2018/2019

Replace water softener (1984)/ Automatic Flushers in bathrooms/Resurface hand wash stations and install new faucets	\$ 117,000.00
Replace wood doors Throughout the school with hollow metal doors	\$ 210,000.00
Total FY	\$ 327,000.00

## Districtwide

FY	Description of Work	Estimated Cost
2018/2019		183
	Engineering / Management Plan Study (Hardscapes)	\$25,000.00
	Concrete Replacement	\$25,000.00
	Engineering Fees (10%)	\$129,048.00
	Project Management	\$110,000.00
	Total FY	\$289,048.00
		Total \$2,478,628.00

# Ten Year Plan

FY

Description of Work

Estimated Cost

184

## Burnsville High School

2019/2020

Re-Roof C-wing	\$500,000.00
Total FY	\$500,000.00

## Harriet Bishop Elementary

2019/2020

Re-carpet 1/2 (1996) building and patch cracks in slabs throughout.	\$450,000.00
Total FY	\$450,000.00

## Vista View Elementary

2019/2020

Replace 1971 roof top DX Unit	\$45,000.00
Replace 57 year old Steam Boilers (1963) with Hot Water Boilers/Update HVAC equipment	\$1,099,800.00
Replace Interior wood doors With hollow metal doors.	\$249,300.00
Total FY	\$1,394,100.00

## Districtwide

2019/2020

Concrete Replacement	\$25,000.00
Engineering Fees (10%)	\$142,000.00
Project Management	\$110,000.00
Total FY	\$277,000.00

Total \$2,621,100.00

# Ten Year Plan

FY

Description of Work

Estimated Cost

185

## Eagle Ridge Junior High

2020/2021

Replace 1996 carpet throughout building.

\$450,000.00

Total FY

\$450,000.00

## Gideon Pond Elementary

2020/2021

Replace Interior wood doors With hollow metal doors.

\$249,300.00

Total FY

\$249,300.00

## Harriet Bishop Elementary

2020/2021

Bituminous reconstruction on the parking lot/ sidewalk repair (106,500 SF).

\$750,500.00

Total FY

\$750,500.00

## Rahn Elementary

2020/2021

Exterior caulking, tuckpointing and brick repair.

\$225,000.00

Total FY

\$225,000.00

## Sioux Trail Elementary

2020/2021

Replace Interior wood doors With hollow metal doors.

\$249,300.00

Total FY

\$249,300.00

## Districtwide

2020/2021

Engineering / Management Plan Study (Exterior Walls)

\$10,000.00

Concrete Replacement

\$25,000.00

FY	Description of Work	Estimated Cost
	Engineering Fees (10%)	\$ 101,000.00
	Project Management	\$ 110,000.00
	Total FY	\$ 246,000.00
	Total	\$ 2,170,100.00

186

# Ten Year Plan

FY

Description of Work

Estimated Cost

187

## Eagle Ridge Junior High

2021/2022

PAC / folding wall (1996) - replace inoperable	\$25,000.00
Resurface 2014 wood floor, sand and repaint lines	\$25,000.00
Refurbish the pool diving boards (1996)	\$25,000.00
Replace stage curtains.	\$21,000.00
Exterior caulking, tuckpointing and brick repair.	\$75,000.00
Replace wood benches at pool seating. (1996)	\$17,000.00
Repair walls in educational houses.	\$21,009.00
Remodel locker rooms. (Floor, New Lockers)	\$625,000.00
Replace interior 1996 wood doors. With HM	\$473,000.00
Repaint interior of building. Replace wall coverings (1996)	\$75,000.00
Replace water heaters and water softener	\$154,000.00
<b>Total FY</b>	<b>\$1,536,009.00</b>

## Hidden Valley Elementary

2021/2022

Replace vinyl wallcovering in Administration.	\$345,043.00
<b>Total FY</b>	<b>\$345,043.00</b>

## Districtwide

2021/2022

Concrete Replacement	\$107,000.00
Engineering Fees (10%)	\$103,895.00
Project Management	\$110,000.00
<b>Total FY</b>	<b>\$320,895.00</b>

Total \$2,201,947.00

# Ten Year Plan

FY

Description of Work

Estimated Cost

188

## Diamondhead Education Center

2022/2023

Replace parking lot light fixtures. \$ 100,640.00

Replace carpet throughout building.

Repaint interior of building. \$63,072.00

Repair exterior EIFS, and exterior painting. \$96,000.00

Total FY \$259,712.00

## Eagle Ridge Junior High

2022/2023

Replace pool air handler \$268,855.00

Total FY \$268,855.00

## Sioux Trail Elementary

2022/2023

Update boilers to Hot water / DDC controls \$949,100.00

Total FY \$949,100.00

## Districtwide

2022/2023

Engineering Fees (10%) \$55,357.00

Project Management \$110,000.00

Concrete Replacement \$25,000.00

Total FY \$190,357.00

Total \$1,668,024.00

# Ten Year Plan

FY

Description of Work

Estimated Cost

189

## Eagle Ridge Junior High

2023/2024

Bituminous Reconstruction, (148,000 SF). Concrete repair \$435,560.00

Total FY \$435,560.00

## Gideon Pond Elementary

2023/2024

Update boilers to Hot water / DDC controls \$949,100.00

Total FY \$949,100.00

## Hidden Valley Elementary

2023/2024

Bituminous overlay, (120,800 SF).Concrete repair \$255,000.00

Total FY \$255,000.00

## Districtwide

2023/2024

Engineering Fees (10%) \$71,556.00

Concrete Replacement \$25,000.00

Project Management \$110,000.00

Total FY \$206,556.00

Total \$1,846,216.00

# Ten Year Plan

FY

Description of Work

Estimated Cost

190

## Burnsville High School

2024/2025

Replace Sprint Turf on football field \$500,000.00

Total FY \$500,000.00

## Eagle Ridge Junior High

2024/2025

Replace corroded pool controls (2010) in the filter room with like controls \$8,000.00

Total FY \$8,000.00

## Gideon Pond Elementary

2024/2025

Repaint classroom walls \$55,000.00

Total FY \$55,000.00

## Metcalf Junior High School

2024/2025

Steam to Hot water in the square Building \$694,100.00

Total FY \$694,100.00

## Nicollet Junior High School

2024/2025

Repair or replace windows around the building \$175,000.00

Total FY \$175,000.00

## Sioux Trail Elementary

2024/2025

Re-roof. \$1,000,000.00

Total FY \$1,000,000.00

## Districtwide

2024/2025

Concrete Replacement	\$50,000.00
Project Management	\$110,000.00
Engineering Fees (10%)	\$153,300.00
Total FY	\$313,300.00
Total	\$2,745,400.00

# Ten Year Plan

FY

Description of Work

Estimated Cost

192

## Gideon Pond Elementary

2025/2026

Update Restroom Fixtures Throughout Building / Toilet Seats chipped/stained - Need replaced	\$75,000.00
Total FY	\$75,000.00

## Metcalf Junior High School

2025/2026

Replace outdated steam boilers	\$400,000.00
Total FY	\$400,000.00

## Nicollet Junior High School

2025/2026

Updates to HVAC Pumps throughout the building	\$740,660.00
Pumbing updates	\$75,000.00
Total FY	\$815,660.00

## Sky Oaks Elementary

2025/2026

Re-roof (75,400 SF).	\$930,460.00
Total FY	\$930,460.00

## Vista View Elementary

2025/2026

Exterior caulking, tuckpointing & brick/stucco repair.	\$205,000.00
Total FY	\$205,000.00

Total \$2,426,120.00

# Ten Year Plan

FY

Description of Work

Estimated Cost

193

## Diamondhead Education Center

2026/2027

Re-roof

\$1,200,000.00

Total FY \$1,200,000.00

## Hidden Valley Elementary

2026/2027

Replace stage curtains.

\$50,080.00

Total FY \$50,080.00

## MWSavage Elementary

2026/2027

Automatic sprinklers in remainder of the building (Fire safety)

\$785,000.00

Total FY \$785,000.00

## Sioux Trail Elementary

2026/2027

Exterior caulking, tuckpointing and brick repair.

\$185,000.00

Total FY \$185,000.00

Total \$2,220,080.00

**Agenda III.L.  
June 23, 2016**

**To: Members, Board of Education**

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

**Date: June 16, 2016**

**Re: Establish Fiscal Year 2016 Committed Fund Balance**

**RECOMMENDATION:** that the Board of Education approves the commitment of fund balance for Fiscal year 2016 to include fund balance resulting from carryover funds and ProPay funds.

The Fund Balance Policy 714 revised March 10, 2016 follows GASB Statement No. 54 which allows for the highest decision-making authority of a government, our Board of Education, to commit fund balance for a specific purpose by taking action prior to year end while amounts can be determined in a subsequent period. Commitments would be calculated as follows:

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

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



**ONE91**  
195  
Burnsville · Eagan · Savage



**BURNSVILLE-EAGAN-SAVAGE  
SCHOOL DISTRICT 191  
ADOPTED BUDGET 2016-2017**

***Future Ready. Community Strong.***

# Adopted Budget – Overview 2016-2017

- Proposed Budget for All Funds
- Based on Board of Education Parameters
- Incorporates Budget Unit Breakdown

## Adopted Budget – Overview 2016-2017 (cont'd)

- Represents best estimate of revenues & expenditures
- Subject to revisions
- Must be adopted by July 1  
Board to take action June 23

# Budget Process

- **Board**
  - Retreat March 11, 2016
  - Retreat April 18, 2016
  - Workshop May 26, 2016
  
- **Input Teams/Processes**
  - Most adjustments to budget related to Vision One91
  - Various staff meetings; Principals, Department Heads met with HR on staffing

## Budget Process (cont'd)

- Administration completed line item budget including known staffing assumptions as well as adjusting for other known items.

# 2016-2017 Adopted Budget Change In Fund Balance

FUND	PROJECTED FUND BALANCE 6/30/16	REVENUES	EXPENDITURES	PROJECTED FUND BALANCE 6/30/17
GENERAL	\$ 17,496,010	\$ 121,781,224	\$ 125,819,062	\$ 13,458,172
FOOD SERVICE	1,712,616	5,405,208	5,837,565	1,280,259
COMMUNITY SERVICE	762,929	6,511,278	6,401,241	872,966
CAPITAL PROJECTS	49,788,785	22,000	44,659,171	5,151,614
DEBT SERVICE	42,210,082	12,182,861	22,165,880	32,227,063
TRUST & AGENCY	163,255	687,000	680,000	170,255
INTERNAL SERVICE	19,575,683	21,529,240	22,701,574	18,403,349
TOTAL ALL FUNDS	\$ 131,709,360	\$ 168,118,811	\$ 228,264,493	\$ 71,563,678

# Enrollment History & Projections EC-12

## 2004 - 2017

Year		Total	Change
2003-04	Actual	11,080	(140)
2004-05	Actual	10,679	(401)
2005-06	Actual	10,535	(144)
2006-07	Actual	10,391	(144)
2007-08	Actual	10,213	(178)
2008-09	Actual	9,961	(252)
2009-10	Actual	9,838	(123)
2010-11	Actual	9,786	(52)
2011-12	Actual	9,585	(201)
2012-13	Actual	9,579	(6)
2013-14	Actual	9,474	(105)
2014-15	Actual	9,311	(163)
2015-16	Estimate	9,136	(175)
2016-17	Estimate	9,074	(62)

# General Fund Assumptions Staffing Ratios

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Elementary	26.85	26.85	25.80	26.50	26.50	25.20	24.50	24.50
Middle School*	25.88	25.88	33.00	35.00	33.00	33.00	33.00	33.00
Senior High	30.95	30.95	35.00	35.00	35.00	35.00	36.00	36.00

\* Years 2009 - 10 through 2015-16 schools were classified as Junior Highs

## General Fund Assumptions 2016 - 2017

- General Education Formula - \$6,067
- Elementary class size targeted at 24.5:1 with a range of 21 – 30
- Secondary Class size targeted at 33-36:1 with a range based on subject

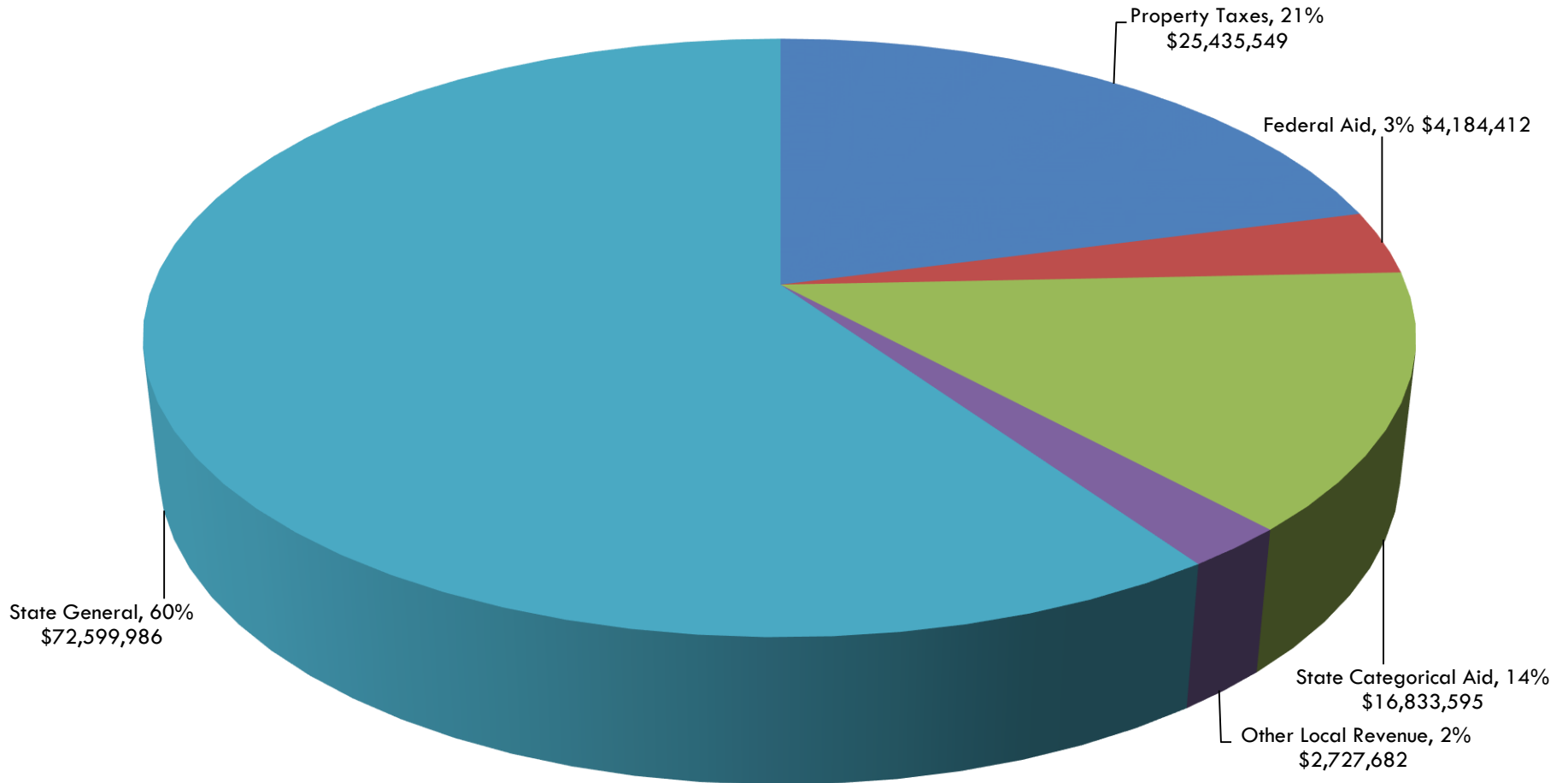
## General Fund Assumptions (cont'd) 2016 - 2017

- Enrollment decrease of 62 students
- OPEB transfer to the operating funds of approximately \$504,741
- Five percent increase in health insurance

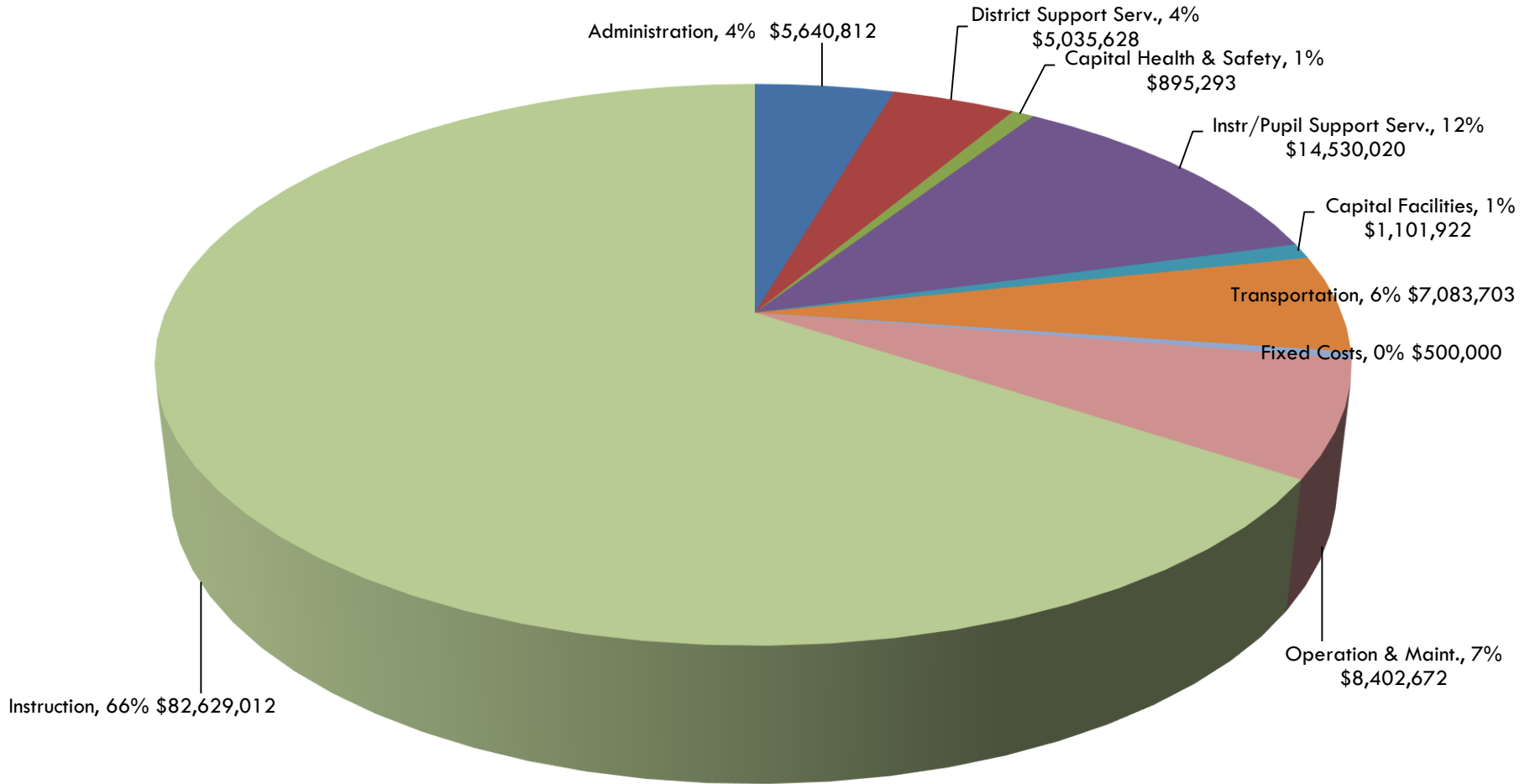
# General Fund Budget Comparative Summary

	Actual Results 2014-15	Revised Budget 2015-16	Projected 2016-17
<b>Total Beginning Fund Balance</b>	\$ 21,960,591	\$ 20,677,866	\$ 17,496,010
<b>Revenues</b>	119,103,906	118,046,063	121,781,224
<b>Expenditures</b>	120,386,631	121,227,919	125,819,062
<b>Variance (Revenues - Expenditures)</b>	(1,282,725)	(3,181,856)	(4,037,838)
<b>Total Ending Fund Balance</b>	<u>\$ 20,677,866</u>	<u>\$ 17,496,010</u>	<u>\$ 13,458,172</u>
<b>Breakdown of Fund Balance Categories</b>			
<b>Nonspendable</b>	\$ 647,352	\$ 647,352	\$ 350,000
<b>Restricted</b>	3,787,467	3,332,925	3,332,925
<b>Committed</b>	1,393,434	837,994	837,994
<b>Unassigned</b>	14,849,613	12,677,739	8,937,253
<b>Total Ending Fund Balance</b>	<u>\$ 20,677,866</u>	<u>\$ 17,496,010</u>	<u>\$ 13,458,172</u>
<b>Unassigned Fund Balance %</b>	12.33%	10.46%	7.10%

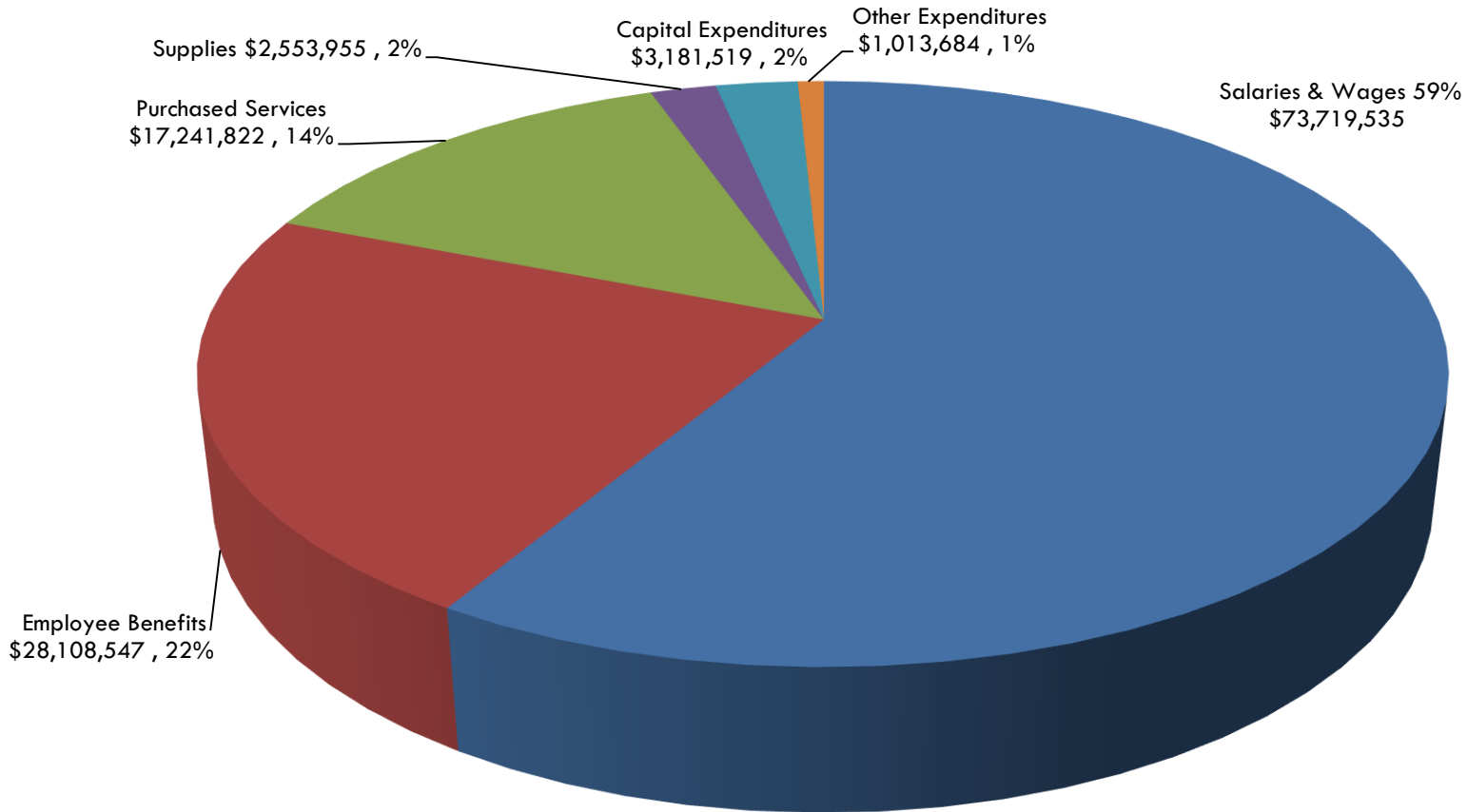
**General Fund Revenue  
2016-2017 Adopted Budget  
\$121,781,224**



# General Fund Expenditures by Program 2016-2017 Adopted Budget \$125,819,062



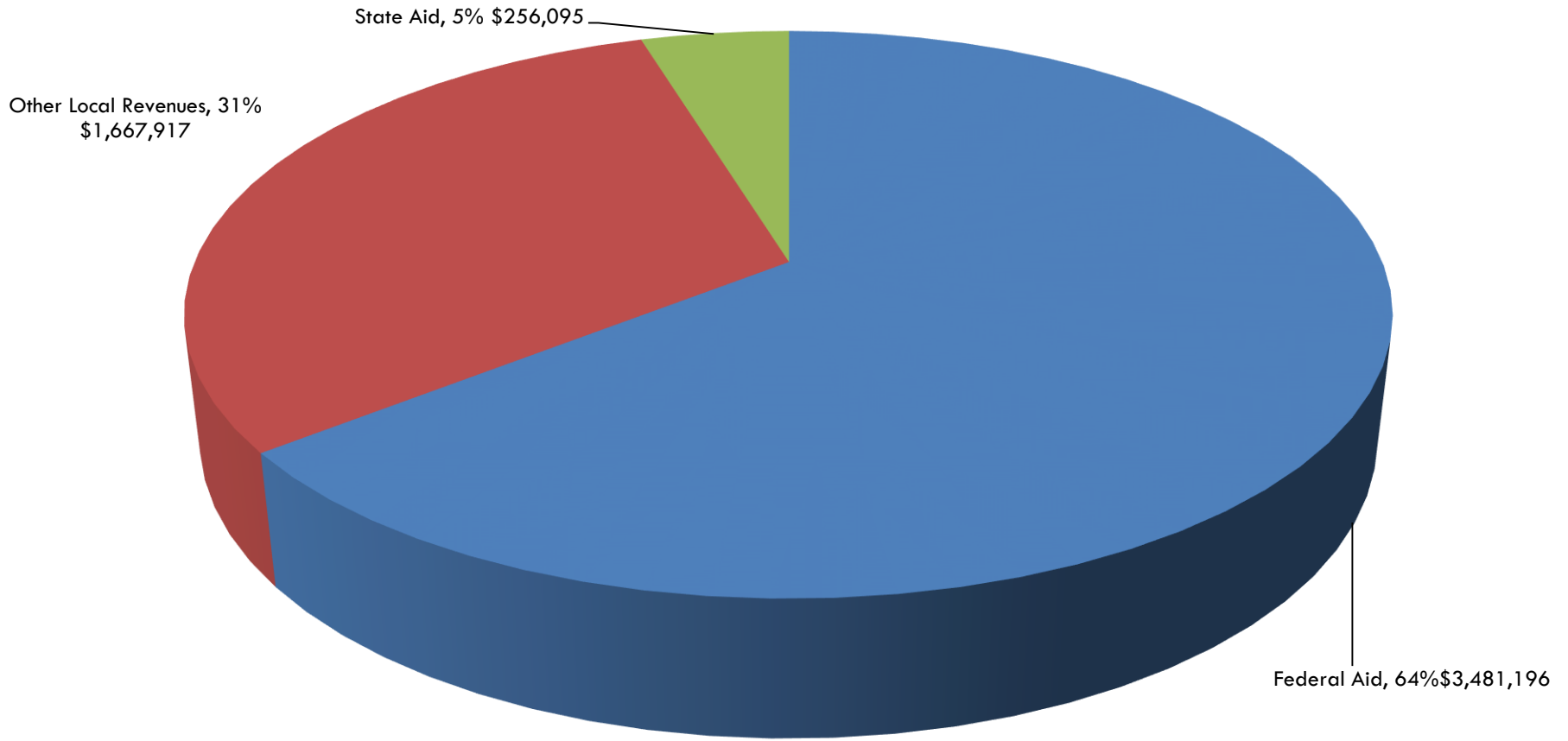
### General Fund Expenditures by Object 2016-2017 Adopted Budget \$125,819,062



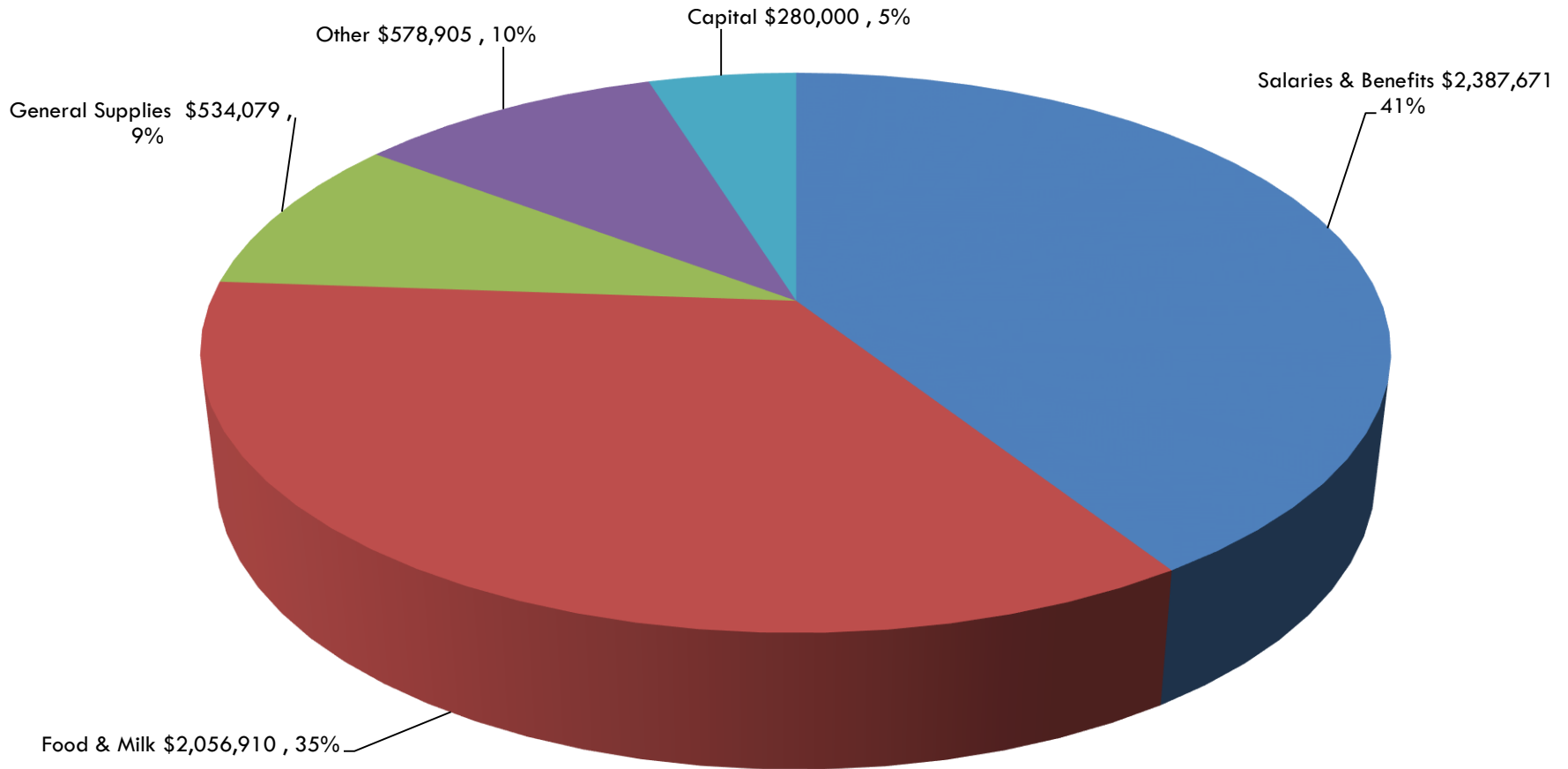
# 2016-2017 Adopted Budget Food Service Fund

Projected Beginning Fund Balance					\$ 1,712,616
Revenues					5,405,208
Expenses					(5,837,565)
Net Change in Fund Balance					(432,357)
Projected Ending Fund Balance					\$ 1,280,259

Food Service Revenue  
2016-2017 Adopted Budget  
\$5,405,208



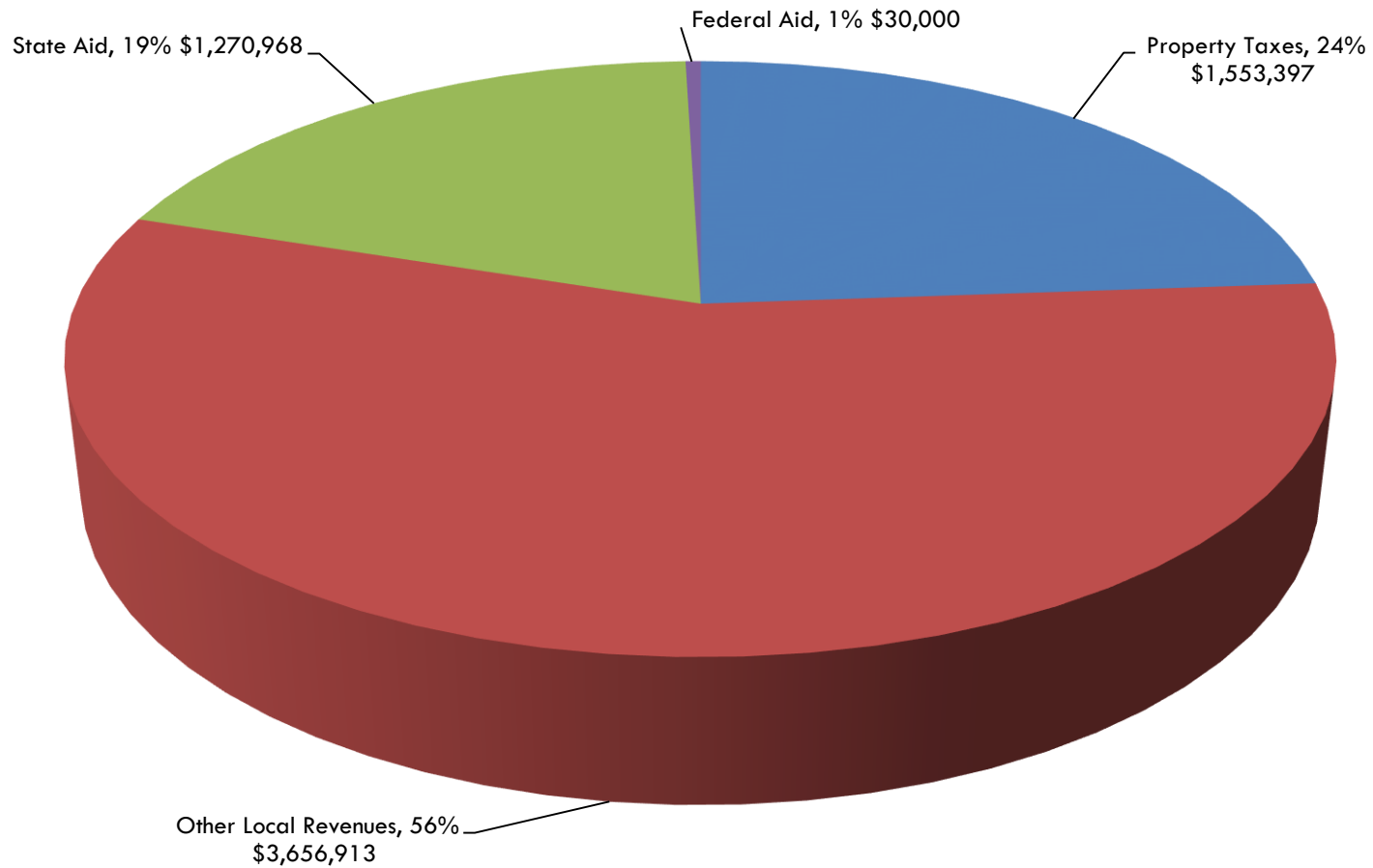
### Food Service Expenditures By Object 2016-2017 Adopted Budget \$5,837,565



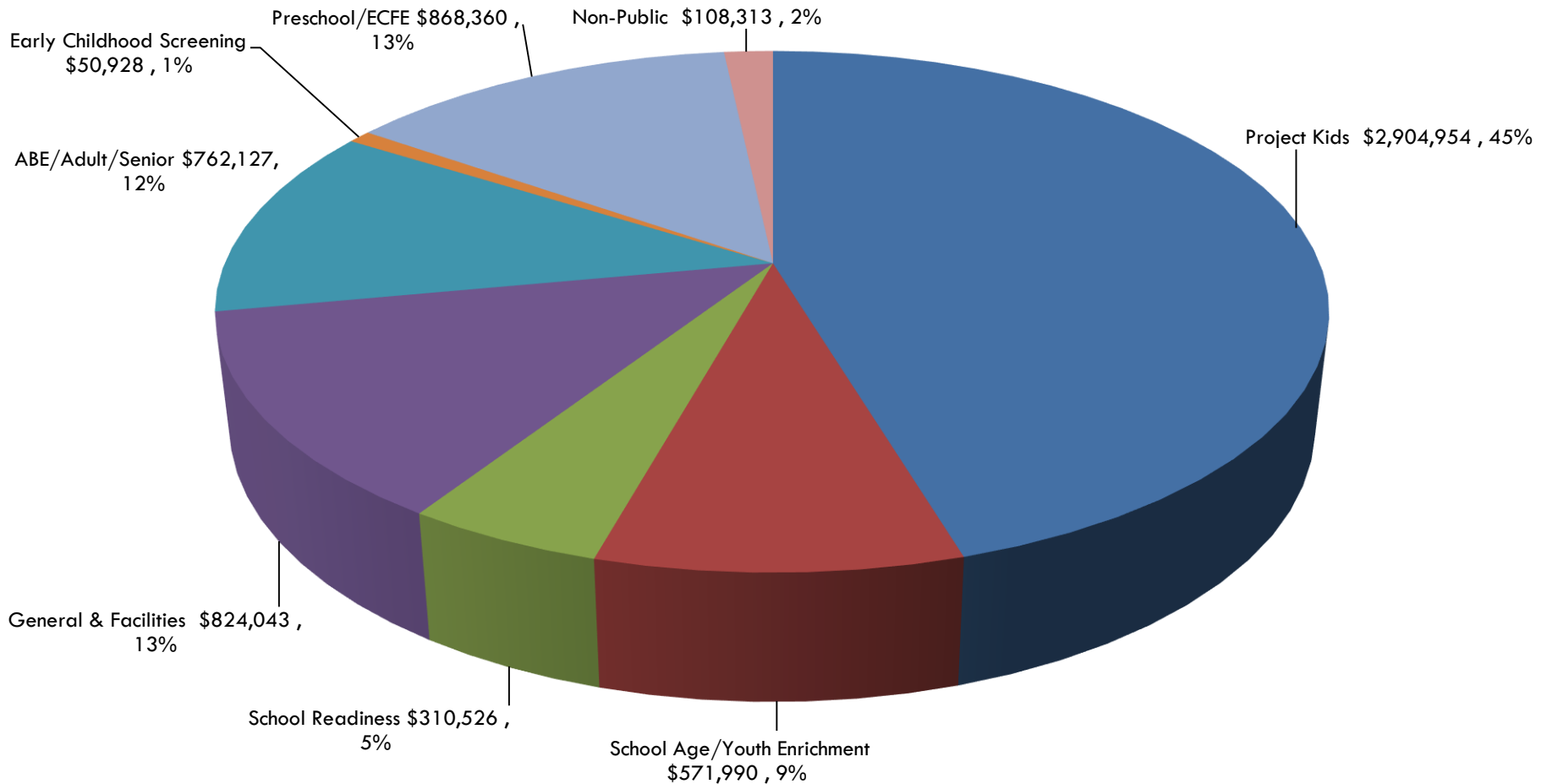
# 2016-2017 Adopted Budget Community Service Fund

Projected Beginning Fund Balance					\$ 762,929
Revenues					6,511,278
Expenditures					(6,401,241)
Net Change in Fund Balance					110,037
Projected Ending Fund Balance					\$ 872,966

Community Service Revenue  
2016-2017 Adopted Budget  
\$5,405,028



### Community Service Expenditures By Program 2016-2017 Adopted Budget \$6,401,241



# 2016-2017 Adopted Budget Capital Project Fund

Projected Beginning Fund Balance					\$49,788,785
Revenues					22,000
Expenditures					(44,659,171)
Net Change in Fund Balance					(44,637,171)
Projected Ending Fund Balance					\$ 5,151,614

# 2016-2017 Adopted Budget Debt Service Funds

Projected Beginning Fund Balance						\$42,210,082
Revenues						12,182,861
Expenditures						(22,165,880)
Net Change in Fund Balance						(9,983,019)
Projected Ending Fund Balance						\$32,227,063

# Adopted Budget

- Next Steps – Formal Board Approval at  
June 23, 2016 Board  
Meeting

**TO: Members, Board of Education**

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

**DATE: June 16, 2016**

**RE: Approve FY2016-2017 Adopted Budget**

**RECOMMENDATION: That the Board of Education approve the 2016-17 Adopted Budget providing all funds revenues of \$168,118,811 and all funds expenditures of \$228,264,493.**

Below is a summary of the Proposed FY2016-2017 Adopted Budget for your review. A full summary of the General Fund budget units and the assigned staffing are attached for review prior to action for adoption at the June 23, 2016 board meeting.

<b>Fund</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Increase (Decrease)</b>
General	\$ 121,781,224	\$ 125,819,062	\$ (4,037,838)
Food Service	5,405,208	5,837,565	(432,357)
Community Service	6,511,278	6,401,241	110,037
Capital Building Project	22,000	44,659,171	(44,637,171)
Debt Service	12,182,861	22,165,880	(9,983,019)
Total Governmental	\$ 145,902,571	\$ 204,882,919	\$ (58,980,348)
Trust and Agency	687,000	680,000	7,000
Internal Service Funds	21,529,240	22,701,574	(1,172,334)
All Funds	\$ 168,118,811	\$ 228,264,493	\$ (60,145,682)

The 2016-2017 Budget was prepared in accordance with the following Board of Education decisions. The parameters used to develop the budget are detailed in the presentation materials but are essentially as follows:

1. General education funding, on a per pupil basis, was increased to \$6,067 per adjusted pupil unit, per legislation.
2. Elementary class sizes averaging around 24.5:1 resulting from a range of class sizes of 21-30 depending on grade level and secondary class sizes averaging around 33-36:1.

3. Enrollment decreased with estimates based on projected end of year Early Childhood-12 average daily membership of 9,136 for 2015-2016 and 9,074 for 2016-2017, a decrease of 62 average daily memberships.
4. An estimated \$550,000 reduction in Health Insurance costs across the operating funds is included as a result of the OPEB Trust implicit rate contributions.
5. Five percent increase in 2016-2017 health insurance premium costs for self-insured employee health benefits.
6. The projected Unassigned Fund Balance for the General Fund is 7.10% considering the use of restricted and committed fund balances in the areas of Area Learning Center, Capital, program carryover, and ProPay. This reflects a reduction in fund balance due to expenditures exceeding revenues by \$4,037,838.

This adopted budget will be revised later in the 2016-2017 year to adjust for actual data relating to federal updates, enrollment, staffing, audited fund balances, etc.

This adopted budget assumes we will continue to utilize old guidance as it relates to Federal Procurement Standards until December, 2016. After December, 2016 new Federal Procurement Standards will be followed.

Given the projected fund balance is below the current Board Policy, the Board, through approval waives the policy of unassigned fund balance of no less than 8%(eight percent). Prior to June 30, 2016 the board will need to define what fund balances they would be committing for 2016-2017 year.

## **GENERAL FUND**

### **Overview**

Given the significant amount of transition that is in process for the 2016-2017 school year, this budget acknowledges the transition and utilizes the spend down of existing fund balance over the option of reducing expenditures potentially impacting programming that is critical to the Vision One91 transition.

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

#### **Basic Allowance**

The basic funding allowance is \$6,067 per pupil unit.

#### **Special Education**

Special education categorical aid has been adjusted considering the new special education model and will continue to be monitored for needed adjustments at budget revision. This is an area of particularly soft revenue estimates due to the complexity of the calculation which has changed for 2015-2016 and beyond.

## **Referendum**

The district's referendum authority is a combined \$1,772.75 per adjusted pupil unit prior to local optional allowance of \$424. After local optional subtraction the amount is \$1,348.75 reflecting the equivalent amounts approved by the voters in November 2011 and November 2007. Total referendum revenue adjusts each year in direct proportion to adjusted pupil units served. Estimated referendum revenue for the 2016-2017 year is approximately \$17.7 million, or roughly 15% of total General Fund revenues.

## **Alternative Teacher Compensation**

Alternative teacher compensation revenue of approximately \$2.39 million is included in the 2016-2017 budget. The expenditures in this area are in excess of revenues as a purposeful spend down of previous years of committed fund balance. These funds may only be utilized for Alternative Teacher Compensation.

## **Compensatory**

Compensatory revenue of approximately \$7.9 million is included and a portion of these funds is budgeted to cover costs of English Learner staff at all buildings. The remainder of this funding continues to be dedicated to providing educational programs for at risk students through various District initiatives.

## **English Learners**

The estimate is based on the assessment of student needs within our district. The allocation expenditures have remained similar from 2015-2016 to 2016-2017. The degree of services needed by students vary, our assessment of students and the responding services will fluctuate.

## **Activities and Athletics**

The general fund budget includes a \$5 increase to each activity fee.

## **Enrollment**

Enrollment is a crucial factor in determining a school district's revenue because most funding formulas are student based. The 2016-2017 adopted budget assumes a decline in estimated EC-12 enrollment from estimated 9,136 students (Average Daily Membership) in 2015-2016 to 9,074 in 2016-2017. Enrollment uncertainty creates the potential for significant increases or decreases in student-based revenue. This assumption will need to be re-evaluated when the October 1, 2016, enrollment is known and the retention factor for 2015-2016 is determined. With each student generating approximately \$10,069 in revenue, a small deviation in enrollment can produce a significant change in revenue.

## **Revenue Restrictions**

Restrictions on the use of general education revenue are offset with dedicated revenue. Following are restrictions imposed on general education revenue in 2016-2017:

Basic Skills (Compensatory, EL)  
 Learning & Development  
 Gifted & Talented  
 Achievement and Integration

Operating Capital  
 Area Learning Center  
 Alternative Teacher Compensation  
 Staff Development

### **Capital Expenditures**

Capital expenditures are budgeted in the General Fund but are supported by revenue that is dedicated to this purpose. Capital expenditures included in this budget amount to approximately \$3.0 million. Every effort will be made to maximize the use of the capital funds. New in 2016-2017 is the Long-Term Facilities Maintenance Revenue that rolls in the health and safety and the alternative facility projects. Further guidance from MDE may shift some of the accounting between the general fund and our capital projects fund.

### **Technology Capital Projects**

New in 2016-2017 school year is the generation of \$2.5 million for the purpose of technology within our district. Where we were budgeting approximately \$2.5 million, we now have just over \$5 million budgeted toward technology. At our High School level this includes a 1:1 Chromebook deployment planned for the fall of 2016. Expectation of Middle School level 1:1 Chromebook deployment in fall of 2017. At the elementary levels, digital learning specialists will be at every school for student instruction in technology and to assist our teachers in implementation of technology to further support the engagement of students in learning.

### **Student Transportation**

The student transportation budget is based on current service levels and reflect the most recent addendum to the contract.

### **Site Based Budgeting**

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

### **FOOD SERVICE**

The Food Service Fund budget shows a planned spend down of reserves of \$432,357 for the 2016-2017 year. This spend down includes increased salaries, additional equipment and payment of lunchroom support staffing. The lunch prices incorporated into this budget for 2016-2017 will be modified as a result of the federal guidance to be \$2.50 for elementary, \$2.60 for Junior High and High School Students, and \$3.70 for adults. Milk prices will increase to \$0.50. Breakfast prices remain at \$1.40 for all students and \$2.00 for adults. It is anticipated that ala carte income will be less in the 2016-2017 school year.

## **COMMUNITY EDUCATION**

The Community Service Fund shows expenditures just slightly less than revenues projecting an increase to the Community Services fund balance of just over \$100,000.

## **CAPITAL BUILDING PROJECTS**

The Capital Building Projects Fund includes both the alternative facility projects (approved via 10 year plan) and Vision One91 referendum building projects although they are kept track of separately in our internal codes. These projects utilize the bond proceeds received in May, 2015 as a result of the Vision One91 referendum approval in February, 2015. Of the \$65 million bond issuance, approximately \$25 million is expected to be paid out by the end of 2015-2016 with the remaining \$40 million indicated in the 2016-2017 budget. Once the 2015-2016 audit is complete, the capital building project budget will be adjusted to reflect actual remaining balances. The expected completion of most of the building projects is fall 2016.

## **DEBT REDEMPTION**

The Debt Redemption Fund is used to record revenues and expenses relating to principal and interest on bonded debt. These funds are dedicated to debt redemption and cannot be used for any other purpose. Our budget for 2016-2017 shows a significant spend down of nearly \$10million dollars as a result of the 2016A bond refunding from which proceeds were placed in escrow and will be paid off in the 2016-2017 and 2017-2018 years.

## **FORMAT**

Attached is the General Fund budget broken into budget units and a list of employees for each budget unit. This format will allow for a greater understanding of what is included in our entire General Fund budget.

## **SUMMARY**

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

## 2017 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 3, 2016)

223

		2017
		Adopted Budget.FIN
<b>01010</b>	- <b>General Elementary Instruction - Personnel</b>	17,880,036
Provides the funding necessary to provide instruction in the core academic subjects of language arts, math, and social studies at the district's ten elementary schools. This budget unit consists of salaries and benefits for 174.00 FTEs.		
<b>01030</b>	- <b>General Elementary Instruction - Subs</b>	408,000
Provides the funding necessary for elementary substitutes. This budget unit consists of salaries and benefits for no FTEs.		
<b>02010</b>	- <b>General Middle School Instruction - Personnel</b>	6,206,937
Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's three middle schools. This budget unit consists of salaries and benefits for 60.59 FTEs.		
<b>02020</b>	- <b>General Middle School Instruction - Subs</b>	180,000
Provides the funding necessary for middle school substitutes. This budget unit consists of salaries and benefits for no FTEs.		
<b>03010</b>	- <b>General High School Instruction - Personnel</b>	8,174,668
Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's senior high. This budget unit consists of salaries and benefits for 73.40 FTEs.		
<b>03020</b>	- <b>General High School Instruction - Subs</b>	102,000
Provides the funding necessary for high school substitutes. This budget unit consists of salaries and benefits for no FTEs.		
<b>04010</b>	- <b>PhyEd, Health, Art, Science, Music - Personnel</b>	5,329,246
Provides the funding to provide K-12 physical education, 6-12 health, K-12 visual arts, K-12 general/vocal music, and 6-12 Instructional music instruction. This budget unit consists of salaries and benefits for 57.07 FTEs.		
<b>05010</b>	- <b>AVID Electives - Personnel</b>	182,950
Provides the funding necessary for AVID elective courses offered from general ed uction formula funds. This budget unit consists of salaries and benefits for no FTEs.		
<b>06010</b>	- <b>Family and Consumer Science Instruction</b>	627,519
Provides the funding to operate the instructional program of family and consumer science. This budget unit consists of salaries and benefits for 7.60 FTEs.		
<b>06020</b>	- <b>Trade and Industrial Education</b>	618,016
Provides the funding to operate the instructional program of trade and industrial education. This budget unit consists of salaries and benefits for 6.20 FTEs.		
<b>06040</b>	- <b>Business and Office Education</b>	481,299
Provides the funding to operate the instructional program of business and office education. This budget unit consists of salaries and benefits for 5.60 FTEs.		
<b>06050</b>	- <b>Partnerships</b>	205,965
Provides the funding for Strategic Partnerships and Pathways and related efforts in connecting our students with community opportunities. This budget unit consists of salaries and benefits for 1.75 FTEs.		

## 2017 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 3, 2016)

224

		2017
		Adopted Budget.FIN
<b>06060</b>	<b>- Post-Secondary Tuition</b>	575,000
<p>Provides the budget for secondary students to attend classes through the District's various University and College programs including college in the schools (CIS) and post-secondary enrollment options (PSEO).</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
<b>06070</b>	<b>- Post-Secondary - Career Tech Tuition</b>	200,000
<p>Provides the budget for secondary students to attend Career tech classes.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
<b>07010</b>	<b>- K-12 Media Services</b>	864,761
<p>Provides the funding to provide K-12 media services- media specialists and media educational assistants.</p> <p>This budget unit consists of salaries and benefits for 12.75 FTEs.</p>		
<b>07020</b>	<b>- K-12 Gifted and Talented</b>	680,642
<p>Provides the funding to provide for a half-time gifted and talented instructor at each elementary school and an additional 1.0 at the gifted and talented magnet school.</p> <p>This budget unit consists of salaries and benefits for 6.00 FTEs.</p>		
<b>07030</b>	<b>- 6-12 Guidance Services</b>	1,424,076
<p>Provides the funding to provide 6-12 guidance services.</p> <p>This budget unit consists of salaries and benefits for 12.70 FTEs.</p>		
<b>07060</b>	<b>- English Second Language Learner</b>	3,668,178
<p>Provides funding for the district's K-12 English Second Language Learner program and includes salaries, benefits, and other instructional expenses.</p> <p>This budget unit consists of salaries and benefits for 40.50 FTEs.</p>		
<b>08010</b>	<b>- Site Allocation of Instructional/Operational Resources</b>	418,253
<p>Provides the per pupil funding allocation for instructional and operational related expenses. This funding is intended to cover the costs of building level equipment repairs, purchase of general supplies, classroom supplies, telephone, etc.</p> <p>This budget unit consists of salaries and benefits for 0.38 FTEs.</p>		
<b>08020</b>	<b>- Building Level Copier Leases</b>	102,910
<p>Provides the funding for the monthly lease costs of the main multi-functional device within each school.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
<b>09010</b>	<b>- Special Ed Salaries/Benefits</b>	22,471,563
<p>Provides funding for staff costs necessary to operate the Office of Individualized Student Services. Most, but not all of these expenditures, are either reimbursed with state or federal special education funds or are related to general education functions.</p> <p>This budget unit consists of salaries and benefits for 311.45 FTEs.</p>		
<b>09030</b>	<b>- Special Ed Purchased Services</b>	1,741,005
<p>Provides funding for Individualized Student Services purchased services, supplies and equipment.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
<b>09040</b>	<b>- Special Ed Transportation</b>	3,595,000
<p>Required transportation, purchased services, supplies and equipment for students served by Individualized Student Services.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
<b>10010</b>	<b>- Alternative Learning Center</b>	3,838,618
<p>Provides categorical funds to operate the alternative high school, school within a school, extended day and extended year programs for elementary and middle school students.</p> <p>This budget unit consists of salaries and benefits for 30.75 FTEs.</p>		

## 2017 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 3, 2016)

225

		2017
		Adopted Budget.FIN
<b>10020</b>	<b>- Mental Health Services</b>	257,188
<p>Licensed mental health professionals, through a financial partnership with Headway, who are able to respond to pressing mental health needs, proactively support student success, and be readily available in case of a crisis.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
<b>10030</b>	<b>- K-12 Nursing/Health Services</b>	984,317
<p>Provides funding to operate the district health services department including salaries, benefits and other operating expenses for the district school health offices. Certain FTEs may also be included in Special Ed Salaries, 09010.</p> <p>This budget unit consists of salaries and benefits for 10.13 FTEs.</p>		
<b>11010</b>	<b>- Co-Curricular Activities (Non-Athletic)</b>	379,033
<p>Provides the funding to support co-curricular activities. These funds are supplemented through ticket sales, fund raising, donations, etc.</p> <p>This budget unit consists of salaries and benefits for 1.00 FTEs.</p>		
<b>11020</b>	<b>- High School Interscholastic Athletics</b>	1,167,901
<p>Provides the funding to provide high school athletics. These funds are supplemented through ticket sales, fund raising, donations, etc.</p> <p>This budget unit consists of salaries and benefits for 2.00 FTEs.</p>		
<b>11021</b>	<b>- Middle School Interscholastic Athletics</b>	110,913
<p>Provides the funding to provide middle school athletics. These funds are supplemented through ticket sales, fund raising, donations, etc.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
<b>12010</b>	<b>- Title I, Part A Regular - Improving Basic Programs</b>	1,442,228
<p>Provides funding to help ensure all children meet challenging state academic standards. Includes staffing, instructional, Supplemental Education Services and staff development expenses.</p> <p>This budget unit consists of salaries and benefits for 13.03 FTEs.</p>		
<b>12020</b>	<b>- Title II, Part A Regular - Teacher/Principal Training &amp; Recruiting</b>	256,369
<p>Funding pays a portion of teacher and administrative salaries of highly qualified professionals working to improve student achievement.</p> <p>This budget unit consists of salaries and benefits for 1.50 FTEs.</p>		
<b>12030</b>	<b>- Title III Regular - Limited English Proficient Students</b>	202,804
<p>Funding supports ESL personnel, their professional development, and for interpretation needs of our LEP families.</p> <p>This budget unit consists of salaries and benefits for 2.00 FTEs.</p>		
<b>12050</b>	<b>- Carl Perkins Grant</b>	68,000
<p>Funding pays for professional development and supplies to teachers of Family and Consumer Science, Business, and Technology Education at Burnsville Senior High School.</p> <p>This budget unit consists of salaries and benefits for no FTEs.</p>		
<b>13010</b>	<b>- Q-Comp/Pro-Pay</b>	2,730,832
<p>Provides for expenditures associated with the district's Q-Comp / Pro-Pay programs including salaries and benefits, stipends, performance incentives and other operating expenses.</p> <p>This budget unit consists of salaries and benefits for 7.00 FTEs.</p>		
<b>13020</b>	<b>- Integration and Achievement</b>	1,940,312
<p>Provides for expenditures related to the integration and achievement program including salaries and benefits, professional development and other operating expenses.</p> <p>This budget unit consists of salaries and benefits for 18.46 FTEs.</p>		

## 2017 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 3, 2016)

226

		2017
		Adopted Budget.FIN
<b>13030</b>	<b>- Compensatory Education</b>	
Provides funding for compensatory programs and initiatives to meet the educational needs of students who are under prepared or are not meeting age appropriate performance standards. This budget unit consists of salaries and benefits for 25.44 FTEs.		3,927,835
<b>14010</b>	<b>- Technology</b>	
Provides funding to manage and support the district's technologies including digital learning specialist, instructional, operational resources, equipment and supplies including the District's intranet and telephone systems. This budget unit consists of salaries and benefits for 11.00 FTEs.		2,508,801
<b>14020</b>	<b>- Technology: Capital Levy</b>	
Provides funding of technical staff, 1:1 initiative, and technical training of instructional staff. This budget unit consists of salaries and benefits for 12.00 FTEs.		2,500,983
<b>15010</b>	<b>- Instructional Development</b>	
Provides the funding for district professional development (PD) to support the acquisition of district learning goals. Includes operational resources, purchased services, equipment, supplies, and building level PD allocations. This budget unit consists of salaries and benefits for 1.00 FTEs.		503,187
<b>15020</b>	<b>- Curriculum Development</b>	
Provides the funding for the ongoing development of a comprehensive written curriculum. Also includes operational resources, purchased services, equipment and supplies. This budget unit consists of salaries and benefits for 1.30 FTEs.		429,622
<b>15030</b>	<b>- Curriculum Adoptions</b>	
Provides the funding for the purchase of curriculum resources to support delivery of the written curriculum including textbooks, manipulatives, software and software subscriptions. This budget unit consists of salaries and benefits for no FTEs.		600,000
<b>15040</b>	<b>- Assessment Program</b>	
Provides the funding necessary to implement required accountability assessments to monitor student progress toward achievement of academic standards through software fees, purchased services, equipment and supplies. This budget unit consists of salaries and benefits for 1.25 FTEs.		421,551
<b>16010</b>	<b>- Board of Education</b>	
Provides the funding for the School Board. Includes School Board stipends, District elections, legal fees and other expenses related to Board initiatives. This budget unit consists of salaries and benefits for no FTEs.		142,270
<b>16020</b>	<b>- Superintendent</b>	
Provides the funding to operate the office of Superintendent of Schools to support the District's mission, vision, and instructional goals. This budget unit consists of salaries and benefits for 2.00 FTEs.		482,374
<b>16030</b>	<b>- Assistant Superintendent</b>	
Provides the funding to operate the office of the Assistant Superintendent of Schools to support the development, operation and evaluation of the district's elementary and secondary instructional programs. This budget unit consists of salaries and benefits for 1.50 FTEs.		265,269
<b>16040</b>	<b>- Human Resources</b>	
Provides the funding to support operation of the Human Resources office including advertising, recruiting, hiring, staff development, legal fees, software applications, and compliance requirements. This budget unit consists of salaries and benefits for 5.00 FTEs.		810,779

## **2017 Adopted Budget by Budget Unit**

(staffing and budgeted FTE as of Jun 3, 2016)

227

		2017
		Adopted Budget.FIN
<b>16041</b>	- <b>Workers Comp, Unemployment, &amp; Premiums for Property Casualty Liability Insurance</b>	1,200,000
Provides the funding to support the District's workers comp, unemployment, and property, casualty liability insurance and contingencies for deductibles.		
This budget unit consists of salaries and benefits for no FTEs.		
<b>16050</b>	- <b>Business</b>	1,264,401
Provides the funding to operate the school district's business services- including accounting, payroll, and mandatory state and federal reporting.		
This budget unit consists of salaries and benefits for 10.50 FTEs.		
<b>16054</b>	- <b>Business - OPEB Implicit Chargeback</b>	-504,741
Represents allowable medical, dental, and life insurance costs reimbursable by the district's other postemployment benefits trust.		
This budget unit consists of salaries and benefits for no FTEs.		
<b>16060</b>	- <b>Communications and Marketing</b>	490,766
Provides the funding to the District's communications and marketing initiatives, maintenance of District websites, social networks, publications, etc.		
This budget unit consists of salaries and benefits for 2.00 FTEs.		
<b>16070</b>	- <b>Student Registration and Census</b>	550,534
Provides the funding to operate the school district's student registration, enrollment, and reporting services.		
This budget unit consists of salaries and benefits for 6.50 FTEs.		
<b>17011</b>	- <b>Elementary Administrators</b>	1,666,356
Provides the funding to operate the elementary principals' offices at each school.		
This budget unit consists of salaries and benefits for 10.00 FTEs.		
<b>17012</b>	- <b>Elementary Building Clerical</b>	750,041
Provides the funding to operate the elementary principals' offices at each school.		
This budget unit consists of salaries and benefits for 11.38 FTEs.		
<b>17013</b>	- <b>Elementary EAs</b>	427,668
Provides the funding various administrative and educational roles at each school.		
This budget unit consists of salaries and benefits for 18.04 FTEs.		
<b>17021</b>	- <b>Secondary Administrators</b>	1,711,269
Provides the funding to operate the secondary principals' offices at each school.		
This budget unit consists of salaries and benefits for 10.00 FTEs.		
<b>17022</b>	- <b>Secondary Building Clerical</b>	1,148,307
Provides the funding to operate the secondary principals' offices at each school.		
This budget unit consists of salaries and benefits for 18.62 FTEs.		
<b>17023</b>	- <b>Secondary EAs</b>	341,118
Provides the funding various administrative and educational roles at each school.		
This budget unit consists of salaries and benefits for 7.38 FTEs.		
<b>17025</b>	- <b>Miscellaneous Stipends</b>	123,659
Provides the funding for miscellaneous stipends and extra hours that are currently not attached to another budget unit.		
This budget unit consists of salaries and benefits for no FTEs.		

## 2017 Adopted Budget by Budget Unit

(staffing and budgeted FTE as of Jun 3, 2016)

228

		2017
		Adopted Budget.FIN
<b>17026</b>	<b>- Campus Cup</b>	
Provides the funding of the Café located at the Senior Campus at Diamondhead. This budget unit consists of salaries and benefits for no FTEs.		105,374
<b>18010</b>	<b>- Student Transportation</b>	
Provides the funding to transport eligible students to and from school including during regular and extended year/day terms. This budget unit consists of salaries and benefits for 1.84 FTEs.		3,490,052
<b>19010</b>	<b>- Custodial</b>	
Provides the funding to operate the District's custodial services. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 71.40 FTEs.		5,059,756
<b>19020</b>	<b>- Building, Grounds and Maintenance</b>	
Provides the funding to operate the District's building, grounds and maintenance departments. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 8.75 FTEs.		1,822,084
<b>19030</b>	<b>- Environmental Health and Safety/ADA Compliance</b>	
Provides the funding to operate the District's environmental health and safety department. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for 1.00 FTEs.		895,293
<b>19040</b>	<b>- Facility Leases</b>	
Provides the funding for the District's facility leases for BEST, Pates Stadium and the Hamilton Building. This budget unit consists of salaries and benefits for no FTEs.		579,508
<b>19050</b>	<b>- Warehouse and Purchasing</b>	
Provides the funding to operate the school district's warehouse and purchasing departments. This budget unit consists of salaries and benefits for 1.25 FTEs.		95,146
<b>19060</b>	<b>- Utilities</b>	
Provides the funding for the District's utilities. This budget unit consists of salaries and benefits for no FTEs.		2,007,089
<b>20010</b>	<b>- School Resource Officers</b>	
Provides the primary funding for school police resource officers for the district's secondary schools. This budget unit consists of salaries and benefits for no FTEs.		270,000
<b>20030</b>	<b>- Safe Schools</b>	
Provides the primary funding for additional supervision at Burnsville Senior High and Metcalf Junior High. This budget unit consists of salaries and benefits for 5.19 FTEs.		216,172
<b>Total General Fund Expenditure Budget</b>		<b>125,819,062</b>
Total General Fund Period FTEs - 1,100.19		

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 01010

Description	Location Description	Employee Number	Employee Name	Period FTE	
1ST GRADE TCR	EDWARD NEILL	007300	ROSSINI, CATHERINE L	1.00	
		014129	OLSEN, LAURA	1.00	
		017212	ALLMAN, KELLIE R	1.00	
	GIDEON POND	008371	MEAGHER, LORI A	1.00	
		010401	ODEGARD, ELISA	1.00	
		016727	SELBY, HANNAH	1.00	
	HARRIET BISHOP	011875	MARSHALL, DEBRA L	1.00	
		015065	STROWBRIDGE, STACI	1.00	
		016643	DANNER, ANDREA L	1.00	
	HIDDEN VALLEY	014189	HIEBERT, TRACY	1.00	
		014261	LANGRECK, LORI	1.00	
		016049	BRIGGS, LORI A	1.00	
		016740	NURMELA, CRYSTAL	1.00	
	MW SAVAGE	009901	BUSSE, CYNTHIA	1.00	
		010826	KACHMAN, ANGELA	1.00	
		013315	SANDS, ANNE	1.00	
	RAHN	007076	WHITE-JARZYNA, SUSAN L	1.00	
		007314	GAMBUCCI, ANN MARIE	1.00	
		017311	HOINS, DAWN	1.00	
	SIOUX TRAIL	014988	KUNKEL, ROBERTA E	1.00	
		018012	ODEGARD, ELIZABETH A	1.00	
	SKY OAKS	007207	OSTDIEK, TERESA L	1.00	
		008687	RISTEAU, JILL A	1.00	
		011352	KNUDSEN, JULIE A	1.00	
		014325	SCHNEIDER, MARISA LYNN MOE	1.00	
	VISTA VIEW	011357	GANDRUD, JENNIFER L	1.00	
		013360	IVORY, COURTENEY	1.00	
		017784	BELGRAVE, ANGELA I	1.00	
	WM. BYRNE	012779	SMITH, MELISSA	1.00	
		014128	SIMPSON, LISA	1.00	
		017365	KOPEL, JACLYN C	1.00	
	<b>1ST GRADE TCR</b>				<b>31.00</b>
	2ND GRADE TCR	EDWARD NEILL	003833	LAMB, CYNTHIA L	1.00
007279			BEARTH, LUKE A	1.00	
012899			LENTON, TIFFANY	1.00	
GIDEON POND		011595	STONEKING, STACY	1.00	
		011789	RAU, JESSICA	1.00	
		018034	AMBUEHL, JENNIFER A	1.00	
HARRIET BISHOP		008791	SVARE, JANE	1.00	
		010295	ENGEN, AMY	1.00	
		012866	SCHMIDT-BOYLES, DAWN	1.00	
HIDDEN VALLEY		008543	TOLLERUD, TERESA JO	1.00	

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
2ND GRADE TCR	HIDDEN VALLEY	011354	SCHAFFER, KRISTY J	1.00
		013422	KRZEWKI, CATHERINE D	1.00
		016679	MERKLING, ANGELA MARTIN	1.00
	MW SAVAGE	013691	JARZYNA-INGLES, ANNE W	1.00
		016046	STRAHOTA, SARA J	1.00
		017222	ELLIOTT, RACHEL R	1.00
	RAHN	009771	PLUCINAK, JODY L	1.00
		010311	MATHYS, SANDRA	1.00
		014112	HARTL, ARAN J	1.00
	SIOUX TRAIL	007295	OTREMB, KAREN ANN HOBERG	1.00
		012528	KLEVEN, MARK A	1.00
	SKY OAKS	012698	JERMELAND, MEGHAN M	1.00
		012790	KOSMALKI, ERIN J	1.00
		015696	MULDER, LINDSEY	1.00
		017268	SINGLETON, SARAH K	1.00
	VISTA VIEW	012554	DENNIS, TERESA L	1.00
		012724	STEEG, KIMBERLY KAYE	1.00
		013000	TUCCI, AMY J	1.00
	WM. BYRNE	004991	BIGELOW, DEBRA K	1.00
		009820	ORLANDO, KARI R	1.00
017608		RICHARDSON, SARAH	1.00	
<b>2ND GRADE TCR</b>				<b>31.00</b>
3RD GRADE TCR	EDWARD NEILL	006933	ZAKARIASEN, LYNDA K	1.00
		015745	ENGDAHL, ANN MARY	1.00
		017951	JUNTUNEN, MEGHAN	1.00
	GIDEON POND	015398	SKOGLUND, ALLISON L	1.00
		016097	ZUCOLLO, SUSAN R	1.00
		017307	TRAETOW, ANDREA	1.00
	HARRIET BISHOP	007347	SMITH, KELLY L	1.00
		007546	HABERLACK, CHERYL A	1.00
		009294	MORLOCK, KATHERINE R	1.00
		012343	HUBER, ERIN	1.00
	HIDDEN VALLEY	006810	KNUDSEN, EYENIA	1.00
		008217	DWIRE, MELINDA	1.00
		011867	SCHLINK, JOANNE	1.00
	MW SAVAGE	010787	STOLTZ, LISA A	1.00
		012521	HOLDEN, NICHOLE L	1.00
		018046	WEBSTER, SUSAN M	1.00
	RAHN	009764	HILL, GARY S	1.00
		011306	PETERSON, KERI	1.00
	SIOUX TRAIL	014308	BOCHE, SONIA R	1.00
		014318	HORWART, LESLIE	1.00
016429		PETERSON, CHRISTINE K	1.00	

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE	
3RD GRADE TCR	SKY OAKS	017176	POLLITT, LINDSEY M	1.00	
		017236	GABBERT, LINLEY K	1.00	
		017821	BRUINS, STEPHANIE	1.00	
	VISTA VIEW	000000	Open Position	1.00	
		010911	SILVERS, KATHRYN	1.00	
	WM. BYRNE	015044	COOPER, KIRENZA I	1.00	
		018007	LAMONT, HEIDI O	1.00	
018008		TOMALA, CRYSTAL M	1.00		
<b>3RD GRADE TCR</b>				<b>29.00</b>	
4TH GRADE TCR	EDWARD NEILL	007308	HOVLAND, SUSAN C	1.00	
		007322	CONDON, JAMES F	1.00	
		015626	PETRELLA, SARA M	1.00	
	GIDEON POND	008289	GALLUS, JEFFREY	1.00	
		009750	CORONIS, ANTHONY L	1.00	
		013528	KING, DANIEL AUSTIN	1.00	
	HARRIET BISHOP	010346	CORONIS, STACY S	1.00	
		016759	BERRYMAN, ASHLEY A	1.00	
		016895	GANT, SARAH M	1.00	
		016951	WEST, JULIE MARGARET WARD	1.00	
	HIDDEN VALLEY	000000	Open Position	1.00	
		015572	ANDERSON, KRISTEN L	1.00	
		016463	LECOMPTE, EMILIE S	1.00	
	MW SAVAGE	010888	JENSEN, LETA	1.00	
		013569	SAWDEY, MARY E	1.00	
	RAHN	008255	HILL, KARI L	1.00	
		014242	TOFTE, ALISSA G	1.00	
	SIOUX TRAIL	013117	BATTERMAN, JESSICA M	1.00	
		017801	MULLIKEN, ASHLEY E	1.00	
	SKY OAKS	016691	BERG, MATTHEW T	1.00	
		016926	BRYANT, MELANIE A	1.00	
		017759	TAYLOR, DAVID	1.00	
	VISTA VIEW	013189	HOUTMAN, JENNIFER L	1.00	
		014969	DEMPSEY, JODI JEAN	1.00	
	WM. BYRNE	008959	WURDEMAN, DEBRA SUE	1.00	
		013378	HAPPE, NICOLE	1.00	
		016313	HANSON, DEBRA A	1.00	
		017752	BRAGG, KAITLIN J	1.00	
	<b>4TH GRADE TCR</b>				<b>28.00</b>
	5TH GRADE TCR	EDWARD NEILL	014779	ZAK, GLORIA	1.00
			016654	GILRAY, REBECCA J	1.00
		GIDEON POND	006421	ROBISON, THOMAS C	1.00
			006803	MACNAUGHTON, LAURA	1.00
HARRIET BISHOP		012377	ANDERSON, MELISSA	1.00	

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
5TH GRADE TCR	HARRIET BISHOP	014051	HIEB, MEGAN L	1.00
		015404	SORUCO, MARIA R	1.00
		016154	MECHAVICH, EMILY A	1.00
	HIDDEN VALLEY	016016	SCHWENN, JEFFREY A	1.00
		017260	WALBY, MOLLY E	1.00
		018377	ERTL, ABBY	1.00
	MW SAVAGE	008220	FEELY, EILEEN	1.00
		009298	ZUPKE, SAMUEL	1.00
	RAHN	002469	LAWELLIN, MARCIA	1.00
		014619	SLATTERY, CARA	1.00
	SIOUX TRAIL	015375	BIRCH, NANCY A	1.00
		017293	TOMPACH, TRACY J	1.00
	SKY OAKS	006855	SCHILLING, PAM A	1.00
		013416	GRIFFIN, MICHELE C	1.00
		017408	PRUGH PLOEHN, KATHRYN A	1.00
	VISTA VIEW	016616	TAPPER, COURTNEY	1.00
		017953	MUNSCH, JANAYA L	1.00
	WM. BYRNE	008128	GIERADA, BARBARA L	1.00
016859		ELSAGHER, SARAH C	1.00	
<b>5TH GRADE TCR</b>				<b>24.00</b>
FLOATER	SIOUX TRAIL	017910	RING, KATLIN	1.00
	SKY OAKS	018111	WARRICK, ASHLEY	1.00
<b>FLOATER</b>				<b>2.00</b>
KINDERGARTEN TCR	EDWARD NEILL	009236	LIPPKA, JONALYN	1.00
		012095	PRAYFROCK, JUDIE A	1.00
		017751	BARNABY, BRIONNA	1.00
	GIDEON POND	012217	GRUENKE, BETH N	1.00
		015015	TREKELL, TERESE	1.00
		017798	NIELSEN, BRITTNEY	1.00
	HARRIET BISHOP	011361	HARROLD, STACEY L	1.00
		012306	MEYER, TANYA L	1.00
		016645	PAVEK, BROOKE C	1.00
	HIDDEN VALLEY	000000	Open Position	1.00
		009569	ANDREWS, DONNA	1.00
		013352	FINCH, CHRISTINE M	1.00
		014130	MCCROSKEY, SHARI	1.00
	MW SAVAGE	006375	PRESTON, ANGELA	1.00
		008735	GRANT, ANNETTE	1.00
		015682	GONZALEZ, MEGAN	1.00
	RAHN	009785	MCCARTHY, JENNIFER	1.00
		016946	DAHL, SABRINA LYNN	1.00
	SIOUX TRAIL	009715	PEDERSON, ELIZABETH M	1.00
		016614	HAGEN, AIMEE E	1.00

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

Description	Location Description	Employee Number	Employee Name	Period FTE
KINDERGARTEN TCR	SKY OAKS	006090	RITCHIE, JACKI RAE	1.00
		014978	PUTMAN, TANJA	1.00
		017335	NICHOLSON, MARCIA L	1.00
		017880	KEDING, ANGELICA	1.00
	VISTA VIEW	011718	BROSTROM, JEANNE L	1.00
		014453	RHINEVAULT, LYNN	1.00
	WM. BYRNE	008557	HANSMANN, PATRICIA I	1.00
		011322	FARRELL, TRACY E	1.00
		017292	CALNON, JENNIFER	1.00
	<b>KINDERGARTEN TCR</b>			
<b>Budget Unit 01010</b>				<b>174.00</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

**Budget Unit: 02010**

Description	Location Description	Employee Number	Employee Name	Period FTE	
6TH GRADE TCR	EAGLE RIDGE	007569	O'REILLY, GINA	0.83	
		007858	WARMKA, CHERI R	0.83	
		009293	SCHROEDER, PATRICIA	0.83	
		009358	KRAFT, STEPHEN	0.83	
		009501	MOSEY, PATRICIA	0.83	
		011321	WALLENTA, PAUL S	0.83	
		012397	PELTIER, BRAD W	0.83	
		016600	DAY, MARLYS L	0.83	
	METCALF	003383	ILES, CORNELIA	0.66	
		008287	KRUPKE, GRETA	0.83	
		010150	BARTON, DUANE	0.83	
		012304	LUNDAHL, TIMOTHY	1.00	
		013382	MIKELSON, TERESA	0.66	
		016320	GEDDES, RICHARD W	0.83	
		016589	PLANTE, MARY TRACEY	1.00	
		016693	KHAMRATTHANOME, BOUNTHAVY	0.57	
	NICOLLET	007257	O'REILLY, JOHN T	1.00	
		013470	SMALLEY, AMY C	0.51	
		014649	DRAYTON, MARGOT ELIZABETH	1.00	
		016012	NEMETZ, J SCOTT	0.50	
		016619	BORDONARO, JENNIFER ELIZABETH	0.49	
		017677	GLAS, JOHN M	1.00	
		017754	HYER, AARON	0.51	
	<b>6TH GRADE TCR</b>				<b>18.03</b>
	AVID TCR	NICOLLET	010313	OLSON, AMY	0.20
	<b>AVID TCR</b>				<b>0.20</b>
	LANG ARTS TCR	EAGLE RIDGE	009749	BLAIR, MICHAEL E.	0.83
			013973	DECKER, KATHRYN N	1.00
017204			WALKER, ETHAN D	0.83	
018037			PARKINSON, JACQUELYN R	0.83	
018307			ELWARD, LUCIUS P	0.83	
018865			YOUNG, ABBY	1.00	
018872			FLYNN, CATHERINE J	0.83	
METCALF		008627	ORTH, STEVEN D. R.	1.00	
		008871	NASH, STEPHANIE	0.66	
		015277	HANSEN, WILLIAM C	0.66	
		017240	SCHNOBRICH, ANGELA M	1.00	
		018031	THOMAS, JESSICA	0.49	
NICOLLET		018854	PAUL, MADISON P	0.66	
		000000	Open Position	2.00	
		010823	SMOLKE, ANGELA S	0.51	

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
LANG ARTS TCR	NICOLLET	012894	SORENSEN, BRAD	0.49
		014991	NEMETH, HEATHER	0.51
<b>LANG ARTS TCR</b>				<b>14.13</b>
MATH TCR	EAGLE RIDGE	012283	NELSON, MICHELLE L	0.66
		017014	SLETTEN, ELIZABETH M	0.50
		017957	WYSOCKI, STEVEN J	0.83
		018311	HAGEN, ALISON M	0.83
	METCALF	004490	RIBNICK, BRIAN	0.83
		014106	MUELLER, SARAH K	0.83
		014122	LOTZE, TIMOTHY	0.83
		014527	BENSON, ROSS S	0.83
	NICOLLET	006804	NYSTROM, ROBERT J	1.00
		007817	AMUNDSON, JANE E	0.60
		012099	FUNCHES, MONIQUE ROY	1.00
		014989	GRUENEICH, JANELLE	1.00
	<b>MATH TCR</b>			
SCIENCE TCR	EAGLE RIDGE	006842	CHALLGREN, MARGARET TEN BROEK	0.83
		011818	HAMMER, JEFFREY	1.00
		017771	HELWIG, KRISTINE K	0.83
	METCALF	011073	MEYER, CHAD	0.66
		016003	PRANSCHKE, STEPHANIE T	1.00
		017755	JOHNSON, CORY CHARLES	1.00
	NICOLLET	000000	Open Position	0.87
		006968	SODERHOLM, WM ERIC	1.00
		013396	HUTCHINSON, JENNIFER L	0.30
		017753	GYSBERG, JILL	0.80
<b>SCIENCE TCR</b>				<b>8.29</b>
SOC STU TCR	EAGLE RIDGE	008487	ALLEN, TRUDY L	0.83
		012432	KLUBBERUD, MICHAEL	0.67
		017361	CZAPAR, RYAN J	0.67
		017795	SIMMONS, SEAN D	0.83
	METCALF	000000	Open Position	1.00
		008284	JEFFERS, LUCRETIA	1.00
		017243	STUCYNSKI, MARY E	0.66
	NICOLLET	011911	ELFERING, JEAN	1.00
		013438	SCHWEIM, ROBERT W	1.00
		014431	IVERSON, ADAM	1.00
<b>SOC STU TCR</b>				<b>8.66</b>
WORLD LANG TCR	EAGLE RIDGE	017540	BARRY, AMBER LEIGH	0.40
		017737	BLAZQUEZ, JAVIER	0.20
	METCALF	000000	Open Position	0.34

**FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

Description	Location Description	Employee Number	Employee Name	Period FTE
WORLD LANG TCR	NICOLLET	017786	LARSON, KATIE	0.40
		018630	ANDERSON, JANELLE D	0.20
<b>WORLD LANG TCR</b>				<b>1.54</b>
<b>Budget Unit 02010</b>				<b>60.59</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

**Budget Unit: 03010**

Description	Location Description	Employee Number	Employee Name	Period FTE
BEA PRESIDENT	DIAMONDHEAD	014589	WUENSCH, WENDY DRUGGE	1.00
<b>BEA PRESIDENT</b>				<b>1.00</b>
HEALTH CARE TCR	BHS	000000	Open Position	0.50
		008269	VAN DER WOUDE, LORALIE A	0.20
		018605	WERNER-DEMPSEY, ANNE	1.00
<b>HEALTH CARE TCR</b>				<b>1.70</b>
LANG ARTS TCR	BHS	006874	STEAD, AMY JO	1.00
		007838	MOULSOFF, NORINE L	0.20
		009554	MEYER, JOSEPH	1.00
		012647	WALLER MCDEVITT, JENNIFER	0.80
		013366	DYRHAUG, MICHELLE	1.00
		013419	WEBBER, GLORIA M	1.00
		014101	BURKE, KATIE J	1.00
		014966	CHRISTY SIGSTAD, DANIELLE H	1.00
		014970	DEUTSCH, MATTHEW R	0.60
		015401	FOLDENAUR, HOLLY A	1.00
		016319	CONNELL, PAUL J	0.40
		016328	RUDOLPH, ROXANNE J	1.00
		016617	HANSEN, MARIE C	1.00
		016854	STAUM, ANNE C	1.00
		016884	BURNHAM, CHARLES F	1.00
		017521	KREBS, TYLER JON	0.40
		017781	EGGERS, SHEANA	1.00
017844	WEINBERG, DAVID M	0.10		
018041	MILLEA, ALLISON B	1.00		
<b>LANG ARTS TCR</b>				<b>15.50</b>
MATH TCR	BHS	009760	KUZIEJ, JANET L	1.00
		010805	MEUSER, TERESA	1.00
		011284	NOSS, JEAN	1.00
		011805	NELSON, AMY MAI-LEE	1.00
		012100	DELMONT, BROOKE	1.00
		013364	CHRISTIAN, DAVID	1.00
		013863	FLOYD, KEVIN S	0.80
		014075	CROATT, CHARLES C	1.00
		014443	FEIG, PETER E	1.00
		014622	HARROD, KIMBERLEE N	0.60
		016011	NELSON, JEFFREY P	0.80
		016602	GOMER, JENNA M	1.00
		016612	GEHRKE, ANDREW R	0.20
		017221	DURAND, ERIK M	1.00
017882	VOGT, KENDRA M	0.60		

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
MATH TCR	BHS	018005	QUAMME, DAVID R	1.00
		018075	SCHLAGER, DEREK A	0.60
<b>MATH TCR</b>				<b>14.60</b>
SCIENCE TCR	BHS	003547	HUGSTAD-VAA, JENNIFER JO	1.00
		007690	GORES, CHERYL L	1.00
		008274	HOLT, CLAYTON B	1.00
		008728	MORGAN, WILLIAM E	1.00
		009394	HUEMOELLER, MICHAEL T	1.00
		010299	WEIGHTMAN, ELIZABETH C	0.80
		011821	BLANDIN, MELISSA	1.00
		011833	DOUGLAS, LORI	1.00
		013396	HUTCHINSON, JENNIFER L	0.70
		013425	HUBER, JON ALAN	1.00
		014601	HOESCHEN, KERRY	1.00
		015372	BANE, DEANNA S	1.00
		015980	AAMODT, WILLIAM P	1.00
		016497	SCHERRER, HUEL C	1.00
		016612	GEHRKE, ANDREW R	0.80
016888	DAVIDSON, ELIZABETH A	1.00		
<b>SCIENCE TCR</b>				<b>15.30</b>
SOC STU TCR	BHS	011282	GRAFF, JENNIFER	0.50
		011887	MCDEVITT, PAUL DAVID	1.00
		012944	STRAND, NATHAN R	1.00
		013373	AARS, KRISTINA	1.00
		013413	COLEMAN, COLLEEN M	1.00
		013426	MILINOVICH, CHRIS M	1.00
		013445	WENDLING, KATHRYN	1.00
		013468	SILBERMAN, KEVIN	1.00
		014596	JENSEN, JENNIFER	1.00
		015288	STAPP, BENJAMIN	1.00
		015377	ENGELHARDT, WILLIAM T	1.00
		015580	MOFFITT, LESLIE ALLAN	1.00
		015689	FRANSSEN, MICHAEL S	1.00
		016089	VAN SCHOONHOVEN, KATHERINE	1.00
		016304	EPPEN, MATTHEW W	1.00
016894	BOUSU, MOLLIE J	1.00		
018010	FLUG, JOSHUA W	1.00		
018036	CLEVELAND, GEOFFREY W	1.00		
<b>SOC STU TCR</b>				<b>17.50</b>
WORLD LANG TCR	BHS	005728	SAUERMAN-PAGE, KARIN G	1.00
		009250	DUNDON, MARY LOU	1.00
		009773	LEHNER, TIMOTHY	1.00
		010142	HOLCOMBE, SARA J	0.40

**FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

Description	Location Description	Employee Number	Employee Name	Period FTE
WORLD LANG TCR	BHS	014984	JENSEN, AMANDA LYNN	1.00
		015003	OLSON, KIM MARIE	1.00
		017540	BARRY, AMBER LEIGH	0.60
		017737	BLAZQUEZ, JAVIER	0.80
		017786	LARSON, KATIE	0.60
		018630	ANDERSON, JANELLE D	0.40
<b>WORLD LANG TCR</b>				<b>7.80</b>
<b>Budget Unit 03010</b>				<b>73.40</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 04010

Description	Location Description	Employee Number	Employee Name	Period FTE
ART TCR	BHS	000000	Open Position	0.10
		007284	QUIRK, KATHLEEN	1.00
		018484	PERRY, BRIAN	1.00
	EAGLE RIDGE	009625	WITTSTRUCK, JAMES	1.00
	EDWARD NEILL	008797	KNOTT, KELLY S	0.50
		017241	SCHRIVER, MARA C	0.25
	GIDEON POND	017241	SCHRIVER, MARA C	0.75
	HARRIET BISHOP	017565	PETRI, KATHRYN E	1.00
	HIDDEN VALLEY	017547	MERKEL, SARA A	1.00
	METCALF	000000	Open Position	1.00
	MW SAVAGE	008797	KNOTT, KELLY S	0.50
		018381	DEROUIN, JILL	0.25
	NICOLLET	018861	SCHNEIDER, KRISTIN L	1.00
	RAHN	014143	WEILANDGRUBER, ELIZABETH	0.25
		018045	VO, KELLY RAE	0.25
	SIOUX TRAIL	018381	DEROUIN, JILL	0.75
	SKY OAKS	018376	COOPER, JENNIFER	1.00
	VISTA VIEW	018045	VO, KELLY RAE	0.75
	WM. BYRNE	014143	WEILANDGRUBER, ELIZABETH	0.75
	<b>ART TCR</b>			
BAND TCR	BHS	009402	HOLMES, MOLLY	1.00
		015996	FRENCH, KEITH J	1.00
	EAGLE RIDGE	018641	BECKER, JOSHUA	0.75
	EDWARD NEILL	000000	Open Position	0.25
	GIDEON POND	008180	NORDMARK, PAMELA J	0.25
	HARRIET BISHOP	008180	NORDMARK, PAMELA J	0.25
	HIDDEN VALLEY	008180	NORDMARK, PAMELA J	0.25
	METCALF	016979	SYLVESTER, GREGORY	1.00
	MW SAVAGE	008180	NORDMARK, PAMELA J	0.25
	NICOLLET	012349	BAKKEN, ANN	0.50
	RAHN	006829	LANGSJOEN, SONJA	0.25
	SIOUX TRAIL	006829	LANGSJOEN, SONJA	0.25
	SKY OAKS	006829	LANGSJOEN, SONJA	0.25
	VISTA VIEW	000000	Open Position	0.25
	WM. BYRNE	006829	LANGSJOEN, SONJA	0.25
	<b>BAND TCR</b>			
FLOATER	RAHN	018671	MANZ, GRACE	1.00
<b>FLOATER</b>				<b>1.00</b>
MUSIC	EAGLE RIDGE	000000	Open Position	0.25
<b>MUSIC</b>				<b>0.25</b>
MUSIC TCR	EDWARD NEILL	011452	TRANBY, BONITA K.	0.75
	GIDEON POND	011452	TRANBY, BONITA K.	0.25

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE	
MUSIC TCR	GIDEON POND	017247	WOOD, KIMBERLY R	0.50	
	HARRIET BISHOP	016624	PERRY, JESSICA A	1.00	
	HIDDEN VALLEY	016353	OWENS, KARI J	1.00	
	MW SAVAGE	017247	WOOD, KIMBERLY R	0.50	
		017742	BUCK, REBECCA L	1.00	
		017772	ADEDEJI, OLUWATONI	0.25	
	RAHN	014982	LUCIUS, RACHEL H	0.75	
	SIoux TRAIL	017772	ADEDEJI, OLUWATONI	0.75	
	SKY OAKS	004880	SHOOK, JOANN	1.00	
	VISTA VIEW	004609	KANNE, VICKI ANN	0.25	
		014982	LUCIUS, RACHEL H	0.25	
	WM. BYRNE	004609	KANNE, VICKI ANN	0.75	
<b>MUSIC TCR</b>				<b>9.00</b>	
PHY ED TCR	BHS	007145	RIGGS, MARK D	1.00	
		007841	VAN DER WOUDE, MARK B	1.00	
		008269	VAN DER WOUDE, LORALIE A	0.80	
		012439	STACHOWSKI, SUSAN C	1.00	
		013495	BROWN, CHRISTOPHER M	0.60	
		014892	REUSS, ERIC	1.00	
		017329	VARPNESS, VINCENT C	1.00	
	EAGLE RIDGE	009827	PEARSON, CHAD W	1.00	
		011475	HERMES, SHELLEY	1.00	
		013495	BROWN, CHRISTOPHER M	0.40	
	EDWARD NEILL	014605	MCKANE, MICHELLE M	0.25	
		015881	DUNGEY, NATHAN	0.25	
		016376	SWEENEY, MICHAEL J	0.25	
	GIDEON POND	015881	DUNGEY, NATHAN	0.75	
	HARRIET BISHOP	012303	LOESCH, JAKE	1.00	
	HIDDEN VALLEY	010820	SHELDEN, JON	1.00	
	METCALF	000000	Open Position	0.34	
		006571	SCHOLL, WAYNE	1.00	
		016001	FRITZ, KIMBERLY A	1.00	
	MW SAVAGE	014605	MCKANE, MICHELLE M	0.75	
	NICOLLET	014115	ANDREWS, BRIDGETTE	0.83	
		014187	MILLER, CHAD	1.00	
	RAHN	012889	MOORLACH, BRIAN	0.25	
		014613	JOHNSON, RONNA E	0.25	
	SIoux TRAIL	016376	SWEENEY, MICHAEL J	0.75	
	SKY OAKS	014820	CEOLA, MICHAEL	1.00	
	VISTA VIEW	012889	MOORLACH, BRIAN	0.75	
	WM. BYRNE	014613	JOHNSON, RONNA E	0.75	
	<b>PHY ED TCR</b>				<b>20.97</b>
	STRINGS TCR	BHS	018374	GROVER, HOPE A	0.40

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

Description	Location Description	Employee Number	Employee Name	Period FTE
STRINGS TCR	EAGLE RIDGE	000000	Open Position	0.25
		018641	BECKER, JOSHUA	0.25
	HARRIET BISHOP	017807	ANDERSON, EMILY E	0.50
	METCALF	018374	GROVER, HOPE A	0.60
	NICOLLET	000000	Open Position	0.50
	RAHN	017807	ANDERSON, EMILY E	0.50
<b>STRINGS TCR</b>				<b>3.00</b>
VOCAL TCR	BHS	014149	SCHMIDT, MARTHA H	1.00
		018101	AKERVIK, ERIK M	1.00
	METCALF	000000	Open Position	0.50
	NICOLLET	012349	BAKKEN, ANN	0.50
<b>VOCAL TCR</b>				<b>3.00</b>
<b>Budget Unit 04010</b>				<b>57.07</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 06010

Description	Location Description	Employee Number	Employee Name	Period FTE
FACS TCR	BHS	000000	Open Position	0.20
		004518	THOM, MARLYS	1.00
		009374	ASFELD, BETH M	1.00
		014970	DEUTSCH, MATTHEW R	0.40
		016015	EICHTEN, HEIDI J	1.00
	EAGLE RIDGE	018860	ANDERSON, BRITTNEE M	1.00
	METCALF	015691	KING, LAURIE J	1.00
	NICOLLET	018862	RUFF, HAILEY C	1.00
<b>FACS TCR</b>				<b>6.60</b>
PLTW	METCALF	018612	MALLINGER, MELINDA	1.00
<b>PLTW</b>				<b>1.00</b>
<b>Budget Unit 06010</b>				<b>7.60</b>

**FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

**Budget Unit: 06020**

Description	Location Description	Employee Number	Employee Name	Period FTE
IND TECH TCR	BHS	000000	Open Position	2.20
		009586	WOLF, NICHOLAS	1.00
		013441	TESMER, RUSSELL	1.00
	EAGLE RIDGE	010290	BRADY, STEVE	1.00
	NICOLLET	013431	PAETZOLD, ROBERT JAMES	1.00
<b>IND TECH TCR</b>				<b>6.20</b>
<b>Budget Unit 06020</b>				<b>6.20</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

**Budget Unit: 06040**

Description	Location Description	Employee Number	Employee Name	Period FTE
BUSINESS TCR	BHS	008784	CARROLL, MICHELE	1.00
		015991	DRAHOS, CYNTHIA	1.00
		017324	MALONE, MEGGAN J	1.00
		017521	KREBS, TYLER JON	0.60
	EAGLE RIDGE	000000	Open Position	1.00
	METCALF	000000	Open Position	1.00
<b>BUSINESS TCR</b>				<b>5.60</b>
<b>Budget Unit 06040</b>				<b>5.60</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 06050**

Description	Location Description	Employee Number	Employee Name	Period FTE
BURNSVILLE PROMISE COORD	ASC	018842	JACOBS, MICHELLE	0.75
<b>BURNSVILLE PROMISE COORD</b>				<b>0.75</b>
DIR STRATEGIC PARTNERSHIPS	DISTRICT-WIDE	017175	FUNSTON, KATHY L	1.00
<b>DIR STRATEGIC PARTNERSHIPS</b>				<b>1.00</b>
<b>Budget Unit 06050</b>				<b>1.75</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

**Budget Unit: 07010**

Description	Location Description	Employee Number	Employee Name	Period FTE
COLLEGE & CAREER SPECIALIST	BHS	013651	SEXTON, MARCIA	1.00
<b>COLLEGE &amp; CAREER SPECIALIST</b>				<b>1.00</b>
EA MEDIA	BHS	017600	LAKE, LISA L	1.00
	EDWARD NEILL	006496	STICKLE, SHARON ANN	0.75
	HARRIET BISHOP	013666	BECKER, SARAH J	0.75
	HIDDEN VALLEY	018718	SCHATZLEIN, RACHEL	0.75
	MW SAVAGE	009053	FELDHAKE, M. MICHELLE	0.75
	RAHN	017282	SCHEUNEMAN, KRISTEN JOY	0.75
	SIOUX TRAIL	012072	ENGBERG, DENISE G	0.75
	SKY OAKS	011193	BERGE, KRISTY K	0.75
	VISTA VIEW	014670	CERMAK, BARBARA L	0.75
	WM. BYRNE	011405	HORTON, SHEILA M	0.75
<b>EA MEDIA</b>				<b>7.75</b>
MEDIA SPECIALIST	BHS	010804	OIE, ROGER	1.00
	EAGLE RIDGE	008297	GALLAND, JOHN	1.00
	METCALF	015999	GRIFFITHS, ROBERT H	1.00
	NICOLLET	009216	MEYER, NANCY L	1.00
<b>MEDIA SPECIALIST</b>				<b>4.00</b>
<b>Budget Unit 07010</b>				<b>12.75</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 07020**

Description	Location Description	Employee Number	Employee Name	Period FTE
GIFTED/ENRICH TCR	EDWARD NEILL	018055	NIFFENEGGER, KAMALA N	0.50
	GIDEON POND	013149	MIRS, LAUREL	0.50
	HARRIET BISHOP	009752	CAMPEN, KIMBERLY A.	1.00
		016896	NAEF, NATHAN A	0.50
	HIDDEN VALLEY	016896	NAEF, NATHAN A	0.50
	MW SAVAGE	013290	LINDELL, MICHELLE M	0.50
	RAHN	000000	Open Position	0.50
	SIOUX TRAIL	014226	STALOCK, SHARRON C	0.50
	SKY OAKS	011362	TEIEN, JOAN K	0.50
	VISTA VIEW	007339	PODRATZ, ANNE MARIE	0.50
	WM. BYRNE	015074	CHAMERLIK, KAREN	0.50
<b>GIFTED/ENRICH TCR</b>				<b>6.00</b>
<b>Budget Unit 07020</b>				<b>6.00</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 07030

Description	Location Description	Employee Number	Employee Name	Period FTE	
COUNSELOR	BHS	010808	LIMKE, JEFFREY	1.00	
		011858	MARSHALL, VERONICA JEAN	1.00	
		016009	MARKHAM, ANGELA L	0.70	
		017554	WELKE, ASHLEY L	1.00	
		018621	HENDRICKS, SCHERESS	1.00	
		018702	AKERSON, REBECCA D	1.00	
		018802	WINKELMAN, SARA J	1.00	
	EAGLE RIDGE	013371	HARRISON, P SCOTT	1.00	
		018025	HENDERSON, MICHELLE A	1.00	
	METCALF	006550	SODERHOLM, JOHN	1.00	
		010819	MAIDMENT, LORI	1.00	
	NICOLLET	006865	KELSON, FREDERICK A	1.00	
		015857	BRETT, CARRIE A	0.60	
		016087	ROBB, EMILY C	0.40	
	<b>COUNSELOR</b>				<b>12.70</b>
	<b>Budget Unit 07030</b>				<b>12.70</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

**Budget Unit: 07060**

Description	Location Description	Employee Number	Employee Name	Period FTE
ESL TCR	ALTERNATIVE HIGH SCHOOL	012504	DURAND, KIM	1.00
	BHS	000000	Open Position	2.00
		014964	PARENT, ANDREA J	1.00
		017776	WINTERLIN, JEFFREY	1.00
		018349	MOREN, KIMBERLY J	1.00
	EAGLE RIDGE	009748	BLAIR, FRANCES M.	1.00
		018313	GREGORY, AMANDA	1.00
	EDWARD NEILL	014996	MUSA-AGBONENI, KARI	1.00
		015021	DALY, JULIE	1.00
	GIDEON POND	013535	GROVER, MELISSA MANGER	1.00
		016025	YOUNG, KRISTEN A	1.00
		018788	GROVE, EMILY A	1.00
	HARRIET BISHOP	009629	MCKINNEY, MARGARET	1.00
		015741	PHILLIPS, MARIA	1.00
	HIDDEN VALLEY	011315	PROCTOR, BETH	1.00
		012947	BLOM, ANNE E	1.00
		014131	MICHELS, CHRISTINE	1.00
		015565	CADWELL, ANN M	1.00
		016427	CORROW, JENNA R	1.00
		017770	CULLISON, CAROLINE E	1.00
	METCALF	018085	O'BRIEN, BRIANNA	1.00
		012887	FRIENDT, ANDREA LYNN	1.00
	MW SAVAGE	014986	KESSLER, CECILIA	1.00
		015383	BENSON, BRIANA M	1.00
	NICOLLET	017837	ANDERSON, ALYSSA KAE	1.00
		010313	OLSON, AMY	0.80
		015527	LIMBERG, MINDI L	0.50
		017753	GYSBERG, JILL	0.20
	RAHN	017883	HELENBURG, JESAMINE C	1.00
		015697	OLSON, KIMBERLY LENORA	1.00
	SIOUX TRAIL	017003	ARIAS, ANGELA JOY	1.00
		010638	FREDRICKSON, REBECCA	1.00
	SKY OAKS	018285	SCHAUER, ELI D	1.00
		016507	STITZMEYER, ELIZABETH A	1.00
		016618	HENNEN, JENNIFER S	1.00
		017656	RIPHENBURG, WENDY A	1.00
	VISTA VIEW	017822	JONES, NOELLE	1.00
		013456	CONDON, ANNE T	1.00
		014138	THOMPSON, SALOUA	1.00

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

Description	Location Description	Employee Number	Employee Name	Period FTE
ESL TCR	WM. BYRNE	017234	MARSHALLA, ASHLEY A	1.00
		018602	LORINCZ, KRISTEN L	1.00
<b>ESL TCR</b>				<b>40.50</b>
<b>Budget Unit 07060</b>				<b>40.50</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 08010**

Description	Location Description	Employee Number	Employee Name	Period FTE
EA LEVEL 3	BHS	015800	PULLEY, ERIC D	0.38
<b>EA LEVEL 3</b>				<b>0.38</b>
<b>Budget Unit 08010</b>				<b>0.38</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 09010

Description	Location Description	Employee Number	Employee Name	Period FTE
ASSISTIVE TECH	DISTRICT-WIDE	006624	WESSEN, JANE E	0.50
		013406	ALLEN, SUSAN M	0.50
<b>ASSISTIVE TECH</b>				<b>1.00</b>
BEHAVIOR SPECIALIST	DISTRICT-WIDE	017322	CZAPAR, KELLY N	1.00
<b>BEHAVIOR SPECIALIST</b>				<b>1.00</b>
CLERICAL	ASC	007572	KAISER, TANYA J	0.50
		011825	SIEBER, ANDREA	1.00
		013879	REISINGER, TONETTE A	1.00
	CLUSTER - ECSE	014219	GRIES, BRENDA J	1.00
	CLUSTER - ELEMENTARY	004467	BARLAGE, SUSAN	1.00
		015133	MOBERG, CARLENE	1.00
		016377	ALEXON, BETH J	1.00
	CLUSTER - SEC	010287	TANBERG, TERESA L	1.00
		014000	MCCLELLAN, MELISSA E	1.00
	ECSE CENTER	014210	WILLENBURG, JOANNA	1.00
<b>CLERICAL</b>				<b>9.50</b>
CULTURAL LIAISON	CLUSTER - ECSE	017832	HASSAN, RAHMA	0.88
		017905	RIVEROS, ANNA-MARIA	1.00
<b>CULTURAL LIAISON</b>				<b>1.88</b>
DAPE	CLUSTER - ELEMENTARY	009239	OPATZ, LARRY	1.00
	CLUSTER - SEC	009267	HOLDEN, MATTHEW J	1.00
<b>DAPE</b>				<b>2.00</b>
DIR SPED	ASC	012806	CORBAY, STEPHANIE A	1.00
<b>DIR SPED</b>				<b>1.00</b>
EA HEALTH	DISTRICT-WIDE	006831	SPENCE, LORETTA	0.72
		010844	LUTH, DONITA	0.91
		012009	STENE, BARBARA	0.72
		013681	HANSEN, SARAH J	0.91
		015833	GADDY, KESHIA	0.72
<b>EA HEALTH</b>				<b>3.99</b>
ECSE TCR	CLUSTER - ECSE	015112	NELSON, TARA A	1.00
		018847	MELQUIST, MICHELLE	1.00
	ECSE CENTER	013692	NIEMIEC, ALICIA	1.00
		015386	ORLICH-SULLIVAN, MEGAN	1.00
		015695	THOMPSON, HYE-JEONG M	1.00
		016004	JORGENSON, SHANNON E	1.00
		016213	STAHLY, JANICE	1.00
		016309	BAIMA, STEPHANIE A	1.00
		016501	NESS, KAREN M	1.00
		016633	CLOUTIER, DANA M	0.50
		016999	RENKEN, CARISSA M	1.00
		017586	PERLICH, SHAWN	1.00

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
ECSE TCR	ECSE CENTER	017796	BLOMQUIST, STEPHANIE	1.00
		017981	BLOOD, KELSEY JO	1.00
		018536	SPAULDING, SHEILA J	1.00
		018645	EBENHOH, TEEGAN M	1.00
		018646	ALBERSHEIM-CARTER, MARCINA	1.00
		018792	OSTMAN, LAUREN O	1.00
		018844	NELSON, KATHERINE	1.00
<b>ECSE TCR</b>				<b>18.50</b>
NURSE	BEST	015733	MCDERMOTT-BATY, JODY	0.20
	BHS	009091	WALCHER, PAMELA J	0.45
	EAGLE RIDGE	015482	EILERTSON, JANE ANN	0.37
	ECSE CENTER	018006	HENKE, LORI A	0.87
	EDWARD NEILL	015733	MCDERMOTT-BATY, JODY	0.37
	GIDEON POND	017764	COZAD, PATRICIA M	0.60
	HARRIET BISHOP	015983	BAGGOT, LYNN	0.09
	HIDDEN VALLEY	009363	BIEN, BERNADETTE L	0.21
	METCALF	011320	WALDRON, RACHELLE	0.44
	MW SAVAGE	009363	BIEN, BERNADETTE L	0.16
	NICOLLET	010972	WITTNEBEL, KATHY	0.22
	RAHN	016826	BARR, BARBARA M	0.20
	SIOUX TRAIL	015394	BEAULIEU, KOURTNEY A	0.40
	SKY OAKS	016142	BEENKEN, JULIE D	0.23
	VISTA VIEW	010553	WARDELL, BARBARA J	0.10
	WM. BYRNE	016435	RIDGLEY, ANGELA K	0.16
<b>NURSE</b>				<b>5.07</b>
OCC THERAPIST	CLUSTER - ECSE	000000	Open Position	0.00
		007268	MESARCHIK, MARY L	1.00
		009670	ROBOLE, VICKI M	0.80
		012294	RUMPZA, LAURIE	0.50
		014609	ROESKE, MELISSA L	0.40
	CLUSTER - ELEMENTARY	000000	Open Position	1.10
		007304	GOSSMAN, LISA ANN	0.50
		007847	KOLSTAD, MICHELE M	1.00
		012294	RUMPZA, LAURIE	0.50
		014609	ROESKE, MELISSA L	0.40
	CLUSTER - SEC	007304	GOSSMAN, LISA ANN	0.50
	<b>OCC THERAPIST</b>			
PSYCHOLOGIST	CLUSTER - ECSE	007836	NANIA, PAULA A	1.00
		011935	SCHULTZ, HOLLY	0.50
		013375	KENNEDY, JENNIFER K	0.60
		018848	LEMIRE, KATHERINE	1.00
	CLUSTER - ELEMENTARY	010321	LAUTIGAR-BEUTZ, JULIE	0.70
		014118	KOMAR, KAREN K	1.00

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
PSYCHOLOGIST	CLUSTER - ELEMENTARY	018624	ROEHL, PETER A	1.00
	CLUSTER - SEC	000000	Open Position	1.00
		011935	SCHULTZ, HOLLY	0.50
		015381	KRAL, MELISSA M	1.00
		017719	NIERENGARTEN, BRIANNA L	1.00
		018310	THOMPSON, DAVID P	1.00
		018846	OTTO, CARON	1.00
		018849	PETERSEN, HOLLY M	1.00
<b>PSYCHOLOGIST</b>				<b>12.30</b>
READING SPECIALIST	EDWARD NEILL	009295	WAGNER-SMITH, SHERRY	1.00
		010637	KUGLER, JULIE	1.00
	HIDDEN VALLEY	000000	Open Position	0.50
		009786	COLLINS, LEANNE	1.00
		017787	CHISAKA, BRIDGET N	1.00
	SKY OAKS	011362	TEIEN, JOAN K	0.50
		011543	RUHLAND, MARIA	1.00
		016885	CUNNIEN, LAURIE A	0.50
	VISTA VIEW	016605	CRAWFORD, CINDY Y	1.00
		016608	DITMARSEN, SANDRA L	1.00
<b>READING SPECIALIST</b>				<b>8.50</b>
SOCIAL WORKER	CLUSTER - ECSE	014751	KELLER, KATIE	1.00
	CLUSTER - ELEMENTARY	018635	MCDOWELL, MORGAN	1.00
		018677	MCLAUGHLIN, ALEXANDRA M	0.50
	CLUSTER - SEC	014594	HEWETT, THOMAS	1.00
<b>SOCIAL WORKER</b>				<b>3.50</b>
SPED COORD	DISTRICT-WIDE	018325	DIETRICH, KELLY J	1.00
		018639	PIOTROWSKI, AMY	1.00
<b>SPED COORD</b>				<b>2.00</b>
SPED EA	BEST	010425	GOODLING, BEVERLY	0.88
		010529	TOUSIGNANT, KARE KATHLEEN	0.88
		010922	IVERSON, WILLIAM C	0.88
		011868	PAYNE, BARBARA	0.88
		013243	FINCH, JEANNE	0.88
		014312	ANDERSON, CHERYL L	0.88
		015516	FRANK, SHARON M	0.88
		018130	DUALEH, ABDULKARIM H	0.88
		018461	KHAN, NAJMA	0.88
		BHS	000000	Open Position
	005969		BENGTSON, CAROL	0.88
	007879		BERG, DAVID A	0.88
	009609		GREINER, JODELL	0.88
	010398		THOENNES, SALLY	0.88
	011860		WOLFF, DENISE	0.88

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED EA	BHS	012061	HOLTAN, HELEN	0.88
		013097	RINEVELD, DEBORAH J	0.88
		013140	WAGNER, PATRICIA	0.88
		013630	HOFFER, JESSICA M	0.88
		013864	HOKS, LINDA	0.88
		014658	RAY, STEPHEN	0.88
		016055	LARSON, JANET ANNE	0.88
		016095	GARVIS, ANGELA N	0.88
		016344	CHRISSIS, ERIK R	0.88
		018419	CHROUST, VICKI	0.88
		018460	TUCKER, CINDY I	0.88
		018560	KNIGHT, HEIDI	0.88
		DISTRICT-WIDE	006624	WESSEN, JANE E
	011462		VAURIO, SONYA	0.75
	014641		ENGSTROM, HEATHER L	0.88
	EAGLE RIDGE	000000	Open Position	2.62
		009616	HAYES, ERIC L	0.88
		015023	BRINGGOLD, DEBBIE	0.88
		016208	MCCRAY, SHARON	0.88
		017997	ZEIMET, KARLIE	0.88
	ECSE CENTER	000000	Open Position	1.62
		006168	FREDRIKSON, KAYE E	0.81
		012514	HO, LINDA S	0.81
		013037	WALTERSON, KRISTEN A	0.81
		013672	RINGGER, TRACY A	0.81
		014502	REILLY, TERRI LYNN	0.81
		015809	INSELMAN, SANDRA L	0.81
		016918	HILCHEY, LINDA M	0.81
		017161	WEATHERFORD, ANDREA M	0.81
		017383	JOHNSON, KAREN A	0.81
		017496	ABDALLAH, HIBO SAAD	0.81
		017497	EISENBERG, RACHELLE L	0.81
		017612	HANDRAHAN, JOANN MARY	0.38
		017654	KEIRSTEAD, AMY	0.81
		017895	BACHMEIER, MICHELLE M	0.72
		018000	WESLEY, JANET M	0.81
		018409	ARTIGA-ROSA, PATRICIA	0.81
		018533	BURKART, PAULA J	0.81
		018759	TWARDOSKI, RUTHANN	0.81
		EDWARD NEILL	012533	ROCKETT, JOAN
	014868		POFAHL, JANELL C	0.91
	015757		TILLMAN, JACK R	0.91
	016375		KUHLMAN, SUSAN M	0.91

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPED EA	EDWARD NEILL	016470	GILLIS, CINDY M	0.91
		017618	HERMAN, LINDA R	0.91
		018697	THEIS, RACHAEL L	0.91
		018843	JACKSON, KELLY J	0.91
	GIDEON POND	011968	HENDRICKSON, LISA	0.91
		017838	TERFEHR, DIANE C	0.91
	HARRIET BISHOP	008372	SISLER, JANE L	0.91
		008958	CARNEY, CATHERINE	0.91
	HIDDEN VALLEY	007928	HUNTER, SANDRA J	0.91
		012912	JONES, JEAN	0.91
		014639	WIEDEMANN, LAURA E	0.91
		015892	SOLBERG, CATHY	0.91
		015894	SANZ, MARGARET M	0.91
		016209	ULRICH, KIMBERLY A	0.91
		018172	PACKER, TARA J	0.91
		018698	RUIZ, WINSTON V	0.91
		METCALF	000000	Open Position
	010011		PAYNE, DEBRA K	0.88
	013202		HRIMNAK, SANDI J	0.88
	013641		WHITE, RUTHANN	0.88
	015936		THOMPSON, ROBERT L	0.88
	016518		ASHLEY, JAMES M	0.88
	018775		GRUENKE, MEGAN M	0.88
	MW SAVAGE	010469	HICKERSON, KAREN A	0.91
		011033	VAN GUILDER, SUZANN	0.91
		015128	ADAMSON, KIMBERLY S	0.91
		016378	SCHILLER, LORI L	0.91
		017729	WEBER, ROBERT D	0.91
		018408	CAMPBELL, COURTNEY	0.91
		018719	ANDREN, MARY R	0.91
	NICOLLET	012367	KAUFMAN, MARGARET M	0.88
		012492	NEEDHAM, DIANE M	0.88
		014511	FELTON, MICHELLE M.	0.88
		014871	ADRIAN, JANN L	0.88
		018832	WOLPERS, ANGELA K	0.88
	RAHN	007092	SCHNEEWEIS, PATRICIA RAE	0.91
		010377	CAMPBELL, SUSAN	0.91
		013483	WEGNER, LISA L	0.91
		013915	BARR, SARAH B	0.91
		015240	DROEGE, SHERYL L	0.91
		017640	RAICHERT, SARAH	0.91
		017884	SMITH, NATHAN J	0.91
	SIOUX TRAIL	010470	HUGHES, DEBORAH JEAN	0.91

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE	
SPED EA	SIOUX TRAIL	010560	POLSKI, LEANN	0.91	
		011032	ANDERSON, BARBARA J	0.91	
		013485	THEYSON, BRENDA	0.91	
		016433	DYLLA, TAMMY S	0.91	
		018407	CAYER, CHRISTINA	0.91	
	SKY OAKS	000000	Open Position		0.91
		009596	BOLDT, JULIE A		0.91
		009852	SHORT, CLAIRE		0.91
		010095	MANSANO, KATHLEEN M		0.91
		013572	KEGLEY, RENEE C		0.91
		016460	SMITH, SHERI D		0.91
		016553	DATRES, SUSAN		0.91
		017513	HEY, LINDA L		0.91
	VISTA VIEW	000000	Open Position		0.91
		010053	ROARK, KARI L		0.91
		010686	LATOURELLE, SANDRA E		0.91
		011513	BROWN, RUTH		0.91
		013150	DUBANOSKI, BARBARA JEAN		0.91
		013604	LARSON, JOANN C		0.91
		013980	AUGE, ELIZABETH		0.91
		018150	CHRISTENSEN, MARY		0.91
		018216	HALL, JENNIFER J		0.91
		018482	SIMPSON, DAWN		0.91
	WM. BYRNE	000000	Open Position		0.91
		007646	BARTELLS, CAROL A		0.91
		015532	BURRILL, SARAH		0.91
		016340	MISZKIEWICZ, KELLY A		0.91
		016665	KOECHLEIN, LAURIE LEEANNE		0.91
		018729	WILLIAMS, ELIZABETH		0.91
	<b>SPED EA</b>				<b>120.47</b>
SPED LEAD TCR	BHS	016232	WORKMAN, CAROLYN J	1.00	
	ECSE CENTER	012479	OSCARSON, KRISTI R	0.50	
<b>SPED LEAD TCR</b>				<b>1.50</b>	
SPED SUPERVISOR	DISTRICT-WIDE	009802	O'NEILL-MAGER, JENNIFER	1.00	
		017542	SMITH, JACQUELINE J	1.00	
		018288	REMSING, JODY L	1.00	
<b>SPED SUPERVISOR</b>				<b>3.00</b>	
SPED TCR	ALTERNATIVE HIGH SCHOOL	009789	HIRSCHEY, WENDY	0.50	
		013156	MORRIS, ANGELA J	1.00	
	BEST	000000	Open Position		1.00
		018604	SCHMIDTKE, ANGILA R		1.00
		018616	SHERBROOKE, CHERYL B		1.00
	BHS	000000	Open Position		1.00

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE	
SPED TCR	BHS	009804	HULTING, LINDA JANE	1.00	
		010825	WILLIAMS, KAREN	1.00	
		011330	WEBBER, JEFFREY	1.00	
		012230	MCCOOL, MOLLY	1.00	
		014998	NEUER, MICHELLE E	1.00	
		016355	SCHROEDER, JEAN M	1.00	
		016823	BUNKERS, KATHLEEN K	0.50	
		016898	KNOX, JACOB M	1.00	
		017548	REGAN, HEATHER R	1.00	
		017557	WALKER, RYAN M	1.00	
		017681	KAPPEL, GENEVIEVE N	1.00	
		017799	EILER, ELIZABETH P	1.00	
		018388	JORGENSON, STEPHANIE J	1.00	
		018598	WEBER, JOANNA L	1.00	
		018600	SCHROEDER, ALYSSA M	1.00	
		018628	MARTIN, ALAINA K	1.00	
		018661	SCOTT, LAURA A	1.00	
		018845	BUBANK, AYLEEN K	1.00	
		018853	NELSON, EMILY A	1.00	
		018855	TOUSIGNANT, ANNETTE S	1.00	
	018864	MACNALLY, KATHRYN A	1.00		
		CLUSTER - ELEMENTARY	009390	ANDERSON, BARBARA JEAN	0.50
			013437	SULLIVAN, JODI L	1.00
			014127	ZONDAG, KIMBERLY	1.00
			017246	CANTON, EMILIE J	1.00
		CLUSTER - SEC	007298	BRENNAN, CAROL ANN	1.00
			012336	LOGAN, KARI M	0.50
			012869	SCHEIT, ANDREA	0.50
			016823	BUNKERS, KATHLEEN K	0.50
			017216	CHOUANARD, MARY E	1.00
		DISTRICT-WIDE	018634	SEAMEN, MICHELLE A	1.00
		EAGLE RIDGE	009811	BYRNE, EDWARD	1.00
			009835	MORTINSON, ELIZABETH	1.00
			010301	CARLSON, SCOTT A	1.00
			017616	STEPHENS, DAWN M	1.00
			018631	STONE, KERRY	1.00
			018863	BAUER, JENNIFER	1.00
		EDWARD NEILL	006092	DOYLE, SANDRA J.	1.00
			013524	STEINKRAUS, JENNIFER	0.50
			016311	DISCHER, TRACY L	1.00
			018291	BING, DENA M	1.00
		GIDEON POND	010755	LYNCH, MOLLY	1.00
			017958	RASMUSSEN, EMILY	0.50

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE	
SPED TCR	HARRIET BISHOP	010323	MILLER, JILL ELIZABETH	1.00	
	HIDDEN VALLEY	000000	Open Position	1.00	
		009390	ANDERSON, BARBARA JEAN	0.50	
		017678	JOHNSON, HOLLIE E	1.00	
		017805	MILLER, ERIN M	1.00	
		018337	MORAN, LAURA E	1.00	
	METCALF	000000	Open Position	1.00	
		009409	GEDITZ, RANDALL J	1.00	
		010297	JOHNSON, DAVID P	1.00	
		011317	COX, KELLY J	1.00	
		011913	FOLEY, COLLEEN CHARLOTTE	1.00	
		012754	NASH, DEREK B	1.00	
		016878	TETZLOFF, MITZI R	1.00	
		017966	TILLMAN, MEGAN	1.00	
		018859	HANSON, RACHEL	1.00	
	MW SAVAGE	006793	BISEK, KATHRYN A	1.00	
		009228	ROARK, KIMBERLY J	1.00	
		012880	MURRAY, MARGARET E	1.00	
		016045	TANGNEY, AMY K	1.00	
	NICOLLET	000000	Open Position	1.00	
		010741	RAPPE, BRIAN	1.00	
		012339	BELL, ANGELA	1.00	
		012901	MCCUE, MICHELLE	1.00	
		018367	BLONS, LLIANE M	1.00	
	RAHN	015148	WEGENER, KIMBERLY E	1.00	
		016186	LAUER, LISA N	1.00	
		018662	BRANCH, NANCY C	1.00	
	SIOUX TRAIL	011822	TUSHIE, PATRICIA	1.00	
		015010	NELSON, KATIE L	1.00	
		016448	HENRICH, SARAH L	1.00	
	SKY OAKS	000000	Open Position	1.00	
		006100	SAUNDERS, SHARON D	1.00	
		009959	FECHNER, SUSAN	1.00	
		014593	HANSON, AMY E	1.00	
		015135	PRED, RENEE R	1.00	
	VISTA VIEW	012312	STROH, CAROL	1.00	
		013524	STEINKRAUS, JENNIFER	0.50	
		016013	PETERSON, JULIE A	1.00	
		017522	BORRELL, MARY	1.00	
	WM. BYRNE	015022	OGDAHL, MICHAEL A	1.00	
		017674	ANDERSON, KASEY D	1.00	
		017958	RASMUSSEN, EMILY	0.50	
	<b>SPED TCR</b>				<b>85.50</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
SPEECH TCR	CLUSTER - ECSE	007269	BARTH, TAMI RAE	1.00
		007835	WOODCOCK, SUSAN M	0.80
		008309	HENDRIX, EUGENIA M	1.00
		013693	NEAL, BRYENY B	1.00
		014624	JORDAN, JOANNA	1.00
		014961	SPRY, KARIE	1.00
		015693	MEULEBROECK, SUSANNE	1.00
		015962	NIESEN, ELIZABETH A	1.00
		016023	VODNICK, SARAH A	1.00
	CLUSTER - ELEMENTARY	005747	CORDAHL, AMBER	1.00
		006452	BERG, JANET	0.50
		011808	SPODEN, ANNEMARIE	1.00
		012301	HJERMSTAD, HEATHER	1.00
		012335	SCHLICHTING, CATHERINE	0.50
		014147	KLINNERT, ELIZABETH	0.50
		014479	KIBLER, JEANNE	0.50
		015993	FAUST, DANIELLE M	1.00
		016315	JAMISON, DARCI L	1.00
	CLUSTER - SEC	018002	GOLDSMITH, EMILY R	1.00
		018657	MCINNIS, MARNIE JO	1.00
		006452	BERG, JANET	0.50
		007839	BARNES, CHERISE C	0.75
		013406	ALLEN, SUSAN M	0.50
		013411	BRINKMAN, CAROLE I	0.50
		014147	KLINNERT, ELIZABETH	0.50
	014479	KIBLER, JEANNE	0.50	
	018403	REGNIER, STACY	1.00	
	<b>SPEECH TCR</b>			
WORK EXP TCR	BEST	017904	ERICKSON, SHELLY L	1.00
	BHS	018857	LEVINSKI, SARAH A	1.00
<b>WORK EXP TCR</b>				<b>2.00</b>
<b>Budget Unit 09010</b>				<b>311.45</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

**Budget Unit: 10010**

Description	Location Description	Employee Number	Employee Name	Period FTE
6TH GRADE TCR	EAGLE RIDGE	007569	O'REILLY, GINA	0.17
		007858	WARMKA, CHERI R	0.17
		009293	SCHROEDER, PATRICIA	0.17
		009358	KRAFT, STEPHEN	0.17
		009501	MOSEY, PATRICIA	0.17
		011321	WALLENTA, PAUL S	0.17
		012397	PELTIER, BRAD W	0.17
		016600	DAY, MARLYS L	0.17
	METCALF	003383	ILES, CORNELIA	0.34
		010150	BARTON, DUANE	0.17
		013382	MIKELSON, TERESA	0.34
		016320	GEDDES, RICHARD W	0.17
		016693	KHAMRATTHANOME, BOUNTHAVY	0.43
	NICOLLET	013470	SMALLEY, AMY C	0.29
		016619	BORDONARO, JENNIFER ELIZABETH	0.51
017754		HYER, AARON	0.49	
<b>6TH GRADE TCR</b>				<b>4.10</b>
ACADEMIC ENRICHMENT COORD	COMMUNITY ED	017655	JENSEN, STEVEN	0.50
<b>ACADEMIC ENRICHMENT COORD</b>				<b>0.50</b>
ART TCR	ALTERNATIVE HIGH SCHOOL	017556	NAGAHASHI, ANDREW T	1.00
<b>ART TCR</b>				<b>1.00</b>
CLERICAL	ALTERNATIVE HIGH SCHOOL	011345	DILLE, BARBARA L	1.00
		018656	ELLIS, TENEASHA L	1.00
	ASC	015821	NAAS, ANNE B	0.50
<b>CLERICAL</b>				<b>2.50</b>
COUNSELOR	ALTERNATIVE HIGH SCHOOL	016786	RUSSELL, DESHA S	1.00
<b>COUNSELOR</b>				<b>1.00</b>
DEAN	ALTERNATIVE HIGH SCHOOL	016669	PETTINELLI, STEPHEN M	1.00
<b>DEAN</b>				<b>1.00</b>
LANG ARTS TCR	ALTERNATIVE HIGH SCHOOL	013329	MEILLEUR, STEPHANIE J	1.00
		014533	SLONEKER, ANGELA	1.00
	EAGLE RIDGE	009749	BLAIR, MICHAEL E.	0.17
		017204	WALKER, ETHAN D	0.17
		018037	PARKINSON, JACQUELYN R	0.17
		018307	ELWARD, LUCIUS P	0.17
		018872	FLYNN, CATHERINE J	0.17
	METCALF	008871	NASH, STEPHANIE	0.34
		015277	HANSEN, WILLIAM C	0.34
		018031	THOMAS, JESSICA	0.34
		018854	PAUL, MADISON P	0.34
	NICOLLET	000000	Open Position	1.22

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE
LANG ARTS TCR	NICOLLET	010823	SMOLKE, ANGELA S	0.49
		012894	SORENSEN, BRAD	0.51
		014991	NEMETH, HEATHER	0.49
<b>LANG ARTS TCR</b>				<b>6.92</b>
MATH TCR	ALTERNATIVE HIGH SCHOOL	012268	JOHNSON, DEBRA S	1.00
		018652	DIPPEL, JESSICA C	1.00
	BHS	017791	BANITT, JUSTIN	0.60
	EAGLE RIDGE	012283	NELSON, MICHELLE L	0.34
		017014	SLETTEN, ELIZABETH M	0.50
		017361	CZAPAR, RYAN J	0.17
		017957	WYSOCKI, STEVEN J	0.17
	METCALF	018311	HAGEN, ALISON M	0.17
		004490	RIBNICK, BRIAN	0.17
		014106	MUELLER, SARAH K	0.17
		014527	BENSON, ROSS S	0.17
<b>MATH TCR</b>				<b>4.46</b>
NURSE	ALTERNATIVE HIGH SCHOOL	017764	COZAD, PATRICIA M	0.29
<b>NURSE</b>				<b>0.29</b>
PHY ED TCR	ALTERNATIVE HIGH SCHOOL	015046	MORRISSEY, KEVIN P	1.00
<b>PHY ED TCR</b>				<b>1.00</b>
PRINCIPAL	ALTERNATIVE HIGH SCHOOL	012351	PORTER, JANICE	1.00
<b>PRINCIPAL</b>				<b>1.00</b>
READING TCR	ALTERNATIVE HIGH SCHOOL	014600	KIRCHNER, AMY	0.50
<b>READING TCR</b>				<b>0.50</b>
SCIENCE TCR	ALTERNATIVE HIGH SCHOOL	013415	ENGELHARDT, ANGELA C	1.00
		016103	PILNEY, MAUREEN A	1.00
	METCALF	011073	MEYER, CHAD	0.34
<b>SCIENCE TCR</b>				<b>2.34</b>
SOC STU TCR	ALTERNATIVE HIGH SCHOOL	014195	HILL, AMY M	1.00
		014600	KIRCHNER, AMY	0.50
		017126	BERGMAN, ANNA T	1.00
	EAGLE RIDGE	008487	ALLEN, TRUDY L	0.17
		012432	KLUBBERUD, MICHAEL	0.16
		017795	SIMMONS, SEAN D	0.17
	METCALF	008284	JEFFERS, LUCRETIA	0.17
		017243	STUCYNSKI, MARY E	0.17
<b>SOC STU TCR</b>				<b>3.34</b>
WORK EXP TCR	ALTERNATIVE HIGH SCHOOL	017214	BATES, DANIEL W	0.80
<b>WORK EXP TCR</b>				<b>0.80</b>
<b>Budget Unit 10010</b>				<b>30.75</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

**Budget Unit: 10030**

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR HEALTH SERVICES	ASC	015911	WILLSON, DAWN M	0.80
<b>DIR HEALTH SERVICES</b>				<b>0.80</b>
EA HEALTH	DISTRICT-WIDE	011895	WITTENKELLER, JANE E	0.91
<b>EA HEALTH</b>				<b>0.91</b>
NURSE	ALTERNATIVE HIGH SCHOOL	017764	COZAD, PATRICIA M	0.11
	BHS	009091	WALCHER, PAMELA J	0.55
	EAGLE RIDGE	015482	EILERTSON, JANE ANN	0.63
	EDWARD NEILL	015733	MCDERMOTT-BATY, JODY	0.23
	HARRIET BISHOP	015983	BAGGOT, LYNN	0.66
	HIDDEN VALLEY	009363	BIEN, BERNADETTE L	0.25
	METCALF	011320	WALDRON, RACHELLE	0.56
	MW SAVAGE	009363	BIEN, BERNADETTE L	0.31
	NICOLLET	010972	WITTNEBEL, KATHY	0.78
	RAHN	016826	BARR, BARBARA M	0.40
	SIOUX TRAIL	015394	BEAULIEU, KOURTNEY A	0.53
	SKY OAKS	016142	BEENKEN, JULIE D	0.69
	VISTA VIEW	010553	WARDELL, BARBARA J	0.50
	WM. BYRNE	016435	RIDGLEY, ANGELA K	0.58
<b>NURSE</b>				<b>6.79</b>
NURSE - REGISTERED	DISTRICT-WIDE	012375	ROBISON, KIMBERLY A	0.91
		018874	WHITE, ERICA E	0.72
<b>NURSE - REGISTERED</b>				<b>1.63</b>
<b>Budget Unit 10030</b>				<b>10.13</b>

**FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

**Budget Unit: 11010**

Description	Location Description	Employee Number	Employee Name	Period FTE
BHS THEATER OPS MGR	BHS	010591	DAY, RANDELL	1.00
<b>BHS THEATER OPS MGR</b>				<b>1.00</b>
<b>Budget Unit 11010</b>				<b>1.00</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 11020**

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	BHS	015803	RIGGS, JEANINE L	1.00
<b>CLERICAL</b>				<b>1.00</b>
DIR ACTIVITIES	BHS	011828	MARSHALL, JEFFREY	1.00
<b>DIR ACTIVITIES</b>				<b>1.00</b>
<b>Budget Unit 11020</b>				<b>2.00</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 12010

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	007888	SHERIN, JUDITH L	1.00
		014360	CECKA, NANETTE	0.25
<b>CLERICAL</b>				<b>1.25</b>
EA LEVEL 3	RAHN	018472	WATERS, STACIE	0.18
		018803	KINGSBURY, SOPHIE M	0.50
<b>EA LEVEL 3</b>				<b>0.68</b>
FAMILY LIAISON	HIDDEN VALLEY	018687	UGAS, MARYAN	1.00
		018703	BRAMBILA, ALICIA	1.00
<b>FAMILY LIAISON</b>				<b>2.00</b>
TITLE 1 TCR	EDWARD NEILL	014652	HERKENHOFF, PATRICIA ANN	1.00
		018055	NIFFENEGGER, KAMALA N	0.20
	GIDEON POND	013149	MIRS, LAUREL	0.50
	HIDDEN VALLEY	015700	REID, LISA M	0.50
	MW SAVAGE	018289	HARVES, NICOLE R	0.80
	RAHN	016667	KEULER, LORI J	0.50
	SIOUX TRAIL	018211	HENDRICKSON, CAROLINE	1.00
	SKY OAKS	000000	Open Position	0.40
		014633	LEIGHTON, ELIZABETH M	0.50
		016885	CUNNIEN, LAURIE A	0.50
		018030	DAVIDSON, JESSICA J	0.50
	ST JOHNS	018707	BUCHMAN, ALLISON M	0.20
	VISTA VIEW	017921	LEE, JENNIFER	1.00
<b>TITLE 1 TCR</b>				<b>7.60</b>
TLT COORDINATOR	ASC	018296	VAN OSDEL, BETHANY A	0.50
	DIAMONDHEAD	018691	GULDEN, JANET	1.00
<b>TLT COORDINATOR</b>				<b>1.50</b>
<b>Budget Unit 12010</b>				<b>13.03</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 12020**

Description	Location Description	Employee Number	Employee Name	Period FTE
TLT COORDINATOR	ASC	018296	VAN OSDEL, BETHANY A	0.50
	DISTRICT-WIDE	018404	POPE, ROBERT J	1.00
<b>TLT COORDINATOR</b>				<b>1.50</b>
<b>Budget Unit 12020</b>				<b>1.50</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 12030**

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	015821	NAAS, ANNE B	0.50
<b>CLERICAL</b>				<b>0.50</b>
CULTURAL LIAISON	DISTRICT-WIDE	018668	ABDULLAHI, SACDIYO J	0.50
<b>CULTURAL LIAISON</b>				<b>0.50</b>
ESL COORDINATOR	ASC	018545	KROHN, JULIE C	1.00
<b>ESL COORDINATOR</b>				<b>1.00</b>
<b>Budget Unit 12030</b>				<b>2.00</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

**Budget Unit: 13010**

Description	Location Description	Employee Number	Employee Name	Period FTE
CIC COORDINATOR	DISTRICT-WIDE	009277	ZEIGLER, SARAH	0.50
<b>CIC COORDINATOR</b>				<b>0.50</b>
CONTINUOUS IMPROVEMENT COACH	DISTRICT-WIDE	006326	NEPSUND, CYNTHIA J	1.00
		008189	BRAUN, JEAN C	1.00
		009277	ZEIGLER, SARAH	0.50
		009302	BOHR, JENNIFER L	1.00
		011817	ALVEY, HEATHER	1.00
		012319	CIN, STEPHANIE P	1.00
		014874	STILES, JENNIFER E	1.00
<b>CONTINUOUS IMPROVEMENT COACH</b>				<b>6.50</b>
<b>Budget Unit 13010</b>				<b>7.00</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

**Budget Unit: 13020**

Description	Location Description	Employee Number	Employee Name	Period FTE
AVID COORDINATOR	ALTERNATIVE HIGH SCHOOL	017214	BATES, DANIEL W	0.20
	BHS	007838	MOULSOFF, NORINE L	0.20
	EAGLE RIDGE	012432	KLUBBERUD, MICHAEL	0.17
	METCALF	018031	THOMAS, JESSICA	0.17
	NICOLLET	013470	SMALLEY, AMY C	0.20
<b>AVID COORDINATOR</b>				<b>0.94</b>
AVID TCR	EAGLE RIDGE	006842	CHALLGREN, MARGARET TEN BROEK	0.17
		017361	CZAPAR, RYAN J	0.16
		017771	HELWIG, KRISTINE K	0.17
	METCALF	008287	KRUPKE, GRETA	0.17
		014122	LOTZE, TIMOTHY	0.17
		017243	STUCYNSKI, MARY E	0.17
<b>AVID TCR</b>				<b>1.01</b>
CULTURAL LIAISON	DISTRICT-WIDE	015209	GRANT, HEIDI A	1.00
		016451	LOPEZ, MARIA T	1.00
		016970	RAMOS, VERONICA	1.00
		017431	QUINTANA, MARIANA	1.00
		018140	KAAHIYE, AXMAD	1.00
		018158	ABDULLAHI, SAHRO	1.00
		018233	OMAR, ABDULAH	1.00
		018668	ABDULLAHI, SACDIYO J	0.50
		018797	GOODBUFFALO, DOMINIC E	1.00
<b>CULTURAL LIAISON</b>				<b>8.50</b>
DIR CURRICULUM & INSTRUCTION	ASC	018287	STANLEY, STACIE L	0.70
<b>DIR CURRICULUM &amp; INSTRUCTION</b>				<b>0.70</b>
EA LEVEL 3	HIDDEN VALLEY	017991	ALI, MARYAN H	0.69
	SKY OAKS	017995	ABTOW, ANAB A	0.81
	VISTA VIEW	017992	GUTIERREZ BELTRAN, MARIA L	0.81
<b>EA LEVEL 3</b>				<b>2.31</b>
SOCIAL WORKER	EDWARD NEILL	018375	AGUY, ASHLEY Y	0.50
	GIDEON POND	018516	KHALIF, ABDULLAHI M	0.50
	HARRIET BISHOP	018297	KOCH, REBECCA M	0.50
	HIDDEN VALLEY	018306	REICHERT, KRISTEN K	0.50
	MW SAVAGE	018320	CHESLA, PATRICK J	0.50
	RAHN	018297	KOCH, REBECCA M	0.50
	SIOUX TRAIL	018866	SIMON, TERESA	0.50
	SKY OAKS	018516	KHALIF, ABDULLAHI M	0.50
	VISTA VIEW	018375	AGUY, ASHLEY Y	0.50
	WM. BYRNE	018353	MORRISSEY, MICHELLE M	0.50
<b>SOCIAL WORKER</b>				<b>5.00</b>
<b>Budget Unit 13020</b>				<b>18.46</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 13030

Description	Location Description	Employee Number	Employee Name	Period FTE	
CONTINUOUS IMPROVEMENT COACH	DISTRICT-WIDE	008281	PLASCHKO, MARY BETH	1.00	
		011966	HANSON, LISA	1.00	
		013288	LUTZ, AMANDA J	1.00	
<b>CONTINUOUS IMPROVEMENT COACH</b>				<b>3.00</b>	
EA LEVEL 3	ALTERNATIVE HIGH SCHOOL	018730	WELLS, PHILLIP W	0.88	
	EDWARD NEILL	018387	KRUGER, TARA N	0.94	
	GIDEON POND	018535	NUR, IFRAH H	0.50	
		018743	BARSUG, HUDAYFI M	0.88	
	NICOLLET	016338	WICKHAM, LAURA	0.84	
<b>EA LEVEL 3</b>				<b>4.03</b>	
EA SUPPORT	WM. BYRNE	013905	WENDLING, PAULA L	0.91	
<b>EA SUPPORT</b>				<b>0.91</b>	
INTERVENTIONIST	BHS	007838	MOULSOFF, NORINE L	0.60	
		010142	HOLCOMBE, SARA J	0.60	
		010299	WEIGHTMAN, ELIZABETH C	0.20	
		013863	FLOYD, KEVIN S	0.20	
		014622	HARROD, KIMBERLEE N	0.40	
		016011	NELSON, JEFFREY P	0.20	
		016319	CONNELL, PAUL J	0.60	
		017791	BANITT, JUSTIN	0.40	
		017882	VOGT, KENDRA M	0.40	
		018075	SCHLAGER, DEREK A	0.40	
	EAGLE RIDGE	016920	DETTING, AMY LYN	1.00	
	EDWARD NEILL	013372	HAYDEN, SUZANNE	1.00	
	GIDEON POND	010293	JOOSTEN, NANCY	1.00	
	HARRIET BISHOP	016428	JORDAN, ALLISON A	1.00	
	HIDDEN VALLEY	015700	REID, LISA M	0.50	
	METCALF	000000	Open Position	1.00	
	MW SAVAGE	015074	CHAMERLIK, KAREN	0.50	
	NICOLLET	000000	Open Position	1.00	
	RAHN	016667	KEULER, LORI J	0.50	
		017885	WENZ, RACHEL M	1.00	
	SIOUX TRAIL	014226	STALOCK, SHARRON C	0.50	
		015791	MONSON, KATE A	0.50	
	SKY OAKS	014633	LEIGHTON, ELIZABETH M	0.50	
		018030	DAVIDSON, JESSICA J	0.50	
	VISTA VIEW	007339	PODRATZ, ANNE MARIE	0.50	
		016631	ORLENKO, CORBIN D	0.50	
	WM. BYRNE	015791	MONSON, KATE A	0.50	
	<b>INTERVENTIONIST</b>				<b>16.00</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

Description	Location Description	Employee Number	Employee Name	Period FTE
SOCIAL WORKER	HIDDEN VALLEY	018306	REICHERT, KRISTEN K	0.50
	MW SAVAGE	018320	CHESLA, PATRICK J	0.50
	WM. BYRNE	018353	MORRISSEY, MICHELLE M	0.50
<b>SOCIAL WORKER</b>				<b>1.50</b>
<b>Budget Unit 13030</b>				<b>25.44</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 14010

Description	Location Description	Employee Number	Employee Name	Period FTE
DIGITAL LEARNING SPECIALIST	DISTRICT-WIDE	018090	SALMELA, KATHRYN	1.00
	EDWARD NEILL	015982	ANDERSON, BJORN RS	1.00
	GIDEON POND	018073	ROLLIE, ALEXIS K	1.00
	HARRIET BISHOP	007763	RISTEAU, JOSEPH S	1.00
	HIDDEN VALLEY	017581	RAEBEL, BETH A	1.00
	MW SAVAGE	013583	TOFTE, ALEXANDER J	1.00
	RAHN	018858	CASSERLY-SMITH, MARY	1.00
	SIOUX TRAIL	018356	NESS, KATIE L	1.00
	SKY OAKS	009755	CHRISTEN, LISA K.	1.00
	VISTA VIEW	017819	ABRAHAMSON, JONATHAN	1.00
	WM. BYRNE	016401	WALGENBACH, RACHEL C	1.00
<b>DIGITAL LEARNING SPECIALIST</b>				<b>11.00</b>
<b>Budget Unit 14010</b>				<b>11.00</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 14020

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR TECHNOLOGY	ASC	018391	JOHNSON, DOUGLAS A	1.00
<b>DIR TECHNOLOGY</b>				<b>1.00</b>
INSTRUCTION/TECHNOLOGY COORD	ASC	016735	GORTON, RACHEL	1.00
<b>INSTRUCTION/TECHNOLOGY COORD</b>				<b>1.00</b>
TECH SPEC 1	ASC	010890	RETHLAKE-HOMOLKA, PAM	1.00
		016345	WALCZAK, CHERYL M	1.00
		017435	LUND, ELLIOTT J	1.00
		018627	ABDIWAHAB, MOHAMED S	1.00
<b>TECH SPEC 1</b>				<b>4.00</b>
TECH SPEC 2	ASC	016683	HREHA, JUSTIN T	1.00
		017002	KOPP, ELIZABETH A	1.00
		018396	WHIPPLE, ALEC	1.00
		018649	BLUHM, WILLIAM AE	1.00
<b>TECH SPEC 2</b>				<b>4.00</b>
TECH SPEC 3	ASC	012287	LUND, TIMOTHY J	1.00
<b>TECH SPEC 3</b>				<b>1.00</b>
TECH SPEC 4	ASC	005573	WEILER, ROBERT M	1.00
<b>TECH SPEC 4</b>				<b>1.00</b>
<b>Budget Unit 14020</b>				<b>12.00</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 15010**

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR SECONDARY PROGRAMING	DISTRICT-WIDE	018215	WATKINS, DAVID	1.00
<b>DIR SECONDARY PROGRAMING</b>				<b>1.00</b>
<b>Budget Unit 15010</b>				<b>1.00</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 15020**

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR CURRICULUM & INSTRUCTION	ASC	018287	STANLEY, STACIE L	0.30
<b>DIR CURRICULUM &amp; INSTRUCTION</b>				<b>0.30</b>
TLT COORDINATOR	DISTRICT-WIDE	018334	SHANLEY, SARAH J	1.00
<b>TLT COORDINATOR</b>				<b>1.00</b>
<b>Budget Unit 15020</b>				<b>1.30</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 15040**

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	014360	CECKA, NANETTE	0.75
<b>CLERICAL</b>				<b>0.75</b>
STUDENT INFO/TESTING COORD	ASC	011756	ERICKSON, CONSTANCE	0.50
<b>STUDENT INFO/TESTING COORD</b>				<b>0.50</b>
<b>Budget Unit 15040</b>				<b>1.25</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 16010**

Description	Location Description	Employee Number	Employee Name	Period FTE
SCHOOL BOARD	DISTRICT-WIDE	006811	CURRIER, DEEDEE C	0.00
		013108	HILL, RONALD I	0.00
		014317	MACKALL, SANDRA M	0.00
		017471	SCHMID, JAMES D	0.00
		017593	VANDENBOOM, ROBERT J	0.00
		018011	ALT, ABIGAIL	0.00
<b>SCHOOL BOARD</b>				<b>0.00</b>
SCHOOL BOARD - CHAIR	DISTRICT-WIDE	014416	LUTH, DANIEL W	0.00
<b>SCHOOL BOARD - CHAIR</b>				<b>0.00</b>
<b>Budget Unit 16010</b>				<b>0.00</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 16020**

Description	Location Description	Employee Number	Employee Name	Period FTE
EXEC ADMIN ASSISTANT	ASC	017901	KENNEY, JAMI M	1.00
<b>EXEC ADMIN ASSISTANT</b>				<b>1.00</b>
SUPERINTENDENT	ASC	017994	GOTHARD, JOSEPH M	1.00
<b>SUPERINTENDENT</b>				<b>1.00</b>
<b>Budget Unit 16020</b>				<b>2.00</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 16030**

Description	Location Description	Employee Number	Employee Name	Period FTE
ASST SUPERINTENDENT	ASC	018043	AMOROSO, CYNTHIA	1.00
<b>ASST SUPERINTENDENT</b>				<b>1.00</b>
CLERICAL	ASC	011739	PARISEAU, MARCIA L	0.50
<b>CLERICAL</b>				<b>0.50</b>
<b>Budget Unit 16030</b>				<b>1.50</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 16040**

Description	Location Description	Employee Number	Employee Name	Period FTE
DIR HUMAN RESOURCES	ASC	017487	SOVINE, STACEY	1.00
<b>DIR HUMAN RESOURCES</b>				<b>1.00</b>
HR BENEFITS SPECIALIST	ASC	018189	LINDBERG, CHARLOTTE	1.00
<b>HR BENEFITS SPECIALIST</b>				<b>1.00</b>
HR COORD	ASC	016573	WEILER, TIFFANY M	1.00
<b>HR COORD</b>				<b>1.00</b>
HR EMPLOYMENT SPECIALIST	ASC	012322	HARRIS, TRUDIE L	1.00
<b>HR EMPLOYMENT SPECIALIST</b>				<b>1.00</b>
HR LABOR RELATIONS MGR	ASC	017174	DEMUTH, JOY S	1.00
<b>HR LABOR RELATIONS MGR</b>				<b>1.00</b>
<b>Budget Unit 16040</b>				<b>5.00</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 16050

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	011739	PARISEAU, MARCIA L	0.50
		014243	LAQUA, NANCY A	1.00
		015662	WILSON, MICHELE L	1.00
		015940	ZELLMER, JULIE A	1.00
		015943	LEACH, CHARLOTTE	1.00
		016596	KAISERSHOT, STACY L	1.00
		018321	DITTER, NATALIE L	1.00
		018322	SWANSON, RENAE A	1.00
<b>CLERICAL</b>				<b>7.50</b>
DIR ACCOUNTING	ASC	018405	WINTERLIN, GORDON D	1.00
<b>DIR ACCOUNTING</b>				<b>1.00</b>
DIR BUSINESS	ASC	016166	RIDER, LISA K	1.00
<b>DIR BUSINESS</b>				<b>1.00</b>
PYRL SUPERVISOR	ASC	016574	ROBASSE, CHRISTINE M	1.00
<b>PYRL SUPERVISOR</b>				<b>1.00</b>
<b>Budget Unit 16050</b>				<b>10.50</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 16060**

Description	Location Description	Employee Number	Employee Name	Period FTE
COMMUNICATIONS COORD	ASC	017462	TINKLENBERG, AARON D	1.00
<b>COMMUNICATIONS COORD</b>				<b>1.00</b>
DIR COMMUNICATIONS	ASC	015922	DUNN, RUTH C	1.00
<b>DIR COMMUNICATIONS</b>				<b>1.00</b>
<b>Budget Unit 16060</b>				<b>2.00</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 16070

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	015033	HARDT, ANNETTE	1.00
		018083	CURTIS, MICHELE A	1.00
		018175	ROMERO, DENISE	1.00
		018207	LOPEZ, KASSANDRA	1.00
		018293	SANDELL, HEIDI	1.00
<b>CLERICAL</b>				<b>5.00</b>
INFORMATION SYSTEMS COORD	ASC	012023	MCCARTHY, BRIGID M	1.00
<b>INFORMATION SYSTEMS COORD</b>				<b>1.00</b>
STUDENT INFO/TESTING COORD	ASC	011756	ERICKSON, CONSTANCE	0.50
<b>STUDENT INFO/TESTING COORD</b>				<b>0.50</b>
<b>Budget Unit 16070</b>				<b>6.50</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 17011

Description	Location Description	Employee Number	Employee Name	Period FTE
PRINCIPAL	EDWARD NEILL	017169	VAUGHT, ELIZABETH C	1.00
	GIDEON POND	014183	BELLMONT, CHRISTOPHER	1.00
	HARRIET BISHOP	013381	NESVIG, ERIKA	1.00
	HIDDEN VALLEY	017563	BLACK, KRISTINE C	1.00
	MW SAVAGE	008086	NEPSUND, JEFF L	1.00
	RAHN	018070	BORER, BARBARA	1.00
	SIOUX TRAIL	018071	MCPARLAND, SHANNON	1.00
	SKY OAKS	009829	BONNEVILLE, JON G	1.00
	VISTA VIEW	013654	ROBB, BRADLEY E	1.00
	WM. BYRNE	017156	BOMSTA, LYLE J	1.00
<b>PRINCIPAL</b>				<b>10.00</b>
<b>Budget Unit 17011</b>				<b>10.00</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 17012

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	EDWARD NEILL	014558	STICKLE, CAROLYN E	1.00
	GIDEON POND	013867	ZIMMERMAN, SYBIL	1.00
	HARRIET BISHOP	013925	HINMAN, JENNIFER J	1.00
	HIDDEN VALLEY	013957	BERRA, ANGELA M	1.00
		016690	LARSON, DEBORAH M	0.88
	MW SAVAGE	009856	BYRNE, PATRICIA C	0.50
		011910	HREHA, KYLE J	1.00
	RAHN	015885	CROSBIE, CYNTHIA	1.00
	SIOUX TRAIL	010841	CENCI, BARBARA	1.00
	SKY OAKS	016287	PERALTA, NANCY E	1.00
	VISTA VIEW	006482	DAHLER, ELOISE J	1.00
	WM. BYRNE	017583	MCBRIDE, KRISTEN	1.00
<b>CLERICAL</b>				<b>11.38</b>
<b>Budget Unit 17012</b>				<b>11.38</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 17013

Description	Location Description	Employee Number	Employee Name	Period FTE
EA LEVEL 3	GIDEON POND	014293	BUTORAC, MELANIE A	0.88
		018743	BARSUG, HUDAYFI M	0.06
	HARRIET BISHOP	018774	OSHIRO, KAREN M	0.94
	MW SAVAGE	000000	Open Position	0.94
	RAHN	018472	WATERS, STACIE	0.73
	SIOUX TRAIL	018785	OSTERTAG, HANNAH	0.84
<b>EA LEVEL 3</b>				<b>4.39</b>
EA LUNCH	SIOUX TRAIL	018750	GAVNIK, MICHAEL E	0.28
<b>EA LUNCH</b>				<b>0.28</b>
EA SUPPORT	EDWARD NEILL	017006	ROSENBERGER, ROSE M	0.88
	GIDEON POND	015754	KUMP, JOLENE	0.62
		018535	NUR, IFRAH H	0.25
	HARRIET BISHOP	000000	Open Position	0.38
		011373	FONTANA, PEGGY	0.75
		013666	BECKER, SARAH J	0.06
		017833	HEEREY, HEATHER	0.69
	HIDDEN VALLEY	018541	CHHEN, KUOY L	0.41
		012372	MCCONNELL, DIANE	0.50
		018384	SCHWARZ, DARCIE N	0.44
	MW SAVAGE	018655	RENNER, PENI E	0.25
		014441	BAKER, YVONNE M	0.31
		015460	SAMUEL, LAURIE	0.69
	RAHN	018704	HILDMAN, JESSICA	0.31
		010976	MOSLEY, JULIE G	0.75
	SIOUX TRAIL	018160	OMAR, AMANI	0.31
	SKY OAKS	011193	BERGE, KRISTY K	0.25
		015616	BERGE, SARA K	0.75
		018341	MILLER, KATHERINE C	1.00
		018505	WINEY, HUNTER	0.25
	VISTA VIEW	016244	GILBERTSON, SHERRY A	0.91
		017120	OLSON, DIANE B	0.62
	WM. BYRNE	015131	HENLE, ANGELA G	0.81
		015501	KELJIK, SUSAN B	0.53
016036		KOCH, DONALD C	0.28	
018686		BJORK, LORI	0.28	
<b>EA SUPPORT</b>				<b>13.28</b>
EA TRANS	WM. BYRNE	015131	HENLE, ANGELA G	0.09
<b>EA TRANS</b>				<b>0.09</b>
<b>Budget Unit 17013</b>				<b>18.04</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 17021

Description	Location Description	Employee Number	Employee Name	Period FTE
PRINCIPAL	BHS	014077	HELKE, DAVID M	1.00
	EAGLE RIDGE	007490	LEAKE, DONALD L	1.00
	METCALF	014914	RONN, KELLY J	1.00
	NICOLLET	011279	BRANDNER, RENEE	1.00
<b>PRINCIPAL</b>				<b>4.00</b>
PRINCIPAL ASST	BHS	007326	MORRISSETTE, BRUCE P	1.00
		007829	ROCZNIAK, EUGENE A	1.00
		017873	DERDEN, WILLIAM M	1.00
	EAGLE RIDGE	014960	BRASPENICK, CHERIE	1.00
	METCALF	015977	HEIM, WILLIAM V	1.00
	NICOLLET	000000	Open Position	1.00
	<b>PRINCIPAL ASST</b>			
<b>Budget Unit 17021</b>				<b>10.00</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 17022

Description	Location Description	Employee Number	Employee Name	Period FTE
BURSAR	BHS	016592	BECKERS, CHRISTINE A	1.00
<b>BURSAR</b>				<b>1.00</b>
CLERICAL	BHS	000000	Open Position	1.00
		008305	DECKER, WENDY	1.00
		011374	FRATZKE, JAYNE M	1.00
		015756	KEENEY, RACHEL M	1.00
		016459	SCHERER, DEBRA M	1.00
		017676	BRISCOE, MELANIE A	1.00
		018554	THORNTON, JENIFER A	1.00
		018776	RIPOLL, SARAH J	0.62
	EAGLE RIDGE	014316	SIMON, LYDIA	1.00
		016194	SCALZO, KRISTIN	1.00
		017903	PETROSKEY, KELLIE A	1.00
	METCALF	008233	BIELECK, DEBORAH D	1.00
		012064	PETERSON, LAURA J	1.00
		012853	MATERNOWSKI, PATRICIA	1.00
	NICOLLET	003613	STEPHES, JANET	1.00
		011378	MARO, JULIE A	1.00
		011980	DERENDAL, BARBARA L	1.00
<b>CLERICAL</b>				<b>16.62</b>
REGISTRAR	BHS	009223	REIHER, PAM	1.00
<b>REGISTRAR</b>				<b>1.00</b>
<b>Budget Unit 17022</b>				<b>18.62</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 17023

Description	Location Description	Employee Number	Employee Name	Period FTE
EA LEVEL 3	BHS	012978	RUZZI, YVONNE R	0.88
		015800	PULLEY, ERIC D	0.50
		016348	VILLE, JUANITA	0.88
	EAGLE RIDGE	009118	NEUMAN, JEAN M	0.81
		011497	SHAFFER, PENNY L	0.88
	METCALF	011892	PETERSON, KIM L	0.81
		018644	WILLIS, CALEB L	0.81
	NICOLLET	006653	PERKINS, TERRI M	0.19
		009303	KINSELLA, JOSEPH	0.94
<b>EA LEVEL 3</b>				<b>6.69</b>
EA SUPPORT LVL 3	NICOLLET	006653	PERKINS, TERRI M	0.69
<b>EA SUPPORT LVL 3</b>				<b>0.69</b>
<b>Budget Unit 17023</b>				<b>7.38</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## **Budget Unit: 18010**

Description	Location Description	Employee Number	Employee Name	Period FTE
EA TRANS	EDWARD NEILL	015757	TILLMAN, JACK R	0.09
	GIDEON POND	015754	KUMP, JOLENE	0.38
	HARRIET BISHOP	008958	CARNEY, CATHERINE	0.06
		013666	BECKER, SARAH J	0.06
		018541	CHHEN, KUOY L	0.06
	MW SAVAGE	015460	SAMUEL, LAURIE	0.12
	RAHN	010976	MOSLEY, JULIE G	0.19
	SIOUX TRAIL	012072	ENGBERG, DENISE G	0.25
	SKY OAKS	018505	WINEY, HUNTER	0.38
	VISTA VIEW	014670	CERMAK, BARBARA L	0.25
<b>EA TRANS</b>				<b>1.84</b>
<b>Budget Unit 18010</b>				<b>1.84</b>

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

## Budget Unit: 19010

Description	Location Description	Employee Number	Employee Name	Period FTE
CUSTODIAN	ALTERNATIVE HIGH SCHOOL	006402	DIMBERIO, ROBBIE	1.00
		017639	PRESS, MARY	1.00
		018812	LOPEZ, JOSEPH D	0.50
	BHS	000000	Open Position	3.00
		005403	CHANTARA, THOMAS KHAMSSING	1.00
		007303	HRIMNAK, JOSEPH MICHAEL	1.00
		011401	GOMEZ, OSCAR A	1.00
		014940	MORALES, MANUELA	1.00
		015467	ORELLANA, LAURA I	1.00
		015904	FOSTER, KENT M	1.00
		016566	ALVARADO, ANGEL	1.00
		017019	SCHMIDT, BRENT G	1.00
		017436	LAKE, DAVID	1.00
		018190	JOHNSON, BRIAN J	1.00
		018226	SCHWANKE, CRAIG A	1.00
		018305	WICK, DARRYL	1.00
		018731	BENJAMINSON, DANIEL G	1.00
		018736	KIEHN, JEAN M	1.00
		018764	DAVILA, GUILLERMO D	1.00
		018837	LUNDBERG-SCHMIDT, PAMELA M	1.00
		DIAMONDHEAD	011220	TOELLER, JOHN F.
	011234		CARLSON, KEITH A	1.00
	012135		GRAUPMANN, DAVID A	1.00
	013225		BERG, HAROLD J	1.00
	014811		THURBER, LAURIE	1.00
	DISTRICT-WIDE	015179	WENDORF, ERIC S	1.00
		018366	BOGUE, DREW A	0.50
	EAGLE RIDGE	003670	JOHNSON, GLENN A.	1.00
		010273	SCHALLENBERG, CATHERINE	1.00
		012446	GORZYCKI, MARK	1.00
		014939	LY, TY V	1.00
		018555	MCDONALD, DAVID	1.00
	EDWARD NEILL	017433	REIMERS, JAMES F	1.00
		018230	SAHLI, TERESEA	1.00
		018813	ASTACIO MATOS, RAMON	0.50
	GIDEON POND	018192	WOLFRAM, MICHAEL	1.00
		018487	GREINER, STEVE	1.00
		018813	ASTACIO MATOS, RAMON	0.50
	HARRIET BISHOP	013074	MARTINEZ, ROBERT V	1.00
		015758	CARLSON, SANDRA K	1.00
		018660	ANDERSON, CHRISTOPHER	0.50
	HIDDEN VALLEY	007748	NELSON, KIRK A	1.00

# FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)

Description	Location Description	Employee Number	Employee Name	Period FTE	
CUSTODIAN	HIDDEN VALLEY	017163	SULLIVAN, GERALDINE E	1.00	
		018047	MATYKIEWICZ, BRANDON J	1.00	
	METCALF	005087	LEON, STEVEN F	1.00	
		016816	SAHLI, JONATHAN C	1.00	
		016890	KREPS, RODNEY V	1.00	
		018104	ABBOTT, MARK M	1.00	
		018615	STRAUSS, FOREST	0.50	
		MW SAVAGE	005868	FREDERICKSON, NORMAN D	1.00
	017916		ROBASSE, CHARLES W	1.00	
	018660		ANDERSON, CHRISTOPHER	0.50	
	NICOLLET	010163	WESTLUND, DALE V	1.00	
		015476	MARCHESSAULT, PATRICK	1.00	
		015783	O'LEARY, DANIEL L	1.00	
		015910	TESKE, JEFFREY J	1.00	
		018741	JENSEN, BRYAN J	1.00	
	RAHN	011614	NEEDHAM, TIMOTHY	1.00	
		015736	GILBERTSON, DALE	1.00	
		018740	SWAIN, SHAWN L	0.50	
	SIOUX TRAIL	011269	GLENDE, MARK	1.00	
		017333	JONES, GARY A	1.00	
		018812	LOPEZ, JOSEPH D	0.50	
	SKY OAKS	017328	KINYON, TERRY R	1.00	
		017334	OLDER, GLEN R	1.00	
		018153	KAISERSHOT, TROY M	1.00	
	VISTA VIEW	009048	PAHL, NICK H	1.00	
		017694	WOLLERSHEIM, CHRISTIAN P	1.00	
		018366	BOGUE, DREW A	0.50	
	WM. BYRNE	017644	HENDERSON, SEAN M	1.00	
		018608	SATHER, DEREK D	0.50	
		018740	SWAIN, SHAWN L	0.50	
	<b>CUSTODIAN</b>				<b>68.00</b>
	DIR OF OPERATIONS	ASC	004356	SIMON, GLENN D.	0.40
	<b>DIR OF OPERATIONS</b>				<b>0.40</b>
OPS SUPERVISOR	DISTRICT-WIDE	010543	WURDEMAN, SCOTT	1.00	
		011601	ZEIMET, EDWARD	1.00	
		012926	SHAWBACK JR, ARTHUR	1.00	
<b>OPS SUPERVISOR</b>				<b>3.00</b>	
<b>Budget Unit 19010</b>				<b>71.40</b>	

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 19020**

Description	Location Description	Employee Number	Employee Name	Period FTE
CUSTODIAN	DISTRICT-WIDE	001524	WENDORF, GREGORY	0.75
		012488	SCHUUR, MYRON G	1.00
		012673	DYKSTRA, BRYAN G.	1.00
		016567	ANDERSON, JOHN CHARLES	1.00
		017638	POWERS, DANIEL	1.00
		017643	VENDEL, MATTHEW M	1.00
		018191	POWERS, SCOTT D	1.00
		018690	HADAC, WILLIAM	1.00
		018761	JOHNSON, MICHAEL A	1.00
<b>CUSTODIAN</b>				<b>8.75</b>
<b>Budget Unit 19020</b>				<b>8.75</b>

**FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

**Budget Unit: 19030**

Description	Location Description	Employee Number	Employee Name	Period FTE
CLERICAL	ASC	011725	THOMPSON, SUSAN M	1.00
<b>CLERICAL</b>				<b>1.00</b>
<b>Budget Unit 19030</b>				<b>1.00</b>

**FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

**Budget Unit: 19050**

Description	Location Description	Employee Number	Employee Name	Period FTE
CUSTODIAN	DISTRICT-WIDE	001524	WENDORF, GREGORY	0.25
		008678	HARTMAN, THOMAS P	1.00
<b>CUSTODIAN</b>				<b>1.25</b>
<b>Budget Unit 19050</b>				<b>1.25</b>

# **FY17 Adopted Budget Staffing By Budget Unit (As of Jun 3, 2016)**

## **Budget Unit: 20030**

Description	Location Description	Employee Number	Employee Name	Period FTE
EA LEVEL 3	BHS	000000	Open Position	0.88
		008955	LORIG, DIANE	0.88
		009806	WALLS, ELI	0.88
		012451	ROBLES, MICHELLE R	0.88
		015056	DOVE, BETTY ANN	0.88
	METCALF	012065	ROBERTSON, PAULA	0.81
<b>EA LEVEL 3</b>				<b>5.19</b>
<b>Budget Unit 20030</b>				<b>5.19</b>

## General Fund Budget Comparative Summary

	Actual Results 2011-12	Actual Results 2012-13	Actual Results 2013-14	Actual Results 2014-15	Revised Budget 2015-16	Projected 2016- 17
<b>Total Beginning Fund Balance</b>	\$ 17,541,406	\$ 21,722,281	\$ 23,513,831	\$ 21,960,591	\$ 20,677,866	\$ 17,496,010
<b>Revenues</b>	110,320,643	112,117,128	114,626,638	119,103,906	118,046,063	121,781,224
<b>Expenditures</b>	106,139,768	110,325,578	116,179,878	120,386,631	121,227,919	125,819,062
<b>Variance (Revenues - Expenditures)</b>	4,180,875	1,791,550	(1,553,240)	(1,282,725)	(3,181,856)	(4,037,838)
<b>Total Ending Fund Balance</b>	<u>\$ 21,722,281</u>	<u>\$ 23,513,831</u>	<u>\$ 21,960,591</u>	<u>\$ 20,677,866</u>	<u>\$ 17,496,010</u>	<u>\$ 13,458,172</u>
<b>Breakdown of Fund Balance Categories</b>						
<b>Nonspendable</b>	\$ 189,006	\$ 270,695	\$ 256,197	\$ 647,352	\$ 647,352	\$ 350,000
<b>Restricted</b>	3,562,528	3,867,464	3,633,869	3,787,467	3,332,925	3,332,925
<b>Committed</b>	2,519,534	1,903,201	2,067,348	1,393,434	837,994	837,994
<b>Unassigned</b>	15,451,213	17,472,471	16,003,177	14,849,613	12,677,739	8,937,253
<b>Total Ending Fund Balance</b>	<u>\$ 21,722,281</u>	<u>\$ 23,513,831</u>	<u>\$ 21,960,591</u>	<u>\$ 20,677,866</u>	<u>\$ 17,496,010</u>	<u>\$ 13,458,172</u>
 <b>Unassigned Fund Balance %</b>	 14.56%	 15.84%	 13.77%	 12.33%	 10.46%	 7.10%



**Agenda Item III.N.  
June 23, 2016**

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

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

**Date:** June 17, 2016

**Re:** Election of School Board Members and Calling the School District General Election

**RECOMMENDATION:** That the Board of Education adopts the attached formal resolution calling a School District General Election on Tuesday, November 8, 2016 to elect three (3) members to the School Board for terms of four (4) years each.

This resolution calls the general school board election to fill three (3) positions on the School Board. The term of office for Ron Hill, Dr. DeeDee Currier, and Sandy Mackall will expire when the re-elected or newly elected directors take office on January 12, 2017.

Affidavits of Candidacy are available from the school district clerk, Independent School District No. 191, 200 West Burnsville Parkway, Burnsville, MN 55337. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5 p.m. on August 16, 2016.

I recommend the adoption of the resolution.

Attachments:  
Notice of Filing Dates for Election to the School Board  
Resolution Calling School Board Election

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 191  
(BURNSVILLE-EAGAN-SAVAGE)  
DAKOTA AND SCOTT COUNTIES, MINNESOTA

Pursuant to due call and notice thereof, a \_\_\_\_\_ meeting of the School Board of Independent School District No. 191 (Burnsville-Eagan-Savage), Dakota and Scott Counties, Minnesota, was held in said school district on \_\_\_\_\_, 2016, at \_\_\_\_ o'clock p.m.

The following members were present:

and the following were absent:

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

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

BE IT RESOLVED by the School Board of Independent School District No. 191, Dakota and Scott Counties, Minnesota, as follows:

1. (a) It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held on Tuesday, the 8th day of November, 2016, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district polling places and the precincts served by those polling places, as previously established and designated for school district elections held in conjunction with a statewide election, are hereby designated for this general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of Dakota and Scott Counties, at least seventy-four (74) days before the date of said general election. The notice shall specify the date of said election and the office or offices to be voted on at said general election.

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

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

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

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

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

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

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

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

7. The election shall be held and the returns made and canvassed in the manner

prescribed by law, and the School Board shall meet between three and ten days after the election for the purpose of canvassing the results thereof.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Exhibit A

**SCHOOL DISTRICT BALLOT**

**INDEPENDENT SCHOOL DISTRICT NO. 191  
(BURNSVILLE-EAGAN-SAVAGE)  
GENERAL ELECTION**

**NOVEMBER 8, 2016**

---

**INSTRUCTIONS TO VOTERS**  
**TO VOTE, COMPLETELY FILL IN THE OVAL(S) NEXT TO YOUR CHOICE(S).**



---

**SCHOOL BOARD MEMBER**

**VOTE FOR UP TO THREE**

---

NAME

NAME

NAME

NAME

NAME

NAME

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

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

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

STATE OF MINNESOTA )  
COUNTIES OF DAKOTA )SS  
AND SCOTT )

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

WITNESS MY HAND officially as such clerk this \_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
School District Clerk

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 191  
(BURNSVILLE-EAGAN-SAVAGE)  
DAKOTA AND SCOTT COUNTIES, MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 191 shall begin at 8 a.m. on August 2, 2016, and shall close at 5 p.m. on August 16, 2016.

The general election shall be held on Tuesday, November 8, 2016. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, Independent School District No. 191, 200 West Burnsville Parkway, Burnsville, MN 55337. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5 p.m. on August 16, 2016.

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

BY ORDER OF THE SCHOOL BOARD

/s/

\_\_\_\_\_  
School District Clerk  
Independent School District No. 191  
(Burnsville-Eagan-Savage)  
Dakota and Scott Counties, Minnesota



To: Members, Board of Education

**Agenda Item III.O.  
June 23, 2016**

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

Date: June 20, 2016

Re: Approve Contract for Vending of Beverage and Snacks

**RECOMMENDATION:** That the Board of Education approve the three year contract for vending of beverages and snacks with Midwest, Inc. and authorizes the Executive Director of Business Services to execute the agreement.

This spring we sought request for proposals of vending services. We have had vending machines at our secondary schools. As a result of the analysis of usage, we will be discontinuing machines at the middle schools as there is not much activity. We will continue machines at our BHS, BAHS, and Diamondhead locations. In addition to vending machines, Midwest provides 24 coolers at our Campus Cup and BHS location. These coolers are used at BHS for concessions indoors and outdoors.

The contract is an exclusive contract for three years. It is with the same vendor we have had for the past three years. The actual gross revenue produced in the past year is less than \$20,000 and we receive no commission as the sales are so low.

Board policy does call for approval by the Board of this contract.

I recommend approval of this contract.



# MIDWEST VENDING

## AGREEMENT **Amended June 15, 2016**

THIS AGREEMENT, made this **June 15, 2016** between **Burnsville, Eagan, Savage School District #191** and **Lisa Rider** hereinafter known as **BES**

and

**Midwest Vending, Inc.**, hereinafter known as the **Operator**,

Witnessed:

**WHEREAS**, **BES** is desirous of granting the **Operator** exclusive privilege of operating all beverage machines within the designated areas.

**WHEREAS**, the **Operator** represents that the **Operator** is duly qualified to operate a vending machine service;

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS;

**A. PERMIT TO OPERATE:** Subject to the terms and responsibilities set forth in this agreement, **BES** grants the exclusive right to the **Operator** to vend, operate and maintain vending machines for the retail sale of snacks and beverage as well as distribute beverages for district sponsored concession needs at **see addendum with location listing on separate page. Excludes staff lounge locations.**

This permit is made to **Operator** only and is not transferable and cannot be further contracted. This agreement will have a term of three (3) year by mutual agreement. The three (3) year term of this agreement will commence **July 1, 2016** and terminate on **June 30, 2019**. **BES**, agent for administration of this contract is, **Lisa Rider** or her designee.

**B. RESPONSIBILITIES OF THE OPERATOR:** The Operator shall have the following responsibilities with the vending machine service program (hereinafter referred to as vending machines).

1. The **Operator** agrees to install, operate and maintain coin or currency operated vending machines capable of automatically dispensing permitted items within the area named above and in the area of the building now designated. It is understood that only vending machines will be permitted and it is expressly intended to preclude the operator from establishing a stand or shop for the purposes of selling any items and also to exclude any form of personal salesmanship.

**B. RESPONSIBILITIES OF THE OPERATOR, continued**

The **Operators** must own, purchase or rent vending machines. **BES** is not responsible for their procurement nor cost. All vending equipment and security measures shall have the approval of the **BES** prior to installations. Equipment must have been manufactured in 2005 or later. The **Operators** shall guarantee that all equipment shall meet the approval of State and local health department specifications, and the specifications published by the United States Public Health Federation. The **Operators** shall retain ownership of the vending equipment.

2. The **Operators** will not erect or allow to be erected any signs, displays, or advertising devices in the buildings except for those signs contained on the vending machine, which are necessary for identification and the proper control and maintenance of the individual vending machines.

3. The **Operator** will carry and keep in force during the full term of this agreement at the Operator's own expense a policy or policies of insurance as insured in the amounts and of the type as follow:

<u>COVERAGE</u>	<u>MINIMUM LIMITS</u>
<u>COMMERCIAL GENERAL LIABILITY</u>	
COMBINED SINGLE LIMIT	\$1,000,000
OR	
BODILY INJURY/PROPERTY DAMAGE	\$1,000,000 EACH OCCURRENCE
<u>AUTOMOBILE LIABILITY (INCLUDING HIRED AND NON-OWNED)</u>	
COMBINED SINGLE LIMIT	\$1,000,000
OR	
BODILY INJURY/PROPERTY DAMAGE	\$ 500,000 EACH PERSON \$1,000,000 EACH OCCURRENCE

**WORKMEN'S COMPENSATION INSURANCE (AS REQUIRED BY LAW)**

The Operator shall provide a Certificate of Insurance to **BES** upon request.

4. The **Operator** shall at all times, keep or cause to keep the machines in proper mechanical working order , making all necessary repairs, and keep or cause to keep the machines adequately stocked so as to insure continuous service.

**B. RESPONSIBILITIES OF THE OPERATOR, continued**

5. The **Operator** shall request that **BES** assume all risk for any loss of and to its equipment, money and products from whatever cause including, but not limited to theft, vandalism during normal business hours. **BES** would be able to pay for any damage or loss incurred, from its monthly commission earnings.

6. **BES** shall at all times retain the right to inspect the machines and vending area to assure maximum cleanliness and otherwise compliance with specifications.

7. All receipts from vending operation shall belong to the **Operator**, who shall be responsible for all Operator costs herein noted as well as payment of the agreed upon commission payable to **BES**.

8. The **Operator** shall be required to report to **BES** by the tenth (10) day of the following MONTH, the net sales and commission for each machine. Payment of the commission shall be due at that time. **BES** shall have direct access via the internet to account specific sales information.

10. This agreement may not be canceled by **BES** or the **Operator** at any time without cause. **BES** may cancel this contract for breach, as determined by **BES**, which shall consider such items as, but not limited to: insufficient insurance coverage, failure to provide required period statements or to pay period commission and annual guarantee payments due on or before the 10th day following the period in which they were earned, failure to enforce required standards of sanitation, failure to provide proper snacks as described in the child nutrition wellness document in all public areas or quality of service is unsatisfactory to **BES**. **BES** shall provide ten (10) calendar working days written notice of contract breach and unless within ten (10) calendar days such neglect has ceased and arrangements made to correct, **BES** may cancel the contract by giving sixty (60) days notice in writing by registered or certified mail of its intention to cancel this contract.

## EXHIBIT "A"

**BEVERAGES**  
**EQUIPMENT, PRICING AND COMMISSIONS**

**EQUIPMENT – See attached location listing**

Equipment in public areas will be equipped with timers  
Equipment in public areas will have capability of accepting credit and debit cards  
Equipment in public areas will have capability of Permission Based Vending system  
Equipment to have dollar bill acceptors (\$1/ \$ 5)  
Equipment to have 24 hour monitoring (real time vending) installed.  
Equipment to be ENERGY STAR rated with LED lighting  
The Right Choice Wellness Program  
The Child Nutrition & Wellness program as well as the IOM guidelines to be maintained in public areas. *See attached item listing.*

**Commission**

Midwest Vending Inc. in exchange for a three-year contract, will pay **BES** the following commission structure where commission pricing applies:

<u>Weekly minimum sales</u>	<u>Monthly Payout level</u>	<u>PERCENTAGE PAYOUT</u>
ZERO to \$ 50.00	\$ 0 to \$ 215.00	0.0%
\$ 51.00 to \$ 100.00	\$ 216.00 to \$ 430.00	10.0%
\$ 101.00 to \$ 300.00	\$ 431.00 to \$ 1290.00	25.0%
\$ 301.00 and ABOVE	\$ 1291.00 and ABOVE	35.0%

No commission payout is made on VALUE PRICED items, COLD FOOD or FROZEN items.. All commission paid **AFTER TAX!**

**Pricing**

Pricing for snacks and beverages would reflect that which was submitted within the proposal dated February 2016 (see attached) and remain in effect until December 31, 2016. Any further pricing changes would have to be manufacture driven and supported with manufacture documentation .

\_\_\_\_\_  
Steven Duscha – Sr. Sales Associate  
Midwest Vending, Inc.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Lisa Rider – Director of Business Services  
BES – District 191

\_\_\_\_\_  
DATE

IN WITNESS WHEREOF, having read or heard read this agreement, and  
acknowledging the incorporation of **EXHIBIT "A"** into this  
agreement by reference the parties hereto have caused this agreement to be duly  
executed.

\_\_\_\_\_  
Steven Duscha – Sr. Sales Associate  
Midwest Vending, Inc.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Lisa Rider – Director of Business Services  
BES – District 191

\_\_\_\_\_  
DATE

District 191 - Burnsville, Eagan, Savage  
 2016 Dist. 191 Vending Locations

PUBLIC MACHINES ONLY!

FINAL LOCATION LISTING

Location Listing VENDING EQUIPMENT

Timers:  
 Sr. High locations

Off 10:00 - 12:30

Location	Address	City	Current Equipment Mz May 2016	PROPOSED EQUIPMENT and CHANGES August 2016
BES ALC	2140 Diffley Road	Eagan	Beverage Beverage Snack	REMOVE (1) beverage  <i>Convert to a COMBINATION food/snack merchandiser</i>
Burnsville HS	600 East Hwy 13	Burnsville	Beverage Beverage Snack Snack	REMOVE (1) beverage REMOVE (1) snack <i>Convert to a COMBINATION food/snack merchandiser</i>
Dist. Office	200 W. Burnsville PKY	Burnsville	Beverage	
Metcaif Jr. High School	2250 Diffley Road	Burnsville	Beverage Snack	REMOVE (1) beverage
Nicollet Jr. High School	400 East 134th St	Burnsville	Beverage Snack	REMOVE (1) beverage

Location Listing BEVERAGE COOLERS

24 beverage coolers provided

Campus Cup  
 Burnsville HS

<b>Strategic Source</b>					
<b>Burnsville ISD 191</b>					
<b>Food Service</b>					
<b>Feb. 2016</b>					
<b>Description</b>	<b>Unit Size (oz.)</b>	<b>Qty</b>	<b>Case Cost LPP</b>		<b>Annual \$ Cost</b>
<b>Campus Cup</b>					
Soda/Pop 20 oz Pepsi	20oz/24	222	\$28.08		\$6,233.76
Soda/Pop 20 oz Coke			\$24.51		\$0.00
Gatorade Bottles-what size	20oz/24	50	\$28.59		\$1,429.50
Starbucks Frappuccino	9.5oz/12	62	\$25.38		\$1,573.56
Vitamin Water	20oz/24	21	\$31.20		\$655.20
<b>Vending Bev &amp; Snack</b>	<b>Unit Size (oz.)</b>	<b>QTY</b>	<b>Rebate</b>	<b>SUGGESTED VENDING EACH PRICE \$</b>	<b>Ext. \$ Annual</b>
Juice Box		1782	\$0.00	\$1.00	\$0.00
Dasani Water 20 oz	20oz	1688	\$0.00	\$1.25	\$0.00
Cheez-Its W/G		1230	\$0.00	\$1.00	\$0.00
LSS Spec K Sour Cr/Onion 100 Cal		734	\$0.00	\$1.25	\$0.00
Mini Rice Cakes Caramel		621	\$0.00	\$1.00	\$0.00
Baked Cheetos Flamin Hot, SS		561	\$0.00	\$1.00	\$0.00
Granola/Oats & Honey		473	\$0.00	\$1.00	\$0.00
Spec K Crisps Strawberry		442	\$0.00	\$1.00	\$0.00
LSS Popchips BBQ		442	\$0.00	\$1.25	\$0.00
Rice Krispies W/G		427	\$0.00	\$1.00	\$0.00
Trix Cereal Bar		423	\$0.00	\$1.00	\$0.00
1 oz Peanuts - Planters		399	\$0.00	\$1.00	\$0.00
Granola Pnut/Butter		373	\$0.00	\$1.00	\$0.00
Rold Gold Pretzels		344	\$0.00	\$1.00	\$0.00
LSS Popchips Chdr		306	\$0.00	\$1.25	\$0.00
Salted Cashews - KarNut		285	\$0.00	\$1.00	\$0.00
LSS Spec K Honey BBQ 100 Cal		258	\$0.00	\$1.25	\$0.00
Kars Almonds		253	\$0.00	\$1.00	\$0.00
zzBaked Munchies Hot R/F		222	\$0.00	\$1.00	\$0.00
Honey Maid Lil Squares		209	\$0.00	\$1.00	\$0.00
Gla Smartwater 20 oz	20oz	186	\$0.00	\$1.00	\$0.00
Kars All Energy Trail Mix		118	\$0.00	\$1.00	\$0.00
Team Cheerios Strwb Cereal Bar		86	\$0.00	\$1.00	\$0.00
Ice Mt 16 oz		85	\$0.00	\$1.00	\$0.00
Quaker Baked Ched Snk Mix - 64		73	\$0.00	\$1.00	\$0.00
Pop Tart Strawberry W/G 1CT		65	\$0.00	\$1.00	\$0.00
Lance Whole Grain Chdr Cracker		21	\$0.00	\$1.00	\$0.00
Lance WG Chdr Cheese Cracker		19	\$0.00	\$1.00	\$0.00
Fiber One Oats & Chocolate		18	\$0.00	\$1.00	\$0.00
LSC Reeses PB Cup		18	\$0.00	\$1.00	\$0.00
zzCheez-Its Crunched		17	\$0.00	\$1.00	\$0.00
Goldfish		17	\$0.00	\$1.00	\$0.00
Rice Krispies-1.3 oz		11	\$0.00	\$1.00	\$0.00
SunChip Garden Salsa		11	\$0.00	\$1.00	\$0.00
<b>Commision Total</b>					<b>\$0.00</b>

MIDWEST VENDING  
Nutritional Information

Approved Wellness Options

WELLNESS Items

Item	Ounces	Per PKG	Calories		Total Fat	Saturated Fat	Trans Fat	Cholesterol	Carbs	mg Sodium	mg Sugar	mg Protein	mg Potassium	Fiber
			From FAT	From FAT										
			Calories	From FAT	% of calories	% of calories	% of calories	% of calories	% of calories	% of calories	% of calories	% of calories	% of calories	% of calories
Nutrition Claims (per package)														
Baked BBQ Lays	1.2	140	30	3.5	0.5	0	0	0	24	220	2	250	2	
Baked Lays	0.8	120	40	4.5	0.5	0	0	0	18	190	0	2	0	
Cheese It WHOLE Grain	1.1	130	20	2	0	0	0	0	26	150	2	300	2	
Cheerios Puffs Red Fat	1	130	40	4.5	1	0	<5	0	19	200	0	3	0	
Go Go Apple Juice	1	90	30	3.5	0	0	0	0	14	135	0	2	0	
Gold Fish WHOLE Grain	3.2	50	0	0	0	0	0	0	13	0	11	0	0	
Golden Cereal Bar	1	130	35	4	1	0	<5	0	19	220	0	3	0	
Herr's Pop Chips	1.4	150	30	3	0.5	0	0	0	30	110	9	2	0	
Honey Maid Graham	0.875	100	20	2.5	0	0	0	0	18	190	2	1	0	
Karo Almonds	1	130	25	3	0	0	0	0	24	150	6	2	55	
Karo Cashews	1	160	130	15	1	0	0	0	6	95	1	6	0	
Karo Cran almond D	1	160	120	14	2.5	0	0	0	9	85	1	5	0	
Karo Mango Pineapple Trail Mix	1.25	180	120	13	2	0	0	0	14	80	8	7	0	
Kashi Hummus Chi	1.5	200	110	12	1.5	0	0	0	21	15	13	6	0	
Kellogg's NutriGrain Bar	0.75	90	25	2.5	0	0	0	0	16	150	0	3	80	
Kellogg's Pastry Crisp	1.3	120	30	3	0.5	0	0	0	24	110	2	2	0	
Kellogg's Pop Tart WG	0.88	100	20	2	1	0	0	0	20	80	7	1	0	
Kellogg's RK Treat WG	1.76	180	20	2.5	1	0	0	0	38	180	15	2	0	
NV Granola Oats	1.4	160	35	4	1	0	0	0	30	140	11	2	0	
NV Granola PB	1.5	190	60	6	0.5	0	0	0	29	160	12	4	0	
Pistachios	1.5	150	60	3	0.5	0	0	0	30	105	9	2	0	
Planters 1oz pnts	1	80	60	7	1	0	0	0	4	80	1	3	150	
Pop Chips (2)	1	170	120	14	2	0	0	0	5	95	2	7	200	
RF Doritos (3)	1	100	30	3.5	0.5	0	0	0	15	160	1	1	120	
Spec. K Crisps (3)	1	130	45	5	1	0	0	0	19	160	1	2	0	
Team Cheerio Bar	0.87	90	30	3	0	0	0	0	13	190	2	1	140	
Trix Cereal Bar	1.4	150	30	3	0.5	0	0	0	30	90	9	2	0	
	1.4	150	30	3	0.5	0	0	0	30	105	9	2	0	
Nutrition Claims (per package)														
Special K Salted Pretzel Snk Bar	0.85	100	20	2	0	0	0	0	19	65	6	1	12521	Bar
Special K Berry Medley Snk Bar	0.88	100	15	2	1	0	0	0	19	30	7	2	0	1 12519
Belvita Soft Banana Biscuit	1.76	190	60	7	1	0	0	0	32	150	3	3	55	5 08932
Good Natured Vegetable Crisps	1	110	20	2	0	0	0	0	22	160	2	2	270	2 08342
Special K Blueberry Fruit Crisp	0.88	100	20	2	1	0	0	0	20	80	7	1	0	1 56925
Appletways Oatmeal Bars	1.2	140	35	4	1.5	0	0	0	24	85	9	2	0	1 70120
Cheese It Whole Grain ATOMIC	0.75	100	30	4	1	0	0	0	14	200	0	2	0	1 10238
Smartfood White Cheddar Pop	0.5	70	20	2.5	0	0	0	0	9	110	0	2	0	2
Mesquick Chocolate Milk	14	150	25	2.5	2.5	0	0	10	24	130	22	8	420	1
Vitamin water ZERO Squeeze	20	0	0	0	0	0	0	0	5	0	0	0	0	Beverage
Juice Boxes 100% Apple Juice	6.75	90	0	0	0	0	0	0	21	5	18	0	0	Beverage
Bai Sparkling	11.5	5	0	0	0	0	0	0	11	40	1	0	210	Beverage
Sparkling ICE	17	0	0	0	0	0	0	0	0	0	0	0	0	Beverage
Powerade ZERO	20	0	0	0	0	0	0	0	1	250	0	0	60	Beverage
Bakers String Cheese	1	80	45	0	0	0	0	15	1	170	0	8	0	Beverage
Sargento Cheese Sticks	0.83	80	60	7	4	0	0	20	0	150	0	5	0	Food



To: Members, Board of Education

**Agenda Item III.P.  
June 23, 2016**

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

Date: June 16, 2016

Re: Award bid for Monitors and Installation

**RECOMMENDATION:** That the Board of Education award the bid of Monitors and Installation to Tierney Brothers, Inc.

On Thursday June 9 at 10 am five sealed submitted bids were opened and read aloud at 100 River Ridge Court, Burnsville, MN. Strategic Source, Inc. assisted us in the bid process and reviewed by line item the bids received. It was determined the complete on-time lowest bid received was from Tierney Brothers, Inc. Attached is the recommendation letter from Strategic Source, Inc. as well as the bid comparison for the bids opened at 10am on June 9<sup>th</sup>.

These monitors are to be placed within our new classroom spaces at Burnsville High School. Aside from the monitors, installation of these monitors was requested in the bid specs and is included in the bid provided by Tierney Brothers, Inc.

It is recommended the bid be awarded to Tierney Brothers, the sole bidder.



CRP Background Information

<b>Rec ID#</b> 5719	<b>CRP ID#</b> 6298	<b>Scorecard Item</b> 9652	<b>Original SC Item</b>	<b>Rec Status</b> Complete-S	<b>Rec Status Date</b> 06-15-2016
<b>Client</b> Burnsville Schools - ISD 191	<b>Scorecard Location</b>	<b>Category Location</b> Burnsville District Offices	<b>Category</b> Miscellaneous	<b>Description</b> Sealed Bid -Video Monitors	<input type="checkbox"/> <b>ReDo</b> <b>Category Owner</b>
<b>Region</b> Region 4	<b>Director</b> Dana Chou	<b>CSM</b> Dana Chou	<b>CSM2</b>	<b>CSS</b> Bob Andrews	
<b>Current Annual Spend</b>	<b>S. Spec.</b> Taylor Gingrich				

**Current Suppliers**

N/A

**Client Objectives**

Client requests a Sealed Bid process for the purchase of Video Monitors and peripherals per Supporting Document 1. Invitation for quotations and rules are per Supporting Document 2.

Client Category Strategy

- RFQ**
- Renegotiate**
- Certified Supplier**

Recommendation

In preparing this recommendation we contacted 23 vendors. On June 9th, 2016 five sealed bids were opened and read aloud. After careful analysis, we have determined that only one of the five bids was received complete and on time. We recommend purchasing your monitors, equipment and installation from Tierney Brothers for \$222,355.29.

Best Buy, CDW, Staples, and PCMG submitted bids that were not complete. Office Max submitted a bid after the deadline.

**Agenda Comments**

Other Benefits

Key Assumptions

All information provided on the RFB documents and questions is accurate.

Risks

No known risks

Vendor Name	Contact Name	Category
No client vendors found		

**Business Specifications (proposed)**

- Agree. Term    Price Protect    Credit C Pmt**
- Deliv. Pricing    Drug Screen    Insur./Bonded**
- Internet Ord.    Invoicing    Lead Times**
- Maint Freq.    Paymt Terms    References**
- Return Policy    Time/Materials    Training    Usage Reports    Warranties**

**Client Benefits**

Cost - Savings	Current Spend	Proposed	Savings \$	Savings %
Work Credit	\$500	\$0	\$500	100.0%
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
Supply Base Reduction	1	1	0	0.0%

**Next Steps**

Issue PO to Tierney Brothers to secure equipment.

Print Summary	Analysis
Print Rec Analysis Summary	SSI-BurnsvilleMonitorBidAnalysis6.15.16FINAL.xls

Print Summary	Analysis 2
Print Rec Analysis Summary	

Print Summary	Analysis 3
Print Rec Analysis Summary	

Print Summary	Analysis 4
Print Rec Analysis Summary	

**Approved for Delivery**

**Managing Director**  
Chris Austin

**Managing Director Username**

Chris Austin

**S. Spec.2**

Taylor Gingrich

 **Agenda Recommendations**

---

Add Agenda Recommendation

Client	Related Client Meeting Agenda & Update	Date	Item (Order)	Category	Spot Buy Description	Comment	Print CRP	Print Rec	Print RecAnalysisSummary
No agenda recommendations found									

Created today at 3:34 PM (CDT). Owned by [Chou, Dana](#).

BURNSVILLE SCHOOL DISTRICT ISD 191  
VIDEO MONITORS  
MAY 2016



SUPPLIER:  
CONTACT:  
PHONE:  
EMAIL:

Tierney Brothers, Inc.  
Andrew Pohlana  
612-455-8319  
AndrewPohlana@tierneybrothers.com

LINE #	DESCRIPTION	MODEL #	UOM	QTY	PART #	DESCRIPTION	UOM	UNIT \$ (QUOTE)	EXT \$ (QUOTE)	PART #	
<b>EQUIPMENT</b>											
1	75" MONITORS	UN75J6300AFXZA	EA	10	UN75J6300AFXZA	75" MONITORS	EA	\$ 2,216.00	\$ 22,160.00		
2	75" WALL MOUNTING BRACKETS	60-612	EA	10	RXT2	75" WALL MOUNTING BRACKETS	EA	\$ 107.00	\$ 1,070.00		
3	60" MONITORS	D60-D3	EA	26	D60-D3	60" MONITORS	EA	\$ 765.00	\$ 19,890.00		
4	60" WALL MOUNTING BRACKETS	WM2T77-2N	EA	22	RLT2	60" WALL MOUNTING BRACKETS	EA	\$ 58.82	\$ 1,294.04		
5	60" MOUNTING BRACKETS, CORNER/CEILING MOUNTING (FITNESS CENTER)	MOD-FPSKIT100-B	EA	2	Custom	60" MOUNTING BRACKETS, CORNER/CEILING MOUNTING (FITNESS CENTER)	EA	\$ 381.66	\$ 763.32		
6	60" MOUNTING BRACKETS, KEYBOARDING LAB	CE-MT0612-S1	EA	2	Custom	60" MOUNTING BRACKETS, KEYBOARDING LAB	EA	\$ 353.27	\$ 706.54		
7	42" MONITORS	UN43J5200AFXZA	EA	192	D43-D2	42" MONITORS	EA	\$ 353.00	\$ 67,776.00		
8	42" WALL MOUNTING BRACKETS	UF312	EA	180	RMT2	42" WALL MOUNTING BRACKETS	EA	\$ 43.53	\$ 7,835.40		
9	42" PORTABLE STANDS	DS-5070CT	EA	2	LPAUB	42" PORTABLE STANDS	EA	\$ 764.47	\$ 1,528.94		
10	1x2 HDMI DISTRIBUTION AMPLIFIER, CABLES TO GO "C2G	40471	EA	5	40471	1x2 HDMI DISTRIBUTION AMPLIFIER, CABLES TO GO "C2G	EA	\$ 98.18	\$ 490.90		
11	HDMI CABLES, 8FT	F8V3311B08	EA	205	50610	HDMI CABLES, 8FT	EA	\$ 7.00	\$ 1,435.00		
12	PLENUM HDMI CABLE, 25FT	41191	EA	5	HD-HD-25PROP	PLENUM HDMI CABLE, 25FT	EA	\$ 79.41	\$ 397.05		
13	PLENUM HDMI CABLE, 50FT	41193	EA	5	HD-HD-50PROP	PLENUM HDMI CABLE, 50FT	EA	\$ 158.82	\$ 794.10		
14	PLENUM HDMI CABLE, 15FT	41190	EA	27	41190	PLENUM HDMI CABLE, 15FT	EA	\$ 71.00	\$ 1,917.00		
15	HDMI CABLE, 5FT	50609	EA	5	50609	HDMI CABLE, 5FT	EA	\$ 6.00	\$ 30.00		
16	1x8 HDMI AMPLIFIER SPLITTER OVER CAT53/CAT6 COMPLETE SOLUTION KIT	108160	EA	27	8160	1x8 HDMI AMPLIFIER SPLITTER OVER CAT53/CAT6 COMPLETE SOLUTION KIT	EA	\$ 309.00	\$ 8,343.00		
17	INSTALLATION: MOUNT BRACKETS, TV, CABLES, & TEST EQUIPMENT FUNCTION		EA	1	Custom	INSTALLATION: MOUNT BRACKETS, TV, CABLES, & TEST EQUIPMENT FUNCTION	EA	\$ 85,674.00	\$ 85,674.00		
18	FREIGHT CHARGES	N/A	EA	1	N/A	FREIGHT CHARGES	EA	\$ 250.00	\$ 250.00	N/A	
									<b>Total</b>	<b>\$ 222,355.29</b>	
<b>BUSINESS REQUIREMENTS</b>											
<b>YES/NO, EXPLAIN</b>											
1	<b>WHO IS OUR SINGLE SALES CONTACT?</b>				Andrew Pohlana 612-455-8319 AndrewPohlana@tierneybrothers.com						
2	<b>PLEASE LIST YOUR CUSTOMER SERVICE HOURS?</b>				8:00 AM - 5:00 PM						
3	<b>ARE ALL DELIVERY COSTS STATED IN THE ABOVE PROPOSAL?</b>				Freight charges are lined itemed in the above proposal. This freight assumes we will be shipping all the displays at the same time to one delievery location that has a loading dock. If other delievery locations are needed or delievery location does not have a loading dock, additional fees will apply.						
4	<b>INVOICED AT DELIVERY?</b>				If product & installation are awarded to Tierney Brothers, Inc. full amount will be invoiced upon substantial completion. If product only is awarded to Tierney, it will be invoiced upon delivery.						
5	<b>PAYMENT TERMS OF 2% 10 NET 30 DAYS?</b>				2% Net 30						
6	<b>DO YOU ACCEPT CREDIT CARDS? IF SO, PLEASE LIST.</b>				Tierney accepts all major credit cards including Visa, MasterCard, and American Express.						
7	<b>BRIEFLY DESCRIBE YOUR RETURN POLICY?</b>				Return Policy as follows: Please inventory/inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods. Clients using their own carriers will be responsible for filing their own freight claims if product is damaged in transit. Returns require an authorization number and must be made within 30 days. Custom orders and "Consumables", such as projector lamps, may not be returned. Returns are subject to						
8	<b>BRIEFLY DESCRIBE YOUR WARRANTY POLICY?</b>				The displays quote on this proposal have a 90 day manufacturer warranty. Tierney also provides a 90 day installation warranty: Tierney Brothers, Inc. warrants the installation you have purchased from Tierney Brothers, Inc. from defects in materials and workmanship, under normal use, during the 90 Day Warranty period. Normal use is defined as operating the system within its designed specifications. The warranty period commences on the date of customer signoff, at the completion						
9	<b>BRIEFLY DESCRIBE OUR NEXT STEPS IN IMPLEMENTING YOUR SOLUTION?</b>				Upon receipt of award or purchase order, Tierney will promptly order the items in this proposal to meet the June 30th delivery timeline. We will then assign a Project Manager to be your main point of contact and as well as a dedicated Sales Coordinator to arrange installation dates.						



Staples					Best Buy Option 1				
Dustin Brunette 407-475-4576 dustin.brunette@staples.com					David Donarski 612-836-3748 Dave.donarski@bestbuy.com				
EXT \$ (QUOTE)	PART #	DESCRIPTION	UOM	UNIT \$ (QUOTE)	EXT \$ (QUOTE)	PART #	DESCRIPTION	UOM	UNIT \$ (QUOTE)
\$ 29,870.00		75" MONITORS	EA	\$ 1,975.00	\$ 19,750.00	BB19720921	75" MONITORS	EA	\$ 1,709.00
\$ 1,090.00		75" WALL MOUNTING BRACKETS	EA	\$ 80.50	\$ 805.00	NO BID	NO BID		
\$ 20,098.00		60" MONITORS	EA	\$ 675.00	\$ 17,550.00	BB19720925	60" MONITORS	EA	\$ 599.00
\$ 1,540.00		60" WALL MOUNTING BRACKETS	EA	\$ 18.00	\$ 396.00	BB19850226	60" WALL MOUNTING BRACKETS	EA	\$ 35.29
\$ -		60" MOUNTING BRACKETS, CORNER/CEILING MOUNTING (FITNESS CENTER)	EA	\$ 117.00	\$ 234.00	BB11198938	60" MOUNTING BRACKETS, CORNER/CEILING MOUNTING (FITNESS CENTER)	EA	\$ 165.56
\$ 140.00		60" MOUNTING BRACKETS, KEYBOARDING LAB	EA	\$ 28.50	\$ 57.00	BB19850226	60" MOUNTING BRACKETS, KEYBOARDING LAB	EA	\$ 35.29
\$ 91,008.00		42" MONITORS	EA	\$ 370.00	\$ 71,040.00	BB19800160	42" MONITORS	EA	\$ 329.89
\$ 11,700.00		42" WALL MOUNTING BRACKETS	EA	\$ 12.00	\$ 2,160.00	BB19850226	42" WALL MOUNTING BRACKETS	EA	\$ 35.29
\$ 650.00		42" PORTABLE STANDS	EA	\$ 240.00	\$ 480.00	BB19850234	42" PORTABLE STANDS	EA	\$ 178.99
\$ 407.40		1x2 HDMI DISTRIBUTION AMPLIFIER, CABLES TO GO "C2G	EA	\$ 87.00	\$ 435.00	BB10965820	1x2 HDMI DISTRIBUTION AMPLIFIER, CABLES TO GO "C2G	EA	\$ 96.53
\$ 879.45		HDMI CABLES, 8FT	EA	\$ 4.75	\$ 973.75	BB19457222	HDMI CABLES, 8FT	EA	\$ 9.99
\$ 424.00		PLENUM HDMI CABLE, 25FT	EA	\$ 93.00	\$ 465.00	BB11184336	PLENUM HDMI CABLE, 25FT	EA	\$ 102.66
\$ 795.00		PLENUM HDMI CABLE, 50FT	EA	\$ 183.00	\$ 915.00	BB11184342	PLENUM HDMI CABLE, 50FT	EA	\$ 201.97
\$ 1,574.10		PLENUM HDMI CABLE, 15FT	EA	\$ 61.00	\$ 1,647.00	BB11260811	PLENUM HDMI CABLE, 15FT	EA	\$ 62.99
\$ 21.20		HDMI CABLE, 5FT	EA	\$ 4.75	\$ 23.75	BB19473678	HDMI CABLE, 5FT	EA	\$ 4.71
\$ -		1x8 HDMI AMPLIFIER SPLITTER OVER CAT53/CAT6 COMPLETE SOLUTION KIT	EA	\$ 275.00	\$ 7,425.00	BB19322566	1x8 HDMI AMPLIFIER SPLITTER OVER CAT53/CAT6 COMPLETE SOLUTION KIT	EA	\$ 1,276.59
\$ 30,792.00	NO BID	INSTALLATION: MOUNT BRACKETS, TV, CABLES, & TEST EQUIPMENT FUNCTION	EA		\$ -		INSTALLATION: MOUNT BRACKETS, TV, CABLES, & TEST EQUIPMENT FUNCTION	EA	\$ 50,344.35
\$ -	N/A	FREIGHT CHARGES	EA	\$ -	\$ -	N/A	FREIGHT CHARGES	EA	\$ -
						162	Altona HD Base T-Lite Receiver		\$ 114.89
						1	Peerless AEC0406-Mounting		\$ 84.79
						2	Peerless ACC 557 Mounting		\$ 27.20
						192	5 YR LCD Commerical Geek Squad Protection		\$ 25.89
						1	C2G High Speed 6' HDMI cable w/ethernet for chromebooks and laptops		\$ 5.29
\$ 190,989.15				Total	\$ 124,356.50		\$11,234.63		Total
YES/NO, EXPLAIN					YES/NO, EXPLAIN				
Dustin Brunette 407-475-4576 dustin.brunette@staples.com					Dustin Brunette 407-475-4576 dustin.brunette@staples.com				
8 am -5pm Mon - Thursday 8am - 2:30pm Friday EST					8 am -5pm Mon - Thursday 8am - 2:30pm Friday EST				
Delivery is Free					Delivery is Free				
You will receive a invoice with items					You will receive a invoice with items				
YES					YES				
arranty	14 days after receiving product.				14 days after receiving product.				
Most items have 1 year warranty through manufacture					Most items have 1 year warranty through manufacture				
ipping	Contact me that we have won bid and provide a PO #				Contact me that we have won bid and provide a PO #				





**Agenda IV.  
June 23, 2016**

**To:** Board of Education, Members  
**From:** Dan Luth, Chair  
**Date:** June 17, 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