



### Regular Meeting Agenda

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN 55337  
August 25, 2016  
6:30 PM

(6:00 PM Superintendent Listening Session with Dr. Joe Gothard, Superintendent and Dr. Stacie Stanley, Director of Curriculum, Instruction and Student Support Services)

- I. Call to Order
  - A. Welcome Public
  - B. Pledge of Allegiance
- II. Business Meeting
  - A. Approval of Agenda
  - B. Consent Agenda

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

1. Approve Meeting Minutes	3
2. Approve Personnel Recommendation	6
3. Adopt a Resolution to Accept Donations	8
4. Approve June Payroll, Claims, Receipts and Investments	10
5. Approve July Payroll, Claims, Receipts and Investments	51
6. Accept the Budget Analysis for the Month Ending June 30, 2016	90
7. Approve, on a Second Reading Basis, Board Policies 515: <i>Protection and Privacy of Pupil Records</i> ; 620: <i>Credit for Learning</i> ; and 709: <i>Transportation Policy</i>	97
8. Approve, on a Second Reading Basis, Rescinding Board Policies ECB & ECB-R: <i>Buildings and Grounds Maintenance</i> ; ECF & ECF-R: <i>Energy Conservation</i> ; EGAAA & EGAAA-R: <i>Copyright-Printing and Duplicating Services</i> ; FEE & FEE-R: <i>Site Acquisition</i> ; GBD-R: <i>Board-Staff Communication-Regulation</i> ; GBE: <i>Staff Health and Safety Physical Examinations</i> ; GCIA-R: <i>Extracurricular Assignments-Regulation</i> ; GCPB:	154

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

<i>Resignation of Professional Staff Members; GCQAA: Professional Staff Consulting Activities; GDQAA: Support Staff Consulting Activities; HO &amp; HO-R: Staff Job Actions; IGEB &amp; IGEB-R: Adult High School Programs; and KDE: Crisis Management</i>	2
9. Approve Change Orders #161, #166, #169, #174, #178 and #180 for the 2015 Additions and Alterations to Burnsville High School	194
10. Approve Change Orders #11, #13, and #14 for the 2016 Alterations to Nicollet Middle School, Edward Neill, Sky Oaks and Harriet Bishop Elementary schools	211
11. Approve Change Orders #007 for the 2016 Additions and Alterations to Metcalf Middle School, William Byrne Elementary and Rahn Elementary schools	220
III. New Business	
A. Receive a Report on Vehicle Services Partnerships and Pathways <b>Speaker(s):</b> Dr. Kathy Funston, Director of Strategic Partnerships and Pathways	224
B. Receive a Report on Intermediate School District 917's New Student Program, Facility Addition, and Financing Plan <b>Speaker(s):</b> Dr. John M. Christiansen, Superintendent of ISD 917	238
C. Receive a Report on a Preview of the 2016-17 School Year, Vision One91 <b>Speaker(s):</b> Dr. Joe Gothard, Superintendent	248
D. Approve the Proposed Addendum to the 2015-2017 Terms and Conditions of Employment for the Community Education Employees of ISD 191 <b>Speaker(s):</b> Stacey Sovine, Executive Director of Human Resources	249
IV. Committee Reports	251
V. Adjourn	

School Board Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 August 11, 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, Mackall and Chair Luth. Others in attendance were Superintendent Gothard, staff and members of the public. Attendance

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

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

Moved by Currier, seconded by Schmid, to approve the consent agenda with removal of item II.B.2: Consent Agenda

- Approve minutes of the June 23, 2016 regular school board meeting and closed session. Minutes
- Adopt a resolution to approve and accept donations. Donations
- Approve second reading of Board Policy 413: *Harassment and Violence*. Policy 413
- Approve change orders #01, #02 and #03 for the 2016 Alterations to Diamondhead Education Center and Administrative Service Center. Change Orders
- Approve change orders #004, #005 and #006 for the 2016 Additions and Alterations to Metcalf Middle School, William Byrne Elementary, and Rahn Elementary schools.
- Approve change orders #04, #05, #06, #07, #08, #09, #10 and #12 for the 2016 Alterations to Nicollet Middle School, Edward Neill, Sky Oaks and Harriet Bishop Elementary schools.
- Approve change orders #134, #146, #147, #148, #149, #150, #151, #152, #154, #155, #156, #157, #158, #159, #162, #163, #165, #167, #170, #172, #173, #175, #176, #177 and #179 for the 2015 Additions and Alterations to Burnsville High School.

Motion carried unanimously after discussion (7, 0).

Moved by Hill, seconded Alt, to approve personnel recommendations for R. Hughes, B. Anderson, L. Anderson, N. Armstrong, A. Bodelson, M. Casserly-Smith, K. Christensen, A. Cowell-Haskin, B. Coyle, K. Decker, H. Eckerman, A. Fisher, C. Flynn, C. Grant, A. Greamba, R. Hanson, J. Jones, S. Jorgenson, S. Kelleher, J. Kennedy, J. Lepper, S. Levinski, K. Lund, K. McNally, M. Melquist, A. Mickelson, B. Mosser, E. Nelson, K. Nelson, T. Oberlander, C. Otto, M. Paul-Critchley, M. Persons, H. Petersen, L. Petsinger, K. Reagan, L. Richter, K. Salmela, K. Sayers, N. Schmid, K. Schneider, T. Simon, A. Smith, E. Spafford, P. Tinerella, A. Tousignant, A. Personnel Recommendation

Young, V. Varpness, V. Spieler, B. Andrews, T. Nelson, S. Spaulding, C. Baranauckas, S. Baima, S. Bruins, H. Johnson, E. Kosmalski, J. Munsch, K. Olson, H. Regan, M. Stucynski, A. Warrick, C. Stroh, S. Anderson, B. Edberg, S. Erbes, L. Jenkins, N. Johnson, C. Ohlhauser, M. Peterson, R. Renford, A. Spott, E. White, J. Williamson, M. Holewa, J. Riggs, D. Romero, D. Schwarz, L. Wickham, K. Adamson, D. Meyers, M. Briscoe, C. Cayer, J. Jones, S. Kingsbury, S. Roberson, C. Ruthig, H. Winery, J. Berndt, J. Stephes, T. Gebhart, Z. Schumack, N. Sweeney, and P. Tierney. Motion carried unanimously after discussion (6, 0 with Schmid abstaining).

Received a report from Dr. Kathy Funston, director of strategic partnerships and pathways on the Bosch Community Fund Grant.

Report on Bosch Grant

Public recognition was given to the Blazing Cats.

Public Recognition

Received a report from Tom Umhoefer, director of community education, and Cindy Check, early childhood programs coordinator on new state funding for pre-kindergarten.

Report on New State Funding

Moved by Currier, seconded by Hill, to approve an addendum to the income contract with the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Normandale Community College for PSEO for the 2016-2017 School Year. Motion carried unanimously (7, 0).

Normandale PSEO

Moved by Mackall, seconded by VandenBoom, to approve an income contract with the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Inver Hills Community College for PSEO for the 2016-2017 School Year. Motion carried unanimously after discussion (7, 0).

Inver Hills PSEO

Moved by Schmid, seconded by Currier, to approve an amendment to the lease of space in Cedar School between ISD 191 and Intermediate School District 917 allowing for space for a playground [with the option to keep the playground at the end of the lease]. Motion carried unanimously after discussion (7, 0).

Lease of Cedar to 917

Moved by Hill, seconded by Alt, to approve the Burnsville Ice Center Rental Agreement for the 2016-2017 school year in the estimated amount of \$82,915 for a total of 425.17 hours of ice time. Motion carried unanimously after discussion (7, 0).

Ice Arena Rental Agreement

Moved by Currier, seconded by Schmid, to approve the 2016-17 student handbook for the BEST Transition Program. Motion carried unanimously after discussion (7, 0).

B-E-S-T Handbook

Moved by Mackall, seconded by VandenBoom, to approve the 2016-17 Burnsville High School Athletic and Activity Handbook. Motion carried

BHS Athletic and Activity Handbook

unanimously after discussion (7, 0).

Moved by Mackall, seconded by Hill, to approve, on a first reading basis, Board Policies 515: *Protection and Privacy of Pupil Records*; 620: *Credit for Learning*; and 709: *Student Transportation Safety Policy* with 509: *Enrollment of Nonresident Students* being referred to committee. Motion carried unanimously after discussion (7, 0).

First Reading of Policies

Moved by Schmid, seconded by VandenBoom, to approve on a first reading basis, rescinding Board Policies ECB & ECB-R: *Buildings and Grounds Maintenance*; ECF & ECF-R: *Energy Conservation*; EGAAA & EGAAA-R: *Copyright-Printing and Duplicating Services*; FEE & FEE-R: *Site Acquisition*; GBD-R: *Board-Staff Communication-Regulation*; GBE: *Staff Health and Safety Physical Examinations*; GCIA-R: *Extracurricular Assignments-Regulation*; GCPB: *Resignation of Professional Staff Members*; GCQAA: *Professional Staff Consulting Activities*; GDQAA: *Support Staff Consulting Activities*; HO & HO-R: *Staff Job Actions*; IGEB & IGEB-R: *Adult High School Programs*; and KDE: *Crisis Management*. Motion carried unanimously after discussion (7, 0).

Rescinding Policies

Verbal reports were given by Dr. Joe Gothard, superintendent, and Board Members Alt, Mackall, and Luth.

Reports

Moved by Schmid, seconded by Mackall, to adjourn at 8:21 p.m. Motion carried unanimously (7, 0).

Adjourn

August 25, 2016

Jim Schmid, clerk

Date Approved

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

TO: Members, Board of Education  
Joe Gothard, Superintendent

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: August 25, 2016

RE: Recommended Personnel Changes

**Certified**

**Appointment**

Carrie Adams	-New-Teacher Computer Applications, 1.0 FTE, MMS, effective 8/23/16
Carly Anderson	-New-Teacher SPED, 1.0 FTE, BHS, effective 8/23/16
Jennifer Bauer	*New-Teacher, SPED, 1.0 FTE, SO, effective 8/23/16
Sara Baumbauer	-New-Teacher Music, .90 FTE, BHS, effective 8/23/16
Ayleen Bubak	*New-Teacher, SPED, 1.0 FTE, BHS, effective 8/23/16
Rachel Cesaro-Moxley	*Replacement Teacher Occupational Therapist, .40 FTE, RREC, effective 8/23/16
Dana Cloutier	*Replacement Long Term Substitute, .50 FTE, ECSE, effective 8/23/16
Erica Counters	-Replacement Teacher, 1.0 FTE, VV, effective 8/23/16
Cassandra Cselovski	*Replacement Teacher Occupational Therapist, 1.0 FTE, ECSE, effective 8/23/16
Ashley Gravink	-Replacement Teacher, 1.0 FTE, SO, effective 8/23/16
Angela Kaso	*Replacement Teacher Music, .60 FTE, MMS, effective 8/23/16
Krista Kramer	*Replacement Teacher Support, 1.0 FTE, ST, effective 8/29/16
Anne Madigan	-New-Teacher ECFE, .70 FTE, DEC, effective 8/29/16
Jennifer Mayasich	-New-Teacher Physical Education, .34 FTE, MMS, effective 8/23/16
Jordan Prokop	-Replacement Teacher Science, 1.0 FTE, ERMS, effective 8/23/16
Jennifer Spanton	-Replacement Teacher, 1.0 FTE, HV, effective 8/23/16
Ann Strader	-Replacement Teacher Physical Education, .53 FTE, NMS, effective 8/23/16

**Leave of Absence**

Joanne Himrich	*Teacher, ECSE, requests 1.0 FTE, general leave of absence, revised date effective 10/26/16 -6/9/16
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**Resignation**

Annette Grant	*Teacher, MWS, effective 8/19/16
Melissa Grover	*Teacher ESL, VV, effective 8/24/16
Elizabeth Leighton	*Teacher, SO, effective 8/23/16

**Classified**

**Appointment**

Deborah Arakawa	*Replacement EA Level III, 4 hrs/day, Rahn, effective 8/29/16
Abigail Ballejo-Nochez	*New EA Level II, 3 hrs/day, HV, effective 8/29/16
Megan Berchild	*New- CE Team Coordinator Preschool, 8 hrs/day, DEC, effective 8/29/16
Rebecca Betting	*New- EA Level IV, SPED, 7 hrs/day, MMS, effective 8/29/16
Melinda Cizinski	-Replacement Food Service Associate, 3.75 hrs/day, BHS, effective 8/23/16
Maricela Dale	-Replacement Cultural Liaison, 6.4 hrs/day, HV, effective 8/29/16
Sarah Erbes	-Replacement EA Level IV, ECSE, 3.75 hrs/day, HV, revised start date 8/29/16
Lila Fick	*New-CE Program Associate, 5 hrs/day, DEC, effective 8/29/16
Delaine Gamache	-Replacement Food Service Associate, 3.75 hrs/day, BHS, effective 8/23/16
Hanaa Hammoud	*New-EA Level II, 3.25 hrs/day, EN, effective 8/29/16
Pierce Harrington	*Replacement EA Level IV, 7.25 hrs/day, ST, 8/29/16
Megan Helberg	-New-EA Level IV SPED, 7 hrs/day, MMS, effective 8/29/16
Edgar Illescas Gomez	*New-AVID Tutor, District-Wide, effective 2016/2017 school year
Darlys Kienitz	*Replacement EA Level IV, 7.25 hrs/day, HV, effective 8/29/16
Lacy Knutson	*New-EA Level IV, 7 hrs/day, MMS, effective 8/29/16
Megan Kremin	-Replacement EA Level IV SPED, 7.25 hrs/day, SO, effective 8/23/16
Carol Leonard	*Replacement Food Service Associate, 5.75 hrs/day, WB, effective 8/23/16

\*added to original report  
Burnsville-Eagan-Savage #191  
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Christian Martinez	-Replacement EA Level III, 7 hrs/day, NMS, effective 8/29/16
Kelli Mitsch	*Replacement Food Service Associate, 3.75 hrs/day, Rahn, effective 8/23/16
Jennifer Raeth	*CE Program Supervisor, 4 hrs/day, DEC, effective 8/29/16
Mena Raheemi	-Replacement Food Service Associate, 5.75 hrs/day, BHS, effective 8/23/16
Jonathan Reeves	*Replacement EA Level IV, 7 hrs/day, NMS, effective 8/29/16
Ammanuel Robinson	* New EA Level IV, 7 hrs/day, BHS, effective 8/29/16
Ronda Rottjakob	*New CE Team Coordinator, 6 hrs/day, DEC, effective 8/29/16
Phyllis Ryan	-Replacement EA Level II, 2 hrs/day, ST, effective 8/29/16
Willie Sandifer	*New EA Level IV, 7 hrs/day, NMS, effective 8/29/16
Miya Santos	*New CE Coordinator I, 8 hrs/day, DEC, effective 8/29/16
Stacy Schaeffer	-New-CE Program Associate ECFE, 4 hrs/day, DEC, effective 8/29/16
Gina Schroeder	-Replacement EA Level IV ECSE, 6.5 hrs/day, DEC, effective 8/29/16
Lori Skahan	-New-EA Level II, 5 hrs/day, ST, effective 8/29/16
Holly Smidt	-New-EA Level IV SPED, 7 hrs/day, effective 8/29/16
David Stanley	*New- EA Level III, 6.75 hrs/day, VV, effective 8/29/16
Sarah Stusse	-New-CE Program Associate, 8 hrs/day, DEC, effective 8/29/16
Kayla Tanberg	*New EA Level IV, 7 hrs/day, BHS, effective 8/29/16
Vicki Tucker	*New-CE Program Associate, 4 hrs/day, effective 8/29/16
Kristin Wicklace	-New-AVID Tutor, District-Wide, effective 2016/2017 school year

### **Change in Assignment**

Sharon Smith-Lossiah	-Assignment changes to CE Coordinator I, 8 hrs/day, DEC, effective 8/29/16
Julio Neptuno Temozan	-New-EA Level IV SPED, 7 hrs/day, MMS, effective 8/29/16

### **Resignation**

Katherine Miller	*EA Level II, SO, effective 8/22/16
Hannah Ostertag	-EA Level III, ST, effective 8/10/16

### **Coaches/Co-Curricular Appointment**

Arnie Andreasen	*Replacement Assistant Football Coach, BHS, effective Fall Season 2016
Duane Barton	-New Cross Country Coach, MMS, effective Fall Season 2016
Allen Bodelson	-Replacement Girls Soccer Coach, MMS, effective Fall Season 2016
Axmad Kaahiye	-Replacement Boys Soccer Coach, NMS, effective Fall Season 2016
Rachel Keeney	-New- 10A Girls Tennis Coach, BHS, effective Fall Season 2016
Madeline Leipold	-Replacement Assistant Dance Coach, BHS, effective Fall Season 2016
Patricia Mosey	-New Cross Country Coach, ERMS, effective Fall Season 2016
Jessica Mosley	-Replacement Assistant Dance Coach, BHS, effective Fall Season 2016
Laura Petsinger	-Replacement Girls Tennis Coach, NMS, effective Fall Season 2016
Beth Raebel	-Head Volleyball Coach, BHS, Fall Season 2016
Elizabeth Ragatz	-Replacement Elementary Volunteer Coordinator, WB, Year Round 2016/2017
Jordyn Sammis	-Replacement Assistant Dance Coach, BHS, effective Fall Season 2016
Kara Schlieman	-Replacement Assistant Dance Coach, BHS, effective Fall Season 2016
Steven Wysocki	-New-Cross Country Coach, ERMS, effective Fall Season 2016

**Agenda II.B.3.  
August 25, 2016**

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

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

**Date:** August 18, 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 August 25, 2016.

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Jim Schmid  
Clerk – Board of Education

<b>Date</b>	<b>Donor</b>	<b>Recipient</b>	<b>Terms</b>	<b>Donation</b>
5/17/2016	VV PTO	Vista View Elementary	Support media and technology: Flocabulary, RAZ Kids, Jean Lingbeck Library Fund	\$1,000.00
5/17/2016	VV PTO	Vista View Elementary	To build VV Community	\$1,000.00
8/8/2016	Wells Fargo Community Support Campaign	Nicollet Middle School	Matching Gift	\$64.98
8/5/2016	Dr. Kathy Funston	ISD 191	for students in need	two backpacks and two bags of school supplies
8/16/2016	George Connelly and Delta Air Lines Foundation Matching Gifts to Education	M.W. Savage Elementary	A thank you for Science Fairs from a prior student's parent who son will be working at NASA	\$100.00

Total monetary contributions to accept: **\$2,164.98**



**Agenda II.B.4  
Aug 25, 2016**

**TO: Dr. Joe Gothard, Superintendent and Board of Education**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: Aug 1, 2016**  
**RE: June Payroll, Claims and Receipts**

**RECOMMENDATION:** That the Board approves June payroll checks numbered 718489-718521, and Direct Deposit notices numbered 611638-617672, in the net amount of \$4,678,929.92. June & July claims to date represented by checks numbered 447162-447640, 164-168, 1016058-1016261, and 101446-101501 and wire transfers and adjustments totaling \$16,293,142.26. Also, that the Board accepts June receipts of \$14,738,272.81 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$86,024,451.23 as of June 30, 2016.

June 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  
June 2016**

**Cash Receipts**

Receipts	\$14,738,272.81	
Miscellaneous Adjustments		
<b>TOTAL JUNE CASH RECEIVED</b>		<b>14,738,272.81</b>

**CASH DISBURSEMENTS**

June		
Regular Payroll Checks	718489-718521	\$4,678,929.92
Direct Deposit Notices	611638-617672	
May Payables previously approved:		\$352,266.09
June Claims previously approved:		\$559,895.22
June Claims:	447162-447332	\$7,829,843.20
	447418-447457	
	164-166	
	1016058-1016180	
	101446-101487	
June Wire Transfers		\$5,509,888.30
Miscellaneous Adjustments		\$0.00
<b>TOTAL JUNE CASH DISBURSED</b>		<b>18,930,822.73</b>

**TOTAL EXPENSES TO BE APPROVED**

June Cash Disbursed		\$18,930,822.73
Less: Items Previously Approved		-\$912,161.31
Plus: June Payables	447333-447417	\$414,533.46
Checks	447581-447640	
July Claims:	447458-447492	\$985,367.22
Checks	447519-447520	
	447552-447580	
	101444-101445	
June Claims	447493-447518	\$1,553,510.08
	447521-447551	
	167-168	
	1016181-1016261	
	101488-101501	
<b>TOTAL TO BE APPROVED</b>		<b>20,972,072.18</b>

	<u>Money Market</u>	<u>(Original Cost)</u> <u>Investments</u>	<u>Total 6/30/2016</u>
GENERAL FUND	\$1,099,172.35	\$33,336,032.80	\$34,435,205.15
OPEB	\$1,342,706.66	\$7,451,362.00	\$8,794,068.66
OPEB EQUITY INV THROUGH April 30, 2016	\$80,603.93	\$4,495,809.78	\$4,576,413.71
2015A SCHOOL BUILDING BONDS	\$791,978.33	\$33,473,850.92	\$34,265,829.25
2012A ALT FACILITIES	\$219,975.75	\$3,500,000.00	\$3,719,975.75
ALT FACILITY FUND	\$232,958.71	\$0.00	\$232,958.71
	\$3,767,395.73	\$82,257,055.50	\$86,024,451.23

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: 06/30/16

PMA Financial Network, Inc.

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

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## BURNSVILLE ISD 191 / GENERAL FUND

2960

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$1,099,172.35	\$1,099,172.35	
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	225511	1	06/06/16	07/26/16	MN TRUST TERM SERIES	\$8,005,479.45	\$8,000,000.00	0.500
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**

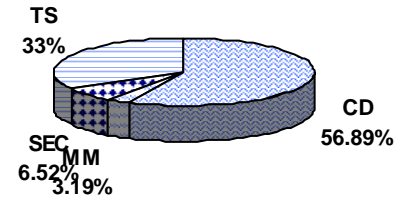
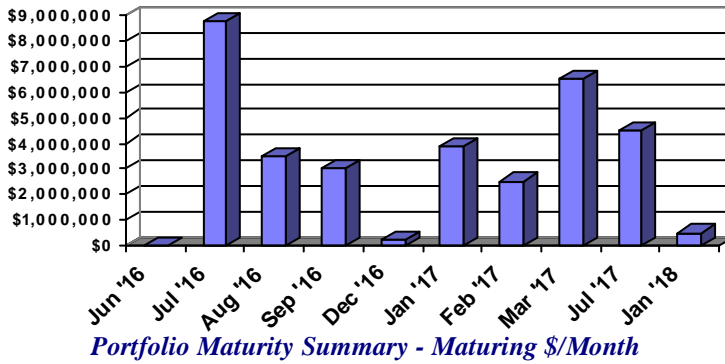
2960  
13

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>\$34,569,345.29</b>	<b>\$34,435,205.15</b>

**Time and Dollar Weighted Portfolio Yield: 0.585 %**

**Weighted Average Portfolio Maturity: 166.50 Days**

**MM: 3.19%**  
**CD's: 56.89%**  
**CP: 0.00%**  
**SEC: 6.52%**



*Portfolio Allocation by Transaction Type*



# Total Portfolio Report CAR

As of: 06/30/16

PMA Financial Network, Inc.

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

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## BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$1,342,706.66	\$1,342,706.66	
CD	187467	1	07/02/13	07/05/16	FIRST CAPITAL BANK	\$249,919.20	\$244,400.00	0.750
CD	187468	1	07/02/13	07/05/16	LUANA SAVINGS BANK	\$248,891.44	\$245,200.00	0.500
SEC	31043	1	10/23/13	10/24/16	Sallie Mae Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.155
CD	187466	1	07/02/13	11/14/16	DAKOTA COMMUNITY BANK	\$249,965.13	\$244,200.00	0.700
CD	192889	1	01/13/14	01/13/17	FAR EAST NATIONAL BANK	\$144,811.46	\$140,800.00	0.949
SEC	23783	1	12/20/10	02/01/17	Woodridge Illinois Taxable	\$150,000.00	\$150,000.00	3.350
SEC	30736	1	09/25/13	09/25/17	Cit Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.508
CD	205079	1	01/08/15	01/08/18	FIRST FREEDOM BANK	\$164,252.21	\$159,400.00	1.012
CD	205080	1	01/08/15	01/08/18	TRUSTONE FINANCIAL FEDERAL CREDIT UNION	\$249,684.73	\$241,600.00	1.111
CD	205081	1	01/08/15	01/08/18	HIBERNIA BANK	\$207,054.62	\$201,000.00	1.003
CD	192888	1	01/13/14	01/16/18	INDUSTRIAL & COMMERCIAL BANK OF CHINA	\$210,686.40	\$200,000.00	1.332
SEC	33742	1	01/14/15	01/16/18	Goldman Sachs Bank USA Certificate of Deposit	\$248,000.00	\$248,000.00	1.404
CD	205817	1	02/03/15	02/05/18	ADIRONDACK BANK	\$240,475.35	\$234,000.00	0.921
CD	205818	1	02/03/15	02/05/18	FIRST NB OF MCGREGOR	\$102,681.43	\$100,000.00	0.891
CD	205819	1	02/03/15	02/05/18	FIRST NATIONAL BANK	\$249,815.96	\$243,000.00	0.932
SEC	33857	1	02/05/15	02/05/18	Ally Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.154
CD	182782	1	02/15/13	02/15/18	PLAINS COMMERCE BANK	\$249,902.70	\$236,400.00	1.142
CD	208034	1	03/24/15	03/26/18	PEAPACK-GLADSTONE BANK	\$208,860.51	\$203,000.00	0.960
SEC	30731	1	09/25/13	09/25/18	Discover Bank Certificate of Deposit	\$247,000.00	\$247,000.00	2.013
SEC	30738	1	09/25/13	09/25/18	Compass Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.962
CD	192886	1	01/13/14	01/14/19	M.Y. SAFRA BANK	\$248,142.42	\$228,500.00	1.717
CD	192887	1	01/13/14	01/14/19	STEARNS BANK NA (N)	\$248,500.88	\$230,700.00	1.542
SEC	28287	1	10/09/12	01/15/19	Lakewood Township NJ Ref	\$630,000.00	\$630,000.00	1.580
SEC	28397	1	11/15/12	08/15/19	DENTON TX INDEP SCH DIST TXBL -REF - SER C	\$1,000,000.00	\$1,000,000.00	1.520
SEC	28316	1	10/15/12	10/15/19	ABERDEEN TWP NJ REF	\$390,000.00	\$390,000.00	1.570
SEC	28317	1	10/16/12	12/01/19	FAIRFIELD & UNION OH LOCAL SCH DIST	\$330,000.00	\$294,162.00	1.620
SEC	28355	1	10/19/12	12/01/19	COOK CNTY IL HIGH SCH DIST #205 THORNTON TWP	\$350,000.00	\$350,000.00	1.939

**BURNSVILLE ISD 191 / 2009 OPEB TRUST**

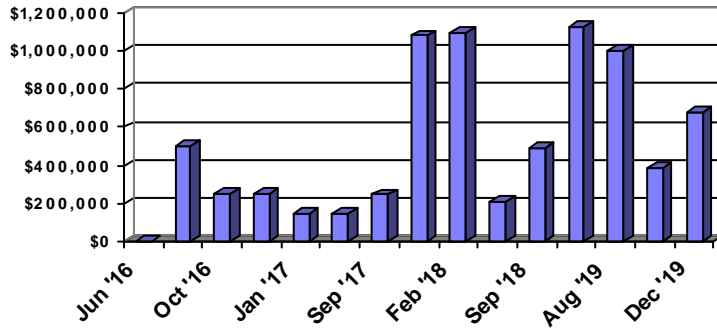
3596  
15

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield &amp; Weighted Average Portfolio Maturity are calculated only on the CD, CP, &amp; SEC desk.</i>						<b>Total Amount --&gt;</b>	<b>\$8,951,351.10</b>	<b>\$8,794,068.66</b>

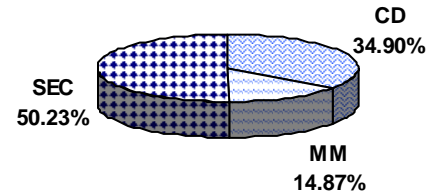
**Time and Dollar Weighted Portfolio Yield: 1.509 %**

**Weighted Average Portfolio Maturity: 614.76 Days**

**MM: 15.27%**  
**CD's: 35.84%**  
**CP: 0.00%**  
**SEC: 48.89%**



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



**Portfolio Allocation by Transaction Type**



# Total Portfolio Report CAR

As of: 06/30/16

PMA Financial Network, Inc.

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

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## BURNSVILLE ISD 191 / 2015A BONDS

5762

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$791,978.33	\$791,978.33	
SDA					Savings Deposit Account - CITIBANK (SDA)	\$1,450.92	\$1,450.92	
TS	225477	1	06/06/16	07/07/16	MN TRUST TERM SERIES	\$5,002,123.29	\$5,000,000.00	0.500
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
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

**BURNSVILLE ISD 191 / 2015A BONDS**

5762  
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Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
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 --> \$34,338,573.14 \$34,265,829.25**

**Time and Dollar Weighted Portfolio Yield: 0.433 %**

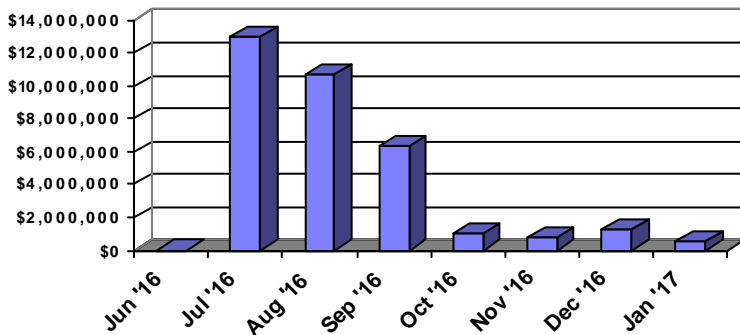
**Weighted Average Portfolio Maturity: 49.30 Days**

**MM: 2.32%**

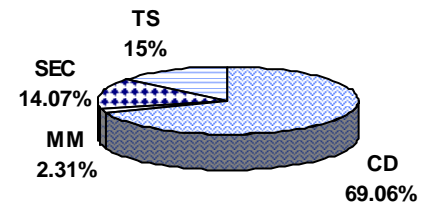
**CD's: 69.20%**

**CP: 0.00%**

**SEC: 13.89%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 06/30/16

PMA Financial Network, Inc.

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

5070

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$219,975.75	\$219,975.75	
TS	225476	1	06/06/16	07/07/16	MN TRUST TERM SERIES	\$3,501,486.30	\$3,500,000.00	0.500
<b>Total Amount --&gt;</b>						<b>\$3,721,462.05</b>	<b>\$3,719,975.75</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 %

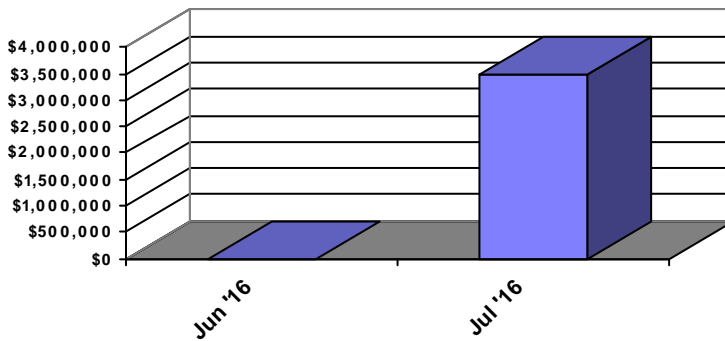
Weighted Average Portfolio Maturity: 6.59 Days

MM: 5.91%

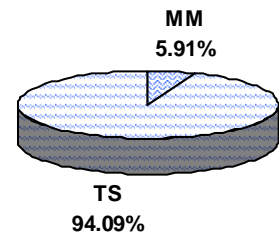
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 06/30/16

PMA Financial Network, Inc.

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## BURNSVILLE ISD 191 / ALT FACILITY FUND

5298

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$232,958.71	\$232,958.71	
<b>Total Amount --&gt;</b>						<b>\$232,958.71</b>	<b>\$232,958.71</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 %

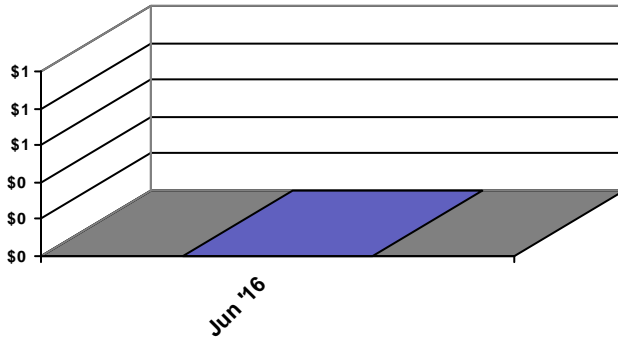
Weighted Average Portfolio Maturity: 0.00 Days

MM: 100.00%

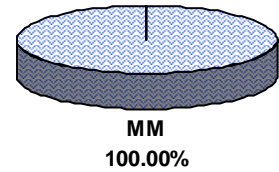
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

June 2016

## Wire Transfers

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>For</b>
060116	MSDLAF	Preferred One	69,048.57	Health Insurance
060116	MSDLAF	Internal Revenue Service	803,867.98	May 30 Payroll - Federal Taxes
060116	MSDLAF	State of Minnesota	130,993.39	May 30 Payroll - State Taxes
060116	MSDLAF	State of Minnesota	3,004.10	May 30 Payroll - Child Support
060216	State of Minnesota	MSDLAF	25,645.62	MN State - MMB
060216	State of Minnesota	MSDLAF	21,866.48	MN State - MMB
060316	MSDLAF	Delta Dental	25,127.80	Dental Insurance
060316	MSDLAF	Corporate Health	4,231.53	Medical Claims
060316	MSDLAF	Corporate Health	13,626.88	Flex Claims
060616	MSDLAF	Preferred One	212,952.88	Health Insurance
0606116	Dakota County	MSDLAF	6,806,010.00	Dakota County Taxes
060616	Scott County	MSDLAF	2,197,779.92	Scott County Taxes
060716	MSDLAF	Wells Fargo	179,410.12	Wells Fargo Lease Payment
060916	State of Minnesota	MSDLAF	21,220.81	MN State - MMB
060916	MSDLAF	Delta Dental	7,250.74	Dental Insurance
061016	MSDLAF	Corporate Health	6,220.97	Medical Claims
061016	MSDLAF	Corporate Health	15,617.72	Flex Claims
061316	State of Minnesota	MSDLAF	170.13	MN State - MMB
061316	MSDLAF	TRA	350,411.44	May 30 Payroll - TRA
061316	MSDLAF	PERA	112,154.62	May 30 Payroll - PERA
061316	MSDLAF	Preferred One	153,097.58	Health Insurance
061516	State of Minnesota	MSDLAF	31,888.74	MN State - MMB
061516	MSDLAF	Delta Dental	12,330.08	Dental Insurance
061616	State of Minnesota	MSDLAF	1,853.30	MN State - MMB
061616	MSDLAF	People's Bank	237,144.36	June 15 Payroll - TSA Wire
061616	MSDLAF	Internal Revenue Service	804,177.14	June 15 Payroll - Federal Taxes
061616	MSDLAF	State of Minnesota	131,372.55	June 15 Payroll - State Taxes
061616	MSDLAF	State of Minnesota	3,004.10	June 15 Payroll - Child Support

June 2016

## Wire Transfers

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>For</b>
061616	MSDLAF	Preferred One	272,605.53	Health Insurance
061716	MSDLAF	Corporate Health	17,556.31	Medical Claims
061716	MSDLAF	Corporate Health	30,713.72	Flex Claims
062116	Scott County	MSDLAF	475,154.52	Scott County taxes
062216	MSDLAF	Delta Dental	19,344.04	Dental Insurance
062316	State of Minnesota	MSDLAF	549,083.65	MN State - MMB
062416	MSDLAF	Neopost	5,000.00	Postage
062416	MSDLAF	Neopost	4,999.00	Postage
062416	MSDLAF	Corporate Health	16,161.81	Medical Claims
062416	MSDLAF	Corporate Health	9,165.38	Flex Claims
062716	MSDLAF	TRA	392,941.02	June 15 Payroll - TRA
062716	MSDLAF	PERA	107,011.69	June 15 Payroll - PERA
062716	MSDLAF	Preferred One	320,830.12	Health Insurance
062816	State of Minnesota	MSDLAF	339.30	MN State - MMB
062916	State of Minnesota	MSDLAF	90.65	MN State - MMB
062916	MSDLAF	Delta Dental	29,860.28	Dental Insurance

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1016058		\$44.39	Jun 21, 2016	88888	4467	BARLAGE, SUSAN
1	1016059		\$116.23	Jun 21, 2016	88888	6842	CHALLGREN, MARGARET TEN BROEK
1	1016060		\$28.90	Jun 21, 2016	88888	6956	ASHLEY, MARY K
1	1016061		\$78.73	Jun 21, 2016	88888	7269	BARTH, TAMI RAE
1	1016062		\$32.78	Jun 21, 2016	88888	7304	GOSSMAN, LISA ANN
1	1016063		\$23.05	Jun 21, 2016	88888	7847	KOLSTAD, MICHELE M
1	1016064		\$28.08	Jun 21, 2016	88888	8309	HENDRIX, EUGENIA M
1	1016065		\$372.33	Jun 21, 2016	88888	8309	HENDRIX, EUGENIA M
1	1016066		\$254.77	Jun 21, 2016	88888	9267	HOLDEN, MATTHEW J
1	1016067		\$32.94	Jun 21, 2016	88888	9786	COLLINS, LEANNE
1	1016068		\$27.76	Jun 21, 2016	88888	12301	HJERMSTAD, HEATHER
1	1016069		\$188.00	Jun 21, 2016	88888	13352	FINCH, CHRISTINE M
1	1016070		\$136.00	Jun 21, 2016	88888	13416	GRIFFIN, MICHELE C
1	1016071		\$97.09	Jun 21, 2016	88888	13495	BROWN, CHRISTOPHER M
1	1016072		\$22.19	Jun 21, 2016	88888	14147	KLINNERT, ELIZABETH
1	1016073		\$104.56	Jun 21, 2016	88888	14261	LANGRECK, LORI
1	1016074		\$35.48	Jun 21, 2016	88888	14479	KIBLER, JEANNE
1	1016075		\$83.05	Jun 21, 2016	88888	14594	HEWETT, THOMAS
1	1016076		\$46.72	Jun 21, 2016	88888	14601	HOESCHEN, KERRY
1	1016077		\$14.31	Jun 21, 2016	88888	14641	ENGSTROM, HEATHER L
1	1016078		\$36.99	Jun 21, 2016	88888	14751	KELLER, KATIE
1	1016079		\$11.55	Jun 21, 2016	88888	15549	BECKER, BRENDA S
1	1016080		\$165.73	Jun 21, 2016	88888	16004	JORGENSON, SHANNON E
1	1016081		\$190.84	Jun 21, 2016	88888	16015	EICHTEN, HEIDI J
1	1016082		\$176.59	Jun 21, 2016	88888	16049	BRIGGS, LORI A
1	1016083		\$8.75	Jun 21,	88888	16377	ALEXON, BETH J

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1016084		\$42.33	Jun 21, 2016	88888	16448	HENRICH, SARAH L
1	1016085		\$24.63	Jun 21, 2016	88888	17216	CHOUANARD, MARY E
1	1016086		\$56.97	Jun 21, 2016	88888	17246	CANTON, EMILIE J
1	1016087		\$32.40	Jun 21, 2016	88888	17322	CZAPAR, KELLY N
1	1016088		\$37.70	Jun 21, 2016	88888	17540	BARRY, AMBER LEIGH
1	1016089		\$15.11	Jun 21, 2016	88888	17563	BLACK, KRISTINE C
1	1016091		\$1,000.00	Jun 21, 2016	88888	17655	JENSEN, STEVEN
1	1016092		\$83.70	Jun 21, 2016	88888	17737	BLAZQUEZ, JAVIER
1	1016093		\$20.08	Jun 21, 2016	88888	17981	BLOOD, KELSEY JO
1	1016094		\$53.61	Jun 21, 2016	88888	18025	HENDERSON, MICHELLE A
1	1016095		\$21.77	Jun 21, 2016	88888	18070	BORER, BARBARA
1	1016096		\$30.96	Jun 21, 2016	88888	18297	KOCH, REBECCA M
1	1016097		\$16.39	Jun 21, 2016	88888	18297	KOCH, REBECCA M
1	1016098		\$151.64	Jun 21, 2016	88888	18325	DIETRICH, KELLY J
1	1016099		\$12.96	Jun 21, 2016	88888	18369	HAGEL, AVERYEL F
1	1016100		\$44.35	Jun 21, 2016	88888	18676	CHALLANS, EMILY
1	1016101		\$170.00	Jun 21, 2016	88888	18715	BAZZACHINI, ERIN B
1	1016102		\$221.45	Jun 21, 2016	88888	6624	WESSEN, JANE E
1	1016103		\$8.42	Jun 21, 2016	88888	9239	OPATZ, LARRY
1	1016104		\$38.88	Jun 21, 2016	88888	9670	ROBOLE, VICKI M
1	1016105		\$316.98	Jun 21, 2016	88888	9915	SWEENEY, ANN M
1	1016106		\$115.75	Jun 21, 2016	88888	10820	SHELDEN, JON
1	1016107		\$60.00	Jun 21, 2016	88888	10982	YOUNG, MARY C
1	1016108		\$108.32	Jun 21, 2016	88888	11462	VAURIO, SONYA
1	1016109		\$12.15	Jun 21, 2016	88888	11481	STEENSGARD, ANN M

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1016110		\$110.21	Jun 21, 2016	88888	12283	NELSON, MICHELLE L
1	1016111		\$9.90	Jun 21, 2016	88888	13382	MIKELSON, TERESA
1	1016112		\$114.21	Jun 21, 2016	88888	13431	PAETZOLD, ROBERT JAMES
1	1016113		\$48.82	Jun 21, 2016	88888	13437	SULLIVAN, JODI L
1	1016114		\$14.90	Jun 21, 2016	88888	13672	RINGGER, TRACY A
1	1016115		\$213.30	Jun 21, 2016	88888	13692	NIEMIEC, ALICIA
1	1016116		\$29.16	Jun 21, 2016	88888	13693	NEAL, BRYENY B
1	1016117		\$7.78	Jun 21, 2016	88888	14127	ZONDAG, KIMBERLY
1	1016118		\$33.70	Jun 21, 2016	88888	14127	ZONDAG, KIMBERLY
1	1016119		\$19.16	Jun 21, 2016	88888	14130	MCCROSKEY, SHARI
1	1016120		\$108.86	Jun 21, 2016	88888	14609	ROESKE, MELISSA L
1	1016121		\$233.23	Jun 21, 2016	88888	14961	SPRY, KARIE
1	1016122		\$34.56	Jun 21, 2016	88888	14998	NEUER, MICHELLE E
1	1016123		\$8.20	Jun 21, 2016	88888	15133	MOBERG, CARLENE
1	1016124		\$10.15	Jun 21, 2016	88888	15695	THOMPSON, HYE-JEONG M
1	1016125		\$24.73	Jun 21, 2016	88888	16066	REAGAN, KATHRYN M
1	1016126		\$147.42	Jun 21, 2016	88888	16213	STAHLY, JANICE
1	1016127		\$21.87	Jun 21, 2016	88888	16999	RENKEN, CARISSA M
1	1016128		\$34.13	Jun 21, 2016	88888	17169	VAUGHT, ELIZABETH C
1	1016129		\$39.58	Jun 21, 2016	88888	17586	PERLICH, SHAWN
1	1016130		\$37.80	Jun 21, 2016	88888	17716	NEWBY, MATTHEW
1	1016131		\$48.17	Jun 21, 2016	88888	17719	NIERENGARTEN, BRIANNA L
1	1016132		\$27.58	Jun 21, 2016	88888	17759	TAYLOR, DAVID
1	1016133		\$23.44	Jun 21, 2016	88888	17827	SCHMEICHEL, MATTHEW T
1	1016134		\$29.94	Jun 21, 2016	88888	18037	PARKINSON, JACQUELYN R
1	1016135		\$143.26	Jun 21,	88888	18310	THOMPSON, DAVID P

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
1	1016136		\$42.98	Jun 21, 2016	88888	18643	REID, GUYNEL M
1	1016137		\$10.80	Jun 21, 2016	88888	18657	MCINNIS, MARNIE JO
1	1016138		\$5.02	Jun 21, 2016	88888	18677	MCLAUGHLIN, ALEXANDRA M
1	1016139		\$50.44	Jun 21, 2016	88888	18792	OSTMAN, LAUREN O
1	1016140		\$35.62	Jun 21, 2016	88888	18793	SMITH, NATALIE
1	1016141		\$288.44	Jun 29, 2016	88888	7490	LEAKE, DONALD L
1	1016142		\$18.97	Jun 29, 2016	88888	7805	CHEREP, NANCY M
1	1016143		\$40.00	Jun 29, 2016	88888	10482	LATTERY, SHARLEEN M
1	1016144		\$39.00	Jun 29, 2016	88888	11971	GOODING, DIANE
1	1016145		\$11.01	Jun 29, 2016	88888	12139	HIMRICH, JOANNE
1	1016146		\$6.47	Jun 29, 2016	88888	12322	HARRIS, TRUDIE L
1	1016147		\$29.16	Jun 29, 2016	88888	14243	LAQUA, NANCY A
1	1016148		\$7.45	Jun 29, 2016	88888	15691	KING, LAURIE J
1	1016149		\$80.32	Jun 29, 2016	88888	15977	HEIM, WILLIAM V
1	1016150		\$28.00	Jun 29, 2016	88888	16001	FRITZ, KIMBERLY A
1	1016151		\$263.96	Jun 29, 2016	88888	16001	FRITZ, KIMBERLY A
1	1016152		\$60.00	Jun 29, 2016	88888	16392	CHAMBERLAND, TAUSHA
1	1016153		\$56.70	Jun 29, 2016	88888	16596	KAISERSHOT, STACY L
1	1016154		\$24.30	Jun 29, 2016	88888	17175	FUNSTON, KATHY L
1	1016155		\$40.00	Jun 29, 2016	88888	17625	BOGAARD, CYNTHIA
1	1016156		\$400.00	Jun 29, 2016	88888	17994	GOTHARD, JOSEPH M
1	1016157		\$200.00	Jun 29, 2016	88888	18043	AMOROSO, CYNTHIA
1	1016158		\$57.78	Jun 29, 2016	88888	18189	LINDBERG, CHARLOTTE
1	1016159		\$200.00	Jun 29, 2016	88888	18391	JOHNSON, DOUGLAS A
1	1016160		\$65.67	Jun 29, 2016	88888	18645	EBENHOH, TEEGAN M

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1016161		\$41.88	Jun 29, 2016	88888	8871	NASH, STEPHANIE
1	1016162		\$6.90	Jun 29, 2016	88888	10972	WITTNEBEL, KATHY
1	1016163		\$47.04	Jun 29, 2016	88888	11073	MEYER, CHAD
1	1016164		\$22.85	Jun 29, 2016	88888	13898	TORGERSEN, SHERRY LYNN
1	1016165		\$23.76	Jun 29, 2016	88888	15662	WILSON, MICHELE L
1	1016166		\$8.70	Jun 29, 2016	88888	16009	MARKHAM, ANGELA L
1	1016167		\$200.00	Jun 29, 2016	88888	16166	RIDER, LISA K
1	1016168		\$371.39	Jun 29, 2016	88888	16573	WEILER, TIFFANY M
1	1016169		\$19.76	Jun 29, 2016	88888	17169	VAUGHT, ELIZABETH C
1	1016170		\$200.00	Jun 29, 2016	88888	17487	SOVINE, STACEY
1	1016171		\$7.97	Jun 29, 2016	88888	17903	PETROSKEY, KELLIE A
1	1016172		\$152.42	Jun 29, 2016	88888	18037	PARKINSON, JACQUELYN R
1	1016173		\$82.13	Jun 29, 2016	88888	18071	MCPARLAND, SHANNON
1	1016174		\$200.00	Jun 29, 2016	88888	18287	STANLEY, STACIE L
1	1016175		\$12.20	Jun 29, 2016	88888	18334	SHANLEY, SARAH J
1	1016176		\$40.00	Jun 29, 2016	88888	18384	SCHWARZ, DARCIE N
1	1016177		\$200.00	Jun 29, 2016	88888	18405	WINTERLIN, GORDON D
1	1016178		\$45.00	Jun 29, 2016	88888	18484	PERRY, BRIAN
1	1016179		\$31.48	Jun 29, 2016	88888	18536	SPAULDING, SHEILA J
1	1016180		\$20.00	Jun 29, 2016	88888	18790	MURRAY, CATHLEEN H
1	1016181		\$48.00	Jul 6, 2016	88888	6842	CHALLGREN, MARGARET TEN BROEK
1	1016182		\$103.08	Jul 6, 2016	88888	7257	O'REILLY, JOHN T
1	1016183		\$103.08	Jul 6, 2016	88888	7569	O'REILLY, GINA
1	1016184		\$77.20	Jul 6, 2016	88888	7838	MOULSOFF, NORINE L
1	1016185		\$128.42	Jul 6, 2016	88888	8284	JEFFERS, LUCRETIA
1	1016186		\$48.00	Jul 6, 2016	88888	8287	KRUPKE, GRETA
1	1016187		\$136.56	Jul 6, 2016	88888	9293	SCHROEDER, PATRICIA
1	1016188		\$142.08	Jul 6, 2016	88888	10741	RAPPE, BRIAN

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1016189		\$139.56	Jul 6, 2016	88888	11321	WALLENTA, PAUL S
1	1016190		\$152.44	Jul 6, 2016	88888	12099	FUNCHES, MONIQUE ROY
1	1016191		\$137.60	Jul 6, 2016	88888	12351	PORTER, JANICE
1	1016192		\$142.08	Jul 6, 2016	88888	12901	MCCUE, MICHELLE
1	1016193		\$110.72	Jul 6, 2016	88888	13288	LUTZ, AMANDA J
1	1016194		\$94.72	Jul 6, 2016	88888	13470	SMALLEY, AMY C
1	1016195		\$69.54	Jul 6, 2016	88888	14101	BURKE, KATIE J
1	1016196		\$48.00	Jul 6, 2016	88888	14122	LOTZE, TIMOTHY
1	1016197		\$48.00	Jul 6, 2016	88888	14649	DRAYTON, MARGOT ELIZABETH
1	1016198		\$120.39	Jul 6, 2016	88888	14914	RONN, KELLY J
1	1016199		\$115.12	Jul 6, 2016	88888	14966	CHRISTY, DANIELLE C
1	1016200		\$125.58	Jul 6, 2016	88888	14991	NEMETH, HEATHER
1	1016201		\$48.00	Jul 6, 2016	88888	15580	MOFFITT, LESLIE ALLAN
1	1016202		\$48.00	Jul 6, 2016	88888	16602	GOMER, JENNA M
1	1016203		\$113.08	Jul 6, 2016	88888	16619	BORDONARO, JENNIFER ELIZABETH
1	1016204		\$90.12	Jul 6, 2016	88888	16898	KNOX, JACOB M
1	1016205		\$48.00	Jul 6, 2016	88888	17240	SCHNOBRICH, ANGELA M
1	1016206		\$132.89	Jul 6, 2016	88888	17243	STUCYNSKI, MARY E
1	1016207		\$61.50	Jul 6, 2016	88888	17361	CZAPAR, RYAN J
1	1016208		\$79.36	Jul 6, 2016	88888	17677	GLAS, JOHN M
1	1016209		\$130.12	Jul 6, 2016	88888	17873	DERDEN, WILLIAM M
1	1016210		\$120.84	Jul 6, 2016	88888	18010	FLUG, JOSHUA W
1	1016211		\$103.08	Jul 6, 2016	88888	18025	HENDERSON, MICHELLE A
1	1016212		\$48.00	Jul 6, 2016	88888	18031	THOMAS, JESSICA
1	1016213		\$136.56	Jul 6, 2016	88888	18307	ELWARD, LUCIUS P
1	1016214		\$110.72	Jul 6, 2016	88888	18367	BLONS, LLIANE M
1	1016215		\$111.62	Jul 6, 2016	88888	18621	HENDRICKS, SCHERESS
1	1016216		\$129.58	Jul 6, 2016	88888	18702	AKERSON, REBECCA D
1	1016217		\$123.74	Jul 6, 2016	88888	2051	DEERING, KARI
1	1016218		\$2.48	Jul 6, 2016	88888	5747	CORDAHL, AMBER
1	1016219		\$7.45	Jul 6, 2016	88888	6452	BERG, JANET
1	1016220		\$66.57	Jul 6, 2016	88888	7399	GILES, SHARI M THEIS
1	1016221		\$3.46	Jul 6, 2016	88888	7572	KAISER, TANYA J
1	1016222		\$31.98	Jul 6, 2016	88888	8305	DECKER, WENDY
1	1016223		\$695.82	Jul 6, 2016	88888	8359	TAYLOR, JORDAN A-M
1	1016224		\$59.40	Jul 6, 2016	88888	9363	BIEN, BERNADETTE L
1	1016225		\$52.92	Jul 6, 2016	88888	11320	WALDRON, RACHELLE
1	1016226		\$408.49	Jul 6, 2016	88888	11689	TUSA, ANGELA M
1	1016227		\$4.69	Jul 6, 2016	88888	14147	KLINNERT, ELIZABETH
1	1016228		\$3.24	Jul 6, 2016	88888	14479	KIBLER, JEANNE
1	1016229		\$268.76	Jul 6, 2016	88888	14623	JOHNSHOY, JANET

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1016230		\$150.00	Jul 6, 2016	88888	15911	WILLSON, DAWN M
1	1016231		\$70.47	Jul 6, 2016	88888	15922	DUNN, RUTH C
1	1016232		\$12.64	Jul 6, 2016	88888	16448	HENRICH, SARAH L
1	1016233		\$38.83	Jul 6, 2016	88888	16789	KRONABETTER, JULIE R
1	1016234		\$213.68	Jul 6, 2016	88888	17431	QUINTANA, MARIANA
1	1016235		\$77.42	Jul 6, 2016	88888	17563	BLACK, KRISTINE C
1	1016236		\$25.44	Jul 6, 2016	88888	18069	MCLAUGHLIN, MARILEE
1	1016237		\$71.00	Jul 6, 2016	88888	18071	MCPARLAND, SHANNON
1	1016238		\$15.12	Jul 6, 2016	88888	18166	KASTLER, ANN
1	1016239		\$38.99	Jul 6, 2016	88888	18265	BROWN, JACKLYN D
1	1016240		\$396.05	Jul 6, 2016	88888	18287	STANLEY, STACIE L
1	1016241		\$71.00	Jul 6, 2016	88888	18545	KROHN, JULIE C
1	1016242		\$1,623.03	Jul 13, 2016	88888	16735	GORTON, RACHEL
1	1016243		\$1,166.19	Jul 13, 2016	88888	16735	GORTON, RACHEL
1	1016244		\$136.06	Jul 13, 2016	88888	17771	HELWIG, KRISTINE K
1	1016245		\$535.92	Jul 13, 2016	88888	18391	JOHNSON, DOUGLAS A
1	1016246		\$195.48	Jul 13, 2016	88888	18842	JACOBS, MICHELLE
1	1016247		\$185.73	Jul 13, 2016	88888	9295	WAGNER-SMITH, SHERRY
1	1016248		\$12.00	Jul 13, 2016	88888	11212	PROECHEL, WENDY
1	1016249		\$12.87	Jul 13, 2016	88888	11220	TOELLER, JOHN F.
1	1016250		\$215.46	Jul 13, 2016	88888	12579	STARKEY, MICHELE M
1	1016251		\$29.59	Jul 13, 2016	88888	14000	MCCLELLAN, MELISSA E
1	1016252		\$104.10	Jul 13, 2016	88888	15815	MOSSER, DAWN M
1	1016253		\$61.50	Jul 13, 2016	88888	15856	TOUSIGNANT, HOLLY
1	1016254		\$73.01	Jul 13, 2016	88888	16345	WALCZAK, CHERYL M
1	1016255		\$60.17	Jul 13, 2016	88888	16491	VITALI, ALICIA F
1	1016256		\$152.28	Jul 13, 2016	88888	16574	ROBASSE, CHRISTINE M
1	1016257		\$71.28	Jul 13, 2016	88888	17557	WALKER, RYAN M
1	1016258		\$71.28	Jul 13, 2016	88888	18337	MORAN, LAURA E
1	1016259		\$153.41	Jul 13, 2016	88888	18639	PIOTROWSKI, AMY

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1016260		\$53.95	Jul 13, 2016	88888	18679	MEYER, JESSICA M
1	1016261		\$7.18	Jul 13, 2016	88888	18740	SWAIN, SHAWN L
<b>Check Count</b>	<b>203</b>	<b>Grand Total</b>	<b>\$21,855.76</b>				

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447162		\$14,974.14	Jun 17, 2016	28551	0	ADVANCED IMAGING SOLUTIONS
4	447163		\$10,064.85	Jun 17, 2016	28551	1	ADVANCED IMAGING SOLUTIONS
4	447164		\$1,356.00	Jun 17, 2016	24455	0	ALL FOR KIDZ
4	447165		\$508.00	Jun 17, 2016	28518	1	AUDIOLOGY SYSTEMS INC
4	447166		\$1,334.00	Jun 17, 2016	28847	0	AUTO-OWNERS INSURANCE COMPANY
4	447167		\$99.04	Jun 17, 2016	00386	1	BARNES & NOBLE, INC.
4	447168		\$100.00	Jun 17, 2016	28160	0	BERGE, ERIC
4	447169		\$350.00	Jun 17, 2016	24456	0	BORN SELLY, PATRICIA
4	447170		\$2,269.60	Jun 17, 2016	05944	0	BURNSVILLE SWIM CLUB, INC.
4	447171		\$70.70	Jun 17, 2016	00529	1	CAROLINA BIOLOGICAL SUPPLY COMPANY
4	447172		\$281.79	Jun 17, 2016	02519	3	CENTERPOINT ENERGY SERVICES, INC.
4	447173		\$587.12	Jun 17, 2016	02781	5	CENTURYLINK
4	447174		\$840.00	Jun 17, 2016	25919	0	CORDOVA, LETICIA
4	447175		\$565.26	Jun 17, 2016	28540	0	CORE BEVERAGE
4	447176		\$64,035.85	Jun 17, 2016	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	447177		\$629.58	Jun 17, 2016	29348	1	DELICIOSO CATERING
4	447178		\$230.00	Jun 17, 2016	20524	0	DEWALD, RINA C.
4	447179		\$60.00	Jun 17, 2016	28051	0	DO GOOD DIAPERS LLC
4	447180		\$62.50	Jun 17, 2016	04416	0	FAIRVIEW
4	447181		\$3.09	Jun 17, 2016	01463	0	FEDEX
4	447182		\$1,959.00	Jun 17, 2016	00478	0	FIRST SEWING CENTER
4	447183		\$76.00	Jun 17, 2016	24296	0	FULTON, STEVE
4	447184		\$120.00	Jun 17, 2016	00016	3130	GALLMEIER, JEANNE
4	447185		\$490.00	Jun 17, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	447186		\$75.00	Jun 17, 2016	07679	0	GOETZ, THOMAS
4	447187		\$1,000.00	Jun 17,	00016	3131	GRAY, DEANDREA

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447188		\$6.95	Jun 17, 2016	00575	0	GROTH MUSIC COMPANY
4	447189		\$152.00	Jun 17, 2016	29206	0	HACKBARTH, KENT
4	447190		\$75.44	Jun 17, 2016	00862	3	HERFF JONES, INC.
4	447191		\$46.18	Jun 17, 2016	24432	0	I GOT SKILLS
4	447192		\$7,084.87	Jun 17, 2016	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	447193		\$2,208.75	Jun 17, 2016	28098	0	KIRB APPAREL LLC
4	447194		\$60.00	Jun 17, 2016	01718	0	LAKES COUNTRY SERVICE COOPERATIVE
4	447195		\$119.00	Jun 17, 2016	00016	1381	LEMKE, LIZ
4	447196		\$51.75	Jun 17, 2016	28978	0	LINDSKOOG BOSCH, ALEJANDRA
4	447197		\$2,100.00	Jun 17, 2016	27675	0	MCCRADY, RYAN
4	447198		\$109.45	Jun 17, 2016	24921	0	MECA SPORTSWEAR
4	447199		\$118.93	Jun 17, 2016	23914	0	MIDWEST VENDING
4	447200		\$770.83	Jun 17, 2016	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	447201		\$738.00	Jun 17, 2016	00624	0	MN HISTORICAL SOCIETY
4	447202		\$28.00	Jun 17, 2016	02445	0	MN STATE HIGH SCHOOL LEAGUE (MSHSL)
4	447203		\$2,620.00	Jun 17, 2016	04656	2	MSNA
4	447204		\$240.00	Jun 17, 2016	24243	0	MUNOZ, MARIBEL
4	447205		\$99.31	Jun 17, 2016	03519	0	NAPA AUTO PARTS
4	447206		\$76.00	Jun 17, 2016	25059	0	OLSON, THOR
4	447207		\$4,650.00	Jun 17, 2016	24373	1	PAST ATHLETES CONCERNED ABOUT EDUCATION
4	447208		\$602.00	Jun 17, 2016	29333	0	PEDIATECH NURSING, LLC
4	447209		\$15.00	Jun 17, 2016	00001	152	PEKA, TINA
4	447210		\$960.00	Jun 17, 2016	24879	0	PEREZ, MELISSA M.
4	447211	Unissued	\$0.00	Jun 17, 2016	24879	0	PEREZ, MELISSA M.
4	447212		\$109.00	Jun 17, 2016	29171	0	PERFORMANT RECOVERY INC

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447213		\$60.00	Jun 17, 2016	21343	0	RAMACHER, THUY
4	447214		\$20,677.75	Jun 17, 2016	26836	1	RELIANCE COMMUNICATIONS
4	447215		\$262.00	Jun 17, 2016	28277	0	ROBERT J. BRUNO, LTD
4	447216		\$384.00	Jun 17, 2016	26552	3	SCHOOL NUTRITION ASSOCIATION
4	447217		\$74.75	Jun 17, 2016	24458	0	SMIDT, HOLLY
4	447218		\$150.00	Jun 17, 2016	24457	0	SMITH-GROVER, SUSAN
4	447219		\$29.14	Jun 17, 2016	00000	9695	STEARNS, FRANCES
4	447220		\$11,550.00	Jun 17, 2016	24346	0	STRATEGIC BEHAVIORAL SOLUTIONS
4	447221		\$680.00	Jun 17, 2016	28706	0	STRATEGIC STAFFING SOLUTIONS, LLC
4	447222		\$1,063.58	Jun 17, 2016	28962	1	TOPPERS PIZZA BURNSVILLE
4	447223	Unissued	\$0.00	Jun 17, 2016	28962	1	TOPPERS PIZZA BURNSVILLE
4	447224		\$6,779.22	Jun 17, 2016	03802	0	TRIO SUPPLY
4	447225	Unissued	\$0.00	Jun 17, 2016	03802	0	TRIO SUPPLY
4	447226		\$246.00	Jun 17, 2016	02813	4	US DEPARTMENT OF EDUCATION
4	447227		\$196.00	Jun 17, 2016	02813	7	US DEPARTMENT OF EDUCATION
4	447228		\$130.00	Jun 17, 2016	23463	18	US DEPT OF TREASURY
4	447229		\$300.00	Jun 17, 2016	25560	0	WARSAME, KADRA
4	447230		\$1,500.00	Jun 17, 2016	00016	3129	WATERMAN, SARAH
4	447231		\$1,563.42	Jun 21, 2016	20289	1	CDW GOVERNMENT, INC.
4	447232		\$1,707.16	Jun 21, 2016	02519	0	CENTERPOINT ENERGY
4	447233		\$56.50	Jun 21, 2016	00016	2458	DAVIS, DAWN
4	447234		\$666,746.96	Jun 21, 2016	28300	1	DURHAM SCHOOL SERVICES
4	447235		\$28.00	Jun 21, 2016	26111	0	ETECH TRANSACTION SOLUTIONS, INC.
4	447236		\$400.00	Jun 21, 2016	28825	0	GASTERLAND, HANS
4	447237		\$82.40	Jun 21, 2016	00016	2257	HANSEN, KARLA
4	447238		\$175.50	Jun 21,	00862	3	HERFF JONES, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447239		\$5,800.00	Jun 21, 2016	27985	0	HILDI INC.
4	447240		\$120.00	Jun 21, 2016	02083	0	INTERNATIONAL SOCIETY FOR TECH IN EDUCA
4	447241		\$83.30	Jun 21, 2016	00000	521	LARSON, MIKALA
4	447242		\$39,400.04	Jun 21, 2016	28503	1	LINA
4	447243		\$2,484.00	Jun 21, 2016	26298	2	NCS PEARSON
4	447244		\$1,968.06	Jun 21, 2016	20099	2	RELIASTAR LIFE INSURANCE COMPANY
4	447245		\$2,041.35	Jun 21, 2016	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	447246		\$260.22	Jun 21, 2016	27563	0	SHRED RIGHT
4	447247		\$523.95	Jun 21, 2016	28502	0	THE MCDOWELL AGENCY, INC.
4	447248		\$3,440.00	Jun 21, 2016	22918	0	THE SIGN PRODUCERS, INC.
4	447249		\$24.00	Jun 21, 2016	03986	0	THE TROPHY HOUSE, INC.
4	447250		\$200.00	Jun 21, 2016	28852	0	TYLER, BRUCE
4	447251		\$4,928.78	Jun 21, 2016	04417	1	US FOODS INC
4	447252		\$5.00	Jun 24, 2016	00001	1699	ALVAREZ, SHANNON
4	447253		\$200.00	Jun 24, 2016	28160	0	BERGE, ERIC
4	447254		\$2,796.43	Jun 24, 2016	02519	0	CENTERPOINT ENERGY
4	447255	Void	\$75.00	Jun 24, 2016	01016	0	DAKOTA COUNTY TREASURER-AUDITOR
4	447256		\$750.00	Jun 24, 2016	28390	0	DAVIDSON, BRYCE
4	447257		\$600.00	Jun 24, 2016	28159	0	DEMPSEY, VICTORIA
4	447258		\$2,609.83	Jun 24, 2016	02333	1	EARTHGRAINS BAKING CO. INC.
4	447259		\$50.00	Jun 24, 2016	03622	2	GALE/CENGAGE LEARNING
4	447260		\$166.60	Jun 24, 2016	00016	3133	GALLIC, LAURA
4	447261		\$244.06	Jun 24, 2016	02623	1	GENERAL BINDING CORPORATION
4	447262		\$184.00	Jun 24, 2016	28107	0	HEARTLAND SIGNS & VEHICLE GRAPHICS
4	447263		\$54.00	Jun 24, 2016	00000	7239	HENSELER, PAULA

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447264		\$5.25	Jun 24, 2016	00862	3	HERFF JONES, INC.
4	447265		\$51,633.19	Jun 24, 2016	27633	0	KELLY SERVICES, INC.
4	447266		\$2,375.00	Jun 24, 2016	25595	0	KIMBERLY GIBBONS
4	447267		\$54.00	Jun 24, 2016	00000	7265	MCCRAY, KENDRA
4	447268		\$80.00	Jun 24, 2016	00016	3132	MOORE, SABRINA
4	447269		\$72.00	Jun 24, 2016	00000	7264	OLSON, VONDA
4	447270		\$10.00	Jun 24, 2016	00000	2717	ROBINSON, CJ
4	447271		\$34.00	Jun 24, 2016	00000	1831	SMITH, JANICE
4	447272		\$525.00	Jun 24, 2016	29384	0	STEEL, AMANDA
4	447273		\$2,812.60	Jun 24, 2016	29345	1	T-MOBILE
4	447274		\$5.00	Jun 24, 2016	00000	7263	THOMPSON, SUSAN
4	447275		\$9.75	Jun 24, 2016	00001	1700	WAGNER, MANDY
4	447276		\$249.90	Jun 24, 2016	23552	0	WONG, ANASTASIA
4	447277		\$20.00	Jun 28, 2016	00000	8817	ATHEY, DENISE
4	447278		\$110.00	Jun 28, 2016	00016	3145	AVILES, MARINA
4	447279		\$20.00	Jun 28, 2016	00016	3144	BAKER, CHRISTINA
4	447280		\$20.00	Jun 28, 2016	00016	3090	BRUHA, JOYCE
4	447281		\$75.00	Jun 28, 2016	01016	1	DAKOTA COUNTY TREASURER
4	447282		\$20.00	Jun 28, 2016	00016	2773	DEUTSCH, JENNY
4	447283		\$20.00	Jun 28, 2016	00000	8673	DIGGAN, KRIS
4	447284		\$20.00	Jun 28, 2016	00000	5493	EMERY, TIM
4	447285		\$20.00	Jun 28, 2016	00000	8679	ENGEL, WARD
4	447286		\$20.00	Jun 28, 2016	00016	2447	FEE, CURT
4	447287		\$20.00	Jun 28, 2016	00016	3143	FRANKE, LINDSY
4	447288		\$20.00	Jun 28, 2016	00016	2937	GLEASON, TOM
4	447289		\$55.00	Jun 28,	00016	3142	GORDON, JENNIFER

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447290		\$20.30	Jun 28, 2016	00001	1701	GULLIKSON, KATHY
4	447291		\$55.00	Jun 28, 2016	00016	2938	HADDORFF, RYAN
4	447292		\$20.00	Jun 28, 2016	00016	3141	HANDZIJA, MAJA
4	447293		\$20.00	Jun 28, 2016	00016	2885	ISLAM, JENNIFER
4	447294		\$94.50	Jun 28, 2016	20523	0	JONES, SCOTT
4	447295		\$40.00	Jun 28, 2016	00016	3140	JONES, TAMI
4	447296		\$30.00	Jun 28, 2016	00016	3139	JUAREZ, DIEGO
4	447297		\$20.00	Jun 28, 2016	00016	2940	KEATING, MARK
4	447298		\$3,679.50	Jun 28, 2016	08356	1	KENNEDY & GRAVEN, CHARTERED
4	447299		\$975.00	Jun 28, 2016	26743	0	KIDCREATE STUDIO
4	447300		\$20.00	Jun 28, 2016	00016	2772	KING, LANA
4	447301		\$60.00	Jun 28, 2016	00016	2445	KORTENHOF, JILL
4	447302		\$20.00	Jun 28, 2016	00016	2941	KRUMWIEDE, KARA
4	447303		\$20.00	Jun 28, 2016	00016	2154	KUPLIC, DEB
4	447304		\$20.00	Jun 28, 2016	00000	414	LAMOTTE, KELLY
4	447305		\$49.00	Jun 28, 2016	00016	2114	LANHART, PAM
4	447306		\$20.00	Jun 28, 2016	00016	1675	LEGRAND, HEATHER
4	447307		\$3,318.27	Jun 28, 2016	08682	2	LIFETOUCH
4	447308		\$135.00	Jun 28, 2016	00016	3134	MAGEE, CATHERINE
4	447309		\$1,486.50	Jun 28, 2016	25512	0	MAYER ARTS, INC.
4	447310		\$20.00	Jun 28, 2016	00016	2944	MCMAHON, VINCENT
4	447311		\$20.00	Jun 28, 2016	00016	1567	MILHAUPT, PAUL
4	447312		\$1,430.00	Jun 28, 2016	29262	0	ON DEMAND PRINTING
4	447313		\$602.00	Jun 28, 2016	29333	0	PEDIATECH NURSING, LLC
4	447314		\$20.00	Jun 28, 2016	00016	2754	PFIFFNER, AMY

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447315		\$40.00	Jun 28, 2016	00001	1618	PLUNTZ, ALISON
4	447316		\$12,241.95	Jun 28, 2016	21458	1	PRIOR LAKE - SAVAGE AREA SCHOOLS ISD #719
4	447317		\$55.00	Jun 28, 2016	00000	6536	SABA, DANA
4	447318		\$205.00	Jun 28, 2016	00000	9161	SCHAEFERS, VICKI
4	447319		\$20.00	Jun 28, 2016	00016	3135	SCHWENN, KELLY
4	447320		\$40.00	Jun 28, 2016	00000	9466	SERVAIS, SHARON
4	447321		\$20.00	Jun 28, 2016	00016	2946	SHEARER, BRENDA
4	447322		\$330.00	Jun 28, 2016	20185	0	SHIRTY SOMETHING
4	447323		\$356.50	Jun 28, 2016	27465	0	SUMMER, JULIE ANNA
4	447324		\$20.00	Jun 28, 2016	00016	2947	THOMPSON, ALLISON
4	447325		\$621.51	Jun 28, 2016	08203	1	TIES
4	447326		\$8,615.90	Jun 28, 2016	04417	1	US FOODS INC
4	447327	Unissued	\$0.00	Jun 28, 2016	04417	1	US FOODS INC
4	447328	Unissued	\$0.00	Jun 28, 2016	04417	1	US FOODS INC
4	447329		\$260.00	Jun 28, 2016	00000	8719	WAHLBERG, SCOTT AND CARA
4	447330		\$20.00	Jun 28, 2016	00016	3136	WHITE, THOMAS
4	447331		\$20.00	Jun 28, 2016	00016	3137	WHITNEY, BEVERLY
4	447332		\$20.00	Jun 28, 2016	00016	3138	ZASTROW, SUSAN
4	447333		\$866.25	Jul 1, 2016	01118	0	ABLENET, INC.
4	447334		\$297.95	Jul 1, 2016	21489	1	ACCURATE LABEL DESIGNS
4	447335		\$220.66	Jul 1, 2016	01982	0	ADHESIVE LABEL
4	447336		\$4,304.13	Jul 1, 2016	28147	1	AGROPUR
4	447337	Unissued	\$0.00	Jul 1, 2016	28147	1	AGROPUR
4	447338	Unissued	\$0.00	Jul 1, 2016	28147	1	AGROPUR
4	447339	Unissued	\$0.00	Jul 1, 2016	28147	1	AGROPUR
4	447340		\$229.14	Jul 1,	01365	0	AMERIPRIDE LINEN AND APPAREL

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			SERVICES
4	447341		\$11,270.00	Jul 1, 2016	00249	1	APPLE COMPUTER INC.
4	447342		\$481.10	Jul 1, 2016	00106	0	AQUA ENGINEERING, INC.
4	447343		\$214.11	Jul 1, 2016	00428	0	ARAMARK
4	447344		\$3,911.60	Jul 1, 2016	20362	0	BENCHMARK EDUCATION COMPANY
4	447345		\$1,097.22	Jul 1, 2016	00477	0	BIX PRODUCE COMPANY
4	447346		\$39.75	Jul 1, 2016	26720	0	BLUE BELL ENTERPRISES, INC.
4	447347		\$85.80	Jul 1, 2016	29269	1	CAPSTONE CLASSROOM
4	447348		\$1,012.50	Jul 1, 2016	00707	1	CARRIER CORPORATION
4	447349		\$45,056.64	Jul 1, 2016	20289	1	CDW GOVERNMENT, INC.
4	447350		\$171.83	Jul 1, 2016	00624	1	CHICAGO DISTRIBUTION CENTER
4	447351		\$2,386.61	Jul 1, 2016	23509	0	COOL AIR MECHANICAL, INC.
4	447352		\$154.23	Jul 1, 2016	00666	1	COUNCIL FOR EXCEPTIONAL CHILDREN
4	447353		\$4,997.01	Jul 1, 2016	27092	0	CUSTOM EDUCATION SOLUTIONS
4	447354		\$14,457.04	Jul 1, 2016	04186	1	DALCO
4	447355	Unissued	\$0.00	Jul 1, 2016	04186	1	DALCO
4	447356	Unissued	\$0.00	Jul 1, 2016	04186	1	DALCO
4	447357	Unissued	\$0.00	Jul 1, 2016	04186	1	DALCO
4	447358		\$59.18	Jul 1, 2016	00837	1	DEMCO, INC.
4	447359		\$1,652.08	Jul 1, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	447360		\$1,270.20	Jul 1, 2016	00578	1	DON JOHNSTON, INC.
4	447361		\$135.00	Jul 1, 2016	24933	0	DURAND MANUFACTURING, INC.
4	447362		\$522.80	Jul 1, 2016	28982	0	EKON-O-PAC, LLC
4	447363		\$377.50	Jul 1, 2016	01078	0	ELECTRO WATCHMAN, INC.
4	447364		\$12.58	Jul 1, 2016	23054	1	FASTENAL
4	447365		\$12,394.59	Jul 1, 2016	26109	0	FIELD ENVIRONMENTAL CONSULTING, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447366		\$488.91	Jul 1, 2016	01541	1	GENERAL PARTS, LLC
4	447367		\$529.33	Jul 1, 2016	04387	1	GRAINGER
4	447368		\$487.52	Jul 1, 2016	01478	1	GRAYBAR ELECTRIC COMPANY, INC.
4	447369		\$417.00	Jul 1, 2016	00862	3	HERFF JONES, INC.
4	447370		\$395.00	Jul 1, 2016	09046	0	HI TECH REFRIGERATION
4	447371		\$485.04	Jul 1, 2016	09318	1	HILLYARD INC - MINNEAPOLIS
4	447372		\$84.99	Jul 1, 2016	21184	1	HP
4	447373		\$497.00	Jul 1, 2016	24274	1	INNOVATIVE OFFICE SOLUTIONS
4	447374		\$396.34	Jul 1, 2016	29071	0	JOBS FOUNDATION/TECH DUMP
4	447375		\$15,150.00	Jul 1, 2016	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	447376		\$105.57	Jul 1, 2016	02174	1	KAPLAN EARLY LEARNING CO.
4	447377		\$535.75	Jul 1, 2016	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	447378		\$254.70	Jul 1, 2016	06207	1	L.L. BEAN, INC.
4	447379		\$206.95	Jul 1, 2016	02203	0	LAKESHORE LEARNING MATERIALS
4	447380		\$248.50	Jul 1, 2016	05077	0	LOCKSAFE INC.
4	447381		\$749.08	Jul 1, 2016	02196	0	MACKIN EDUCATIONAL RESOURCES
4	447382		\$9,263.62	Jul 1, 2016	28793	1	MANSFIELD OIL COMPANY
4	447383		\$270.00	Jul 1, 2016	08999	1	MINNESOTA ELEVATOR INC
4	447384		\$409.95	Jul 1, 2016	00624	0	MN HISTORICAL SOCIETY
4	447385		\$181.65	Jul 1, 2016	28240	1	MN SUPPLY
4	447386		\$52.00	Jul 1, 2016	02544	1	MTI DISTRIBUTING CO.
4	447387		\$12.32	Jul 1, 2016	24388	0	MVP LOGISTICS, LLC
4	447388		\$47.37	Jul 1, 2016	03519	0	NAPA AUTO PARTS
4	447389		\$818.69	Jul 1, 2016	25372	4	NCS PEARSON INC
4	447390		\$802.93	Jul 1, 2016	02489	1	OFFICE DEPOT COMPANY
4	447391		\$390.02	Jul 1,	03123	0	PAPCO INC

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447392		\$345.06	Jul 1, 2016	03116	4	PEARSON EDUCATION
4	447393		\$85.44	Jul 1, 2016	25589	1	PLAYPOWER LT FARMINGTON INC.
4	447394		\$264.85	Jul 1, 2016	01709	1	PPG ARCHITECTURAL FINISHES
4	447395		\$1,267.00	Jul 1, 2016	28785	1	PRODOCON, INC
4	447396		\$84.57	Jul 1, 2016	07235	0	REALLY GOOD STUFF
4	447397		\$125.00	Jul 1, 2016	05511	0	RED WING SHOE STORE
4	447398		\$107.99	Jul 1, 2016	21851	0	RED WING SHOE STORE
4	447399		\$2,638.50	Jul 1, 2016	09053	0	RIFTON EQUIPEMENT
4	447400		\$183.00	Jul 1, 2016	28528	0	ROCK HARD LANDSCAPE SUPPLY
4	447401		\$390.40	Jul 1, 2016	00927	0	RUBENSTEIN & ZIFF, INC.
4	447402		\$590.21	Jul 1, 2016	23241	0	RYAN MECHANICAL, INC.
4	447403		\$82.82	Jul 1, 2016	04605	0	SADDLEBACK EDUCATIONAL, INC.
4	447404		\$2,303.00	Jul 1, 2016	23206	0	SCHOLASTIC EQUIPMENT COMPANY, LLC
4	447405		\$1,407.19	Jul 1, 2016	03537	1	SCHOOL HEALTH SUPPLY CO., INC.
4	447406		\$762.50	Jul 1, 2016	02397	0	SCHOOL MATE
4	447407		\$157.51	Jul 1, 2016	25097	1	SCHOOL SPECIALTY INC
4	447408		\$6,236.36	Jul 1, 2016	03587	1	SIMPLEX GRINNELL
4	447409		\$613.59	Jul 1, 2016	02434	0	SUCCESS BY DESIGN
4	447410		\$741.60	Jul 1, 2016	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	447411		\$5,740.00	Jul 1, 2016	22319	0	TEMPLE ELECTRIC MOTOR SERVICE INC.
4	447412		\$1,494.50	Jul 1, 2016	08186	0	TEXTBOOK WAREHOUSE, INC.
4	447413		\$303.00	Jul 1, 2016	28708	1	THE WATER HEATER GUY
4	447414		\$3,198.70	Jul 1, 2016	08203	1	TIES
4	447415		\$2,387.10	Jul 1, 2016	22123	1	TOTAL FILTRATION SERVICES, INC.
4	447416		\$1,912.71	Jul 1, 2016	03802	0	TRIO SUPPLY

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447417		\$56.69	Jul 1, 2016	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	447418		\$75.46	Jun 29, 2016	00216	2	ALPHA VIDEO & AUDIO, INC.
4	447419		\$56.00	Jun 29, 2016	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	447420		\$1,000.00	Jun 29, 2016	00016	3148	BARADARAN, JOHN
4	447421		\$1,830.00	Jun 29, 2016	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	447422		\$4,050.00	Jun 29, 2016	29000	0	CAPTURE VIDEO, LLC
4	447423		\$3,262.00	Jun 29, 2016	27274	0	COMPUTER EXPLORERS
4	447424		\$9,842.20	Jun 29, 2016	29385	0	DIGITAL INSURANCE, INC.
4	447425		\$633.60	Jun 29, 2016	09272	2	ECM PUBLISHERS, INC.
4	447426		\$1,000.00	Jun 29, 2016	00016	3147	FISCHER, MITCHEL
4	447427		\$1,000.00	Jun 29, 2016	00016	3146	FLOERSCH, RACHEL
4	447428		\$333.20	Jun 29, 2016	00016	2948	HACKENMUELLER, JESSI
4	447429		\$13,520.86	Jun 29, 2016	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
4	447430		\$750.00	Jun 29, 2016	00016	3062	HEIER, ELANA
4	447431		\$1,000.00	Jun 29, 2016	00016	3149	HEYNE, LUCAS
4	447432		\$10,000.00	Jun 29, 2016	20700	0	INFINITY SYSTEMS, INC.
4	447433		\$2,488.61	Jun 29, 2016	02483	0	INTEGRA TELECOM
4	447434		\$35.00	Jun 29, 2016	00000	7159	KRENN, ANN
4	447435		\$49.00	Jun 29, 2016	00016	2873	KRISS, KRISTIE
4	447436		\$8,462.25	Jun 29, 2016	08682	2	LIFETOUCH
4	447437		\$500.00	Jun 29, 2016	00016	3150	MEIER, KEELEY
4	447438		\$300.00	Jun 29, 2016	24659	0	MINNESOTA SWORD PLAY
4	447439		\$112.00	Jun 29, 2016	08769	0	NCPERS MINNESOTA
4	447440		\$495.07	Jun 29, 2016	02489	1	OFFICE DEPOT COMPANY
4	447441		\$47.45	Jun 29, 2016	00001	1702	PAHL, MELISSA
4	447442		\$108.00	Jun 29,	29171	0	PERFORMANT RECOVERY INC

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447443		\$2,751.23	Jun 29, 2016	28477	0	RJM COMPANIES
4	447444		\$369.60	Jun 29, 2016	28168	0	ROARK, RICHARD JEFFREY
4	447445		\$293.00	Jun 29, 2016	28277	0	ROBERT J. BRUNO, LTD
4	447446		\$500.00	Jun 29, 2016	00016	3151	ROBINSON, KRISTIN
4	447447		\$7,321.61	Jun 29, 2016	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	447448		\$85.00	Jun 29, 2016	00000	7266	SCHWARZE, ALEESHA
4	447449		\$372.75	Jun 29, 2016	28502	0	THE MCDOWELL AGENCY, INC.
4	447450		\$969.84	Jun 29, 2016	00826	1	TIERNEY BROTHERS, INC.
4	447451		\$217.78	Jun 29, 2016	E7415	0	UMHOEFER, THOMAS C
4	447452		\$13.10	Jun 29, 2016	04172	0	UNITED PARCEL SERVICE
4	447453		\$6,163.04	Jun 29, 2016	02315	7	UNITED STATES TREASURY
4	447454		\$246.00	Jun 29, 2016	02813	4	US DEPARTMENT OF EDUCATION
4	447455		\$186.00	Jun 29, 2016	02813	7	US DEPARTMENT OF EDUCATION
4	447456		\$130.00	Jun 29, 2016	23463	18	US DEPT OF TREASURY
4	447457		\$86.29	Jun 29, 2016	20019	0	VERNON COMPANY
4	447458		\$4,260.00	Jul 2, 2016	22517	0	AMI IMAGING SYSTEMS, INC.
4	447459		\$800.00	Jul 2, 2016	00075	4	ANOKA HENNEPIN SCHOOL DISTRICT #11
4	447460		\$289.00	Jul 2, 2016	00098	1	ASCD
4	447461		\$5,380.00	Jul 2, 2016	25207	0	COGAN, TOM
4	447462		\$60.00	Jul 2, 2016	26227	0	COMMISSION ON DIETETIC REGISTRATION
4	447463		\$3,000.00	Jul 2, 2016	28279	0	ELECTRIC CITIZEN LLC
4	447464		\$7,519.06	Jul 2, 2016	29383	0	EXPLAIN EVERYTHING SALES, INC.
4	447465		\$379.00	Jul 2, 2016	29235	0	FISLER DATA, LLC
4	447466		\$630.00	Jul 2, 2016	01038	0	HEALTH CONSULTANTS FOR CHILD CARE
4	447467		\$238,689.40	Jul 2, 2016	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447468		\$4,959.97	Jul 2, 2016	26241	0	M&E REALTY COMPANY
4	447469		\$350.00	Jul 2, 2016	28137	1	MARSH & MCLENNAN AGENCY - RJF DIVISION
4	447470		\$17,500.00	Jul 2, 2016	02491	0	MIDWEST BAND INSTRUMENT SERV.
4	447471		\$1,584.00	Jul 2, 2016	09181	1	MN ADMINISTRATOR FOR SPECIAL EDUCATION (MASE)
4	447472		\$6,675.00	Jul 2, 2016	09181	0	MN ASSOC OF SCHOOL ADMINISTRATORS (MASA)
4	447473		\$5,118.00	Jul 2, 2016	08338	0	MN ASSOC OF SECONDARY SCHOOL PRINCIPAL(MASSP)
4	447474		\$40.00	Jul 2, 2016	08014	0	MN ASSOC OF SECRETARIES TO THE PRINCIPA(MASP)
4	447475		\$1,806.00	Jul 2, 2016	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	447476		\$360.00	Jul 2, 2016	24459	0	MN NONPUBLIC SCHOOL ACCREDITING ASSOC(MNSAA)
4	447477		\$150.00	Jul 2, 2016	26124	0	MN TEACHERS OF TRANSPORTATION&INDUSTRIAL AREAS
4	447478		\$1,950.00	Jul 2, 2016	24461	0	NEARPOD INC.
4	447479		\$86,021.00	Jul 2, 2016	09421	0	NORTHWEST EVALUATION ASSOCIATION (NWEA)
4	447480		\$11,328.75	Jul 2, 2016	02475	3	PCS REVENUE CONTROL SYSTEMS, INC.
4	447481		\$3,000.00	Jul 2, 2016	25725	0	PROJECT LEAD THE WAY
4	447482		\$20.00	Jul 2, 2016	09588	4	SAVAGE, CITY OF
4	447483		\$54,900.00	Jul 2, 2016	29250	1	SCHOOLGY INCORPORATED
4	447484		\$6,000.00	Jul 2, 2016	26921	0	SOUTH SUBURBAN CONFERENCE
4	447485		\$6,047.55	Jul 2, 2016	28095	0	SPED FORMS, INC.
4	447486		\$4,650.00	Jul 2, 2016	27742	0	STRATEGIC SOURCE INC
4	447487		\$1,600.00	Jul 2, 2016	25734	0	SWANEE'S MUSIC INC
4	447488		\$8,945.00	Jul 2, 2016	26691	1	TURNITIN, LLC
4	447489		\$1,750.00	Jul 2, 2016	24463	0	TWIN CITIES RECREATION, INC.
4	447490		\$430.00	Jul 2, 2016	04153	0	U.S. POSTMASTER
4	447491		\$13,259.00	Jul 2, 2016	24460	0	WEVIDEO INC
4	447492		\$2,250.00	Jul 2, 2016	07737	0	YOUTH FRONTIERS, INC.
4	447493		\$60.00	Jul 7,	28401	0	CHOY, KEREN

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447494		\$62.00	Jul 7, 2016	00502	0	CORNERSTONE COPY CENTER
4	447495		\$166.60	Jul 7, 2016	22759	0	DAVIDSON, JUDI
4	447496		\$5,333.33	Jul 7, 2016	04416	0	FAIRVIEW
4	447497		\$83.30	Jul 7, 2016	23284	0	FOLSTAD, DENISE
4	447498		\$83.30	Jul 7, 2016	00016	3154	HACK, WENDY
4	447499		\$750.00	Jul 7, 2016	08502	0	HAYNES, TRICIA
4	447500		\$810.00	Jul 7, 2016	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	447501		\$249.90	Jul 7, 2016	00016	2119	JOHNSON, KARIN
4	447502		\$1,000.00	Jul 7, 2016	00016	3153	KREKELBERG, MARIS
4	447503		\$100.00	Jul 7, 2016	26466	0	MN HIGHWAY SAFETY & RESEARCH CENTER
4	447504		\$166.60	Jul 7, 2016	00014	1612	NICKLAUS, ANNE OR ALAN
4	447505		\$250.95	Jul 7, 2016	02489	1	OFFICE DEPOT COMPANY
4	447506		\$4,545.38	Jul 7, 2016	06477	0	OFFICE OF MN IT SERVICES
4	447507		\$314.01	Jul 7, 2016	03116	4	PEARSON EDUCATION
4	447508		\$120.00	Jul 7, 2016	24879	0	PEREZ, MELISSA M.
4	447509		\$2,595.00	Jul 7, 2016	25725	0	PROJECT LEAD THE WAY
4	447510		\$8,280.00	Jul 7, 2016	26796	0	SAFEWAY DRIVING SCHOOL
4	447511		\$4,799.00	Jul 7, 2016	03537	1	SCHOOL HEALTH SUPPLY CO., INC.
4	447512		\$31.20	Jul 7, 2016	27563	0	SHRED RIGHT
4	447513		\$7,600.00	Jul 7, 2016	29382	0	SOFTFALL RETENTION, INC.
4	447514		\$120.00	Jul 7, 2016	24464	0	THE CAGES
4	447515		\$1,960.00	Jul 7, 2016	26627	0	THE PLAYS THE THING PRODUCTIONS
4	447516		\$1,117.43	Jul 7, 2016	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	447517		\$38.20	Jul 7, 2016	00001	1703	WALLACE, TJ
4	447518		\$333.20	Jul 7, 2016	23405	0	YANTA, REBECCA

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447519		\$21,748.00	Jul 8, 2016	06559	0	MATRIX COMMUNICATIONS, INC.
4	447520		\$853.00	Jul 8, 2016	08338	0	MN ASSOC OF SECONDARY SCHOOL PRINCIPAL(MASSP)
4	447521		\$1,395.00	Jul 12, 2016	06215	0	AIRPORT TAXI, INC.
4	447522		\$762.00	Jul 12, 2016	28758	0	BEHAVE YOUR BEST LLC
4	447523		\$11,362.38	Jul 12, 2016	04226	0	BURNSVILLE, CITY OF
4	447524	Unissued	\$0.00	Jul 12, 2016	04226	0	BURNSVILLE, CITY OF
4	447525		\$1,000.00	Jul 12, 2016	00016	3155	CAMPBELL, LAUREN
4	447526		\$193.38	Jul 12, 2016	02519	0	CENTERPOINT ENERGY
4	447527		\$1,078.00	Jul 12, 2016	27274	0	COMPUTER EXPLORERS
4	447528		\$9,410.03	Jul 12, 2016	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	447529		\$1,010.06	Jul 12, 2016	01002	0	EAGAN, CITY OF
4	447530		\$672.71	Jul 12, 2016	02333	1	EARTHGRAINS BAKING CO. INC.
4	447531		\$952.80	Jul 12, 2016	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	447532		\$1,198.75	Jul 12, 2016	20540	0	GARDEN & ASSOCIATES, INC
4	447533		\$1,000.00	Jul 12, 2016	00016	2934	HARRISON, MARISSA
4	447534		\$71,982.00	Jul 12, 2016	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	447535		\$1,000.00	Jul 12, 2016	00016	3067	KUMP, BAILEY
4	447536		\$1,500.00	Jul 12, 2016	00016	3156	LYON, KALLIE
4	447537		\$234.50	Jul 12, 2016	22096	0	M W SAVAGE PTO
4	447538		\$288.61	Jul 12, 2016	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	447539		\$16,145.96	Jul 12, 2016	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	447540		\$8,824.40	Jul 12, 2016	03116	4	PEARSON EDUCATION
4	447541		\$11,780.00	Jul 12, 2016	27745	0	PLADSON ENVIRONMENTAL, INC.
4	447542		\$5,476.17	Jul 12, 2016	09588	0	SAVAGE, CITY OF
4	447543		\$49.17	Jul 12, 2016	03532	2	SCHMITT MUSIC
4	447544		\$21,867.27	Jul 12,	23848	0	SFM

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447545		\$607.05	Jul 12, 2016	24465	0	SHRED-IT
4	447546		\$14,003.37	Jul 12, 2016	04417	1	US FOODS INC
4	447547	Unissued	\$0.00	Jul 12, 2016	04417	1	US FOODS INC
4	447548	Unissued	\$0.00	Jul 12, 2016	04417	1	US FOODS INC
4	447549	Unissued	\$0.00	Jul 12, 2016	04417	1	US FOODS INC
4	447550		\$5,810.70	Jul 12, 2016	00535	1	VERIZON WIRELESS
4	447551		\$14.29	Jul 12, 2016	02776	0	XCEL ENERGY
4	447552		\$45,310.00	Jul 14, 2016	00111	3	ACT ASPIRE LLC
4	447553		\$58.50	Jul 14, 2016	00016	2843	ANDERSON, BETH
4	447554		\$11,360.00	Jul 14, 2016	00281	0	ASSOCIATION OF METROPOLITAN SCHOOL DIST
4	447555		\$24.55	Jul 14, 2016	00001	1704	BRINGGOLD, WALTER
4	447556		\$187.28	Jul 14, 2016	04655	0	BROWN'S ICE CREAM CO.
4	447557		\$290.00	Jul 14, 2016	08957	1	BURNSVILLE ROTARY BREAKFAST
4	447558		\$750.00	Jul 14, 2016	24428	1	CHOPS, INC.
4	447559		\$2,500.00	Jul 14, 2016	26146	0	CONNELL, PETER
4	447560		\$239.40	Jul 14, 2016	06013	0	CULLIGAN
4	447561		\$23.35	Jul 14, 2016	00001	1705	DUMDEI, LARRY
4	447562		\$58.50	Jul 14, 2016	00016	2302	ERNST, JENNIFER
4	447563		\$58.50	Jul 14, 2016	00016	3158	FLESNER, MARTI
4	447564		\$58.50	Jul 14, 2016	00016	2687	FULLER, JEFF
4	447565		\$268,620.24	Jul 14, 2016	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	447566		\$49.02	Jul 14, 2016	28748	0	LAMPRECHT, JOHN
4	447567		\$45.00	Jul 14, 2016	00016	3161	MCDAVID, SANDY
4	447568		\$5.00	Jul 14, 2016	09181	1	MN ADMINISTRATOR FOR SPECIAL EDUCATION (MASE)
4	447569		\$110.00	Jul 14, 2016	02634	0	MN ASSOC OF SCHOOL BUSINESS OFFICIALS

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447570		\$903.00	Jul 14, 2016	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	447571		\$13,937.00	Jul 14, 2016	02540	0	MN SCHOOL BOARDS ASSOCIATION (MSBA)
4	447572		\$43,435.80	Jul 14, 2016	27783	1	NAVIANCE, INC.
4	447573		\$910.00	Jul 14, 2016	24461	0	NEARPOD INC.
4	447574		\$193.98	Jul 14, 2016	09589	2	NEOPOST USA INC
4	447575		\$60,184.00	Jul 14, 2016	23848	0	SFM
4	447576		\$4,738.13	Jul 14, 2016	07697	0	SILVER STRONG & ASSOCIATES LLC
4	447577		\$25.60	Jul 14, 2016	21190	0	TROUSIL, WANDA
4	447578		\$6,710.38	Jul 14, 2016	04417	1	US FOODS INC
4	447579		\$58.50	Jul 14, 2016	00016	3157	VU, TAM
4	447580		\$221.26	Jul 14, 2016	20007	0	WASTE MANAGEMENT
<b>Check Count</b>	<b>419</b>	<b>Grand Total</b>	<b>\$2,473,468.78</b>				

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
6	164		\$9,715.00	Jun 20, 2016	07752	1	MILLER ELECTRIC, INC.
6	165		\$1,380.57	Jun 20, 2016	20320	0	NORTHERN AIR CORPORATION (NAC)
6	166		\$2,635.80	Jun 20, 2016	26086	0	ORKIN COMMERCIAL SERVICES
6	167		\$4,599.16	Jul 14, 2016	07752	1	MILLER ELECTRIC, INC.
6	168		\$6,025.61	Jul 14, 2016	20320	0	NORTHERN AIR CORPORATION (NAC)
<b>Check Count</b>	<b>5</b>	<b>Grand Total</b>	<b>\$24,356.14</b>				

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	101446		\$96,187.50	Jun 17, 2016	28491	0	A.J. MOORE ELECTRIC, INC.
3	101447		\$48,260.00	Jun 17, 2016	29380	0	ADVANCE TERRAZZO & TILE CO. INC.
3	101448		\$140,620.90	Jun 17, 2016	29367	0	AMERICAN STRUCTURAL METALS, INC.
3	101449		\$1,485.00	Jun 17, 2016	04400	0	BESTER BROS TRANSFER & STORAGE CO
3	101450		\$25,174.05	Jun 17, 2016	22015	0	CM CONSTRUCTION COMPANY, INC.
3	101451		\$170,642.33	Jun 17, 2016	29362	0	COMMERCIAL DRYWALL, INC.
3	101452		\$214,700.00	Jun 17, 2016	29317	0	CROSTOWN MASONRY, INC.
3	101453		\$19,195.60	Jun 17, 2016	24553	0	EBERT CONSTRUCTION
3	101454		\$546,440.66	Jun 17, 2016	29358	0	EL-JAY PLUMBING & HEATING, INC
3	101455		\$240,594.15	Jun 17, 2016	29369	0	ENVISION GLASS INC.
3	101456		\$19,012.35	Jun 17, 2016	29381	0	FRANSEN DECORATING, INC.
3	101457		\$207,668.34	Jun 17, 2016	29368	0	GEORGE F COOK CONSTRUCTION CO
3	101458		\$14,406.75	Jun 17, 2016	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
3	101459		\$178,854.60	Jun 17, 2016	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
3	101460		\$55,224.84	Jun 17, 2016	29371	0	KENDELL DOORS & HARDWARE, INC.
3	101461		\$270,202.32	Jun 17, 2016	03078	0	KLAMM MECHANICAL CONTRACTORS, INC.
3	101462		\$6,602.51	Jun 17, 2016	26837	0	LLOYD'S CONSTRUCTION SERVICES, INC.
3	101463		\$78,945.00	Jun 17, 2016	29276	0	MAX STEININGER, INC.
3	101464		\$309,689.55	Jun 17, 2016	27702	0	MORCON CONSTRUCTION INC.
3	101465		\$35,325.75	Jun 17, 2016	20320	1	NORTHERN AIR CORPORATION
3	101466		\$410,080.80	Jun 17, 2016	29318	0	NORTHLAND CONCRETE & MASONRY, LLC
3	101467		\$577,076.55	Jun 17, 2016	03757	0	PALMER WEST CONSTRUCTION COMPANY, INC.
3	101468		\$663,137.05	Jun 17, 2016	22848	0	PEOPLES ELECTRIC COMPANY, INC
3	101469		\$1,186.00	Jun 17, 2016	07724	1	PROFESSIONAL SERVICE INDUSTRIES, INC.
3	101470		\$148,418.50	Jun 17, 2016	29357	0	RED CEDAR STEEL ERECTORS, INC
3	101471		\$5,862.00	Jun 17,	02217	1	SIEMENS INDUSTRY, INC.

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
3	101472		\$1,063,131.70	Jun 17, 2016	29363	0	THELEN HEATING & ROOFING INC.
3	101473		\$92,963.15	Jun 17, 2016	29370	0	TOTAL FIRE PROTECTION, INC.
3	101474		\$218,975.00	Jun 17, 2016	04045	0	TRANE U.S. INC.
3	101475		\$554,896.90	Jun 17, 2016	04045	0	TRANE U.S. INC.
3	101476		\$16,482.73	Jun 17, 2016	04321	1	WARD'S NATURAL SCIENCE
3	101477		\$145,626.37	Jun 17, 2016	29165	0	WENCK CONSTRUCTION, INC.
3	101478		\$5,000.00	Jun 17, 2016	24410	1	ZMD ENGINEERED SOLUTIONS
3	101479		\$800.00	Jun 24, 2016	04400	0	BESTER BROS TRANSFER & STORAGE CO
3	101480		\$3,101.75	Jun 24, 2016	26565	2	COMCAST
3	101481		\$3,579.00	Jun 24, 2016	27736	0	GLOBAL COMMUNICATIONS WIRING & SERVICES
3	101482		\$1,000.00	Jun 24, 2016	29241	0	JAMES R HILL, INC.
3	101483		\$2,668.83	Jun 24, 2016	29351	0	O'KEEFE INC
3	101484		\$6,100.00	Jun 24, 2016	23241	0	RYAN MECHANICAL, INC.
3	101485		\$4,687.87	Jun 30, 2016	01078	0	ELECTRO WATCHMAN, INC.
3	101486		\$108,826.40	Jun 30, 2016	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
3	101487		\$9,778.50	Jun 30, 2016	27888	1	NORTHERN TECHNOLOGIES, LLC
3	101488		\$60,402.58	Jul 15, 2016	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101489		\$279,858.12	Jul 15, 2016	25253	0	B&B SHEET METAL & ROOFING, INC.
3	101490		\$31,316.00	Jul 15, 2016	04400	0	BESTER BROS TRANSFER & STORAGE CO
3	101491		\$325,104.25	Jul 15, 2016	22015	0	CM CONSTRUCTION COMPANY, INC.
3	101492		\$20,615.00	Jul 15, 2016	23509	0	COOL AIR MECHANICAL, INC.
3	101493		\$5,182.00	Jul 15, 2016	26142	0	DENNIS ENVIRONMENTAL OPERATIONS
3	101494		\$169,296.13	Jul 15, 2016	29368	0	GEORGE F COOK CONSTRUCTION CO
3	101495		\$64,790.95	Jul 15, 2016	29386	0	GOPHER LLC
3	101496		\$49,023.70	Jul 15, 2016	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.

## Check Register Report

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	101497		\$7,811.00	Jul 15, 2016	20320	1	NORTHERN AIR CORPORATION
3	101498		\$107,207.49	Jul 15, 2016	29387	0	NORTHLAND MECHANICAL CONTRACTORS, INC.
3	101499		\$21,848.00	Jul 15, 2016	29177	0	TWIN CITY OUTDOOR SERVICES, INC.
3	101500		\$151,910.32	Jul 15, 2016	29165	0	WENCK CONSTRUCTION, INC.
3	101501		\$6,500.00	Jul 15, 2016	24410	1	ZMD ENGINEERED SOLUTIONS
<b>Check Count</b>	<b>56</b>	<b>Grand Total</b>	<b>\$8,023,476.84</b>				



**Agenda II.B.5  
Aug 25, 2016**

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

**RECOMMENDATION:** That the Board approves July payroll checks numbered 718522-718535, and Direct Deposit notices numbered 617673-619019, in the net amount of \$3,775,773.08. June, July & Aug claims to date represented by checks numbered 447641-448182, 1016262-1016339, and 101502-101546 and wire transfers and adjustments totaling \$12,056,957.03. Also, that the Board accepts July receipts of \$3,021,886.91 and investments for the General Fund, 2012A Alt Facilities, 2015A School Building Bonds and OPEB of \$74,227,469.31 as of July 31, 2016.

July 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  
July 2016**

**Cash Receipts**

Receipts		\$3,021,886.91	
Miscellaneous Adjustments			
<b>TOTAL JULY CASH RECEIVED</b>			<u>3,021,886.91</u>

**CASH DISBURSEMENTS**

July

Regular Payroll Checks	718522-718535	\$3,775,773.08	
Direct Deposit Notices	617673-619019		
June Payables previously approved:		\$414,533.46	
July Claims previously approved:		\$985,367.22	
July Claims:	447797-447836	\$224,661.25	
	447862-447910		
	1016287-1016299		
<b>June Claims previously approved</b>		\$1,553,510.08	
July Wire Transfers		\$4,924,994.42	
Miscellaneous Adjustments		\$0.00	
<b>TOTAL JULY CASH DISBURSED</b>			<u>11,878,839.51</u>

**TOTAL EXPENSES TO BE APPROVED**

July Cash Disbursed		\$11,878,839.51	
Less: Items Previously Approved		-\$2,953,410.76	
Plus: July Payables	447911-447964	\$527,055.64	
Checks	448111-448182		
Aug Claims:	447998-448110	\$637,324.85	
Checks	1016309-1016339		
	101537-101546		
<b>June Claims</b>	447641-447796	\$5,742,920.87	
	447837-447861		
	447965-447997		
	1016262-1016286		
	1016300-1016308		
	101502-101536		
<b>TOTAL TO BE APPROVED</b>			<u>15,832,730.11</u>

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 7/31/2016</u>
GENERAL FUND	\$4,040,745.90	\$24,588,732.80	\$28,629,478.70
OPEB	\$1,974,033.62	\$6,961,762.00	\$8,935,795.62
OPEB EQUITY INV THROUGH April 30, 2016	\$80,603.93	\$4,495,809.78	\$4,576,413.71
2015A SCHOOL BUILDING BONDS	\$3,261,064.62	\$25,470,051.23	\$28,731,115.85
2012A ALT FACILITIES	\$354,636.06	\$3,000,000.00	\$3,354,636.06
ALT FACILITY FUND	\$29.37	\$0.00	\$29.37
	<u>\$9,711,113.50</u>	<u>\$64,516,355.81</u>	<u>\$74,227,469.31</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: 07/31/16

PMA Financial Network, Inc.

2135 CityGate Lane  
7th Floor  
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Facsimile . 630-718-8701

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## BURNSVILLE ISD 191 / GENERAL FUND

2960

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$4,040,745.90	\$4,040,745.90	
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**

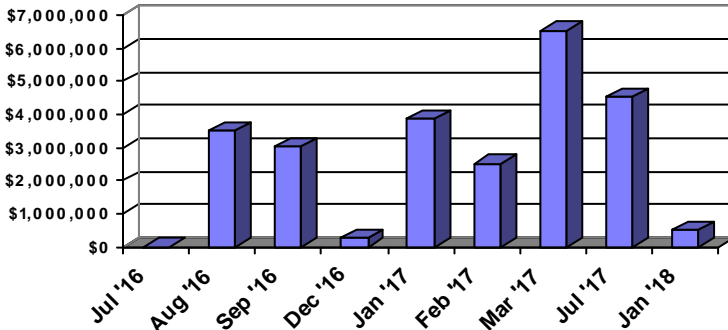
2960  
54

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>\$28,755,573.35</b>	<b>\$28,629,478.70</b>

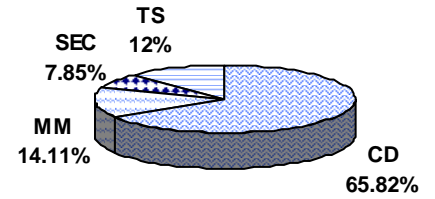
**Time and Dollar Weighted Portfolio Yield: 0.596 %**

**Weighted Average Portfolio Maturity: 165.70 Days**

**MM: 14.11%**  
**CD's: 65.82%**  
**CP: 0.00%**  
**SEC: 7.84%**



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



**Portfolio Allocation by Transaction Type**



# Total Portfolio Report CAR

As of: 07/31/16

PMA Financial Network, Inc.

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## BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$1,974,033.62	\$1,974,033.62	
SEC	31043	1	10/23/13	10/24/16	Sallie Mae Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.155
CD	187466	1	07/02/13	11/14/16	DAKOTA COMMUNITY BANK	\$249,965.13	\$244,200.00	0.700
CD	192889	1	01/13/14	01/13/17	FAR EAST NATIONAL BANK	\$144,811.46	\$140,800.00	0.949
SEC	23783	1	12/20/10	02/01/17	Woodridge Illinois Taxable	\$150,000.00	\$150,000.00	3.350
SEC	30736	1	09/25/13	09/25/17	Cit Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.508
CD	205079	1	01/08/15	01/08/18	FIRST FREEDOM BANK	\$164,252.21	\$159,400.00	1.012
CD	205080	1	01/08/15	01/08/18	TRUSTONE FINANCIAL FEDERAL CREDIT UNION	\$249,684.73	\$241,600.00	1.111
CD	205081	1	01/08/15	01/08/18	HIBERNIA BANK	\$207,054.62	\$201,000.00	1.003
CD	192888	1	01/13/14	01/16/18	INDUSTRIAL & COMMERCIAL BANK OF CHINA	\$210,686.40	\$200,000.00	1.332
SEC	33742	1	01/14/15	01/16/18	Goldman Sachs Bank USA Certificate of Deposit	\$248,000.00	\$248,000.00	1.404
CD	205817	1	02/03/15	02/05/18	ADIRONDACK BANK	\$240,475.35	\$234,000.00	0.921
CD	205818	1	02/03/15	02/05/18	FIRST NB OF MCGREGOR	\$102,681.43	\$100,000.00	0.891
CD	205819	1	02/03/15	02/05/18	FIRST NATIONAL BANK	\$249,815.96	\$243,000.00	0.932
SEC	33857	1	02/05/15	02/05/18	Ally Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.154
CD	182782	1	02/15/13	02/15/18	PLAINS COMMERCE BANK	\$249,902.70	\$236,400.00	1.142
CD	208034	1	03/24/15	03/26/18	PEAPACK-GLADSTONE BANK	\$208,860.51	\$203,000.00	0.960
SEC	30731	1	09/25/13	09/25/18	Discover Bank Certificate of Deposit	\$247,000.00	\$247,000.00	2.013
SEC	30738	1	09/25/13	09/25/18	Compass Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.962
CD	192886	1	01/13/14	01/14/19	M.Y. SAFRA BANK	\$248,142.42	\$228,500.00	1.717
CD	192887	1	01/13/14	01/14/19	STEARNS BANK NA (N)	\$248,500.88	\$230,700.00	1.542
SEC	28287	1	10/09/12	01/15/19	Lakewood Township NJ Ref	\$630,000.00	\$630,000.00	1.580
SEC	28397	1	11/15/12	08/15/19	DENTON TX INDEP SCH DIST TXBL -REF - SER C	\$1,000,000.00	\$1,000,000.00	1.520
SEC	28316	1	10/15/12	10/15/19	ABERDEEN TWP NJ REF	\$390,000.00	\$390,000.00	1.570
SEC	28317	1	10/16/12	12/01/19	FAIRFIELD & UNION OH LOCAL SCH DIST	\$330,000.00	\$294,162.00	1.620
SEC	28355	1	10/19/12	12/01/19	COOK CNTY IL HIGH SCH DIST #205 THORNTON TWP	\$350,000.00	\$350,000.00	1.939

**BURNSVILLE ISD 191 / 2009 OPEB TRUST**

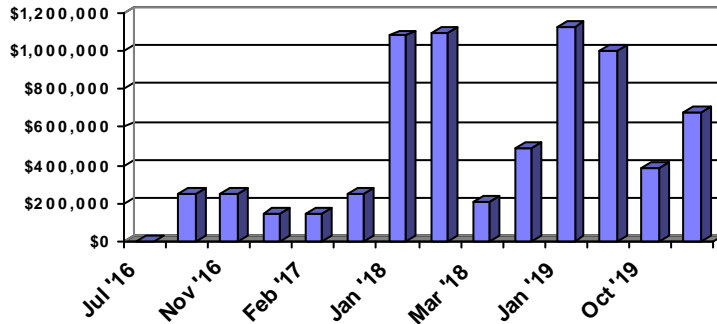
3596  
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Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield &amp; Weighted Average Portfolio Maturity are calculated only on the CD, CP, &amp; SEC desk.</i>						<b>Total Amount --&gt;</b>	<b>\$9,083,867.42</b>	<b>\$8,935,795.62</b>

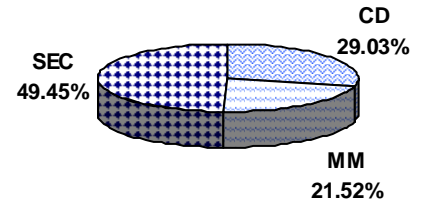
**Time and Dollar Weighted Portfolio Yield: 1.512 %**

**Weighted Average Portfolio Maturity: 580.58 Days**

**MM: 22.09%**  
**CD's: 29.80%**  
**CP: 0.00%**  
**SEC: 48.11%**



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



**Portfolio Allocation by Transaction Type**



# Total Portfolio Report CAR

As of: 07/31/16

PMA Financial Network, Inc.

2135 CityGate Lane  
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Telephone . 630-657-6400  
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## BURNSVILLE ISD 191 / 2015A BONDS

5762

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$3,251,064.62	\$3,251,064.62	
SDA					Savings Deposit Account - CITIBANK (SDA)	\$1,451.23	\$1,451.23	
SEC	34620	1	05/13/15	08/01/16	Huntsville AL	\$150,000.00	\$150,000.00	0.370
TS	227897	1	07/07/16	08/08/16	MN TRUST TERM SERIES	\$5,002,060.28	\$5,000,000.00	0.470
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
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

**BURNSVILLE ISD 191 / 2015A BONDS**

5762  
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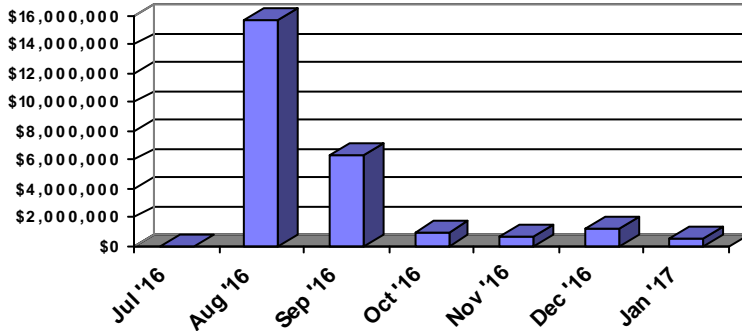
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
CD	224324	1	05/19/16	12/15/16	FIELDPOINT PRIVATE BANK & TRUST	\$249,542.40	\$248,800.00	0.520
CD	224325	1	05/19/16	12/15/16	TEXAS CAPITAL BANK	\$249,428.39	\$248,700.00	0.510
CD	224087	1	05/11/16	01/13/17	FIRST COMMONS BANK 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.

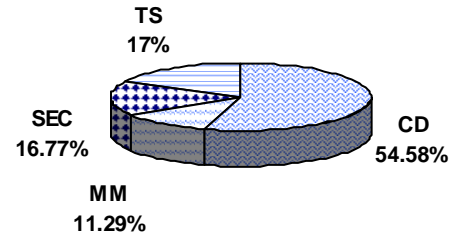
**Total Amount --> \$28,786,301.86 \$28,731,115.85**

**Time and Dollar Weighted Portfolio Yield: 0.456 %**  
**Weighted Average Portfolio Maturity: 31.03 Days**

**MM: 11.32%**  
**CD's: 54.71%**  
**CP: 0.00%**  
**SEC: 16.57%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 07/31/16

PMA Financial Network, Inc.

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## BURNSVILLE ISD 191 / 2012A ALT FACILITY

5070

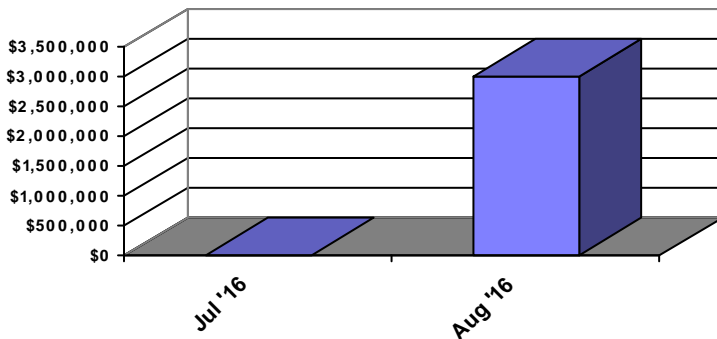
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$354,636.06	\$354,636.06	
TS	227896	1	07/07/16	08/08/16	MN TRUST TERM SERIES	\$3,001,236.17	\$3,000,000.00	0.470
<b>Total Amount --&gt;</b>						<b>\$3,355,872.23</b>	<b>\$3,354,636.06</b>	

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

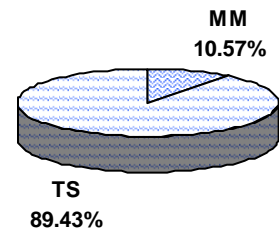
Time and Dollar Weighted Portfolio Yield: 0.470 %

Weighted Average Portfolio Maturity: 7.15 Days

MM: 10.57%  
 CD's: 0.00%  
 CP: 0.00%  
 SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

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## BURNSVILLE ISD 191 / ALT FACILITY FUND

5298

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$29.37	\$29.37	

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

Total Amount -->

\$29.37

\$29.37

Time and Dollar Weighted Portfolio Yield: 0.000 %

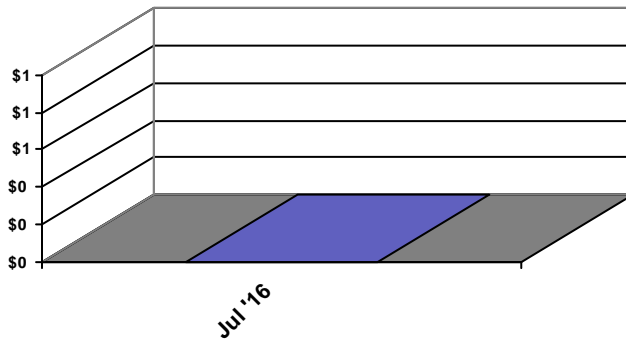
Weighted Average Portfolio Maturity: 0.00 Days

MM: 100.00%

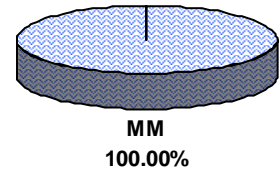
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

July 2016

## Wire Transfers

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>For</b>
070116	MSDLAF	Preferred One	81,353.18	Health Insurance
070116	MSDLAF	Corporate Health	10,902.17	Medical Claims
070116	MSDLAF	Corporate Health	5,016.50	Flex Claims
070116	MSDLAF	People's Bank	396,874.78	June 30 Payroll - TSA Wire
070116	MSDLAF	Internal Revenue Service	1,101,645.69	June 30 Payroll - Federal Taxes
070116	MSDLAF	State of Minnesota	186,432.59	June 30 Payroll - State Taxes
070516	Dakota County	MSDLAF	1,867,673.13	Dakota County Taxes
070516	MSDLAF	State of Minnesota	2,700.10	June 30 Payroll - Child Support
070616	Scott County	MSDLAF	2,773.50	Scott County Taxes
070516	MSDLAF	Preferred One	416,255.65	Health Insurance
070616	MSDLAF	State of Minnesota	219,557.56	June 30th Payroll - Retiree
070616	MSDLAF	State of Minnesota	9,100.00	June 30th Payroll - Retiree
070716	State of Minnesota	MSDLAF	3,711.11	MN State - MMB
070716	MSDLAF	Delta Dental	27,429.46	Dental Insurance
070816	MSDLAF	Corporate Health	11,151.32	Medical Claims
070816	MSDLAF	Corporate Health	14,751.05	Flex Claims
071116	MSDLAF	Preferred One	83,982.19	Health Insurance
071216	MSDLAF	PERA	110,499.99	June 30 Payroll - PERA
071216	MSDLAF	TRA	488,886.60	June 30 Payroll - TRA
071316	MSDLAF	Delta Dental	26,920.72	Dental Insurance
071416	State of Minnesota	MSDLAF	401,842.25	MN State - MMB
071516	MSDLAF	Corporate Health	4,834.19	Medical Claims
071516	MSDLAF	Corporate Health	12,124.64	Flex Claims
071816	MSDLAF	State of Minnesota	2,700.10	July 15 Payroll - Child Support
071816	MSDLAF	Internal Revenue Service	709,196.11	July 15 Payroll - Federal Taxes
071816	MSDLAF	State of Minnesota	115,592.91	July 15 Payroll - State Taxes
071816	MSDLAF	Preferred One	245,924.94	Health Insurance
072016	MSDLAF	State of Minnesota	12,867.81	July 15 Payroll - Retiree
072016	MSDLAF	Delta Dental	23,317.59	Dental Insurance
072116	State of Minnesota	MSDLAF	169,138.45	MN State - MMB
072116	MSDLAF	People's Bank	191,705.81	July 15 Payroll - TSA Wire
072216	MSDLAF	Corporate Health	4,921.04	Medical Claims
072216	MSDLAF	Corporate Health	7,880.95	Flex Claims

July 2016

## Wire Transfers

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>For</b>
072516	MSDLAF	Preferred One	186,720.28	Health Insurance
072616	MSDLAF	Wells Fargo	206,616.26	Wells Fargo Lease Payment
072716	State of Minnesota	MSDLAF	4,571,675.94	MN State - MMB
072716	MSDLAF	TRA	315,216.22	July 15 Payroll - TRA
072716	MSDLAF	PERA	110,142.55	July 15 Payroll - PERA
072716	MSDLAF	Delta Dental	17,998.66	Dental Insurance
072816	MSDLAF	State of Minnesota	8,011.49	July 30 Payroll - Unemployment
072916	msd	People's Bank	169,714.56	July 29th Payroll - TSA wire
072916	MSDLAF	Corporate Health	7,282.58	Medical Claims
072916	MSDLAF	Corporate Health	3,782.11	Flex Claims

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1016262		\$5.83	Jul 20, 2016	88888	6956	ASHLEY, MARY K
1	1016263		\$279.80	Jul 20, 2016	88888	8297	GALLAND, JOHN
1	1016264		\$25.00	Jul 20, 2016	88888	9363	BIEN, BERNADETTE L
1	1016265		\$59.00	Jul 20, 2016	88888	15736	GILBERTSON, DALE
1	1016266		\$136.89	Jul 20, 2016	88888	16320	GEDDES, RICHARD W
1	1016267		\$146.00	Jul 20, 2016	88888	17175	FUNSTON, KATHY L
1	1016268		\$50.11	Jul 20, 2016	88888	17435	LUND, ELLIOTT J
1	1016269		\$157.68	Jul 20, 2016	88888	18025	HENDERSON, MICHELLE A
1	1016270		\$203.09	Jul 20, 2016	88888	18545	KROHN, JULIE C
1	1016271		\$25.38	Jul 20, 2016	88888	18649	BLUHM, WILLIAM AE
1	1016272		\$91.26	Jul 20, 2016	88888	18652	DIPPEL, JESSICA C
1	1016273		\$12.53	Jul 20, 2016	88888	18691	GULDEN, JANET
1	1016274		\$42.28	Jul 20, 2016	88888	18797	GOODBUFFALO, DOMINIC E
1	1016275		\$192.56	Jul 20, 2016	88888	4356	SIMON, GLENN D.
1	1016276		\$57.88	Jul 20, 2016	88888	13381	NESVIG, ERIKA
1	1016277		\$495.00	Jul 20, 2016	88888	15911	WILLSON, DAWN M
1	1016278		\$7.78	Jul 20, 2016	88888	18215	WATKINS, DAVID
1	1016279		\$168.48	Jul 26, 2016	88888	10290	BRADY, STEVE
1	1016280		\$1,553.92	Jul 26, 2016	88888	14970	DEUTSCH, MATTHEW R
1	1016281		\$110.72	Jul 26, 2016	88888	17754	HYER, AARON
1	1016282		\$28.46	Jul 26, 2016	88888	10543	WURDEMAN, SCOTT
1	1016283		\$185.76	Jul 26, 2016	88888	13431	PAETZOLD, ROBERT JAMES
1	1016284		\$50.76	Jul 26, 2016	88888	13441	TESMER, RUSSELL
1	1016285		\$38.61	Jul 26, 2016	88888	15179	WENDORF, ERIC S
1	1016286		\$1,500.00	Jul 26, 2016	88888	18772	SCHMID, AMANDA M
1	1016287		\$111.19	Jul 27, 2016	88888	15691	KING, LAURIE J
1	1016288		\$400.00	Jul 27, 2016	88888	17994	GOTHARD, JOSEPH M
1	1016289		\$200.00	Jul 27, 2016	88888	18043	AMOROSO, CYNTHIA
1	1016290		\$200.00	Jul 27, 2016	88888	18391	JOHNSON, DOUGLAS A
1	1016291		\$65.94	Jul 27, 2016	88888	18545	KROHN, JULIE C
1	1016292		\$58.50	Jul 27, 2016	88888	15803	RIGGS, JEANINE L
1	1016293		\$307.55	Jul 27, 2016	88888	16031	PHILLIPS, JANE L
1	1016294		\$24.90	Jul 27, 2016	88888	16031	PHILLIPS, JANE L
1	1016295		\$200.00	Jul 27, 2016	88888	16166	RIDER, LISA K
1	1016296		\$64.00	Jul 27, 2016	88888	16736	PICHELMAN, KRISTIN
1	1016297		\$200.00	Jul 27, 2016	88888	17487	SOVINE, STACEY
1	1016298		\$9.48	Jul 27, 2016	88888	17920	MADIGAN, ANNEMARIE
1	1016299		\$200.00	Jul 27, 2016	88888	18405	WINTERLIN, GORDON D
1	1016300		\$77.84	Aug 2, 2016	88888	7388	KNUTSEN, HEIDI
1	1016301		\$104.76	Aug 2, 2016	88888	16004	JORGENSON, SHANNON E
1	1016302		\$71.28	Aug 2, 2016	88888	16448	HENRICH, SARAH L

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1016303		\$25.00	Aug 2, 2016	88888	11320	WALDRON, RACHELLE
1	1016304		\$12.96	Aug 2, 2016	88888	15386	ORLICH-SULLIVAN, MEGAN
1	1016305		\$25.00	Aug 2, 2016	88888	15911	WILLSON, DAWN M
1	1016306		\$78.07	Aug 2, 2016	88888	17542	SMITH, JACQUELINE J
1	1016307		\$1,000.00	Aug 2, 2016	88888	18256	SOLBERG, MEGAN G
1	1016308		\$51.95	Aug 2, 2016	88888	18631	STONE, KERRY
1	1016309		\$25.76	Aug 3, 2016	88888	2051	DEERING, KARI
1	1016310		\$205.73	Aug 3, 2016	88888	11361	HARROLD, STACEY L
1	1016311		\$384.50	Aug 3, 2016	88888	11910	HREHA, KYLE J
1	1016312		\$76.03	Aug 3, 2016	88888	14479	KIBLER, JEANNE
1	1016313		\$13.98	Aug 3, 2016	88888	14970	DEUTSCH, MATTHEW R
1	1016314		\$4.21	Aug 3, 2016	88888	16448	HENRICH, SARAH L
1	1016315		\$27.81	Aug 3, 2016	88888	17435	LUND, ELLIOTT J
1	1016316		\$156.00	Aug 3, 2016	88888	17994	GOTHARD, JOSEPH M
1	1016317		\$30.00	Aug 3, 2016	88888	18430	COOK, LAURIE N
1	1016318		\$51.46	Aug 3, 2016	88888	10543	WURDEMAN, SCOTT
1	1016319		\$11.39	Aug 3, 2016	88888	18634	SEAMEN, MICHELLE A
1	1016320		\$16.05	Aug 3, 2016	88888	18639	PIOTROWSKI, AMY
1	1016321		\$101.52	Aug 10, 2016	88888	11818	HAMMER, JEFFREY
1	1016322		\$165.13	Aug 10, 2016	88888	12806	CORBAY, STEPHANIE A
1	1016323		\$66.88	Aug 10, 2016	88888	15691	KING, LAURIE J
1	1016324		\$41.09	Aug 10, 2016	88888	16789	KRONABETTER, JULIE R
1	1016325		\$516.20	Aug 10, 2016	88888	18043	AMOROSO, CYNTHIA
1	1016326		\$19.44	Aug 10, 2016	88888	18649	BLUHM, WILLIAM AE
1	1016327		\$13.93	Aug 10, 2016	88888	18691	GULDEN, JANET
1	1016328		\$860.00	Aug 10, 2016	88888	10819	MAIDMENT, LORI
1	1016329		\$190.25	Aug 10, 2016	88888	10819	MAIDMENT, LORI
1	1016330		\$190.25	Aug 10, 2016	88888	10819	MAIDMENT, LORI
1	1016331		\$23.92	Aug 10, 2016	88888	10890	RETHLAKE-HOMOLKA, PAM
1	1016332		\$89.42	Aug 10, 2016	88888	11378	MARO, JULIE A
1	1016333		\$460.19	Aug 10, 2016	88888	11828	MARSHALL, JEFFREY
1	1016334		\$81.00	Aug 10, 2016	88888	13692	NIEMIEC, ALICIA

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1016335		\$58.50	Aug 10, 2016	88888	15305	MUESKE, REBECCA A
1	1016336		\$207.00	Aug 10, 2016	88888	17462	TINKLENBERG, AARON D
1	1016337		\$11.18	Aug 10, 2016	88888	18215	WATKINS, DAVID
1	1016338		\$62.90	Aug 10, 2016	88888	18287	STANLEY, STACIE L
1	1016339		\$14.04	Aug 10, 2016	88888	18287	STANLEY, STACIE L
<b>Check Count</b>	<b>78</b>	<b>Grand Total</b>	<b>\$13,288.96</b>				

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447641		\$348.75	Jul 19, 2016	28410	0	AUGUST ASH, INC.
4	447642		\$120.00	Jul 19, 2016	02207	0	BERRA, NICK
4	447643		\$52.00	Jul 19, 2016	25320	0	BORCHERS, WILLIAM S
4	447644		\$304.93	Jul 19, 2016	04655	0	BROWN'S ICE CREAM CO.
4	447645		\$1,955.00	Jul 19, 2016	00673	0	BURNSVILLE, CITY OF
4	447646		\$500.00	Jul 19, 2016	00016	3104	CAVANOIRE, ELLA
4	447647		\$6,400.00	Jul 19, 2016	21968	0	CEL PUBLIC RELATIONS, INC.
4	447648		\$8,006.21	Jul 19, 2016	27092	0	CUSTOM EDUCATION SOLUTIONS
4	447649	Unissued	\$0.00	Jul 19, 2016	27092	0	CUSTOM EDUCATION SOLUTIONS
4	447650		\$69,949.82	Jul 19, 2016	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	447651		\$261,909.42	Jul 19, 2016	28300	1	DURHAM SCHOOL SERVICES
4	447652		\$1,178.55	Jul 19, 2016	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	447653		\$6,894.00	Jul 19, 2016	04527	1	FOLLETT SCHOOL SOLUTIONS, INC.
4	447654		\$262.50	Jul 19, 2016	20540	0	INTELLIGERE, INC
4	447655		\$1,000.00	Jul 19, 2016	00016	3159	GUDE, CHARLOTTE
4	447656		\$1,500.00	Jul 19, 2016	00016	3160	HABERLACK, EMILY
4	447657		\$39.30	Jul 19, 2016	00862	3	HERFF JONES, INC.
4	447658		\$28,827.67	Jul 19, 2016	27633	0	KELLY SERVICES, INC.
4	447659		\$1,415.00	Jul 19, 2016	08356	1	KENNEDY & GRAVEN, CHARTERED
4	447660		\$990.00	Jul 19, 2016	21741	0	KENNEDY, JENNIFER
4	447661		\$1,000.00	Jul 19, 2016	00016	3162	KNUTSON, COLE
4	447662		\$293.00	Jul 19, 2016	24921	0	MECA SPORTSWEAR
4	447663		\$15.80	Jul 19, 2016	00016	3115	MULCAHY, KELLY
4	447664		\$1,150.00	Jul 19, 2016	23241	0	RYAN MECHANICAL, INC.
4	447665		\$131,689.60	Jul 19, 2016	08203	1	TIES
4	447666	Unissued	\$0.00	Jul 31,	00000	0	COMMUNITY EDUCATION REFUND

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			ACCOUNT
4	447667		\$300.00	Jul 20, 2016	00014	1366	ABATE, ELIZABETH OR DESTA, DANIEL
4	447668		\$250.00	Jul 20, 2016	00014	1395	ADAM, JEANNE
4	447669		\$300.00	Jul 20, 2016	00014	1346	ALMEN, CHRISTY
4	447670		\$300.00	Jul 20, 2016	00014	1204	AMIOT, MIKE
4	447671		\$250.00	Jul 20, 2016	00014	1453	ANDERSON, CHAD
4	447672		\$300.00	Jul 20, 2016	00014	2291	ARACHTINGI, MICHAEL
4	447673		\$300.00	Jul 20, 2016	00014	1413	BALMER, KAREN
4	447674		\$250.00	Jul 20, 2016	00014	1038	BARROTT, NAOMI
4	447675		\$250.00	Jul 20, 2016	00014	1169	BEARTH, ROBIN
4	447676		\$250.00	Jul 20, 2016	00014	1152	BENITEZ, RITA
4	447677		\$250.00	Jul 20, 2016	00014	1350	BERGERSON, COLLEEN
4	447678		\$300.00	Jul 20, 2016	00014	1414	BITTNER, BARBARA & NORBERT
4	447679		\$300.00	Jul 20, 2016	00014	1043	BITTNER, JIM
4	447680		\$300.00	Jul 20, 2016	00014	1379	BLOBAUM, JULIE
4	447681		\$250.00	Jul 20, 2016	00014	1298	BRAUN, KATHRYN
4	447682		\$250.00	Jul 20, 2016	00014	1046	BRICKWEG, CHRISTINE
4	447683		\$300.00	Jul 20, 2016	00014	2264	BRUNER, CONNIE
4	447684		\$300.00	Jul 20, 2016	00014	1171	CALCUTT, SANDRA
4	447685		\$300.00	Jul 20, 2016	00014	2266	CAO, PHONG
4	447686		\$300.00	Jul 20, 2016	00014	1394	CARLSON, DOUG
4	447687		\$300.00	Jul 20, 2016	00014	1415	CHARLES, KRISTI
4	447688		\$250.00	Jul 20, 2016	00014	1393	CIMINO, DANA
4	447689		\$250.00	Jul 20, 2016	00014	1354	COOK, ANNE
4	447690		\$300.00	Jul 20, 2016	00014	1293	CUNDIFF, DANIEL
4	447691		\$250.00	Jul 20, 2016	00014	1452	DAHLIN, ROBERT

# Check Register Report

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447692		\$300.00	Jul 20, 2016	00014	1173	DAVIS, MARCELLE
4	447693		\$250.00	Jul 20, 2016	00014	1380	DILL, ROSE
4	447694		\$219.77	Jul 20, 2016	00014	2225	DOMBROCK, TERRY
4	447695		\$250.00	Jul 20, 2016	00014	1416	DORAN, MEGHAN
4	447696		\$250.00	Jul 20, 2016	00014	1417	ELFERING, JEAN
4	447697		\$250.00	Jul 20, 2016	00014	1161	FARMER, SUSAN
4	447698		\$250.00	Jul 20, 2016	00014	1451	FASNACHT, ANGELA
4	447699		\$250.00	Jul 20, 2016	00014	1258	FEDOCK, LAURA
4	447700		\$250.00	Jul 20, 2016	00014	1418	FELAND, PAULA
4	447701		\$300.00	Jul 20, 2016	00014	1244	FIELDS, KARI
4	447702		\$250.00	Jul 20, 2016	00014	806	FLYNN, JOSEPH
4	447703		\$250.00	Jul 20, 2016	00014	1144	FRAZIER, WENDY
4	447704		\$300.00	Jul 20, 2016	00014	1450	GALLIC, TIM
4	447705		\$250.00	Jul 20, 2016	00014	1449	GOCHEZ, SILVIA
4	447706		\$300.00	Jul 20, 2016	00014	1320	GOMEZ, THERESA
4	447707		\$250.00	Jul 20, 2016	00014	1213	GOOD, JON
4	447708		\$250.00	Jul 20, 2016	00014	2174	HAACK, STEVEN
4	447709		\$250.00	Jul 20, 2016	00014	1361	HAEG, LYNETTE
4	447710		\$250.00	Jul 20, 2016	00014	2175	HAGENS, CYNTHIA
4	447711		\$250.00	Jul 20, 2016	00014	1382	HANK, SHERI
4	447712		\$156.64	Jul 20, 2016	00014	1448	HANSEN, RACHEL
4	447713		\$250.00	Jul 20, 2016	00014	1447	HAROLDSON, CHRISTIE
4	447714		\$250.00	Jul 20, 2016	00014	1446	HELM, GARY
4	447715		\$300.00	Jul 20, 2016	00014	1445	HERRERA, MARGARET
4	447716		\$300.00	Jul 20, 2016	00014	1284	HOEPPNER, CURT
4	447717		\$300.00	Jul 20,	00014	2339	JACOBSON, CARRIE OR MITCH

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447718		\$233.73	Jul 20, 2016	00014	2295	JACOBSON, DEANNA
4	447719		\$250.00	Jul 20, 2016	00014	1389	JOHNSON, BRYAN
4	447720		\$300.00	Jul 20, 2016	00014	1282	JOHNSON, KRISTIN
4	447721		\$250.00	Jul 20, 2016	00014	1420	JOHNSON, LYNDSLEY
4	447722		\$300.00	Jul 20, 2016	00014	1421	KING, DANETTE
4	447723		\$300.00	Jul 20, 2016	00014	1148	KIRATLI, REMZI
4	447724		\$300.00	Jul 20, 2016	00014	1281	KIRKOV, ANNA
4	447725		\$300.00	Jul 20, 2016	00014	2302	KLOCHAN, LYUDMILA
4	447726		\$300.00	Jul 20, 2016	00014	2282	KOCH, TED OR LIZ
4	447727		\$300.00	Jul 20, 2016	00014	1422	KOCON, MELANIE
4	447728		\$250.00	Jul 20, 2016	00014	1444	KRAMAREVSKY, NATALIA
4	447729		\$233.73	Jul 20, 2016	00014	2033	KUPLIC, THERESA
4	447730		\$250.00	Jul 20, 2016	00014	1423	LARSEN, ASHLEY OR MATTHEW
4	447731		\$300.00	Jul 20, 2016	00014	1200	LAXEN, RUTH
4	447732		\$250.00	Jul 20, 2016	00014	1236	LENHART, JOEL
4	447733		\$250.00	Jul 20, 2016	00014	1251	LEONARD, HEATHER
4	447734		\$250.00	Jul 20, 2016	00014	2285	LEVOIR, PATRICK
4	447735		\$250.00	Jul 20, 2016	00014	1443	LIESENER, JOEL
4	447736		\$250.00	Jul 20, 2016	00014	2042	LODOEN, JAMES & TERESA
4	447737		\$300.00	Jul 20, 2016	00014	1252	LONG, ROSLYNN
4	447738		\$250.00	Jul 20, 2016	00014	1260	MAHOWALD, THOMAS
4	447739		\$300.00	Jul 20, 2016	00014	2310	MASLOW, KATHY
4	447740		\$300.00	Jul 20, 2016	00014	1410	MAYER, PAMELA
4	447741		\$250.00	Jul 20, 2016	00014	1424	MCDOWALL, DANIEL
4	447742		\$250.00	Jul 20, 2016	00014	1425	MELLENDEZ HAGLUND, WANDA

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447743		\$300.00	Jul 20, 2016	00014	1426	MINEA, NICOLE
4	447744		\$300.00	Jul 20, 2016	00014	2241	MIXTER, JODY
4	447745		\$250.00	Jul 20, 2016	00014	2112	MOTSZKO, KAREN
4	447746		\$250.00	Jul 20, 2016	00014	2334	NELSON, DAVE
4	447747		\$300.00	Jul 20, 2016	00014	1399	NICKLAUS, ANN OR STEVE
4	447748		\$300.00	Jul 20, 2016	00014	1612	NICKLAUS, ANNE OR ALAN
4	447749		\$116.13	Jul 20, 2016	00014	2191	NIEMEYER, JACQUELINE
4	447750		\$250.00	Jul 20, 2016	00014	1435	NOONAN, SARA
4	447751		\$250.00	Jul 20, 2016	00014	1400	O'KEEFE, PAULA
4	447752		\$250.00	Jul 20, 2016	00014	1436	OACHS, JOSH
4	447753		\$250.00	Jul 20, 2016	00014	891	OLSON, CHARLENE
4	447754		\$196.98	Jul 20, 2016	00014	2312	OLSON, LINDA
4	447755		\$300.00	Jul 20, 2016	00014	295	PETERSON, AMY
4	447756		\$300.00	Jul 20, 2016	00014	325	PLUNTZ, RICHARD
4	447757		\$250.00	Jul 20, 2016	00014	2144	PODEWILS, SHANNON
4	447758		\$250.00	Jul 20, 2016	00014	2214	POPOVICH, SUE
4	447759		\$250.00	Jul 20, 2016	00014	1427	PORNSCHLOEGL, ROMELLE
4	447760		\$250.00	Jul 20, 2016	00014	977	PUTZIER, PAUL OR VERONICA
4	447761		\$300.00	Jul 20, 2016	00014	2194	RAY, JAYANN
4	447762		\$300.00	Jul 20, 2016	00014	1402	REBNEY, LISABETH
4	447763		\$250.00	Jul 20, 2016	00014	1437	REETZ, GRETCHEN
4	447764		\$300.00	Jul 20, 2016	00014	908	REINHARDT, JAMES
4	447765		\$300.00	Jul 20, 2016	00014	2248	REITER, VALERIE
4	447766		\$250.00	Jul 20, 2016	00014	1309	RETZLAFF, ROBERTA
4	447767		\$250.00	Jul 20, 2016	00014	1371	RINGLING, NANCY
4	447768		\$300.00	Jul 20,	00014	1372	ROOT, AMY

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447769		\$250.00	Jul 20, 2016	00000	8733	ROSCOE, NANCY
4	447770		\$250.00	Jul 20, 2016	00014	1310	ROSZAK, RAELYNN
4	447771		\$250.00	Jul 20, 2016	00014	1311	ROVANG, JOHN OR SHERRI
4	447772		\$300.00	Jul 20, 2016	00014	2066	SAADEH, MAYSON
4	447773		\$300.00	Jul 20, 2016	00014	1312	SCHAEFER, SIMON
4	447774		\$250.00	Jul 20, 2016	00014	1386	SCHWARTZ, TERESA
4	447775		\$250.00	Jul 20, 2016	00014	2253	SHRADER, THERESA
4	447776		\$250.00	Jul 20, 2016	00014	1429	STASKA, LEAH
4	447777		\$250.00	Jul 20, 2016	00014	1438	STONE, SARAH
4	447778		\$250.00	Jul 20, 2016	00014	2325	TEW, MELISSA
4	447779		\$300.00	Jul 20, 2016	00014	2255	THUROW, JOSHUA OR HEATHER
4	447780		\$250.00	Jul 20, 2016	00014	1273	TREIMER, JULIE
4	447781		\$250.00	Jul 20, 2016	00014	1439	TRELLES-SUPO, ANNYB
4	447782		\$250.00	Jul 20, 2016	00014	2331	VALLIN, KURT
4	447783		\$250.00	Jul 20, 2016	00014	1440	VAN KAMPEN, DANIEL OR REGINA
4	447784		\$164.64	Jul 20, 2016	00014	1432	VAZQUEZ, SOPHIA
4	447785		\$300.00	Jul 20, 2016	00014	1433	VOGEL, OKSANA
4	447786		\$300.00	Jul 20, 2016	00014	1407	VOXLAND, WILLIAM
4	447787		\$250.00	Jul 20, 2016	00014	1375	WALKER, ERIN
4	447788		\$250.00	Jul 20, 2016	00014	2128	WARNER, ROGER
4	447789		\$300.00	Jul 20, 2016	00014	1314	WEAVER, KALLIE & MICHAEL
4	447790		\$300.00	Jul 20, 2016	00014	1441	WHALEN, WILLIAM OR ERIN
4	447791		\$300.00	Jul 20, 2016	00014	1408	WHITE, ALISON
4	447792		\$250.00	Jul 20, 2016	00014	1275	WHITTENBURG, DAWN
4	447793		\$300.00	Jul 20, 2016	00014	1228	WILLARD, FRANCES OR MARTY

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447794		\$250.00	Jul 20, 2016	00014	997	WINTER, CAMILA
4	447795		\$250.00	Jul 20, 2016	00014	1442	ZARRELL, FRANCES
4	447796		\$250.00	Jul 20, 2016	00014	2132	ZIEGLER, BRAD
4	447797		\$394.50	Jul 22, 2016	05599	0	1ST LINE/LEEWES VENTURES LLC
4	447798		\$180.00	Jul 22, 2016	27125	0	ALLEN, DARIEL J.
4	447799		\$3,624.75	Jul 22, 2016	28649	0	ARVIG
4	447800		\$30.00	Jul 22, 2016	26711	1	BURNSVILLE FIRE MUSTER
4	447801		\$81,800.46	Jul 22, 2016	29269	1	CAPSTONE PRESS, INC.
4	447802		\$378.00	Jul 22, 2016	28973	0	CASPERSON, JULIE
4	447803		\$80.82	Jul 22, 2016	21968	0	CEL PUBLIC RELATIONS, INC.
4	447804		\$860.34	Jul 22, 2016	02781	5	CENTURYLINK
4	447805		\$65.65	Jul 22, 2016	00000	1625	CHAPMAN, JULI
4	447806		\$1,274.00	Jul 22, 2016	27274	0	COMPUTER EXPLORERS
4	447807		\$2,305.16	Jul 22, 2016	00502	0	CORNERSTONE COPY CENTER
4	447808		\$800.00	Jul 22, 2016	00338	1	DATA SALES CO. INC.
4	447809		\$325.00	Jul 22, 2016	27841	3	EAST RIDGE WRESTLING PSO
4	447810		\$361.35	Jul 22, 2016	09272	2	ECM PUBLISHERS, INC.
4	447811		\$1,103.00	Jul 22, 2016	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	447812		\$58.50	Jul 22, 2016	00000	4093	ETTER, BETH
4	447813		\$379.00	Jul 22, 2016	29235	0	FISLER DATA, LLC
4	447814		\$25.40	Jul 22, 2016	00000	8872	GEMUENDEN, KARLA
4	447815		\$2,428.00	Jul 22, 2016	29391	0	GO KIDZ, LLC
4	447816		\$100.00	Jul 22, 2016	02281	1	HASTINGS HIGH SCHOOL
4	447817		\$225.00	Jul 22, 2016	01880	2	IND. SCHOOL DIST. 194
4	447818		\$2,480.00	Jul 22, 2016	29246	0	INGINA, LLC
4	447819		\$116.29	Jul 22,	02483	0	INTEGRA TELECOM

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447820		\$7,161.00	Jul 22, 2016	01390	0	INTERMEDIATE SCHOOL DISTRICT 287
4	447821		\$700.00	Jul 22, 2016	25165	0	JACK BRASS BAND
4	447822		\$450.00	Jul 22, 2016	26743	0	KIDCREATE STUDIO
4	447823		\$504.75	Jul 22, 2016	28098	0	KIRB APPAREL LLC
4	447824		\$762.74	Jul 22, 2016	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
4	447825		\$58.50	Jul 22, 2016	00000	9393	LAURANCE, TERESA
4	447826		\$525.00	Jul 22, 2016	09177	0	MINNESOTA SAFETY COUNCIL
4	447827		\$108.00	Jul 22, 2016	29171	0	PERFORMANT RECOVERY INC
4	447828		\$975.00	Jul 22, 2016	29384	0	STEEL, AMANDA
4	447829		\$527.50	Jul 22, 2016	04153	1	U.S. POSTMASTER
4	447830		\$5,000.00	Jul 22, 2016	04153	1	U.S. POSTMASTER
4	447831		\$13.85	Jul 22, 2016	04172	0	UNITED PARCEL SERVICE
4	447832		\$6,578.00	Jul 22, 2016	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	447833		\$246.00	Jul 22, 2016	02813	4	US DEPARTMENT OF EDUCATION
4	447834		\$186.00	Jul 22, 2016	02813	7	US DEPARTMENT OF EDUCATION
4	447835		\$130.00	Jul 22, 2016	23463	18	US DEPT OF TREASURY
4	447836		\$647.28	Jul 22, 2016	04417	1	US FOODS INC
4	447837		\$13.98	Jul 26, 2016	05588	0	ACE HARDWARE & PAINT
4	447838		\$4,473.61	Jul 26, 2016	28551	0	ADVANCED IMAGING SOLUTIONS
4	447839		\$10,064.85	Jul 26, 2016	28551	1	ADVANCED IMAGING SOLUTIONS
4	447840		\$107.59	Jul 26, 2016	28147	1	AGROPUR
4	447841		\$1,832.50	Jul 26, 2016	00707	1	CARRIER CORPORATION
4	447842		\$2,966.46	Jul 26, 2016	02519	0	CENTERPOINT ENERGY
4	447843		\$74.71	Jul 26, 2016	02519	3	CENTERPOINT ENERGY SERVICES, INC.
4	447844		\$1,952.77	Jul 26, 2016	29228	1	CUMMINS NPOWER LLC

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447845		\$100.00	Jul 26, 2016	20524	0	DEWALD, RINA C.
4	447846		\$811.95	Jul 26, 2016	07139	0	HASTINGS BUS COMPANY
4	447847		\$8,100.00	Jul 26, 2016	27985	0	HILDI INC.
4	447848		\$2,326.57	Jul 26, 2016	27633	0	KELLY SERVICES, INC.
4	447849		\$3,995.36	Jul 26, 2016	28476	0	METROPOLITAN STATE UNIVERSITY
4	447850		\$2,077.81	Jul 26, 2016	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	447851		\$750.00	Jul 26, 2016	29392	0	MN DEPT OF EMPLOYMENT & ECONOMIC SECURITY
4	447852		\$5.07	Jul 26, 2016	04036	0	MN TEACHERS RETIREMENT ASSOC.
4	447853		\$20.00	Jul 26, 2016	00016	3164	PAUL, BETHANY
4	447854		\$1,215.00	Jul 26, 2016	03055	4	PITNEY BOWES
4	447855		\$218.75	Jul 26, 2016	25651	0	RITE ENTERPRISES, INC.
4	447856		\$1,000.00	Jul 26, 2016	00016	3163	SCHMID, EMILY
4	447857		\$1,500.00	Jul 26, 2016	29087	0	SCIENCE EXPLORERS, INC.
4	447858		\$33,931.14	Jul 26, 2016	28611	0	SOUTHWEST METRO EDUCATIONAL CO
4	447859		\$3,671.93	Jul 26, 2016	22123	1	TOTAL FILTRATION SERVICES, INC.
4	447860		\$3,067.10	Jul 26, 2016	28417	0	UNIVERSAL ATHLETIC SERVICE INC.
4	447861		\$2,476.50	Jul 26, 2016	04417	1	US FOODS INC
4	447862		\$257.50	Jul 29, 2016	02623	1	ACCO BRANDS USA LLC
4	447863		\$2,228.00	Jul 29, 2016	28551	0	ADVANCED IMAGING SOLUTIONS
4	447864		\$10,064.85	Jul 29, 2016	28551	1	ADVANCED IMAGING SOLUTIONS
4	447865		\$1,800.00	Jul 29, 2016	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS
4	447866		\$360.00	Jul 29, 2016	25919	0	CORDOVA, LETICIA
4	447867		\$750.00	Jul 29, 2016	28390	0	DAVIDSON, BRYCE
4	447868		\$300.00	Jul 29, 2016	20524	0	DEWALD, RINA C.
4	447869		\$21,920.00	Jul 29, 2016	05154	1	DISCOVERY EDUCATION
4	447870		\$20.00	Jul 29,	22061	0	DISTRIBUTED WEBSITE CORPORATION

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447871		\$52.00	Jul 29, 2016	00000	7270	ERUBE, NICOLE
4	447872		\$55.00	Jul 29, 2016	00016	3166	GRENZ, CELESTE
4	447873		\$8.00	Jul 29, 2016	00000	7269	HAMPTON, RONALD
4	447874		\$89.00	Jul 29, 2016	00000	7271	HERMAN, LINDA
4	447875		\$4,600.00	Jul 29, 2016	29246	0	INGINA, LLC
4	447876		\$2,489.29	Jul 29, 2016	02483	0	INTEGRA TELECOM
4	447877		\$210.00	Jul 29, 2016	20540	0	INTELLIGERE, INC
4	447878		\$58.50	Jul 29, 2016	00000	5322	KARR, MARIANNA
4	447879		\$1,781.43	Jul 29, 2016	27633	0	KELLY SERVICES, INC.
4	447880		\$8.00	Jul 29, 2016	00000	7268	LEUSCHKE, ERIN
4	447881		\$750.00	Jul 29, 2016	26229	0	MARCIO, STEVE
4	447882		\$180.00	Jul 29, 2016	08543	6	MN DEPT OF HEALTH
4	447883		\$120.00	Jul 29, 2016	24243	0	MUNOZ, MARIBEL
4	447884		\$58.50	Jul 29, 2016	00016	3168	NAJERA QUIROZ, GRACIELA
4	447885		\$112.00	Jul 29, 2016	08769	0	NCPERS MINNESOTA
4	447886		\$1,320.00	Jul 29, 2016	24468	0	NDSU COLLEGE OF ENGINEERING
4	447887		\$58.50	Jul 29, 2016	00016	3169	NGUYEN, THANH
4	447888		\$1,010.00	Jul 29, 2016	29333	0	PEDIATECH NURSING, LLC
4	447889		\$60.00	Jul 29, 2016	24879	0	PEREZ, MELISSA M.
4	447890		\$108.00	Jul 29, 2016	29171	0	PERFORMANT RECOVERY INC
4	447891		\$336.00	Jul 29, 2016	28168	0	ROARK, RICHARD JEFFREY
4	447892		\$25.35	Jul 29, 2016	00016	1308	ROSE, KELLYE J
4	447893		\$20.00	Jul 29, 2016	09588	4	SAVAGE, CITY OF
4	447894		\$4,529.68	Jul 29, 2016	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	447895		\$3,000.00	Jul 29, 2016	22278	0	SCHOOLFINANCES.COM, INC

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447896		\$20,000.00	Jul 29, 2016	29250	1	SCHOOLGY INCORPORATED
4	447897		\$1,000.00	Jul 29, 2016	29087	0	SCIENCE EXPLORERS, INC.
4	447898		\$20.00	Jul 29, 2016	00016	3165	SHERO, AMY
4	447899		\$31.20	Jul 29, 2016	27563	0	SHRED RIGHT
4	447900		\$4,985.00	Jul 29, 2016	07091	2	ST CLOUD STATE UNIV-PROJECT LEAD THE WAY
4	447901		\$2,812.60	Jul 29, 2016	29345	1	T-MOBILE
4	447902		\$463.85	Jul 29, 2016	28502	0	THE MCDOWELL AGENCY, INC.
4	447903		\$4,800.00	Jul 29, 2016	08203	1	TIES
4	447904		\$1.07	Jul 29, 2016	04172	0	UNITED PARCEL SERVICE
4	447905		\$246.00	Jul 29, 2016	02813	4	US DEPARTMENT OF EDUCATION
4	447906		\$186.00	Jul 29, 2016	02813	7	US DEPARTMENT OF EDUCATION
4	447907		\$130.00	Jul 29, 2016	23463	18	US DEPT OF TREASURY
4	447908		\$5,015.29	Jul 29, 2016	04417	1	US FOODS INC
4	447909		\$204.00	Jul 29, 2016	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	447910		\$16.24	Jul 29, 2016	02776	0	XCEL ENERGY
4	447911		\$1,573.14	Aug 1, 2016	28147	1	AGROPUR
4	447912	Unissued	\$0.00	Aug 1, 2016	28147	1	AGROPUR
4	447913		\$186.04	Aug 1, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	447914		\$758.00	Aug 1, 2016	00249	1	APPLE COMPUTER INC.
4	447915		\$48.52	Aug 1, 2016	03178	1	AQUA LOGIC, INC.
4	447916		\$105.57	Aug 1, 2016	00428	0	ARAMARK
4	447917		\$28,797.12	Aug 1, 2016	03544	2	BEST BUY BUSINESS ADVANTAGE ACCOUNT
4	447918		\$1,778.47	Aug 1, 2016	00477	0	BIX PRODUCE COMPANY
4	447919	Unissued	\$0.00	Aug 1, 2016	00477	0	BIX PRODUCE COMPANY
4	447920		\$213.72	Aug 1, 2016	04655	0	BROWN'S ICE CREAM CO.
4	447921		\$794.08	Aug 1,	00454	0	BRYAN ROCK PRODUCTS INC

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447922		\$75.00	Aug 1, 2016	29306	0	C.G.T. LIMITED
4	447923		\$1,248.97	Aug 1, 2016	20289	1	CDW GOVERNMENT, INC.
4	447924		\$104.00	Aug 1, 2016	00645	0	CUB FOODS
4	447925		\$10,394.02	Aug 1, 2016	04186	1	DALCO
4	447926	Unissued	\$0.00	Aug 1, 2016	04186	1	DALCO
4	447927	Unissued	\$0.00	Aug 1, 2016	04186	1	DALCO
4	447928	Unissued	\$0.00	Aug 1, 2016	04186	1	DALCO
4	447929		\$1,557.30	Aug 1, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	447930		\$300.00	Aug 1, 2016	24933	0	DURAND MANUFACTURING, INC.
4	447931		\$13,466.40	Aug 1, 2016	28519	0	EARTHEND
4	447932		\$176.25	Aug 1, 2016	01078	0	ELECTRO WATCHMAN, INC.
4	447933		\$298.00	Aug 1, 2016	26949	0	FAIRFIELD GLASS & WINDOW, INC.
4	447934		\$634.37	Aug 1, 2016	04387	1	GRAINGER
4	447935		\$8,787.49	Aug 1, 2016	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
4	447936		\$985.93	Aug 1, 2016	09046	0	HI TECH REFRIGERATION
4	447937		\$687.92	Aug 1, 2016	09318	1	HILLYARD INC - MINNEAPOLIS
4	447938		\$89,394.62	Aug 1, 2016	26668	1	HM RECEIVABLES CO LLC
4	447939		\$3,575.71	Aug 1, 2016	29071	0	JOBS FOUNDATION/TECH DUMP
4	447940		\$15,300.00	Aug 1, 2016	28688	0	K12 TRANSPORTATION MANAGEMENT SERVICES, INC.
4	447941		\$795.48	Aug 1, 2016	02203	0	LAKESHORE LEARNING MATERIALS
4	447942		\$2,064.05	Aug 1, 2016	04255	1	LOYOLA PRESS
4	447943		\$346.00	Aug 1, 2016	26975	1	METAL SUPERMARKETS
4	447944		\$1,083.30	Aug 1, 2016	02544	1	MTI DISTRIBUTING CO.
4	447945		\$525.00	Aug 1, 2016	03695	0	OVERHEAD DOOR COMPANY OF THE NORTHLAND
4	447946		\$4,665.00	Aug 1, 2016	03057	0	PERMA-BOUND

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447947		\$1,000.00	Aug 1, 2016	28785	1	PRODOCON, INC
4	447948		\$915.24	Aug 1, 2016	07235	0	REALLY GOOD STUFF
4	447949		\$1,012.15	Aug 1, 2016	23374	0	RECYCLE TECHNOLOGIES, INC.
4	447950		\$1,799.30	Aug 1, 2016	23206	0	SCHOLASTIC EQUIPMENT COMPANY, LLC
4	447951		\$328.71	Aug 1, 2016	25097	1	SCHOOL SPECIALTY INC
4	447952		\$200.00	Aug 1, 2016	22278	0	SCHOOLFINANCES.COM, INC
4	447953		\$413.00	Aug 1, 2016	03587	1	SIMPLEX GRINNELL
4	447954		\$149.00	Aug 1, 2016	09003	0	SKILLPATH, INC.
4	447955		\$1,935.91	Aug 1, 2016	03689	0	STATE SUPPLY CO., INC.
4	447956		\$74.90	Aug 1, 2016	26464	0	TEACHER CREATED RESOURCES
4	447957		\$101.19	Aug 1, 2016	25153	0	TEACHER DIRECT
4	447958		\$3,263.88	Aug 1, 2016	22123	1	TOTAL FILTRATION SERVICES, INC.
4	447959		\$182.00	Aug 1, 2016	29253	0	TPRS PUBLISHING, INC.
4	447960		\$40.41	Aug 1, 2016	01032	1	TREND ENTERPRISES, INC.
4	447961		\$853.74	Aug 1, 2016	03802	0	TRIO SUPPLY
4	447962		\$111.29	Aug 1, 2016	04296	1	VICTORY CORPS
4	447963		\$59.16	Aug 1, 2016	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	447964		\$2,001.70	Aug 1, 2016	04484	1	ZANER-BLOSER
4	447965		\$63.10	Aug 5, 2016	28147	1	AGROPUR
4	447966		\$11.50	Aug 5, 2016	06215	0	AIRPORT TAXI, INC.
4	447967		\$800.26	Aug 5, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	447968		\$75.00	Aug 5, 2016	27223	1	AVID CENTER
4	447969		\$300.00	Aug 5, 2016	00014	1146	BEAN, MARY
4	447970		\$156.10	Aug 5, 2016	00477	0	BIX PRODUCE COMPANY
4	447971		\$388.00	Aug 5, 2016	28404	0	BOOTH LAW GROUP PLLC
4	447972		\$15,044.74	Aug 5,	04226	0	BURNSVILLE, CITY OF

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	447973	Unissued	\$0.00	Aug 5, 2016	04226	0	BURNSVILLE, CITY OF
4	447974		\$1,000.00	Aug 5, 2016	00016	3167	CARPENTER, LOGAN
4	447975		\$360.00	Aug 5, 2016	25919	0	CORDOVA, LETICIA
4	447976		\$85.00	Aug 5, 2016	00502	0	CORNERSTONE COPY CENTER
4	447977		\$15,978.12	Aug 5, 2016	07393	3	DAKOTA COUNTY FINANCIAL SERVICES
4	447978		\$120.00	Aug 5, 2016	20524	0	DEWALD, RINA C.
4	447979		\$735.00	Aug 5, 2016	29260	0	FREIHEIT, DUSTIN
4	447980		\$600.00	Aug 5, 2016	23990	0	FUTURA LANGUAGE PROFESSIONALS
4	447981		\$22,763.71	Aug 5, 2016	01880	0	IND. SCHOOL DIST. 194
4	447982		\$70.00	Aug 5, 2016	20540	0	INTELLIGERE, INC
4	447983		\$23,390.28	Aug 5, 2016	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	447984		\$436.02	Aug 5, 2016	28098	0	KIRB APPAREL LLC
4	447985		\$3,768.06	Aug 5, 2016	06064	0	MEEKER AND WRIGHT SPECIAL
4	447986		\$45.00	Aug 5, 2016	08543	6	MN DEPT OF HEALTH
4	447987		\$324.50	Aug 5, 2016	03870	0	MN LANDSCAPE ARBORETUM
4	447988		\$140.00	Aug 5, 2016	22324	0	MULTILINGUAL WORD, INC.
4	447989		\$60.00	Aug 5, 2016	24243	0	MUNOZ, MARIBEL
4	447990		\$366.33	Aug 5, 2016	00421	0	MUSIC THEATRE INTERNATIONAL
4	447991		\$15.00	Aug 5, 2016	25372	4	NCS PEARSON INC
4	447992		\$132,075.00	Aug 5, 2016	02136	1	NORMANDEALE COMMUNITY COLLEGE
4	447993		\$2,875.87	Aug 5, 2016	06477	0	OFFICE OF MN IT SERVICES
4	447994		\$119.40	Aug 5, 2016	27563	0	SHRED RIGHT
4	447995		\$48,851.69	Aug 5, 2016	08203	1	TIES
4	447996		\$1,000.00	Aug 5, 2016	00016	3174	UTTER, COLE R
4	447997		\$2,560.00	Aug 5, 2016	24245	0	YOUTH ENRICHMENT LEAGUE

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	447998		\$55.00	Aug 6, 2016	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	447999		\$91.35	Aug 6, 2016	00001	1706	BEHME, BETH
4	448000		\$143.89	Aug 6, 2016	00172	1	BLICK ART MATERIALS
4	448001		\$326.68	Aug 6, 2016	04655	0	BROWN'S ICE CREAM CO.
4	448002		\$888.00	Aug 6, 2016	29243	0	CARLSON, GERRI
4	448003		\$18.12	Aug 6, 2016	26565	1	COMCAST
4	448004		\$360.00	Aug 6, 2016	25919	0	CORDOVA, LETICIA
4	448005		\$58.50	Aug 6, 2016	00016	3173	DAIGLE, SUSAN
4	448006		\$3,340.19	Aug 6, 2016	01016	2	DAKOTA COUNTY PROPERTY TAXATION & RECORDS
4	448007		\$1,491.89	Aug 6, 2016	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	448008		\$10,560.71	Aug 6, 2016	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	448009		\$9,604.35	Aug 6, 2016	29385	0	DIGITAL INSURANCE, INC.
4	448010		\$833.33	Aug 6, 2016	22061	0	DISTRIBUTED WEBSITE CORPORATION
4	448011		\$205.53	Aug 6, 2016	01143	1	EBSCO INFORMATION SERVICES
4	448012		\$58.50	Aug 6, 2016	00016	3170	ECKERSON, MITCHELL
4	448013		\$641.60	Aug 6, 2016	26262	0	EDUCATORS BENEFIT CONSULTANTS, LLC
4	448014		\$1,000.00	Aug 6, 2016	00016	3171	EVANS, BRYCE
4	448015		\$278.46	Aug 6, 2016	24275	0	FAGERNESS, JOYCE
4	448016		\$315.00	Aug 6, 2016	29260	0	FREIHEIT, DUSTIN
4	448017		\$500.00	Aug 6, 2016	00016	3172	GALLMEIER, BRENDEN
4	448018		\$195.00	Aug 6, 2016	01792	1	HAL LEONARD CORPORATION
4	448019		\$60.59	Aug 6, 2016	00862	3	HERFF JONES, INC.
4	448020		\$850.00	Aug 6, 2016	28603	1	HUMANeX VENTURES LLC
4	448021		\$2,406.44	Aug 6, 2016	27633	0	KELLY SERVICES, INC.
4	448022		\$675.00	Aug 6, 2016	26743	0	KIDCREATE STUDIO
4	448023		\$693.75	Aug 6,	28098	0	KIRB APPAREL LLC

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	448024		\$608.29	Aug 6, 2016	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
4	448025		\$1,756.09	Aug 6, 2016	00016	2683	LEE, BRIAN
4	448026		\$136.00	Aug 6, 2016	26890	0	LOVLIE, CHRISTINE
4	448027		\$5,062.68	Aug 6, 2016	26241	0	M&E REALTY COMPANY
4	448028		\$3,000.00	Aug 6, 2016	25512	0	MAYER ARTS, INC.
4	448029		\$1,597.00	Aug 6, 2016	08112	0	MEDICINE LAKE TOURS
4	448030		\$629.64	Aug 6, 2016	26724	0	MIDWEST MAILING SYSTEMS, INC.
4	448031		\$622.22	Aug 6, 2016	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	448032		\$15,593.16	Aug 6, 2016	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	448033		\$150.00	Aug 6, 2016	28830	0	MINNESOTA WATER LLC
4	448034		\$890.00	Aug 6, 2016	09181	1	MN ADMINISTRATOR FOR SPECIAL EDUCATION (MASE)
4	448035		\$903.00	Aug 6, 2016	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	448036		\$34.00	Aug 6, 2016	26466	0	MN HIGHWAY SAFETY & RESEARCH CENTER
4	448037		\$4,930.00	Aug 6, 2016	03288	0	MN LITERACY COUNCIL
4	448038		\$40,397.50	Aug 6, 2016	26298	2	NCS PEARSON
4	448039		\$2,675.00	Aug 6, 2016	24468	0	NDSU COLLEGE OF ENGINEERING
4	448040		\$643.00	Aug 6, 2016	09589	5	NEOPOST GREAT PLAINS
4	448041		\$7,853.75	Aug 6, 2016	20320	0	NORTHERN AIR CORPORATION (NAC)
4	448042		\$1,801.18	Aug 6, 2016	00766	0	NORTHFIELD LINES, INC.
4	448043		\$299.00	Aug 6, 2016	29262	0	ON DEMAND PRINTING
4	448044		\$21,472.37	Aug 6, 2016	24471	0	OPG-3 INC.
4	448045		\$525.00	Aug 6, 2016	08031	0	ORDWAY CENTER FOR THE PERFORMING ARTS
4	448046		\$962.50	Aug 6, 2016	08031	0	ORDWAY CENTER FOR THE PERFORMING ARTS
4	448047		\$175.00	Aug 6, 2016	08798	12	REGENTS OF THE UNIVERSITY OF MINNESOTA
4	448048		\$1,918.86	Aug 6, 2016	20099	2	RELIASTAR LIFE INSURANCE COMPANY

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	448049		\$2,661.45	Aug 6, 2016	20099	3	RELIASTAR LIFE INSURANCE COMPANY
4	448050		\$7,560.00	Aug 6, 2016	26796	0	SAFEWAY DRIVING SCHOOL
4	448051		\$9,935.55	Aug 6, 2016	09588	0	SAVAGE, CITY OF
4	448052		\$576.91	Aug 6, 2016	03196	6	SCHOLASTIC INC.
4	448053		\$31.20	Aug 6, 2016	27563	0	SHRED RIGHT
4	448054		\$619.00	Aug 6, 2016	25227	0	SOLBERG, STACY
4	448055		\$4,650.00	Aug 6, 2016	27742	0	STRATEGIC SOURCE INC
4	448056		\$282.90	Aug 6, 2016	28502	0	THE MCDOWELL AGENCY, INC.
4	448057		\$16.88	Aug 6, 2016	04172	0	UNITED PARCEL SERVICE
4	448058		\$503.81	Aug 6, 2016	04417	1	US FOODS INC
4	448059		\$204.00	Aug 6, 2016	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	448060		\$5,809.50	Aug 6, 2016	00535	1	VERIZON WIRELESS
4	448061		\$42.50	Aug 6, 2016	00016	1325	WATERS, BRUCE
4	448062		\$744.98	Aug 12, 2016	28551	0	ADVANCED IMAGING SOLUTIONS
4	448063		\$581.00	Aug 12, 2016	24475	0	ANIMATRON
4	448064		\$59.00	Aug 12, 2016	00098	1	ASCD
4	448065		\$150.00	Aug 12, 2016	27223	1	AVID CENTER
4	448066		\$2,165.00	Aug 12, 2016	05352	0	BHS BOYS BASKETBALL BOOSTER CLUB
4	448067		\$450.00	Aug 12, 2016	09039	0	BHS SWIM BOOSTER CLUB
4	448068		\$830.00	Aug 12, 2016	09282	0	BHS VOLLEYBALL BOOSTER CLUB
4	448069		\$117.60	Aug 12, 2016	00014	2290	BRUBAKER, REBECCA
4	448070		\$266.02	Aug 12, 2016	02781	5	CENTURYLINK
4	448071		\$450.00	Aug 12, 2016	25787	0	CHANTARA, PHET
4	448072		\$18.00	Aug 12, 2016	00016	3178	CHRISTOPHERSON, HOLLY
4	448073		\$9,257.00	Aug 12, 2016	27322	0	CLIFTONLARSONALLEN, LLP
4	448074		\$29.00	Aug 12,	00502	0	CORNERSTONE COPY CENTER

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	448075		\$1,877.15	Aug 12, 2016	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	448076		\$58.50	Aug 12, 2016	00000	8614	DELIUS, MONICA
4	448077		\$868.81	Aug 12, 2016	07092	0	EAGAN SHIRT WERKS
4	448078		\$455.06	Aug 12, 2016	02333	1	EARTHGRAINS BAKING CO. INC.
4	448079		\$181.28	Aug 12, 2016	01143	1	EBSCO INFORMATION SERVICES
4	448080		\$75.00	Aug 12, 2016	00016	3180	FRETHEIM, DARLA
4	448081		\$41.00	Aug 12, 2016	00016	3179	GALLAGHER, MICHAELA
4	448082		\$1,000.00	Aug 12, 2016	00016	3177	GIGSTAD, SARAH
4	448083		\$1,785.38	Aug 12, 2016	07139	0	HASTINGS BUS COMPANY
4	448084		\$1,192.55	Aug 12, 2016	03372	0	HEALY AWARDS, INC.
4	448085		\$2,372.52	Aug 12, 2016	20347	1	HOUSE OF PRINT
4	448086		\$6,885.00	Aug 12, 2016	28876	0	IMAGINE DESIGN & CREATIVE CONSULTING, INC
4	448087		\$116.32	Aug 12, 2016	02483	0	INTEGRA TELECOM
4	448088		\$140.00	Aug 12, 2016	20540	0	INTELLIGERE, INC
4	448089		\$2,625.00	Aug 12, 2016	23420	0	IXL LEARNING, INC.
4	448090		\$100.00	Aug 12, 2016	08356	1	KENNEDY & GRAVEN, CHARTERED
4	448091		\$1,000.00	Aug 12, 2016	00016	3176	KIENZLE, JOHN ANDREW
4	448092		\$4,686.25	Aug 12, 2016	29275	0	KODIAK CUSTOM LETTERING INC.
4	448093		\$121.75	Aug 12, 2016	28978	0	LINDSKOOG BOSCH, ALEJANDRA
4	448094		\$1,303.75	Aug 12, 2016	22324	0	MULTILINGUAL WORD, INC.
4	448095		\$400.00	Aug 12, 2016	20031	0	OUM, SOVATHA
4	448096		\$516.00	Aug 12, 2016	29333	0	PEDIATECH NURSING, LLC
4	448097		\$23.00	Aug 12, 2016	00014	1427	PORNSCHLOEGL, ROMELLE
4	448098		\$562.07	Aug 12, 2016	08917	1	RYDIN DECAL
4	448099		\$85.97	Aug 12, 2016	03532	2	SCHMITT MUSIC

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	448100		\$405.00	Aug 12, 2016	02397	0	SCHOOL MATE
4	448101		\$200.00	Aug 12, 2016	04656	7	SCHOOL NUTRITION DIRECTORS OF MINNESOTA(SNDM)
4	448102		\$1,000.00	Aug 12, 2016	28802	0	SLIPSCREEN PRINTING LLC
4	448103		\$765.00	Aug 12, 2016	07091	2	ST CLOUD STATE UNIV-PROJECT LEAD THE WAY
4	448104		\$400.50	Aug 12, 2016	01637	6	THREE RIVERS PARK DISTRICT
4	448105		\$4,925.23	Aug 12, 2016	04153	1	U.S. POSTMASTER
4	448106		\$102.00	Aug 12, 2016	28298	0	US HEALTH WORKS MEDICAL GRP MN, PC
4	448107		\$23.15	Aug 12, 2016	00016	3175	VANDERWERF, JOAN
4	448108		\$93.20	Aug 12, 2016	02284	0	VIKING TROPHIES, INC.
4	448109		\$58.50	Aug 12, 2016	00016	2733	VOGELGESANG, ALBA
4	448110		\$18,417.15	Aug 12, 2016	02776	0	XCEL ENERGY
4	448111		\$676.72	Aug 16, 2016	28147	1	AGROPUR
4	448112	Unissued	\$0.00	Aug 16, 2016	28147	1	AGROPUR
4	448113	Unissued	\$0.00	Aug 16, 2016	28147	1	AGROPUR
4	448114		\$144.73	Aug 16, 2016	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	448115		\$1,565.00	Aug 16, 2016	00106	0	AQUA ENGINEERING, INC.
4	448116		\$240.00	Aug 16, 2016	26468	0	ARROW LIFT
4	448117		\$3,143.56	Aug 16, 2016	28518	1	AUDIOLOGY SYSTEMS INC
4	448118		\$1,477.38	Aug 16, 2016	21117	0	BIO CORPORATION
4	448119		\$1,237.24	Aug 16, 2016	00477	0	BIX PRODUCE COMPANY
4	448120		\$1,217.50	Aug 16, 2016	28383	0	BLB CONSULTING, LLC
4	448121		\$1,526.62	Aug 16, 2016	26720	0	BLUE BELL ENTERPRISES, INC.
4	448122		\$4,585.08	Aug 16, 2016	20206	1	BOOKSOURCE
4	448123		\$2,336.40	Aug 16, 2016	25438	0	BUSINESS EDUCATION PUBLISHING
4	448124		\$96.00	Aug 16, 2016	20289	1	CDW GOVERNMENT, INC.
4	448125		\$2,343.00	Aug 16,	26628	0	CENTRAL FIRE PROTECTION, INC.

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	448126		\$142.70	Aug 16, 2016	00502	0	CORNERSTONE COPY CENTER
4	448127		\$38.50	Aug 16, 2016	00647	0	CROWN RENTAL, INC.
4	448128		\$15,425.65	Aug 16, 2016	29228	1	CUMMINS NPOWER LLC
4	448129		\$454.08	Aug 16, 2016	02444	0	CYNMAR LLC
4	448130		\$8,084.55	Aug 16, 2016	04186	1	DALCO
4	448131	Unissued	\$0.00	Aug 16, 2016	04186	1	DALCO
4	448132	Unissued	\$0.00	Aug 16, 2016	04186	1	DALCO
4	448133		\$1,530.80	Aug 16, 2016	00279	0	DIVERSIFIED SNACK DISTRIBUTION
4	448134		\$6,411.00	Aug 16, 2016	28519	0	EARTHBEND
4	448135		\$6,180.00	Aug 16, 2016	01078	0	ELECTRO WATCHMAN, INC.
4	448136		\$1,376.03	Aug 16, 2016	01231	0	FLINN SCIENTIFIC, INC.
4	448137		\$170.63	Aug 16, 2016	00691	0	FRONTIER AG & TURF
4	448138		\$2,296.32	Aug 16, 2016	01541	1	GENERAL PARTS, LLC
4	448139		\$1,146.43	Aug 16, 2016	04387	1	GRAINGER
4	448140	Unissued	\$0.00	Aug 16, 2016	04387	1	GRAINGER
4	448141		\$2,323.13	Aug 16, 2016	01436	2	HEINEMANN EDUCATIONAL BOOKS
4	448142		\$2,237.90	Aug 16, 2016	09046	0	HI TECH REFRIGERATION
4	448143		\$1,073.53	Aug 16, 2016	09318	1	HILLYARD INC - MINNEAPOLIS
4	448144		\$78,010.70	Aug 16, 2016	26668	1	HM RECEIVABLES CO LLC
4	448145		\$5,186.94	Aug 16, 2016	25854	1	HOCKENBERGS
4	448146		\$15,345.00	Aug 16, 2016	03362	4	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.
4	448147		\$815.28	Aug 16, 2016	29071	0	JOBS FOUNDATION/TECH DUMP
4	448148		\$575.00	Aug 16, 2016	28929	0	JOHN'S SEWER AND DRAIN CLEANING, INC.
4	448149		\$1,555.00	Aug 16, 2016	26151	0	LIGHTSPEED TECHNOLOGIES, INC.
4	448150		\$1,105.78	Aug 16, 2016	28793	1	MANSFIELD OIL COMPANY

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	448151		\$305.85	Aug 16, 2016	27932	1	MATHESON TRI-GAS, INC.
4	448152		\$1,995.19	Aug 16, 2016	08999	0	MEI TOTAL ELEVATOR SOLUTIONS
4	448153		\$1,704.00	Aug 16, 2016	27063	0	MIDWEST BLINDS
4	448154		\$180.00	Aug 16, 2016	07752	0	MILLER ELECTRIC, INC.
4	448155		\$100.00	Aug 16, 2016	07914	2	MN DEPT OF LABOR AND INDUSTRY
4	448156		\$258.84	Aug 16, 2016	02544	1	MTI DISTRIBUTING CO.
4	448157		\$19.08	Aug 16, 2016	29203	1	NCS PEARSON, INC
4	448158		\$47,800.00	Aug 16, 2016	02765	0	NORCOSTCO, INC.
4	448159		\$218.54	Aug 16, 2016	02489	1	OFFICE DEPOT COMPANY
4	448160		\$1,301.00	Aug 16, 2016	26086	0	ORKIN COMMERCIAL SERVICES
4	448161		\$236.33	Aug 16, 2016	05511	0	RED WING SHOE STORE
4	448162		\$4,000.00	Aug 16, 2016	08798	12	REGENTS OF THE UNIVERSITY OF MINNESOTA
4	448163		\$1,725.00	Aug 16, 2016	25729	0	RENT N' SAVE PORTABLE SERVICES
4	448164		\$2,615.42	Aug 16, 2016	23241	0	RYAN MECHANICAL, INC.
4	448165		\$7,795.00	Aug 16, 2016	03537	1	SCHOOL HEALTH SUPPLY CO., INC.
4	448166		\$4,404.49	Aug 16, 2016	27010	1	SCHOOLDUDE.COM
4	448167		\$395.01	Aug 16, 2016	03472	2	SHIFFLER EQUIPMENT SALES INC
4	448168		\$1,328.62	Aug 16, 2016	03587	1	SIMPLEX GRINNELL
4	448169		\$82.20	Aug 16, 2016	03689	0	STATE SUPPLY CO., INC.
4	448170		\$2,412.00	Aug 16, 2016	24415	1	STRATEGIC EQUIPMENT LLC
4	448171		\$149.85	Aug 16, 2016	03658	0	SUBSCRIPTION SERVICES OF AMERICA INC.
4	448172		\$500.50	Aug 16, 2016	23998	2	SUMMIT COMMERCIAL FACILITIES GROUP
4	448173		\$10,909.00	Aug 16, 2016	27677	0	THE RETROFIT COMPANIES, INC.
4	448174		\$398.52	Aug 16, 2016	22123	1	TOTAL FILTRATION SERVICES, INC.
4	448175		\$617.95	Aug 16, 2016	03802	0	TRIO SUPPLY
4	448176		\$6,064.58	Aug 16,	04417	1	US FOODS INC

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
4	448177		\$426.75	Aug 16, 2016	27728	1	US GAMES
4	448178		\$24.10	Aug 16, 2016	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	448179		\$551.76	Aug 16, 2016	04321	1	WARD'S NATURAL SCIENCE
4	448180		\$220.60	Aug 16, 2016	20007	0	WASTE MANAGEMENT
4	448181		\$34,229.16	Aug 16, 2016	28887	1	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.
4	448182		\$16,851.07	Aug 16, 2016	04255	1	LOYOLA PRESS
<b>Check Count</b>	<b>542</b>	<b>Grand Total</b>	<b>\$1,924,640.34</b>				

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	101502		\$25,032.50	Jul 22, 2016	28491	0	A.J. MOORE ELECTRIC, INC.
3	101503		\$162,830.00	Jul 22, 2016	29380	0	ADVANCE TERRAZZO & TILE CO. INC.
3	101504		\$493,784.35	Jul 22, 2016	29367	0	AMERICAN STRUCTURAL METALS, INC.
3	101505		\$141,956.03	Jul 22, 2016	29362	0	COMMERCIAL DRYWALL, INC.
3	101506		\$217,465.45	Jul 22, 2016	29317	0	CROSTOWN MASONRY, INC.
3	101507		\$515,200.24	Jul 22, 2016	29358	0	EL-JAY PLUMBING & HEATING, INC
3	101508		\$118,116.54	Jul 22, 2016	29369	0	ENVISION GLASS INC.
3	101509		\$165,589.75	Jul 22, 2016	29389	0	FLOORS BY BECKERS, INC.
3	101510		\$43,356.56	Jul 22, 2016	29381	0	FRANSEN DECORATING, INC.
3	101511		\$249,868.44	Jul 22, 2016	29368	0	GEORGE F COOK CONSTRUCTION CO
3	101512		\$8,295.88	Jul 22, 2016	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
3	101513		\$71,888.40	Jul 22, 2016	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
3	101514		\$93,789.70	Jul 22, 2016	03078	0	KLAMM MECHANICAL CONTRACTORS, INC.
3	101515		\$330,614.25	Jul 22, 2016	29276	0	MAX STEININGER, INC.
3	101516		\$163,659.35	Jul 22, 2016	29315	0	METRO UTILITIES, INC.
3	101517		\$199,137.33	Jul 22, 2016	26094	0	MULTIPLE CONCEPTS INTERIORS, INC.
3	101518		\$178,910.65	Jul 22, 2016	29318	0	NORTHLAND CONCRETE & MASONRY, LLC
3	101519		\$79,211.00	Jul 22, 2016	03757	0	PALMER WEST CONSTRUCTION COMPANY, INC.
3	101520		\$943,964.65	Jul 22, 2016	22848	0	PEOPLES ELECTRIC COMPANY, INC
3	101521		\$2,937.00	Jul 22, 2016	07724	1	PROFESSIONAL SERVICE INDUSTRIES, INC.
3	101522		\$80,275.00	Jul 22, 2016	29357	0	RED CEDAR STEEL ERECTORS, INC
3	101523		\$2,850.00	Jul 22, 2016	29388	0	THE CAULKERS COMPANY, INC.
3	101524		\$341,370.15	Jul 22, 2016	29363	0	THELEN HEATING & ROOFING INC.
3	101525		\$26,340.00	Jul 22, 2016	29390	0	TMI COATINGS, INC.
3	101526		\$36,380.06	Jul 22, 2016	29370	0	TOTAL FIRE PROTECTION, INC.
3	101527		\$16,530.00	Jul 22,	29359	0	W.L. HALL CO.

# Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
				2016			
3	101528		\$21,332.25	Jul 22, 2016	29316	0	WELLS CONCRETE
3	101529		\$47,962.51	Aug 5, 2016	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	101530		\$175.00	Aug 5, 2016	06473	1	BRAUN INTERTEC CORP.
3	101531		\$1,576.20	Aug 5, 2016	03131	0	HALLBERG ENGINEERING, INC.
3	101532		\$3,607.50	Aug 5, 2016	29296	0	INTEREUM, INC.
3	101533		\$2,390.00	Aug 5, 2016	29241	0	JAMES R HILL, INC.
3	101534		\$12,085.75	Aug 5, 2016	27888	1	NORTHERN TECHNOLOGIES, LLC
3	101535		\$15,562.24	Aug 5, 2016	04321	1	WARD'S NATURAL SCIENCE
3	101536	Unissued	\$0.00	Aug 5, 2016	04321	1	WARD'S NATURAL SCIENCE
3	101537		\$3,525.00	Aug 12, 2016	29393	1	ARCHITECTURAL TESTING, INC
3	101538		\$173,653.06	Aug 12, 2016	25253	0	B&B SHEET METAL & ROOFING, INC.
3	101539		\$800.00	Aug 12, 2016	04400	0	BESTER BROS TRANSFER & STORAGE CO
3	101540		\$88,830.00	Aug 12, 2016	20289	1	CDW GOVERNMENT, INC.
3	101541		\$3,200.00	Aug 12, 2016	27750	0	GRAPHIC SPECIALTIES, INC.
3	101542		\$17,016.20	Aug 12, 2016	01478	1	GRAYBAR ELECTRIC COMPANY, INC.
3	101543		\$21,380.00	Aug 12, 2016	01774	1	HALDEMAN-HOMME, INC./ANDERSON LADD, INC.
3	101544		\$8,421.32	Aug 12, 2016	04297	0	VERNIER SOFTWARE
3	101545		\$55,663.00	Aug 12, 2016	29165	0	WENCK CONSTRUCTION, INC.
3	101546		\$7,500.00	Aug 12, 2016	24410	1	ZMD ENGINEERED SOLUTIONS
<b>Check Count</b>	<b>45</b>	<b>Grand Total</b>	<b>\$5,194,033.31</b>				



**Agenda II.B.6**  
**August 25, 2016**

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

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

**DATE: August 17, 2016**

**RE: Budget Analysis for the Month Ending June 30, 2016**

**RECOMMENDATION:** That the Board accepts the Budget Analysis for the month ending June 30, 2016

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

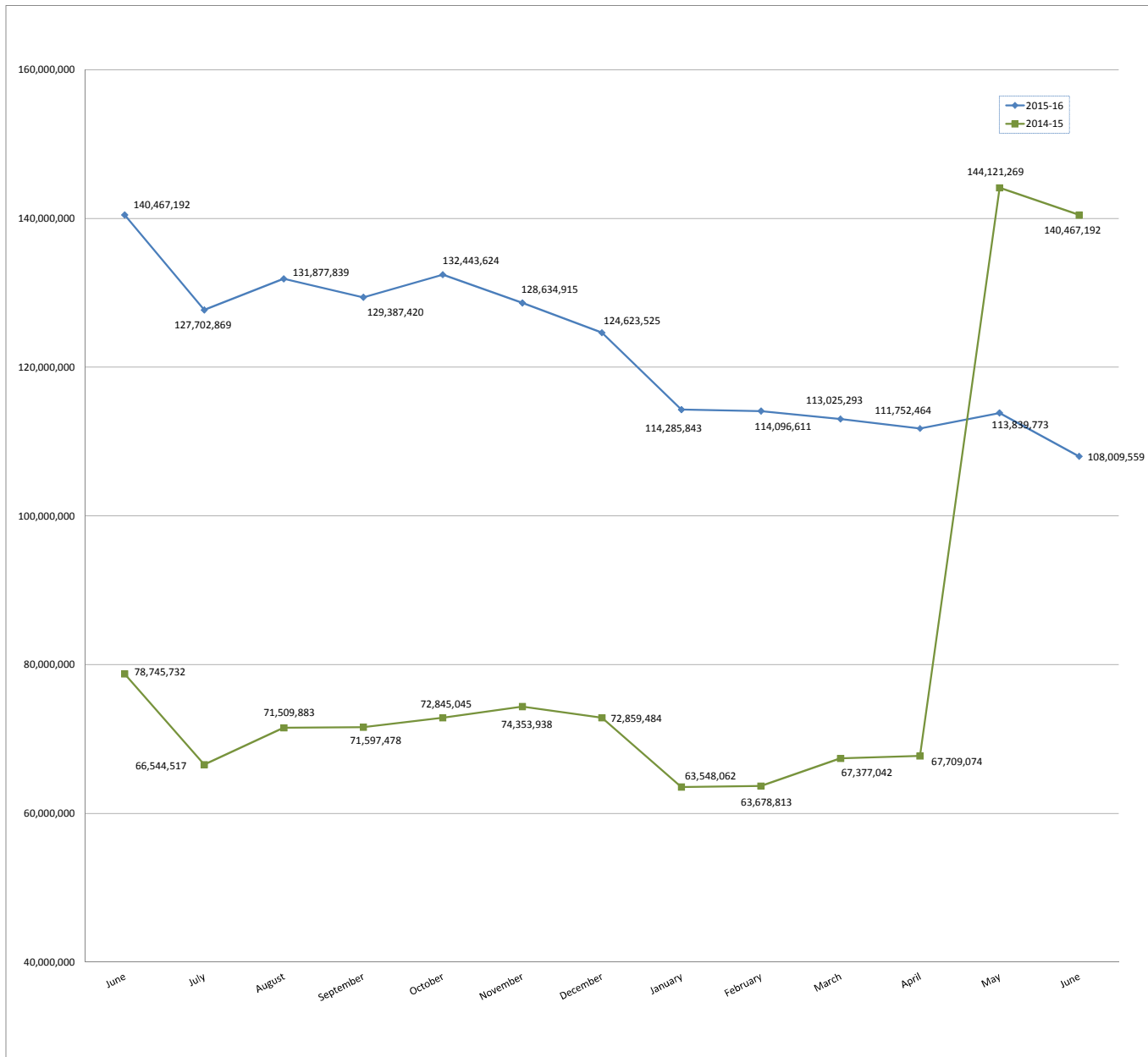
	<u>Year-to-Date Revenue</u>	<u>% of Adopted Budget</u>	<u>Year-to-Date Expenditures</u>	<u>% of Adopted Budget</u>
All Funds	\$ 181,117,868	111.40%	\$ 204,018,788	86.17%
General Fund	\$ 111,032,879	94.06%	\$ 118,503,256	97.75%

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

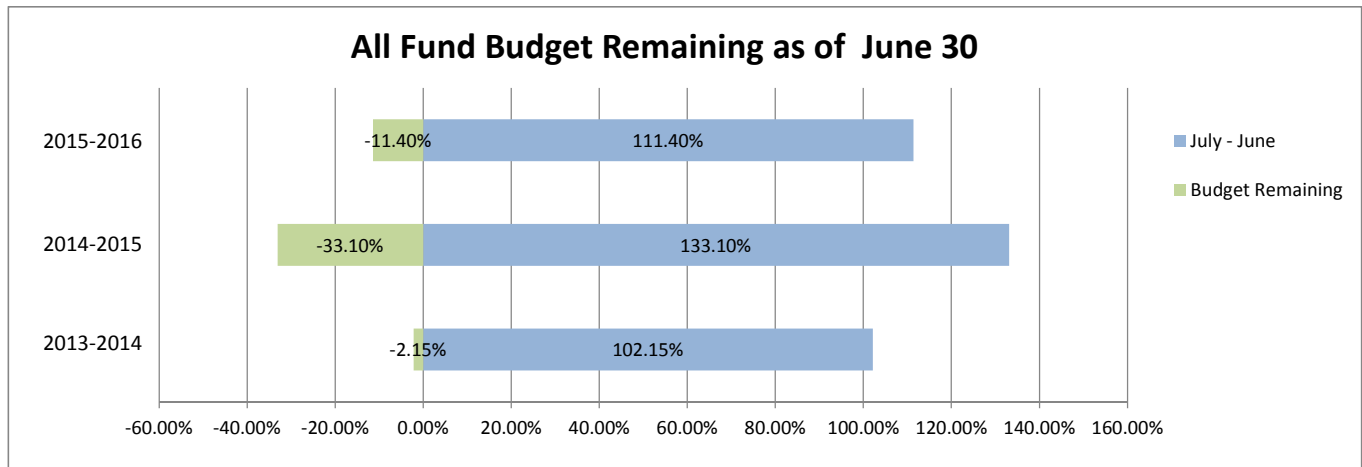
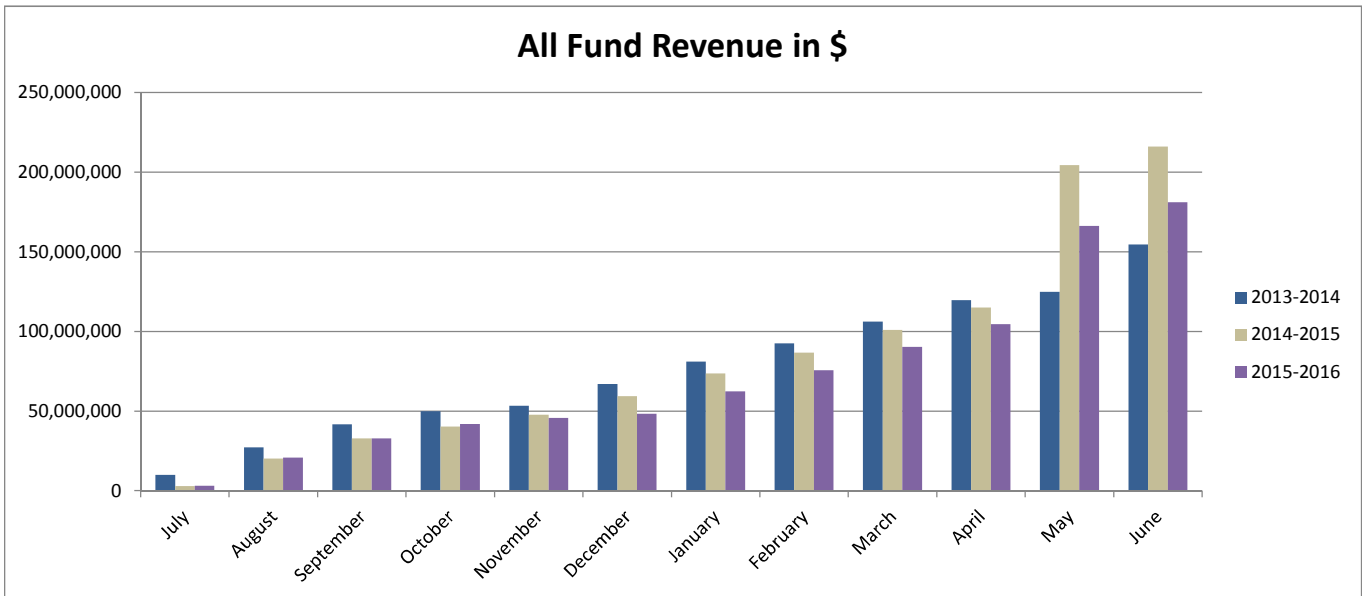
All of the reports and graphs show last year's actual figures, this year's budget and this year's activity to day. Additional detail is available upon request. I would be glad to answer any questions regarding these reports.

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



**REVENUE COMPARISON  
ALL FUNDS**

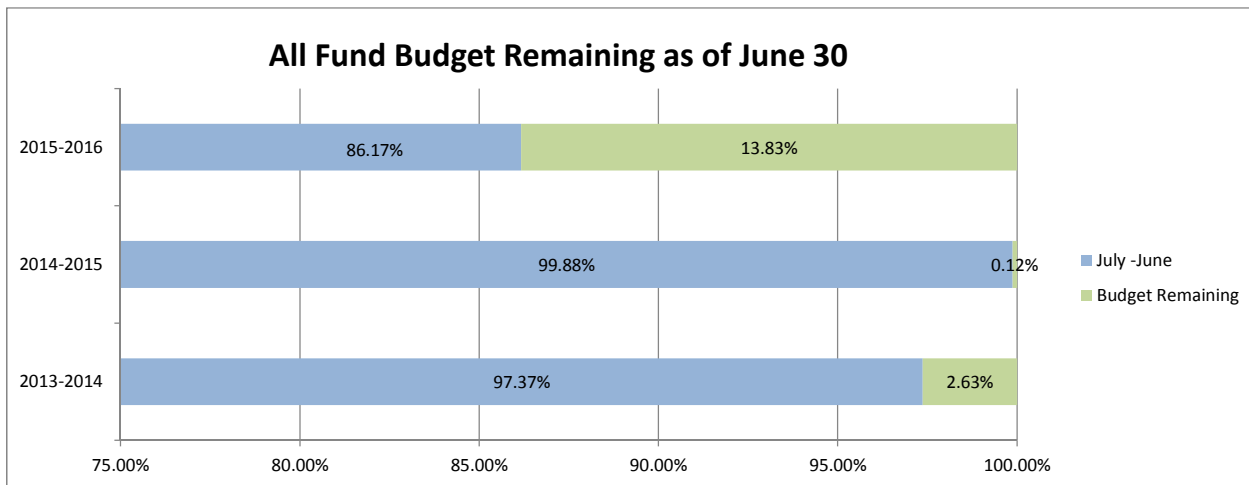
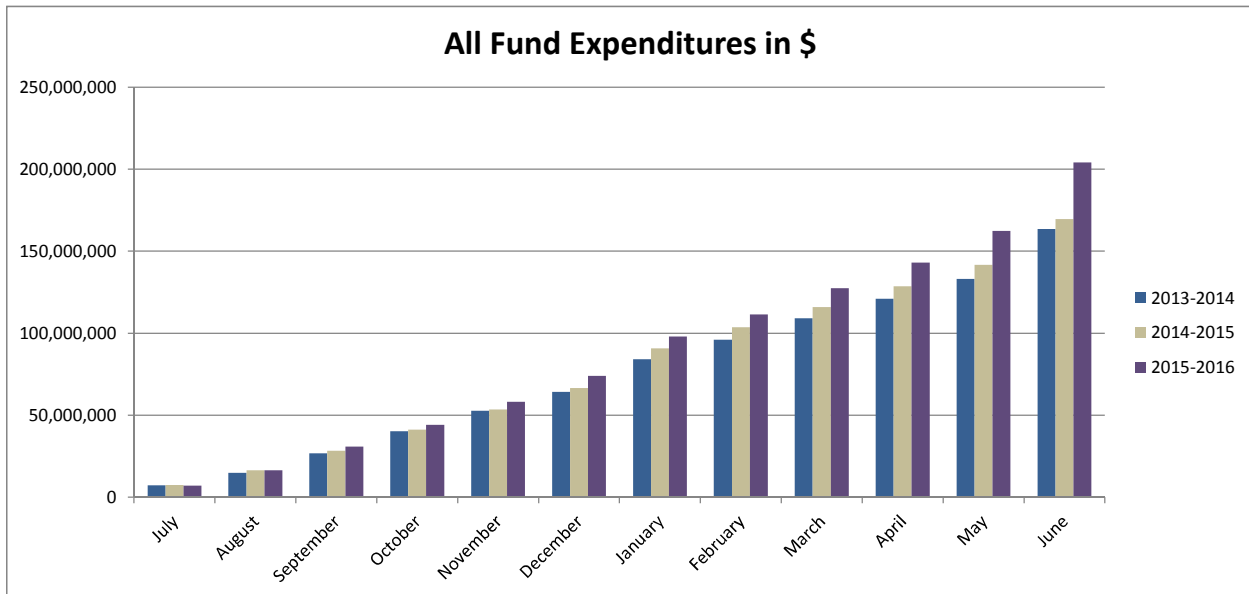
	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	9,962,088	6.59%	2,850,387	1.76%	3,044,376	1.87%
August	27,156,320	17.96%	20,097,761	12.38%	20,776,436	12.78%
September	41,620,021	27.53%	32,867,875	20.25%	32,729,505	20.13%
October	49,945,312	33.03%	40,162,882	24.75%	41,826,417	25.73%
November	53,270,705	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%	181,117,868	111.40%
<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>



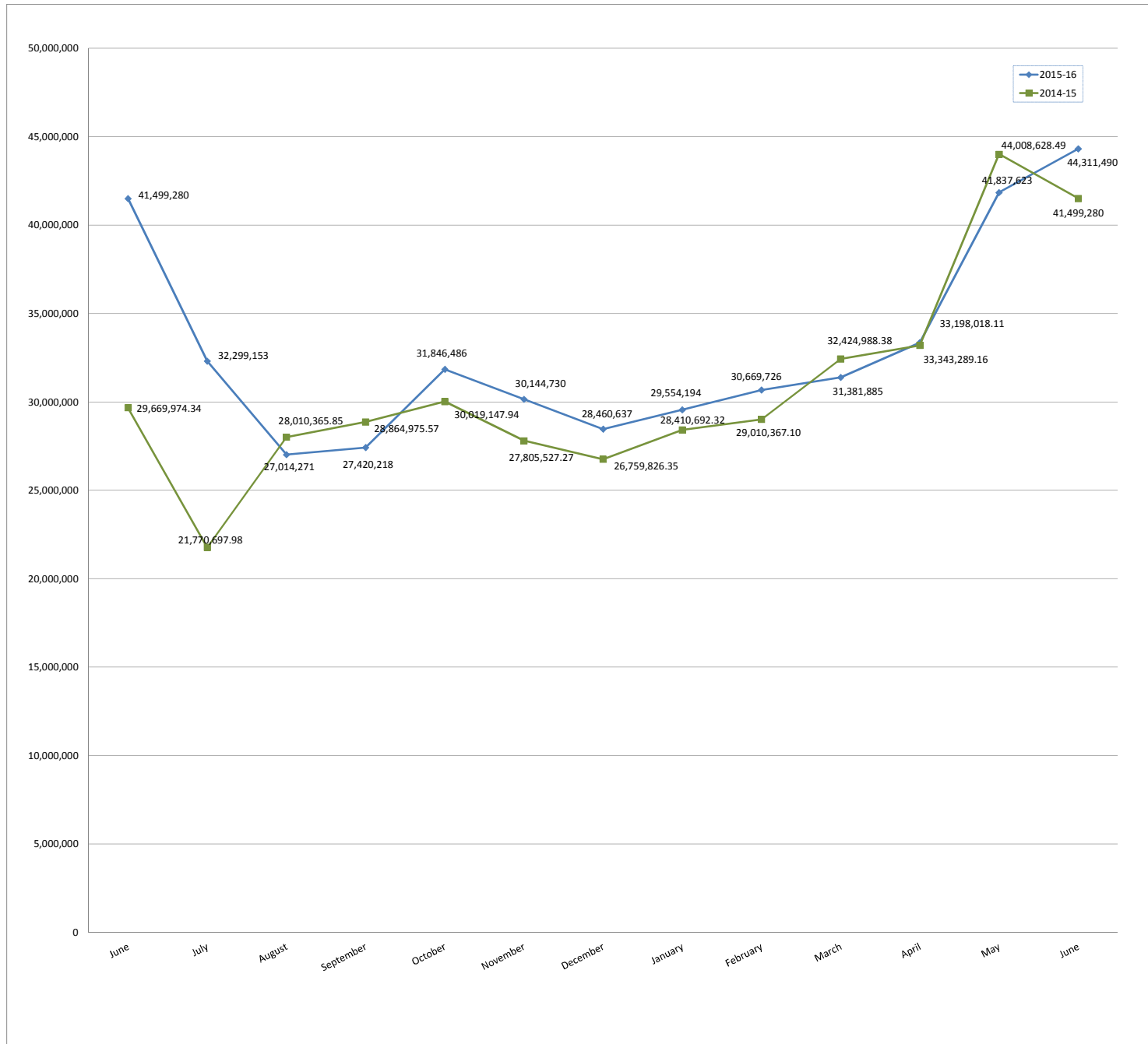
\*\* The year to year comparison will vary due to the timing of the reversal of prior year accruals.

**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%	204,018,788	86.17%
<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>

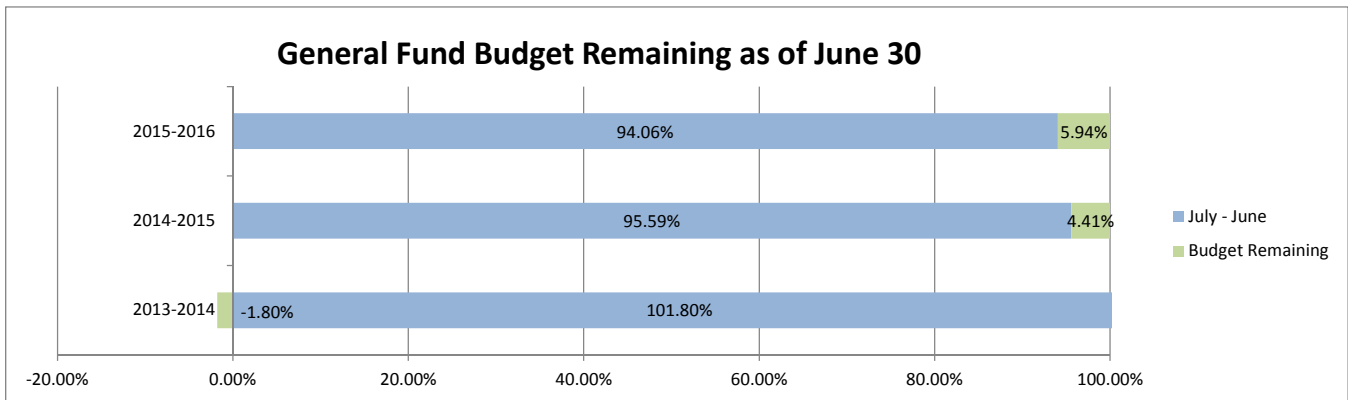
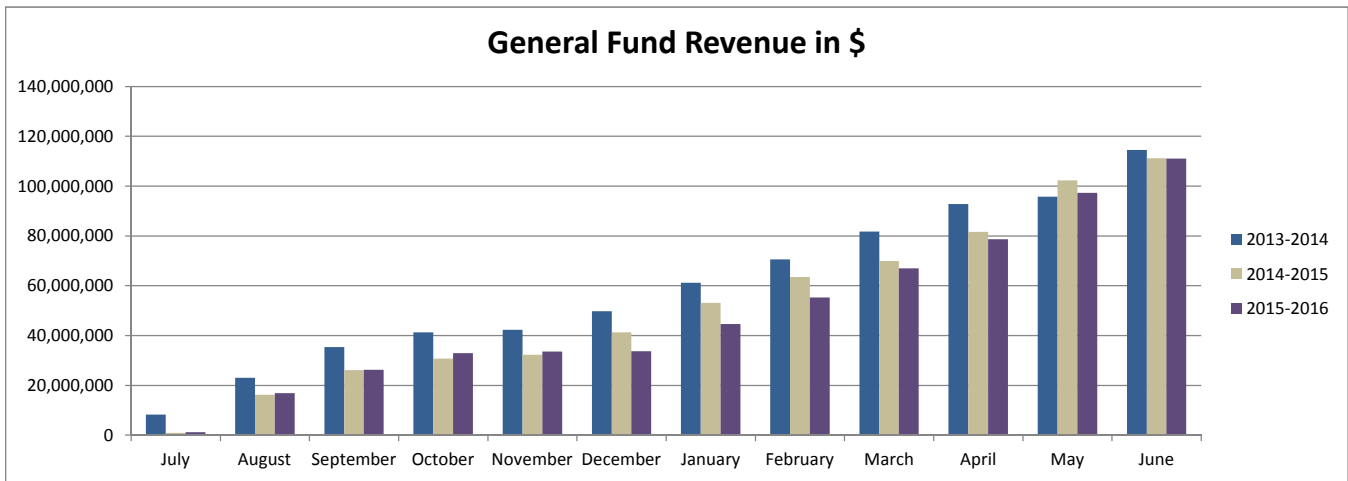


GENERAL FUND CASH AND INVESTMENTS  
2014-15 AND 2015-16



**REVENUE COMPARISON  
GENERAL FUND**

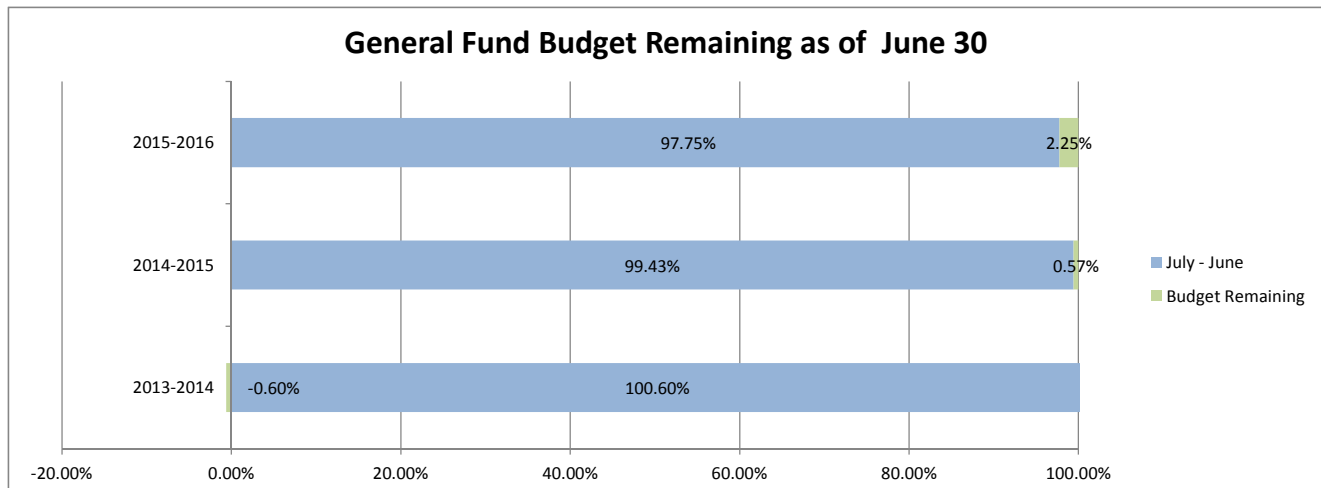
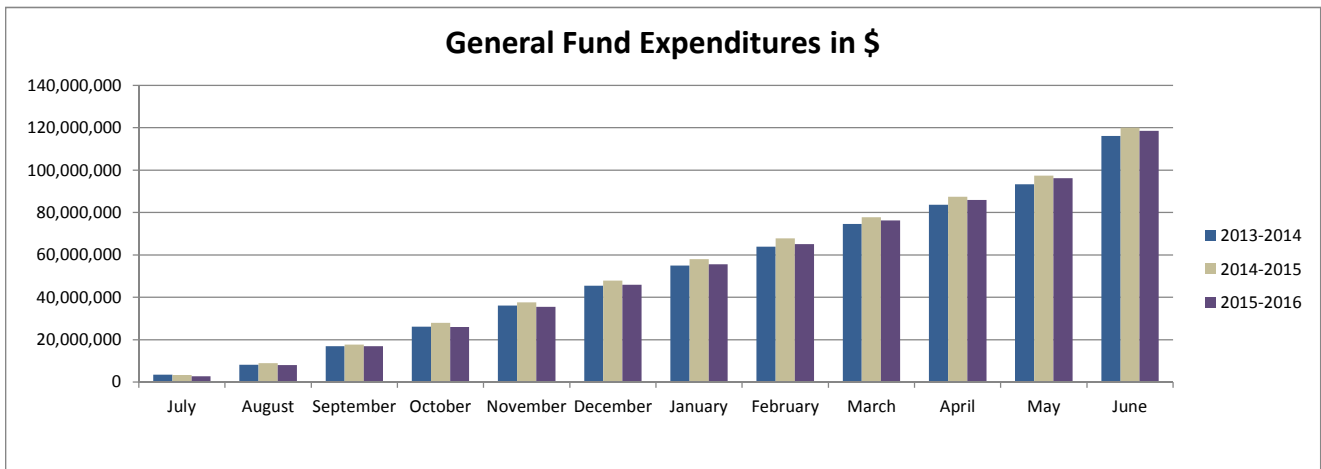
	2013-2014		2014-2015		2015-2016	
	\$	%	\$	%	\$	%
July	8,213,239	7.30%	998,299	0.86%	1,172,002	0.99%
August	23,035,862	20.48%	16,255,179	13.98%	16,819,666	14.25%
September	35,369,620	31.44%	26,150,902	22.49%	26,303,462	22.28%
October	41,313,574	36.72%	30,774,320	26.46%	32,868,210	27.84%
November	42,329,912	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%	111,032,879	94.06%
<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%	118,503,256	97.75%
<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.7.  
August 25, 2016**

**To:** Board of Education, Members  
**From:** Dr. Joe Gothard, Superintendent  
**Date:** August 18, 2016  
**Re:** Second reading of policies

**RECOMMENDATION:** Approve, on a second reading basis, Board Policies 515: *Protection and Privacy of Pupil Records*; 620: *Credit for Learning*; and 709: *Transportation Policy*.

The Policy Review Committee and administration have reviewed Board Policies 515: *Protection and Privacy of Pupil Records*; 620: *Credit for Learning*; and 709: *Transportation Policy* and recommend approval.

The policies are attached for your review.

Adopted: 1/86  
 Reviewed: 8/11/2016  
 Revised: 8/25/2016  
 Rescinds: JO

*Burnsville-Eagan-Savage School District Policy 515*

## **515 PROTECTION AND PRIVACY OF PUPIL RECORDS**

### **I. PURPOSE**

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

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

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

### **III. DEFINITIONS**

#### **A. Authorized Representative**

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

#### **B. Biometric Record**

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

#### **C. Dates of Attendance**

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who

are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

“Directory information” includes: the student’s name; address; telephone listing; photograph; date of birth; major field of study; dates of attendance; grade level; enrollment status (i.e. full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received and the most recent educational agency or institution attended and photographs of students taking part in officially recognized activities, sports, and academic or non-academic classes or programs. One of the purposes of directory information is to allow the School District to include this type of information about the student in official school publications, including but not limited to, the yearbook, the student newspaper, graduation programs, honor roll or other recognition lists, sports programs and drama playbills. Directory information does not include:

1. a student’s social security number;
2. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, “education

records,” does not include:

- a. Records of instructional personnel which:
  - (1) are in the sole possession of the maker of the record; and
  - (2) are not accessible or revealed to any other individual except a substitute teacher; and
  - (3) are destroyed at the end of the school year.
  
- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
  - (1) maintained separately from education records;
  - (2) maintained solely for law enforcement purposes; and
  - (3) disclosed only to law enforcement officials of the same jurisdiction.
  
- c. Records relating to an individual, including a student, who is employed by the school district which:
  - (1) are made and maintained in the normal course of business;
  - (2) relate exclusively to the individual in that individual’s capacity as an employee; and
  - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
  - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
  - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
  - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a

physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

I. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

“Responsible authority” means the superintendent of schools or designee.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the

individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

**IV. GENERAL CLASSIFICATION**

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

**V. STATEMENT OF RIGHTS**

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Students with Disabilities

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

**VI. DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
  - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:
  - a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
  
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
  - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be

accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
  - a. performs an institutional service or function for which the school district would otherwise use employees;
  - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
  - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S.

Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
  - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when

no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, “organizations,” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student’s education records that are relevant

for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the

information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:

- a. the following information about a student must be disclosed: a student's full name; home address; telephone number; date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
- b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid

being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational

and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

## **VII. RELEASE OF DIRECTORY INFORMATION**

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
  - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent’s or eligible student’s prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student’s name, ID, or school district e-mail address in a class in which the student is enrolled; or

- b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom

personally identifiable information from education records is disclosed.

**B. Private Records Not Accessible to Parent**

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
  - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
  - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
  - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

**C. Private Records Not Accessible to Student**

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

**IX. DISCLOSURE OF CONFIDENTIAL RECORDS**

**A. Confidential Records**

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are

classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

- a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

**X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

**XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
  2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, the superintendent of schools or designee in writing by September 15 each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
  2. Home address;
  3. Student's grade level;
  4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and

accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## **XII. LIMITS ON REDISCLOSURE**

### **A. Redisclosure**

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

### **B. Redisclosure Not Prohibited**

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
  - a. The disclosures meet the requirements of Section VI. of this policy; and
  - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

### **C. Classification of Disclosed Data**

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

### **D. Notification**

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to

court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

### **XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

#### **A. Responsible Authority**

The responsible authority shall be responsible for the maintenance and security of student records.

#### **B. Record Security**

The principal of each school, subject to the supervision and control of the responsible authority, shall be the records manager of the school and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

#### **C. Plan for Securing Student Records**

The building principal shall submit to the responsible authority a written plan for securing student records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

#### **D. Review of Written Plan for Securing Student Records**

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then

promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and
  - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
  
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
  - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
  
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury

or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

4. The record of requests of disclosures may be inspected by:
  - a. the parent of the student or the eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
  - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
  - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

##### **A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student**

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

##### **B. Response to Request for Access**

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state

law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

**XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall

specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.

2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

**B. Right to a Hearing**

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

**C. Conduct of Hearing**

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

## **XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means superintendent of schools or designee.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

## **XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

**XVIII. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

**XIX. ANNUAL NOTIFICATION OF RIGHTS**

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or

transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

## XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

## XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 14 (Administrative Procedures Act)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)  
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)  
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)  
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)  
Minn. Stat. § 363A.42 (Public Records; Accessibility)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)  
18 U.S.C. § 2331 (Definitions)  
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)  
20 U.S.C. § 7908 (Armed Forces Recruiting Information)  
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

34 C.F.R. § 300.610-300.627 (Confidentiality of Information)  
 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d  
 309 (2002)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
 Burnsville-Eagan-Savage School District Policy 417 (Chemical Use and Abuse)  
 Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)  
 Burnsville-Eagan-Savage School District Policy 519 (Interviews of Students by Outside Agencies)  
 Burnsville-Eagan-Savage School District Policy 520 (Student Surveys)  
 Burnsville-Eagan-Savage School District Policy 711 (Video Recording on School Buses)  
 Burnsville-Eagan-Savage School District Policy 906 (Community Notification of Predatory Offenders)  
 MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: 4/1997  
 Reviewed: 8/11/2016  
 Revised: 8/25/2016  
 Rescinds: IKF

*Burnsville-Eagan-Savage School District Policy 620*

## **620 CREDIT FOR LEARNING**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

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

year, liberal arts, degree-granting college or university located in Minnesota.

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

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

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

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

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

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

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

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

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

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
  2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
  3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
  4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
  5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
  6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

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

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

IV.A. above.

## **VII. ADVANCED ACADEMIC CREDIT**

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

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

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section D. below.

- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

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

**Cross References:** Burnsville-Eagan-Savage School District Policy 104 (School District Mission Statement)  
 Burnsville-Eagan-Savage School District Policy 601 (School District Curriculum and Instruction Goals)  
 Burnsville-Eagan-Savage School District Policy 613 (Graduation Requirements)  
 Burnsville-Eagan-Savage School District Policy 614 (School District Testing Plan and Procedure)  
 Burnsville-Eagan-Savage School District Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

Burnsville-Eagan-Savage School District Policy 616 (School District System Accountability)

Burnsville-Eagan-Savage School District Policy 618 (Assessment of Student Achievement)

Burnsville-Eagan-Savage School District Policy 624 (Online Learning Options)

Adopted: 12/03  
 Reviewed: 8/11/2016  
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 Rescinds: EEAC

*Burnsville-Eagan-Savage School District Policy 709*

**709 STUDENT TRANSPORTATION SAFETY POLICY**

**I. PURPOSE**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities while waiting for, entering, riding, and exiting a school bus.

**II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus

training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

### **III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation

safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
2. Rules at the Bus Stop
  - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
  - b. Respect the property of others while waiting at your bus stop.
  - c. Keep your arms, legs, and belongings to yourself.
  - d. Use appropriate language.
  - e. Stay away from the street, road, or highway when waiting for the bus.
  - f. Wait until the bus stops before approaching the bus.
  - g. After getting off the bus, move away from the bus.
  - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
  - i. No fighting, harassment, intimidation, or horseplay.
  - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
  - a. Immediately follow the directions of the driver.
  - b. Sit in your seat facing forward.
  - c. Talk quietly and use appropriate language.
  - d. Keep all parts of your body inside the bus.
  - e. Keep your arms, legs, and belongings to yourself.

- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension

or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

#### **IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

## **V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
  1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For

purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

***[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]***

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

#### B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

***[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]***

## VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

***[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]***

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

***[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]***

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion. For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.
7. To the extent practical, the school district will communicate regarding late buses.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10

or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be

contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
  12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
  13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle;
    - (2) understanding student behavior, including issues relating to students with disabilities;
    - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;

- (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
  - (5) handling emergency situations;
  - (6) proper use of seat belts and child safety restraints;
  - (7) performance of pretrip vehicle inspections;
  - (8) safe loading and unloading of students, including, but not limited to:
    - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
    - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
    - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
    - (d) placing the type III vehicle in “park” during loading and unloading;
    - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
  - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.

- d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
  - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
  - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
  - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
  - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
  - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued

under Minn. Stat. § 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
  - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
  - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
  - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
  - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of

inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

## **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

*[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]*

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  1. the student's name and address;
  2. the nature of the student's disabilities;
  3. emergency health care information; and
  4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

## **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.

- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

## **X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

## **XI. STUDENT TRANSPORTATION SAFETY COMMITTEE**

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

**Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
 Minn. Stat. § 123B.03 (Background Check)  
 Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)  
 Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
 Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)

Minn. Stat. § 123B.90 (School Bus Safety Training)  
 Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
 Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)  
 Minn. Stat. Ch. 169 (Traffic Regulations)  
 Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
 Minn. Stat. § 169.02 (Scope)  
 Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
 Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)  
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
 Minn. Stat. § 169.454 (Type III Vehicle Standards)  
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses)  
 Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)  
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
 Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)  
 Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)  
 Minn. Stat. § 171.321 (Qualifications of School Bus Driver)  
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)  
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
 Minn. Stat. Ch. 245C (Human Services Background Studies)  
 Minn. Stat. § 609.02 (Definitions)  
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
 49 C.F.R. § 383.5 (Transportation Definitions)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 416 (Drug and Alcohol Testing)  
 Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)  
 Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)  
 Burnsville-Eagan-Savage School District Policy 707 (Transportation of Public Students)  
 Burnsville-Eagan-Savage School District Policy 708 (Transportation of Nonpublic Students)  
 Burnsville-Eagan-Savage School District Policy 710 (Extracurricular Transportation)



**Future Ready. Community Strong.**

**Agenda II.B.8.  
August 25, 2016**

**To:** Board of Education, Members  
**From:** Dr. Joe Gothard, Superintendent  
**Date:** August 18, 2016  
**Re:** Rescinding of policies

**RECOMMENDATION:** Approve, on a second reading basis, rescinding Board Policies ECB & ECB-R: *Buildings and Grounds Maintenance*; ECF & ECF-R: *Energy Conservation*; EGAAA & EGAAA-R: *Copyright-Printing and Duplicating Services*; FEE & FEE-R: *Site Acquisition*; GBD-R: *Board-Staff Communication-Regulation*; GBE: *Staff Health and Safety Physical Examinations*; GCIA-R: *Extracurricular Assignments-Regulation*; GCPB: *Resignation of Professional Staff Members*; GCQAA: *Professional Staff Consulting Activities*; GDQAA: *Support Staff Consulting Activities*; HO & HO-R: *Staff Job Actions*; IGEB & IGEB-R: *Adult High School Programs*; and KDE: *Crisis Management*.

The Policy Review Committee and administration reviewed the following policies on June 21, 2016 and recommend rescinding them:

ECB & ECB-R: *Buildings and Grounds Maintenance*  
ECF & ECF-R: *Energy Conservation*  
EGAAA & EGAAA-R: *Copyright-Printing and Duplicating Services*  
FEE & FEE-R: *Site Acquisition*  
GBD-R: *Board-Staff Communication-Regulation*  
GBE: *Staff Health and Safety Physical Examinations*  
GCIA-R: *Extracurricular Assignments-Regulation*  
GCPB: *Resignation of Professional Staff Members*  
GCQAA: *Professional Staff Consulting Activities*  
GDQAA: *Support Staff Consulting Activities*  
HO & HO-R: *Staff Job Actions*  
IGEB & IGEB-R: *Adult High School Programs*  
KDE: *Crisis Management*

Attached are the policies that are being rescinded.

Descriptor Term: **Building and Grounds Maintenance**

Descriptor Code: **ECB**

Issued Date: **4/91**

Reviewed Date:

Revised Date: **3/05**

Rescinds:

#### Maintenance

The Operations and Maintenance staff shall be responsible for developing and administering a comprehensive schedule for the general care, housekeeping and maintenance of all buildings, grounds and equipment in District 191.

The Operations and Maintenance staff shall work in close relationship with the building principals to realize optimum safety and utilization of facilities throughout the District.

Descriptor Term: **Building and Grounds Maintenance**

Descriptor Code: **ECB-R**

Issued Date: **4/91**

Reviewed Date:

Revised Date: **3/05**

Rescinds:

#### Structures

All programmed maintenance shall restore deteriorated conditions to meet building code requirements.

Capital improvement projects performed by District personnel require a building permit and inspection by the city building inspector following completion of the project.

All major remodeling is under the supervision of the Business Office. Any input or suggestions by the principal or the staff pertaining to the job or the maintenance personnel doing the job is to be channeled through the designated individual in the Business Office.

#### Equipment

All equipment shall routinely be inspected per schedule, with all inspections and service recorded for future use.

Replacement or repair of equipment shall restore the serviceability of the item to required standards.

#### Housekeeping and Grounds

Custodial and maintenance operations shall meet quality control standards and be conducted according to prescribed operating procedures.

Descriptor Term: **Energy Conservation**

Descriptor Code: **ECF**

Issued Date: **11/83**

Reviewed Date: **3/10**

Revised Date: **4/10**

Rescinds:

Energy Conservation shall be practiced by all employees of each department in the District. It is the responsibility of the schools to share in the conservation of energy; furthermore, schools have a moral obligation to teach and support conservation of the nation's limited resources.

Descriptor Term: **Energy Conservation**

Descriptor Code: **ECF-R**

Issued Date: **11/83**

Reviewed Date: **3/10**

Revised Date: **4/10**

Rescinds:

## 1. LIGHTING

All lights will be turned off in any area that is unoccupied except for corridors, stairwells and exits as required by code.

Classrooms that are partially occupied will use partial lighting when practical.

Day lighting (natural sun light) should be used in place of electrical light when available and dependent on area use and specifications.

The following lighting levels shall be maintained and fall within the guidelines set forth by Illuminating Engineering Society of North America (IESNA):

Task Area	Foot-Candles
Corridors/Stairways/Restrooms	10-20
Storage Rooms	10-20
Conference Rooms	20-50
General Offices	50
Classrooms	50
Cafeterias	50
Gymnasiums	30-50
Parking Areas (uncovered)	1-2

## 2. TEMPERATURE CONTROL

Standard Building Temperatures

During the heating season and occupied periods, heating systems are to be adjusted where possible to maintain the following average temperatures:

Area	Heating Mode	Cooling Mode
Occupied Areas of Building	70-72F	76-78F
Kindergarten Rooms	70-72F	76-78F
Cafeteria and Kitchen	69-70F	76-78F
Storage and other Similar		
Normally Unoccupied Areas	60F	N/A
Occupied Gym	68F	N/A
Wrestling Rooms	75F	N/A
Shops	68-72F	76-78F
Lavatories and Halls	68F	76-78F

During the heating season and unoccupied periods, heating systems where possible are to be adjusted to maintain average room temperature of 60F.

Heating/cooling systems are to be shut down while buildings are unoccupied and the outdoor temperature is above 50F.

Descriptor Term: **Energy Conservation**

Descriptor Code: **ECF-R**

Issued Date: **11/83**

Reviewed Date: **3/10**

Revised Date: **4/10**

Rescinds:

Heating systems shall be operative to produce average room temperatures not to exceed 60F when a building is unoccupied and the outdoor temperature is below 50F provided damage to the building contents or systems will not result by this action.

During the cooling season and unoccupied periods, when air conditioning systems are operating, cooling systems are to be adjusted to maintain average room temperatures no lower than 76F. Air conditioning systems are to be shut down when a building is unoccupied.

Domestic hot water temperature control devices must be set at 110F or the lowest setting on the control device, whichever is higher.

Staff will not obstruct ventilation/return air ducts or unit ventilators.

#### Exceptions to Standard Building Temperatures

The District shall apply with all governing national and/or state temperature regulations when emergency energy consumption conditions exist.

The Business Office is authorized to submit exception applications to the appropriate governing agency as the need to request exceptions become evident.

District administration is authorized to make changes in temperature settings as deemed necessary.

## 2. SCHEDULING

All community education activities/programs shall be scheduled in rooms appropriate to the number of attendees and shall be consolidated to one air handling unit zone whenever possible. The Community Education's scheduler will coordinate the consolidation of activities based on the Zoned floor plans provided by the Operations & Properties department.

## 3. COMPUTERS AND OTHER OFFICE EQUIPMENT/PLUG LOADS

All computer monitors and other office equipment should be shut off when not in use. Each computer monitor should be set with a 15-minute sleep-mode.

Office copiers and printers will be shut off at night where appropriate.

Classroom televisions will be unplugged over the summer unless used for summer school.

Vending machines for pop, juice and water will be de-lamped and unplugged over the summer except in special circumstances.

## 5. PERSONAL APPLIANCES

Personal portable space heaters, water coolers, coffee makers, coffee warmers, microwaves and refrigerators are banned from school district facilities except where deemed

Descriptor Term: **Energy Conservation**

Descriptor Code: **ECF**

Issued Date: **11/83**

Reviewed Date: **3/10**

Revised Date: **4/10**

Rescinds:

necessary by the Operations & Properties department. Any exceptions to this regulation need to be submitted and approved by the Operations & Properties Department.

#### 6. GYMS AND LOCKER ROOMS

All gym and locker room lights should be turned off if area will be unoccupied for a period in excess of fifteen minutes.

Ventilation systems will be controlled to maintain the correct amount of air based on occupancy.

During spring and summer months, when phy-ed classes are outside, the gym lighting will be limited to walk-thru lighting and other minimal lighting requirements.

#### 4. KITCHENS

Appliance and equipment "on" times will be as close as possible to the actual use.

Ventilation fans, ovens and other equipment will be shut off when not needed.

Refrigerator doors will remain closed as often as possible.

Unused kitchen beverage coolers and ice cream freezers will be unplugged over the summer.

Frozen food will be consolidated into the district maintenance and high school freezers over the summer. All other freezers will be unplugged and propped open – refer to shut down procedures for walk-ins.

#### 5. SWIMMING POOLS

Swimming Pool Room – Burnsville High School	80F
Swimming Pool Room – Eagle Ridge Junior High	82F
Swimming Pool Room – Metcalf Junior High	82F
Swimming Pool Room – Nicollet Junior High	84F
Swimming Pool Water – Burnsville High School	82F
Swimming Pool Water – Eagle Ridge Junior High	85F
Swimming Pool Water – Metcalf Junior High	85F
Swimming Pool Water – Nicollet Junior High	87F

Swimming pool covers will be used to reduce evaporation and minimize heat loss. Users of the pool will be responsible for replacing pool cover after use.

Descriptor Term: **Copyright**

Descriptor Code: **EGAAA**

Issued Date: **4/91**

Reviewed Date:

Revised Date: **3/05**

Rescinds:

### Copyright

Employees are personally responsible for compliance with, and knowledge of existing copyright statutes and Public Law 94-553 (effective January 1, 1978 and its amendment, Public Law 96-517 passed December 12, 1980.)

Employees shall not direct other employees to engage in activities which are not in compliance with P.L. 94-553/P.L. 96-517, or legal judgments arising from P.L. 94-553/P.L. 96-517, or official guidelines pertinent to P.L. 94-553/P.L. 96-517.

Descriptor Term: **Printing and Duplicating Services-Copyright**

Descriptor Code: **EGAAA-R**

Issued Date: **4/91**

Reviewed Date:

Revised Date: **3/05**

Rescinds:

#### Copyright Law, P.L. 94-553 (effective January 1, 1978) and Official Guidelines

The intent of P.L. 94-553 is to protect authors, creators, producers, and publishers by allowing them to control the publication of the works and to obtain economic profits from their distribution.

#### Permissions

If the proposed use of the copyrighted work is outside the scope of "fair use" (Section 107 of P.L. 94-553) or other relevant sections of P.L. 94-553, which permit such use, employees must secure permission to copy, reproduce in whole or in part. Or to change media format. Such permissions must be secured via a written request to the copyright owner (s). Such permissions or authorizations to copy must be received prior to the act of copying and be limited to the conditions established by the copyright owner (s). Responsibility for securing permission (s) to copy or reproduce rests with the employee who receives the most direct benefit from the act, i.e., the user of the copies or reproduced material.

#### Fair Use

P.L. 94-553, Section 107, provides the criteria under which some unauthorized reproduction of copyrighted materials is permitted for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research.

The fair use provision of P.L. 94-553, Section 107, is further defined in an "Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions" under "fair use," Section 107, H.R. 2223, which governs the unauthorized copying of printed, graphic and music material. Employees shall be personally responsible for compliance with these guidelines, a copy of which will be placed in an appropriate place in each District building where copying occurs.

#### Copying and Distribution of Audio Visual Works

The "fair use" exclusions which allow certain non-authorized copying of printed material do not transfer or apply to audio-visual works, therefore, unless the appropriate permissions have been secured in advance, copying or reproduction of audio-visual works is prohibited unless intended for legitimate scholarly or research purposes. P. L. 94-553, Section 108, Subsection (h) stipulated that the unauthorized copying and distribution of copyrighted works under certain limited circumstances "do not apply to a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audio-visual work (i.e., phono-disc, or audio-tape, video-tape, off-the-air recording of instructional or commercial television broadcasts, slides, filmstrips, transparencies, et al, or translation from one media to another, except certain audio-visual works dealing with news."

Descriptor Term: **Printing and Duplicating Services-Copyright**

Descriptor Code: **EGAAA-R**

Issued Date: **4/91**

Reviewed Date:

Revised Date: **3/05**

Rescinds:

#### Computer Programs

P. L. 96-517 amended P. L. 94-533 to include computer programs, with their documentation and support materials, as literary works, and had granted to computer programs the same privileges granted to other such copyrighted works under P. L. 94-553. The "fair use" exclusions, which allow certain non-authorized copying of print material, do not transfer or apply to computer programs. No copying of computer programs is allowed, unless a particular license or permission in writing has been granted.

This regulation shall be revised as necessary to comply with current legal interpretations.

Descriptor Term: **Site Acquisition**  
Descriptor Code: **FEE**  
Issued Date: **11/83**  
Reviewed Date: **3/10**  
Revised Date: **4/10**  
Rescinds:

The purchase of school sites shall be considered at the earliest possible time prior to the need for a site.

Descriptor Term: **Site Acquisition**  
Descriptor Code: **FEE-R**  
Issued Date: **11/83**  
Reviewed Date: **3/10**  
Revised Date: **4/10**  
Rescinds:

#### SCHOOL SITE SELECTION AND ACQUISITION

The selection of a site requires the cooperative effort of the Board, administration, and the District's attorney.

Site selection shall include an analysis of demographic data, housing patterns, transportation needs, acreage, and site proximity to park land.

Land acquisition shall be made by direct contact with the owner prior to initiating condemnation procedures.

Descriptor Term: **Board – Staff Communication**

Descriptor Code: **GBD-R**

Issued Date: **4/87**

Reviewed Date:

Revised Date:

Rescinds:

#### Communications to the Board

The Superintendent should be made aware of the significant communications between Board members and staff members. When such communications are in written form, a copy should be sent to the Superintendent or Board Chairperson.

This necessary procedure shall not be construed as denying the right of any staff member to appeal to the Board concerning administrative decisions on important matters, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Board's policies on complaints, grievances and agenda development.

Staff members are reminded that Board meetings are public and provide an excellent opportunity to observe at firsthand the Board's actions.

#### Communications with Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent, will employ all such media as are appropriate to keep staff fully informed of the Board's deliberations and decisions.

#### Informal Communications

Staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they may informally discuss such matters as educational trend, issues, innovations and general School District problems.

Participants in discussion, in such circumstances as mentioned above, shall abide by the applicable Code of Ethics for staff and Board members.

Board members have official authority only when convened at a legal meeting of the Board.

Descriptor Term: **Staff Health and Safety Physical Examinations**

Descriptor Code: **GBE**

Issued Date: **4/87**

Reviewed Date:

Revised Date: **7/01**

Rescinds: **GBE-R, GBEB-R**

#### Physical Examinations

1. A physical examination shall be required for all applicants of bus driver positions(s) upon initial entry into the school system pursuant to M. S. 363.02 Subd. 1 (9). Any offer of employment for bus driver position (s) will be made on condition that the applicant meet the physical requirements of the job. The physical examination will only test the applicant's capability to perform essential job related functions.
2. An application for leave based upon a serious health condition of the employee must be accompanied by a signed "Medical Certification Statement" from a physician regarding the particular condition for which the employee is requesting leave. The statement must include the date on which the health condition commenced, the probable duration of the condition and the extent to which the employee is unable to perform the functions of his or her position. The certification must state that the employee cannot perform the functions of his or her job.
3. An employee returning from leave based upon a serious health condition will be required to provide a signed fitness-for-duty certification from a physician indicating that the staff member is able to return to his or her position prior to being restored to employment. If such certification is not received, the employee's return to work may be delayed until certification is provided.
4. Any medical information obtained on employees shall be collected and maintained in separate medical files and treated as private medical records, except that supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

Descriptor Term: **Extracurricular Assignments**

Descriptor Code: **GCIA-R**

Issued Date: **1/84**

Reviewed Date:

Revised Date:

Rescinds:

Extracurricular assignments are made solely upon the judgment of administration in assessing the ability of the assignee to effect student growth through the particular activity.

Assignment to extracurricular duties shall be made annually by the administrator in charge of the activity.

All assignees will be evaluated annually by the appropriate administrator. In instances where assistants are involved, the administrator shall secure assessments by the head coach or moderator. Evaluation shall be in writing and included in the individual's personnel file.

It is desirable that all coaches or supervisors be teachers employed by the District. Consideration in assignments should go first to qualified interested teachers in the building involved, then to teachers in other buildings in the District, next to certificated people not employed by the District, and finally to other persons deemed qualified by the administrators in charge.

In the event a coach, moderator or supervisor cannot be secured at least one week prior to the commencement of an activity, that activity will not be offered for that year.

If performance has been satisfactory the assignment for the following year will be offered.

Persons may be released at the end of an activity even though performance has been satisfactory, in order to comply with the priorities listed above, if a qualified interested staff member within the building involved becomes available.

If performance has been unsatisfactory after appropriate counseling, the assignment for the following year will not be made.

Notice will be given in writing, setting forth the deficiencies, within thirty days after the conclusion of the activity.

Once an assignment is accepted by returning the signed agreement, the employee is expected to fulfill the obligation of the letter of assignment.

Programs that are dropped from the budget by Board or administrative action automatically terminate the individual appointment.

Descriptor Term: **Resignation of Professional Staff Members**

Descriptor Code: **GCPB**

Issued Date: **4/87**

Reviewed Date:

Revised Date:

Rescinds:

Resignations shall be in writing, signed by the resigning party, submitted to the Human Resources Office and referred to the Board for action.

Descriptor Term: **Professional Staff Consulting Activities**

Descriptor Code: **GCQAA**

Issued Date: **2/84**

Reviewed Date:

Revised Date:

Rescinds:

Employees are permitted to engage in consulting activities so long as the engagement in these activities does not impair their performance of duties as judged by the Superintendent.

Descriptor Term: **Support Staff Consulting Activities**

Descriptor Code: **GDQAA**

Issued Date: **2/84**

Reviewed Date:

Revised Date:

Rescinds:

Employees are permitted to engage in consulting activities so long as the engagement in these activities does not impair their performance of duties as judged by the Superintendent.

Descriptor Term: **Staff Job Actions**

Descriptor Code: **HO**

Issued Date: **1/84**

Reviewed Date:

Revised Date: **4/10**

Rescinds:

#### Insurance Coverage During Work Stoppage

District 191 shall provide a system of insurance coverage or non-coverage during a work stoppage. Insurance coverage shall cease on the last day of the month in which the stoppage occurred.

#### Work Day Schedule

In the event of a strike by any employee group, there shall be no rescheduling of workdays missed during the work stoppage.

Descriptor Term: **Staff Job Actions**

Descriptor Code: **HO-R**

Issued Date: **1/84**

Reviewed Date:

Revised Date: **4/10**

Rescinds:

#### Insurance Coverage During Work Stoppage

In the event of a strike by any District 191 employee groups, insurance contributions by the District shall cease on the last day of the month following the start of the strike for all striking employees.

Striking employee shall have the opportunity to pay the entire cost of health and accident insurance plus life insurance.

The payment shall be delivered to the Business Office before the last day of the month preceding coverage and each corresponding date thereafter for the duration of the strike.

If payment is not made, all coverage will be ceased on the last day of the month in which the strike commenced.

Members of the striking group who choose to remain on duty shall receive fringe benefits as outlined in the appropriate agreement.

Descriptor Term: **Adult High School Programs**

Descriptor Code: **IGEB**

Issued Date: **5/85**

Reviewed Date:

Revised Date:

Rescinds:

The School District shall have an Evening High School, which provides for student participation through flexibility in programming and scheduling.

Legal References:       Minn. Stat. §123.35, Subd. 8  
                              Minn. Stat. §124.26

Descriptor Term: **Adult High School Programs**

Descriptor Code: **IGEB-R**

Issued Date: **5/85**

Reviewed Date:

Revised Date:

Rescinds:

The purpose of the District's Adult Evening High School shall be to provide opportunities to pursue formal education for persons sixteen years of age and older who, for legitimate reasons, are not able to attend a regular school program. The Adult Evening High School shall operate creatively in programming and scheduling to best meet the individual needs of participants. The District's Adult Evening High School shall function in a manner which shall not only permit, but also encourage student participation by exemplifying creativity of programming and scheduling to meet the particular needs of students who are unable to participate in the regular day high school programming of the District.

The Adult Evening High School will operate under the District's Community Services Department and will comply with all applicable statutes and regulations.

The Adult Evening High School will enable students to attain a general Education Development (GED) certificate, to participate in Adult Basic Education (ABE) programs including English as a Second Language (ESL), or to earn regular high school credits which may be applied toward earning a regular high school diploma.

The Director of Community Services and the Principal of the Burnsville Senior High School will meet periodically to assure proper coordination of Adult Evening High School and regular day school program activities.

The Adult Evening High School diploma shall be awarded as a regular District 191 high school diploma, signed by the Administrative head of that school, and other such signatures as may be required by regulation or law. It shall be that administrator's responsibility to review each candidate's qualification before signing the diploma document.

Descriptor Term: **Crisis Management**

Descriptor Code: **KDE**

Issued Date: **6/00**

Reviewed Date:

Revised Date: **8/06**

Rescinds:

## I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district. Please note that, pursuant to this Policy, tailored crisis management plans will be developed for each school building in the school district and sections or procedures may be added or deleted in those crisis management plans based on building needs.

## II. GENERAL INFORMATION

### A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor a crisis management plan to meet that building's specific situation and needs.

### B. Elements of the District Crisis Management Policy

1. **General Crisis Procedures.** The Crisis Management Policy includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. It also contains guidelines for training and communication. It designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating the building-specific crisis management plans.

a. **Lock-Down Procedures.** Lock-down procedures will be used in situations that may result in harm to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building administrator or designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. The alert will be made using a pre-selected code word. Provisions for emergency evacuation should be maintained even in the event of a lock-down. Each building administrator will develop lock-down procedures for their

- part of the building-specific crisis management plan and conduct drills as required by law.
- b. Evacuation Procedures. Classroom, building, and campus evacuations may be implemented at the discretion of the building administrator or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee, as appropriate. Safe areas may change depending on the emergency.
  - c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. The building administrator or designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will develop sheltering procedures for a building as part of the building-specific crisis management plan.
  - d. Training Procedures. Building administrators are responsible for providing training for staff and students so they are prepared to respond appropriately in emergency situations. Building administrators should use the state-mandated fire drills, lock-down drills, and tornado drills as opportunities for this training. In addition, building administrators should provide copies of the crisis management policy to employees. Each building's crisis management plan will include procedures for training and conducting drills.
  - e. Communication Procedures. Responding quickly is a major factor in crisis communications. Timely response reduces tension, confusion, worry and doubt. Each building's crisis management plan will include acknowledgement of the communications role of the building administrator, the Communication Coordinator, and the Superintendent in a crisis situation. Communication following an emergency is equally important. The following actions should be taken as appropriate after a crisis: letter to parents, media release, staff meeting, incident documentation, and report to the School Board.
2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed so that building administrators can tailor response procedures when creating building-specific crisis management plans.
  3. Additional Procedures. The school district administration will prepare early school closure, media and grief counseling procedures.
    - a. Early School Closure Procedures. The superintendent will make decisions about closing a school or any school district building. Such decisions will be made by the superintendent as early in

the day as possible. The early school closure procedures will describe potential reasons for early school closure (weather-related or a crisis situation), will specify how the decision will be communicated to staff, students, families and the school community (including means such as broadcast media, local authorities, or a phone tree), and will discuss factors to be considered in closing and reopening a school or school district building. The early school closure procedures also will include a process for reminding parents and guardians to listen to designated radio and TV stations for school closing announcements, where possible.

- b. Media Procedures. The superintendent has the authority and discretion for notifying parents and guardians and the school community in the event of a crisis or early school closure.
  - c. Grief-Counseling Procedures. The grief counseling procedures will provide a grief-counseling plan utilizing available resources such as the school psychologist, counselor, community grief counselors, and/or others in the community. The grief-counseling procedures will be used whenever determined by the superintendent or the building administrator to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures should include the following steps.
    - (1) Meet with school counseling staff to determine the level of intervention for students and staff (was the crisis on campus, were there student or staff witnesses, etc.).
    - (2) Designate specific rooms as private counseling areas.
    - (3) Escort siblings and close friends of the victim(s) and other highly stressed students and staff to counselors.
    - (3) Prohibit the media from questioning students or staff while on school district property.
    - (5) Follow-up with students and staff who receive counseling.
    - (6) Resume normal routines as soon as possible.
4. Facility Diagrams and Site Plans. School buildings will have a facility diagram and site plan showing at least the following: the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, fire alarms, fire extinguishers, hoses and water spigots. The facility diagrams and site plans will be available in the office of the building administrator and will be kept on file in the school district office.
5. Emergency Telephone Numbers. Each building will maintain a current list of emergency telephone numbers and the names and addresses of local and county personnel who are likely to be involved in resolving a crisis situation. The list will include numbers for agencies such as the police, fire, ambulance, hospital, the Poison Control Center, local,

county, and state emergency management agencies, local public works department, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency, so that they may be contacted as appropriate. A copy of the list for each building will be kept on file in the school district office.

6. Crisis Response Teams.
  - a. Composition. The building administrator in each school building will select a crisis response team trained to respond in an emergency. All team members will be trained to carry out the building's crisis management plan and have knowledge of procedures, evacuation routes, and safe areas. Team members must be willing to be actively involved with resolving crises and be available to assist when necessary. Each building will maintain a current list of crisis response team members and update it annually.
  - b. Leaders. The building administrator or designee serves as the leader of the crisis response team and the principal contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. It is critical in this situation that school officials assume a resource role and are available to the emergency response personnel.
7. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they should be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff should annually review the District Crisis Management Policy and their own building's crisis management plan.

### III. CRISIS-SPECIFIC PROCEDURES

These state-mandated and district-recommended procedures are to be used by building administrators when tailoring response procedures in the building-specific crisis management plans.

#### A. Fire

Procedures before the crisis:

1. Designate a safe area at least 100 feet away from the building and away from fire lanes. (Minn. Stat. §229F.391 and §299F.011; Uniform Fire Code §1303.3.3.1)
2. Each building's facility diagram and site plan will be available in appropriate areas of the building showing the most direct evacuation routes to the designated safe areas, and the location of fire alarms, fire extinguishers, hoses, and water spigots.
3. Teachers and staff will be trained regarding the main emergency evacuation routes and alternate routes from various points in the building. The school district will develop a universal signal to indicate a

blocked entrance. When this signal is given, the responsible adult must immediately identify an alternate route.

4. Fire drills will be conducted periodically and at irregular times without warning (i.e., lunchtime, recess, and during assemblies). State law requires a minimum of five drills each school year. (Minn. Stat. §299F.30; Uniform Fire Code §1303.3.3.2.)
5. A record of fire drills conducted at the building will be maintained in the building administrator's office.
6. The school district will arrange for emergency shelter sites and transportation as needed.

Procedures at the time of the crisis:

1. Pull the fire alarm, notify building occupants of the evacuation, and evacuate the building.
2. The first person that is aware of the fire should contact the building administrator or designee and attempt to evacuate the area. Check facility diagrams for the nearest evacuation route and safe area.
3. The building administrator or designee will call **911** and notify the superintendent.
4. The building administrator or designee assigns a responsible adult or administrator to meet with local fire or law enforcement agents upon arrival. Give them an update, a facility diagram and a site plan when they arrive.

Procedures for teachers:

1. During an evacuation, take the class roster. Make sure all students and adults have left the room. Close the classroom door but leave it unlocked.
2. Lead all students in an orderly manner to the safe area. Do not allow students to stop at lockers to get books, sweaters, jackets, or other personal belongings.
3. The first person to reach any door should feel the door to see if it is hot. If it **is not** hot, open it and proceed slowly, walking low to the floor. If it **is** hot, the teacher will quickly find an alternate route and lead the students in an orderly manner along the alternate route.

At the safe area:

1. When the group arrives at the safe area, check for any missing students and report them to the building administrator or designee.
2. Do not block any door or gate that may be used by emergency response personnel.
3. While at the safe area, teachers supervise the group closely.

4. Do not re-enter any school buildings until fire department officials declare them safe.
5. Transport students as needed.

Procedures after the crisis:

1. The building administrator or superintendent will report the incident (even if it is a false alarm) to the fire marshal as required by state law. (Minn. Stat § 299F.452).
2. The following actions should be taken as appropriate after a crisis: letter to parents, media release, staff meeting, incident documentation, and report to the School Board.

B. Severe Weather

1. Tornado/Severe Thunderstorm/Indoor Shelter. These procedures are for any weather situation in which students and staff should remain in the building and seek shelter.

Procedures before the crisis:

- a. The school district will identify both potential problem areas on the campus and areas with the highest degree of safety for students and staff. *Unsafe* areas include rooms with large unsupported roof spans, large windows, or rooms located where they will receive the full force of the wind such as upper floor gymnasiums and auditoriums. *Safe* areas include small rooms with few windows, on the lowest floor of the building, and at the interior of the building, such as restrooms, locker/shower areas, basement gymnasiums, and closets.
- b. Facility diagrams will be prepared for each classroom/office/work area showing the most direct evacuation route to the safest areas of the building.
- c. Provide training to appropriate staff, including the crisis response team, on how to deal with inoperative communication systems, absence of natural light in a power outage, inoperative devices in a building with students who have special needs, and inoperative refrigeration systems, alarms, heating and cooling systems.

Procedures when a tornado/severe thunderstorm watch has been issued:

A tornado/severe thunderstorm watch is issued when weather conditions are prime for the formation of a tornado or severe thunderstorm, but none have been spotted so far.

- a. Monitor Emergency Alert radio.
- b. Bring all persons inside the building. Keep students, staff, and visitors inside the building.
- c. Close windows and blinds.

- d. Review tornado drill procedures and the location of the closest safe areas.
- e. Review “drop and tuck” procedures with students.

Procedures when a tornado/severe thunderstorm warning has been issued:

A tornado/severe thunderstorm warning is issued when a tornado or severe thunderstorm has developed and has been spotted in the area. This is a more imminent threat.

- a. Evacuate unsafe classrooms and offices. Teachers take class rosters. Close the classroom door but do not lock it.
- b. Move along inside walls to the safest areas of the building.
- c. Ensure that students are in the “tuck” position.
- d. Account for all students and staff. Report any missing students or staff to the building administrator or designee, when it is safe to do so.
- e. The central office administration, building administrator or designee will monitor any changes in the weather.
- f. Remain in the safe area in the tuck position until the warning expires or emergency response personnel have issued an all-clear signal.

Procedures after the crisis:

- a. Notify the utility company if a break is suspected in the building gas, water, or electrical lines.
- b. Check utilities and electrical devices for damage due to any outage.
- c. The following actions should be taken as appropriate after a crisis: letter to parents, media releases, staff meeting, incident documentation, and report to the School Board.

### C. Assault/Fight

These procedures apply to close contact physical confrontations including fistfights, knife assaults, and the use of other weapons, which require close proximity to result in a significant physical threat.

Procedures before the crisis:

1. Teachers and staff will receive information on how to deal with close contact physical confrontations.

Procedures at the time of the crisis:

1. Ensure the safety of all students and staff.

2. Contact the building administrator or designee, police liaison, or **911**, if necessary.
3. Approach in a calm and controlled manner. If possible, address the combatants by name and use a distraction to defuse the situation.
4. Control the scene and demand that the combatants stop; clear onlookers.
5. Contact the building health office or other CPR/first aid certified persons in the school building to handle medical emergencies until local law enforcement agents arrive, if necessary.
6. Escort the combatants to the office keeping them away from each other and other students.
7. Seal off the area where the assault took place.
8. Notify the building administrator or designee. The building administrator or designee will:
  - a. Notify the superintendent and combatants' parent(s) or guardian(s), as appropriate.
  - b. Investigate by means such as obtaining statements from the combatants and witnesses; deal with the situation in accordance with school district discipline and harassment and violence policies, as appropriate.
  - c. Notify law enforcement or school liaison officer, as appropriate, if a weapon was used, the victim has a physical injury causing substantial pain or impairment, or the assault involved sexual contact (intentional touching of anus, breast, buttocks, or genitalia of another person in a sexual manner without consent, including touching of those areas covered by clothing).
9. Assess counseling needs of victim(s) or witness(es). Initiate the grief-counseling plan, if necessary.
10. Document all activities.

Procedures after the crisis:

1. The following actions should be taken as appropriate after a crisis: letter to parents, media release, staff meeting, incident documentation, and report to the School Board.

D. Bomb Threat

A bomb threat should always be considered a real and immediate danger to students and staff and requires an immediate response by the person receiving the bomb threat message. Consequently, all staff should be familiar with the bomb threat procedures established by the school district. No bomb threat will be disregarded as being a prank call.

It is important that all staff be knowledgeable in the procedures to initiate evacuation, in the notification of local law enforcement agencies and appropriate personnel, and in the steps to take before the site is cleared for reentry. All staff should be aware of the location of bomb threat procedures.

If the building administrator or designee determines it is necessary to evacuate the campus, the superintendent and local law enforcement agents should be consulted to determine how parents and guardians can be notified, school facilities can be protected, and crowd control can be provided, if needed.

At least one bomb threat drill should be conducted each school year. Because evacuation of the students and staff is the response used for a number of other crises in addition to bomb threats, staff members will probably not be aware they are evacuating because of a bomb threat. Therefore, it is good practice that whenever exiting the classrooms or work areas for any kind of drill, all personnel should quickly inspect their work area for anything unusual or out of place and be aware of any unusual or suspicious persons on the site.

**Never attempt to touch, move, dismantle, or carry any object that is suspicious.**

Procedures for bomb threat recipient:

1. ***If you receive a bomb threat by written message***, preserve the note for the police by touching it as little as possible and placing it in a document protector or plastic bag, if available. Go to Step 2.

***If you receive a bomb threat by telephone:***

- a. Record exactly what the caller says. Activate caller ID where available. Complete the "*Bomb Threat Phone Report*" and the "*Caller Identification Checklist*."
  - b. Remain calm, be firm, keep the caller talking. Listen carefully to the caller's voice, speech patterns, and to noises in the background.
  - c. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.
2. Notify the building administrator or designee.
  3. Call **911** and report the bomb threat.
  4. Call the superintendent to report the incident and any action taken so far and the superintendent should, in turn when appropriate, contact school board members.
  5. DO NOT activate the fire alarm since the noise may detonate some bombs. A public address announcement should be made to initiate building evacuation; do not mention "bomb threat."
  6. Students and staff may be evacuated from the building and proceed to the designated safe area away from the building. Close the classroom door but leave it unlocked. Teachers take class rosters. Once

evacuated, roll call should be taken. Notify the building administrator or designee of any missing students or staff.

7. If the bomb threat message contained a specific time of detonation, the buildings will not be cleared for reentry until a significant period of time has lapsed after that time, no matter how thorough a check was conducted.
8. When reentry is permitted, staff should once again visually inspect their classrooms and work areas for unusual items before allowing students to enter.

Procedure after the crisis:

1. The following actions should be taken as appropriate after a crisis: letter to parents, media release, staff meeting, incident documentation, and report to the School Board.

#### E. Demonstration or Disturbance

These procedures are for dealing with anyone causing or participating in a demonstration or disturbance at the building: individual students, student groups, or outside individuals or groups not associated with the building.

Procedures:

1. Notify the building administrator or designee of the disturbance.
2. During the disturbance, the building administrator or designee will take corrective action, such as:
  - a. Ask the demonstrators to disperse.
  - b. Notify the superintendent.
  - c. Notify the local law enforcement agency, if necessary.
  - d. Contain the disturbance by sealing off the area, to the extent possible.
  - e. Secure the building, if necessary.
  - f. Shut off bells, if appropriate.
  - g. Relocate people involved in the disturbance to an isolated area, to the greatest extent possible.
3. During the disturbance, teachers should:
  - a. Keep students in classrooms and lock the door. Do not allow students out of the classroom until the building administrator or designee gives an all-clear signal.
  - b. Make a list of students absent from the class.

Procedures after the crisis:

1. The following actions should be taken as appropriate after a crisis: letter to parents, media release, staff meeting, incident documentation, and report to the School Board.

F. Hazardous Materials

If a major chemical accident necessitates student and staff evacuation, the fire department will be consulted and may take command and control of the situation.

Procedures for reporting chemical accidents should be posted at key locations (i.e., chemistry labs, art rooms, pool area, and janitorial closets). School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff is aware of where to access these sheets in the case of a chemical accident.

Procedures for on-site chemical accidents:

1. Determine the name of the chemical, where it is located, and whether or not it is spreading rapidly. Attempt to contain the spill or area around it. Close doors. School personnel should not attempt to clean up or remove the spill – leave that for trained personnel. Refer to the M.S.D.S. for guidance.
2. Notify the building administrator or designee about the accident.
3. Relocate students and staff to safe areas, upwind of the accident. Teachers bring the class roster. Take roll call and immediately report any missing students to the building administrator or designee.
4. Call **911** (the fire department will contact the local hazardous materials team).
5. Seek treatment for any students or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.
6. The building administrator or designee assigns a responsible adult or administrator to meet with fire or law enforcement agents upon arrival. Give them an update, a facility diagram and a site plan when they arrive.
7. Call the superintendent to report the incident and any action taken so far and the superintendent should, in turn when appropriate, contact school board members.

Procedures for off-site chemical Accidents:

1. When evacuation of the area is necessary, students and staff will be directed to a specific relocation area by local emergency management officials involved.

2. Evacuation may be made to a relocation center designated in advance by a building administrator or designee if a specific alternative assignment is not made by response agency officials.

Procedures after the crisis:

1. The following actions should be taken as appropriate after the crisis: letter to parents, media release, staff meeting, incident documentation, and report to the School Board.

#### G. Intruder/Hostage

Individuals who pose a possible threat could include a sniper on campus, someone who may attempt to abduct or injure a student, or any unauthorized visitor without a legitimate purpose. It may be a law enforcement agency who notifies the school or school district of the dangerous situation, or it may be school personnel who first recognize the danger.

Procedures before the crisis:

1. Implement lock-down procedures to secure the school building, to keep students inside and keep the danger outside of the building away from students and staff. A code word should be predetermined to alert staff when the school building will be secured and lock-down procedures initiated.

Procedures for the staff member who sees an unauthorized intruder:

1. If possible, have another staff person accompany you when approaching an intruder that does not indicate a potential for violence.
2. Politely greet the intruder and identify yourself.
3. Ask the intruder to identify himself or herself and to state what is the purpose of his or her visit.
4. Inform the intruder that all visitors must register at the main office.
5. If the intruder's purpose is not legitimate, ask him/her to leave and accompany intruder to exit if possible, or arrange for someone else to accompany the intruder.
6. If the intruder refuses to leave or is a repeat offender, warn him or her of the consequences of staying on school property. Inform him or her that the police will be contacted.
7. If the intruder still refuses to comply, notify building administrator or designee or police liaison and give as complete a description of the person as possible.
8. Walk away from the intruder if the intruder indicates a potential for violence. Do not attempt to disarm anyone with a weapon or physically restrain anyone who may be capable of inflicting bodily harm. Monitor the intruder leaving campus, if possible.

9. Call **911** and provide law enforcement agents with as much identifying information as possible (physical description, location in the school building, where the person is going, if the intruder is armed).

Witness to a hostage situation:

1. If the hostage taker is unaware of your presence, do not intervene.
2. Call **911** immediately, if possible. Give the dispatcher details of the situation; ask for assistance from the hostage negotiation team.
3. Seal off the area near hostage situation, to the extent possible.
4. Notify the building administrator or designee who may elect to evacuate the rest of the building.
5. The police or hostage negotiation team will assume command and control of the situation when they arrive.

If taken hostage:

1. Follow instructions of the hostage taker.
2. Try not to panic. Calm students if they are present.
3. Treat the hostage taker as normally as possible. Be respectful. Ask permission to speak. Do not argue or make suggestions.

Procedures after the crisis:

1. The following actions should be taken as appropriate after a crisis: letter to parents, media release, staff meeting, incident documentation, and report to the School Board.
2. Initiate the grief-counseling plan, if appropriate.

## H. Shooting

These procedures apply to snipers inside or outside of the school building or any other firearm threat that poses an immediate danger. The threat may also result from an intruder or from participants in a demonstration.

Procedures for staff and students if a person threatens with a firearm or begins shooting:

1. **If outside**, staff and students should go inside the building as soon as possible. If staff or students cannot get inside, they should make themselves as compact as possible, put something between themselves and the shooter, and not gather in groups.
2. **If inside**, staff, students and visitors should turn off the lights, lock all doors and windows, and close the curtains, if it is safe to do so.
3. Staff, students and visitors should crouch under desks without talking and remain there until an all-clear signal is given by the building administrator or designee.

4. If safe to do so, staff should check the halls for wandering students who are not the threat and bring them immediately into a classroom, even if they are from another classroom. When it is safe to do so, staff should notify the office if students from another class are in their room.
5. Take roll call and notify the building administrator or designee of any missing students or staff, when it is safe to do so.

Procedures for the building administrator or designee or police liaison if a person threatens with a firearm or begins shooting:

1. Assess the situation as to:
  - a. shooter's location,
  - b. injuries, and
  - c. potential for additional shooting.
2. Call **911** and give them as much detail as possible about the situation.
3. Secure the school building, if appropriate.
4. Assist students and staff in evacuating from immediate danger to a safe area.
5. Care for the injured to the extent practicable until emergency personnel arrive.
6. Refer media calls, contacts, and questions to the school district spokesperson.

Procedures after the crisis:

1. The following actions should be taken as appropriate after a crisis: letter to parents, media release, staff meeting, incident documentation, and report to the School Board.
2. Initiate the grief-counseling plan, if appropriate.

#### I. Suicide

Procedures for a suicide attempt:

1. Intervene prior to an attempted suicide, as appropriate. Try to calm the suicidal person.
2. Prevent others from witnessing a traumatic event, if possible. Isolate the suicidal person or victim from other persons. Remain calm and reassure students.

3. Call **911** if the person dies, needs medical attention, has a weapon, or needs to be restrained.
4. Notify the school psychologist or counselor, building administrator or designee, or appropriate crisis intervention or mental health hotline.
5. The building administrator or designee will activate the crisis response team.
6. Stay with the person until counselor/suicide intervention arrives. **DO NOT LEAVE A SUICIDAL PERSON ALONE.**
7. The building administrator or designee assigns a responsible adult to meet with emergency personnel upon arrival.
8. The building administrator or designee will notify the superintendent and the parent(s) or guardian(s) if the suicidal person or victim is a student, or a family member if the person is a staff member.
9. The building administrator or designee may arrange a meeting with parents and the school psychologist or counselor to determine a course of action.

Procedures after the crisis:

1. The following actions should be taken as appropriate after a crisis: letter to parents, media release, staff meeting, incident documentation, and report to the School Board.
2. Initiate the grief counseling plan, if appropriate.

J. Terrorism (Chemical or biological threat)

Upon receiving a chemical or biological threat phone call:

1. Complete the "*Chemical/Biological Threat Phone Report*" and "*Caller Identification Checklist*."
2. Listen closely to the caller's voice, speech patterns, and to noises in the background.
3. Notify the building administrator or designee who is responsible for notifying the local law enforcement agency.
4. The building administrator or designee may order an evacuation of all persons inside the school building(s), or other actions, per school district policies.
5. If evacuation occurs, teachers should take the class roster.

Upon receiving a chemical or biological threat letter:

1. Minimize the number of people who come into contact with the letter by immediately limiting access to the area in which the letter was discovered.

2. Seal the letter in a zip-lock bag or another envelope.
3. Call **911** first, then the Minnesota Duty Officer at 1-800-422-0798.
4. Separate “involved” people from the rest of the students and staff for investigation. Involved people are those who had direct contact with the letter or were in the immediate area when the letter was opened.
5. Remove “uninvolved” people from the immediate area. Uninvolved people had no contact with the letter and were not in the immediate area when the letter was opened.
6. Ask “involved” people to remain calm until emergency response officials arrive.
7. Ask “involved” people to minimize their contact with the letter and the surrounding area; the area should now be considered a crime scene.
8. Get advice of emergency response officials regarding decontamination and change of clothing for persons who opened or handled the letter without gloves.

Evacuation Procedures:

1. The building administrator or designee should notify staff and students of evacuation.
2. Lead students calmly to the nearest designated safe area away from the school building.
3. Teachers take roll call after the evacuation. Immediately report any missing students to the building administrator or designee.
4. Students and staff who were “involved” in receiving the threat (by telephone or letter) will be evacuated as a group, separate from “uninvolved” students and staff.
5. The building administrator or designee will announce the termination of the emergency after consulting with emergency response officials.

Procedures after the crisis:

1. The following actions should be taken as appropriate after a crisis: letter to parents, media release, staff meeting, incident documentation, and report to the School Board.

K. Weapons

If a student or staff member is aware of a weapon brought to school:

1. Immediately notify the building administrator or designee, teacher, or police liaison.
2. Tell them the name of the person suspected of bringing the weapon, where the weapon is located, if the suspect has threatened anyone, or

any other details that may prevent the suspect from hurting someone or himself or herself.

3. If a teacher suspects that a weapon is in the classroom, he or she should confidentially notify a neighboring teacher or the building administrator or designee. Do not leave the classroom.

Procedures for the building administrator or designee if a weapon is suspected:

1. Call 911 if a weapon is reasonably suspected to be in the building or on school grounds.
2. Isolate the suspect from the weapon, if possible. If the suspect threatens with the weapon, do not try to disarm the suspect. Back away with arms up. Stay calm.
3. Ask another administrator or police liaison to join in questioning the suspected student or staff member.
4. Accompany the suspect to a private office and wait for local law enforcement agents.
5. Inform the suspect of his or her rights before you conduct a search of their property, if appropriate.
6. Document the incident and report it, if appropriate. (Minn. Stat. § 121A.06 - Reports of dangerous weapon incidents in school zones.)
7. Notify parents or guardians if the suspect is a student and explain to them why a search was conducted and the results of the search.

Procedures after the crisis:

1. The following actions should be taken as appropriate after a crisis: letter to parents, media release, staff meeting, incident documentation, and report to the School Board.

Legal References: 42 U.S.C. § 5121 et. seq. (Disaster relief and emergency assistance)  
 Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
 Minn. Stat. § 121A.57 (Crisis Management Policy)  
 Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
 Minn. Stat. Ch. 299F (Fire Marshal)  
 Minn. Rules, Pt. 3530.4400 to 3530.4700 (Civil Defense)  
 Minn. Rules, Pt. 7510 (Fire Safety)  
 Uniform Fire Code

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
 MSBA/MASA Model Policy 413 (Harassment and Violence)  
 MSBA/MASA Model Policy 501 (School Weapons Policy)  
 MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA/MASA Model Policy 803 (Warning Systems and Emergency Plans)

MSBA/MASA Model Policy 804 (Bomb Threats)  
MSBA/MASA Model Policy 903 (Visitors to the School District Buildings and Sites)

**Agenda II.B.9.  
August 25, 2016**

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

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

**Date: August 25, 2016**

**Re: Change Orders #161, #166, #169, #174, #178 and #180 for the 2015 Additions and Alterations to Burnsville High School**

RECOMMENDATION: That the Board of Education approve change orders #161, #166, #169, #174, #178 and #180 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 #161 for contract #3100 (Max Steininger, Inc.) is in the amount of \$16,716.00. Items on this change order include grading changes to the patio and the parking lot on the west side, digging for footings and digging to find a gas line near the footings in an existing mechanical room and digging in the West addition for additional piping.

Change order #166 for contract #2202 (Klamm Mechanical Contractors, Inc.) is in the amount of \$1,260.00. Items on this change order include adding 48 inch underground blue ductwork offsets to reroute over an existing footing in the West addition and the deletion of bid pack 3 alternate #1 which was connecting an existing sewer line from the locker room area to the new sewer system.

Change order #169 for contract #0840 (Envision Glass, Inc.) is in the amount of \$20,055.00. Items on this change order include changing type of glass from 1/4" to 1/2" in all frames in the activity center, a change in hardware on doors leading from the activity center to the existing school to accommodate card readers, changes in

window framing due to columns impeding windows and additional wood blocking at the Kal-Wall window in the activity center.

Change order #174 for contract #0810 (Kendell Doors & Hardware, Inc.) is in the amount of \$8381.00. A change in locksets and new electric strikes to accommodate card readers are the reason for this change.

Change order #178 for contract #0512 (American Structural Metals Inc.) Is a reduction in the amount of (\$24,102.00). Items on this change order include the deletion of joists in the existing building on the west side because of a structural change, modifications made to the railing around the running track in the activity center and the addition of a lenth added to an opening are the reasons for the change in cost to this contract.

Change order #180 for contract #0750 (Palmer West Construction Company Inc.) Is in the amount of \$31,785.00. Items on this change order include structural changes to the West addition with the addition of a roof to accommodate snow load, cutting a hole and adding roof curbs to accommodate an exhaust system for the fabrication lab and adding blocking and flashing and coping on the roof to create a 2 hour fire separation wall

To date total change orders in amount of \$1,608,005.00 to the 45 original contract amounts of \$37,734,946.00 brings the total contracts with change orders to \$39,342,951.00. This represents change orders of 4.26% 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

JUL 25 2016

AUG 04 2016

OWNER  X  
 CONSTRUCTION MANAGER  X  
 ARCHITECT  X  
 CONTRACTOR  X  
 FIELD    
 OTHER

PCO # 161  
196

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

CHANGE ORDER NO.: 3100.007  
 INITIATION DATE: 07/01/16  
 PROJECT NOS.: 301504.01  
 CONTRACT FOR: Contract #3100  
 Earthwork Site Demo  
 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

JUL 28 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 .....	\$	1,071,000.00
Net change by previously authorized Change Orders .....	\$	77,306.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	1,148,306.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order .....	\$	16,716.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be .....	\$	1,165,022.00
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 *[Signature]*  
 BY *[Signature]* DATE 7/26/16

MAX STEININGER, INC.

CONTRACTOR  
 3080 Lexington Avenue South, Eagan, MN 55121

ADDRESS *[Signature]*  
 BY *[Signature]* DATE 6-2-20-16

## ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT

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

ADDRESS *[Signature]*  
 BY *[Signature]* DATE 8/3/16

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

OWNER  
 100 River Ridge Court, Burnsville, MN 55337

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



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Change Order

**Burnsville High School**

**Project # 30150401**

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

**Date: 7/1/2016**

**Contractor:**

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

**Architect's Project No:**

**Contract Date:**

**Contract Number: 3100**

**Change Order Number: 007**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-076	001	Grading changes in Area 10/11 patio and Northwest parking lot per PR 076.	9,350
PR-084R	005	Digging for footings/potholing to find gas line near footings per PR 084R.	3,617
PR-087	002	No cost for revised grading per PR 087.	0
PR-100	002	Digging in area 11 for piping added per PR 100.	3,749

The original Contract (s) Value was.....	1,071,000
Sum of changes by prior Change Orders.....	77,306
The Contract Value prior to this Change Order was.....	1,148,306
The Contract Value will be changed by this Change Order in the amount of.....	16,716
The new Contract Value including this Change Order will be.....	1,165,022
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

JUL 25 2016

AUG 04 2016

OWNER  X  
 CONSTRUCTION MANAGER  X  
 ARCHITECT  X  
 CONTRACTOR  X  
 FIELD   
 OTHER

PCO # 166  
198

(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: KLAMM MECHANICAL CONTRACTORS, INC.  
 (Name and address) 12409 COUNTY ROAD 11  
 BURNSVILLE, MINNESOTA 55337

CHANGE ORDER NO.: 2202.007  
 INITIATION DATE: 07/01/16  
 PROJECT NOS.: 301504.01  
 CONTRACT FOR: Contract #2202  
 Underground Mechanical  
 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

JUL 28 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 .....	\$	872,000.00
Net change by previously authorized Change Orders .....	\$	42,683.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	914,683.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) (decreased) (unchanged) by this Change Order .....	\$	1,260.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be .....	\$	915,943.00
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 .....		

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. unchanged.

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]* 7/26/16

ADDRESS *[Signature]* 8/3/16

BY KLAMM MECHANICAL CONTRACTORS, INC.

BY BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

12409 County Road 11, Burnsville, MN 55337

OWNER 100 River Ridge Court, Burnsville, MN 55337

ADDRESS *[Signature]* 8/20/16

ADDRESS

BY DATE

BY DATE



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Change Order

**Burnsville High School**

**Project # 30150401**

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

**Date: 7/1/2016**

**Contractor:**

Klamm Mechanical Contractors, Inc.  
12409 County Road 11  
Burnsville, MN 55337

**Architect's Project No:**

**Contract Date:**

**Contract Number: 2202**

**Change Order Number: 007**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
RCO-114	001	Added 48" blue duct offsets to maneuver the route over a concrete footing.	9,260
RCO-141	002	Deletion of BP3 Alternate 1 work.	-8,000

The original Contract (s) Value was.....	872,000
Sum of changes by prior Change Orders.....	42,683
The Contract Value prior to this Change Order was.....	914,683
The Contract Value will be changed by this Change Order in the amount of.....	1,260
The new Contract Value including this Change Order will be.....	915,943
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Change Order is.....	

*lm*

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa AUG 0 5 2016

JUL 27 2016

OWNER [X] PCO # 169
CONSTRUCTION MANAGER [X] 200
ARCHITECT [X]
CONTRACTOR [X]
FIELD [ ]
OTHER [ ]

(Instructions on reverse side)

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

CHANGE ORDER NO.: 0840.002

INITIATION DATE: 07/11/16

TO CONTRACTOR: ENVISION GLASS, INC. 2958 CLEVELAND AVENUE NORTH ROSEVILLE, MINNESOTA 55113

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

AUG - 1 2016

ARMSTRONG, TORSETH SKOLD & RYDEEN, INC

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

Table with 2 columns: Description and Amount. Rows include Contract Sum, Net change by previously authorized Change Orders, and Contract Time.

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] 7/28/16 DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCH. ARCHITECT 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427 ADDRESS [Signature] 8/3/16 DATE

ENVISION GLASS, INC. CONTRACTOR 2958 Cleveland Ave. N., Roseville, MN 55113 ADDRESS [Signature] 7/21/16 DATE

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



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Change Order

**Burnsville High School**

**Project # 30150401**

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

**Date: 7/11/2016**

**Contractor:**

Envision Glass, Inc.  
2958 Cleveland Avenue N  
Roseville, MN 55113

**Architect's Project No:**

**Contract Date:**  
**Contract Number: 0840**  
**Change Order Number: 002**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-099R	001	Changing glass type from 1/4" to 1/2" in all frames at gym per PR 099R	5,726
PR-102	002	Change in glass type per PR 102.	-32
PR-104	002	Change in hardware per PR 104.	4,499
RCO-136	001	Overtime shop labor to accommodate schedule	2,150
RCO-139	001	Change in window framing due to column impeding window track line per RFI response 466.	870
RCO-142	001	Additional wood blocking at Kal-Wall per RFI 417.	6,842

The original Contract (s) Value was.....	1,276,534
Sum of changes by prior Change Orders.....	-4,853
The Contract Value prior to this Change Order was.....	1,271,681
The Contract Value will be changed by this Change Order in the amount of.....	20,055
The new Contract Value including this Change Order will be.....	1,291,736
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

JUL 29 2016

AUG 10 2016

(Instructions on reverse side)

OWNER  X  
 CONSTRUCTION MANAGER  X  
 ARCHITECT  X  
 CONTRACTOR   
 FIELD   
 OTHER

PCO # 174  
202

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

CHANGE ORDER NO.: 810.003

INITIATION DATE: 07/11/16

TO CONTRACTOR: KENDELL DOORS & HARDWARE, INC.  
 (Name and address) 2425 ENTERPRISE DRIVE, SUITE 100  
 MENDOTA HEIGHTS, MINNESOTA 55120

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #0810  
Doors/Frames/

CONTRACT DATE: Hardware - Supply  
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

AUG - 4 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> ) .....	\$	409,848.00
Net change by previously authorized Change Orders .....	\$	22,323.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	432,171.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) (decreased) (unchanged) by this Change Order .....	\$	8,381.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be .....	\$	440,552.00
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 *8/21/16*

KENDELL DOORS & HARDWARE, INC.

CONTRACTOR  
 2425 Enterprise Drive, Sute 100, Mendota Heights, MN

ADDRESS

BY *[Signature]* DATE *7-22-16*

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT  
 ARCHITECT

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

BY *[Signature]* DATE *8/8/16*

BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

OWNER  
 55120 100 River Ridge Court, Burnsville, MN 55337

ADDRESS

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



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# Change Order

**Burnsville High School**

**Project # 30150401**

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

**Date: 7/11/2016**

**Contractor:**

Kendell Doors and Hardware, Inc.  
2425 Enterprise Drive, Suite 100  
Mendota Heights, MN 55120

**Architect's Project No:**

**Contract Date:**

**Contract Number: 0810**

**Change Order Number: 003**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-102	001	New electric strikes and field modifications for said strikes per PR 102.	2,820
PR-104	001	Change in hardware and doors per PR 104.	5,561

The original Contract (s) Value was.....	409,848
Sum of changes by prior Change Orders.....	22,323
The Contract Value prior to this Change Order was.....	432,171
The Contract Value will be changed by this Change Order in the amount of.....	8,381
The new Contract Value including this Change Order will be.....	440,552
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

JUL 25 2016

AUG 04 2016

OWNER   
 CONSTRUCTION MANAGER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

PCO # 178  
204

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

CHANGE ORDER NO.: 0512.005

INITIATION DATE: 07/13/16

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**

JUL 28 2016

ARMSTRONG, TORSETH  
 SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (Guaranteed Maximum Price) <del>xxxxxx</del> .....	\$	898,900.00
Net change by previously authorized Change Orders .....	\$	2,830.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was .....	\$	901,730.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order .....	\$	(24,102.00)
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be .....	\$	877,628.00
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 .....		

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. unchanged.

WENCK CONSTRUCTION INC.  
 CONSTRUCTION MANAGER  
 7500 Olson Memorial Hwy, Golden Valley, MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 7/26/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECTS  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS  
 BY *[Signature]* DATE 8/3/16

AMERICAN STRUCTURAL METALS, INC.  
 CONTRACTOR  
 777 Lehmann Way, PO Box 40, Somerset, WI 54025  
 ADDRESS  
 BY *[Signature]* DATE 7/21/16

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



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Change Order

**Burnsville High School**

**Project # 30150401**

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

**Date: 7/13/2016**

**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: 005**

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

PCO	Item #	Description	Amount
PR-062	003	Delete joist in Area 10 corridor per PR 062.	-4,700
PR-084R	004	Additional lintel across opening per PR 084R	980
RCO-092	001	Credit for Running Track Railing.	-20,382

The original Contract (s) Value was.....	898,900
Sum of changes by prior Change Orders.....	2,830
The Contract Value prior to this Change Order was.....	901,730
The Contract Value will be changed by this Change Order in the amount of.....	-24,102
The new Contract Value including this Change Order will be.....	877,628
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

JUL 28 2016

AUG 05 2016

(Instructions on reverse side)

OWNER  X  
 CONSTRUCTION MANAGER  X  
 ARCHITECT  X  
 CONTRACTOR  X  
 FIELD   
 OTHER

PCO # 180  
206

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

CHANGE ORDER NO.: 0750.003

INITIATION DATE: 07/19/16

TO CONTRACTOR:  
 (Name and address) PALMER WEST CONSTRUCTION COMPANY, INC.  
 14595 JAMES ROAD  
 ROGERS, MINNESOTA 55374

PROJECT NOS.: 301504.01

CONTRACT FOR: Contract #0750  
 Roofing & Metal Panels

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

AUG - 1 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> ) .....	\$	1,603,200.00
Net change by previously authorized Change Orders .....	\$	14,529.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$	1,617,729.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order .....	\$	31,785.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be .....	\$	1,649,514.00
The Contract Time will be (increased) ( <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 *Bob Wenck*  
 BY *Bob Wenck* DATE *7/28/16*  
 PALMER WEST CONSTRUCTION COMPANY, INC.

ARMSTRONG, TORSETH, SKOLD, & RYDEEN ARCHITECT  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS *W. Rydeen*  
 BY *W. Rydeen* DATE *8/3/16*  
 BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS

CONTRACTOR  
 14595 James Road, Rogers, MN 55374  
 ADDRESS *Bob Steider*  
 BY *Bob Steider* DATE *7-25-16*

OWNER  
 100 River Ridge Court, Burnsville, MN 55337  
 ADDRESS  
 BY DATE



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# Change Order

Burnsville High School

Project # 30150401

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

Date: 7/19/2016

**Contractor:**

Palmer West Construction Co, Inc.  
14595 James Road  
Rogers, MN 55374

**Architect's Project No:**

**Contract Date:**

**Contract Number: 0750**

**Change Order Number: 003**

The Contract is hereby revised by the following items:

PCO	Item #	Description	Amount
PR-062	004	Add roofing for snow load in Area 10.	28,263
PR-073R2	002	Deletion of metal panels per PR 073R2.	-360
PR-095	003	Added blocking, flashing and coping per PR 095	510
PR-108	001	Roofing & Roof Curbs for laser etcher exhaust system per PR 108.	3,372

The original Contract (s) Value was.....	1,603,200
Sum of changes by prior Change Orders.....	14,529
The Contract Value prior to this Change Order was.....	1,617,729
The Contract Value will be changed by this Change Order in the amount of.....	31,785
The new Contract Value including this Change Order will be.....	1,649,514
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

208

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	95.00%
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 Steining Inc.	\$775,285.10	\$530,000.00	\$339,467.00	64.05%	8	\$869,467.00	88.43%
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>\$718,008.00</u>			<u>\$3,867,447.00</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	93.79%
		<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	94.19%
Contract #3301 Site Utilities	Metro Utilities, Inc.	\$181,880.00	\$288,750.00	\$27,808.00	9.63%	4	\$316,558.00	91.86%
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	(\$548.00)	-0.06%	4	\$921,352.00	12.60%
Contract #3100 Earthwork/Site Demolition	Max Steining Inc.	\$1,179,458.00	\$1,071,000.00	\$94,022.00	8.78%	7	\$1,165,022.00	92.01%
Contract #2202 Mechanical	Klamm Mechanical	\$551,250.00	\$872,000.00	\$43,943.00	5.04%	7	\$915,943.00	94.21%
Contract #0510 Structural Steel Erection	Red Cedar Steel Erectors, Inc.	\$599,057.00	\$582,300.00	\$14,680.00	2.52%	5	\$596,980.00	95.12%
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	\$234,806.00	8.97%	12	\$2,851,995.00	85.80%
Contract #0241 Building Demolition	Lloyd's Construction Services Inc.	\$146,221.00	\$285,155.00	\$38,470.00	13.49%	3	\$323,625.00	95.00%
Contract #0512 Structural Steel Supply	American Structural Metals, Inc.	\$788,856.00	\$898,900.00	(\$21,272.00)	-2.37%	5	\$877,628.00	95.08%

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>\$497,680.00</u>	<u>\$10,448,283.00</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	51.27%
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	78.85%
Contract #0550 Miscellaneous Metals Fabrication- Supply	American Structural Metals, Inc.	\$411,285.00	\$802,450.00	\$0.00	0.00%	0	\$802,450.00	76.00%
Contract #0990 Painting	Fransen Decorating, Inc.	\$401,378.25	\$230,305.00	(\$11,500.00)	-4.99%	1	\$218,805.00	47.86%
Owner Direct - Architectural Purchase	Haldeman-Homme Inc.	\$1,636,582.50	\$1,084,781.00	(\$16,705.00)	-1.54%	9	\$1,068,076.00	30.56%
Contract #2601 Electrical/Communications/Security/Paging	Peoples Electric	\$3,736,950.00	\$3,558,650.00	\$182,671.00	5.13%	8	\$3,741,321.00	81.28%
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	\$63,939.00	2.32%	6	\$2,815,739.00	82.38%
Contract #2200 Plumbing and Heating	El-Jay Plumbing & Heating, Inc.	\$3,709,440.00	\$3,269,000.00	\$72,137.00	2.21%	5	\$3,341,137.00	79.27%
Contract #2100 Fire Protection	Total Fire Protection, Inc.	\$427,798.35	\$418,890.00	\$0.00	0.00%	0	\$418,890.00	90.91%
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	\$60,033.00	4.16%	4	\$1,503,033.00	48.57%
Contract #1022 Folding Panel Partitions	W.L. Hall Company	\$61,425.00	\$52,904.00	\$0.00	0.00%	0	\$52,904.00	32.27%
Contract #0750 Roofing and Metal Panels	Palmer West Construction Company, Inc.	\$2,206,743.00	\$1,603,200.00	\$46,314.00	2.89%	3	\$1,649,514.00	88.91%
Contract #0966 Epoxy Terrazzo Flooring	Advance Terrazzo Flooring	\$612,417.75	\$508,000.00	\$25,096.00	4.94%	3	\$533,096.00	44.91%
Contract #0965 Resilient Flooring/Carpet	Floors by Becker, Inc.	\$368,131.05	\$431,132.00	\$2,521.00	0.58%	1	\$433,653.00	38.18%
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	48.56%

Information	Company	Wenck Estimates	Awarded Bid	Change Orders To Date	Precent of Change	Numer of Change Orders	Contract Amount With Change Orders	Precent of Completion
Contract #0920 Drywall/Cold Formed Metal Framing/DEF	Commercial Drywall, Inc.	\$1,222,033.05	\$609,850.00	\$56,824.00	9.32%	5	\$666,674.00	86.59%
Contract #0840 Aluminum Entrances I Storefronts I Curta	Envision Glass, Inc.	\$1,668,936.15	\$1,276,534.00	\$15,202.00	1.19%	2	\$1,291,736.00	79.41%
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	\$30,704.00	7.49%	3	\$440,552.00	23.55%
Owner Direct - Chiller Plant Purchase	Train Co.	\$1,470,000.00	\$1,296,580.00	\$0.00	0.00%	0	\$1,296,580.00	88.47%
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>\$495,203.00</u>			<u>\$22,515,107.00</u>	
	Grand Totals	<b><u>\$40,957,250.99</u></b>	<b><u>\$37,734,946.00</u></b>	<b><u>\$1,608,005.00</u></b>	<b>4.26%</b>		<b><u>\$39,342,951.00</u></b>	
							<b><u>\$41,716,739.00</u></b>	

REVIEW AND COMMENT CONSTRUCTION BUDGET WITH ALTERNATIVE FACILITIES FUNDING

**Agenda II.B.10.  
August 25, 2016**

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

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

**Date: August 25, 2016**

**Re: Change Orders #11, #13 and #14 for the 2016 Alterations to Nicollet Middle School, Edward Neill, Sky Oaks and Harriet Bishop Elementary schools**

RECOMMENDATION: That the Board of Education approve change order #11, #13, and #14 for the 2016 Alterations to Nicollet Middle School, Edward Neill, Sky Oaks and Harriet Bishop Elementary schools.

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

Change order #11 for contract 0980M (Haldeman-Homme, Inc.) is in the amount of \$2,544.00. Adding 8 eyewash stations in the science rooms is the reason for the change in this contract.

Change order #13 for contract #2300 (Cool Air Mechanical) is in the amount of \$2,113.00. Labor to install 8 eyewash stations in the science labs and relocating a dust collector is the reasons for the change in this contract.

Change order #14 for contract #2600 (CM Construction Company, Inc.) is in the amount of \$7,823.00. Items on this change order include repairing a damaged conduit due to saw cutting through it during demolition and salvaging existing light fixtures and reinstalling them at Edward Neill Elementary and removing and reinstalling wire mold and devices in the cafeteria area at Nicollet are the reasons for the change in this contract.



To date total change orders in the amount of \$25,036.00 to the 4 contract amounts of \$2,916,255.00 brings the total contracts with change orders to \$2,941,291.00. This represents change orders of 0.86% 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

JUL 22 2016  
AUG 03 2016

OWNER   
CONSTRUCTION MANAGER   
ARCHITECT   
CONTRACTOR   
FIELD   
OTHER

PCO#11

213

(Instructions on reverse side)

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

CHANGE ORDER NO.: 0980M.002

INITIATION DATE: 07/13/16

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

PROJECT NOS.: 301504.03

CONTRACT FOR: Contract #0980M Casework/Material

CONTRACT DATE: 1/15/2016

The Contract is changed as follows:

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

# RECEIVED

JUL 27 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 .....	\$ 234,710.00
Net change by previously authorized Change Orders .....	\$ 17,797.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$ 252,507.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>Decreased</del> ( <del>unchanged</del> )) by this Change Order .....	\$ 2,544.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be .....	\$ 255,051.00
The Contract Time will be ( <del>increased</del> ) (unchanged) by .....	( - 0 - ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....	unchanged.

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

WENCK CONSTRUCTION, INC.

CONSTRUCTION MANAGER  
7500 OLSON MEMORIAL HWY, STE 300, GOLDEN VALLEY, MN 55427

ADDRESS Shawn Butts  
BY Shawn Butts DATE 7/26/16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN  
ARCHITECTS

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

ADDRESS W J Ryde  
BY W J Ryde DATE 7/28/16

HALDEMAN-HOMME, INC.

CONTRACTOR  
430 Industrial Blvd, Minneapolis, MN 55413

ADDRESS [Signature]  
BY [Signature] DATE 7.21.16

BURNSVILLE-EAGAN-SAVAGE-PUBLIC SCHOOLS

OWNER  
100 River Ridge Court, Burnsville, MN 55337

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



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# Subcontract Change Order

214

Detailed, Grouped by Each Number

Neill/Sky Oaks/Nicollet/Bishop

Project # 30150403

Tel: Fax:

Date: 7/13/2016

To Subcontractor/Vendor:

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

Architect's Project No:

Contract Date:

Contract Number: 980M

Change Order Number: 002

The Contract is hereby revised by the following items:

Approved COR#009

PCO	Item #	Description	Amount
COR#009	001	HH - Nicollet - Add (8) eye wash stations Material	2,544

The original Contract Value was.....	234,710
Sum of changes by prior Subcontract Change Orders.....	17,797
The Contract Value prior to this Subcontract Change Order was.....	252,507
The Contract Value will be changed by this Subcontract Change Order in the amount of.....	2,544
The new Contract Value including this Subcontract Change Order will be.....	255,051
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Subcontract Change Order is.....	

CONTRACTOR

Address

BY

SIGNATURE

DATE

Haldeman-Homme, Inc.

SUBCONTRACTOR/VENDOR

430 Industrial Boulevard  
Minneapolis, MN 55413

Address

BY

SIGNATURE

DATE

# CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa JUL 25 2016

AUG 03 2016

PCO#13

215

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

(Instructions on reverse side)

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

CHANGE ORDER NO.: 2300.002  
 INITIATION DATE: 07/13/2016  
 PROJECT NOS.: 301504.03  
 CONTRACT FOR: Contract #2300 Mechanical  
 CONTRACT DATE: 2/12/2016

TO CONTRACTOR:  
 (Name and address) COOL AIR MECHANICAL  
 1544 134TH AVENUE NE  
 HAM LAKE, MN 55304

The Contract is changed as follows:

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

# RECEIVED

JUL 27 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 .....	\$ 490,500.00
Net change by previously authorized Change Orders .....	\$ (1,000.00)
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$ 489,500.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) by this Change Order .....	\$ 2,113.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be ...	\$ 491,613.00
The Contract Time will be ( <del>increased</del> ) (unchanged) by .....	( - 0 - ) days
The date of Substantial Completion as of the date of this Change Order therefore is .....	unchanged.

2 m.m. 7/20/16

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

WENCK CONSTRUCTION, INC.  
 CONSTRUCTION MANAGER  
 7500 OLSON MEMORIAL HWY, STE 300, GOLDEN VALLEY, MN 55427  
 ADDRESS Shawn Butts 7/26/16  
 BY DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN  
 ARCHITECTS  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS W J J 7/28/16  
 BY DATE

COOL AIR MECHANICAL  
 CONTRACTOR  
 1544 134th Avenue NE, Ham Lake, MN 55304  
 ADDRESS M J M 7/20/16  
 BY DATE

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



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# Subcontract Change Order

216

Detailed, Grouped by Each Number

Neill/Sky Oaks/Nicollet/Bishop

Project # 30150403

Tel: Fax:

Date: 7/13/2016

To Subcontractor/Vendor:

Cool Air Mechanical  
1544 134th Avenue NE  
Ham Lake, MN 55304

Architect's Project No:

Contract Date:

Contract Number: 2300

Change Order Number: 002

The Contract is hereby revised by the following items:

Approved Changes

PCO	Item #	Description	Amount
COR#009	002	CA - Nicollet - Add (8) eye wash stations Labor	1,742
RFCOP#006	002	CA - Relocate Dust Collector	371

The original Contract Value was.....	490,500
Sum of changes by prior Subcontract Change Orders.....	-1,000
The Contract Value prior to this Subcontract Change Order was.....	489,500
The Contract Value will be changed by this Subcontract Change Order in the amount of.....	2,113
The new Contract Value including this Subcontract Change Order will be.....	491,613
The Contract duration will be changed by.....	<del>8</del> days
The revised Substantial Completion date as of this Subcontract Change Order is.....	2 w.y. 7/30/16

CONTRACTOR

Address

BY

SIGNATURE

DATE

Cool Air Mechanical

SUBCONTRACTOR/VENDOR

1544 134th Avenue NE  
Ham Lake, MN 55304

Address

BY **MARK MANESKAU**

SIGNATURE **Mark Maneskau**

DATE **7/30/16**

*Am*

# CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

JUL 26 2016  
AUG 04 2016

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

PCO#14

217

(Instructions on reverse side)

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

CHANGE ORDER NO.: 2600-05  
 INITIATION DATE: 07/13/2016  
 PROJECT NOS.: 301504.03  
 CONTRACT FOR: Contract #2600 Electrical  
 CONTRACT DATE: 1/15/2016

TO CONTRACTOR:  
 (Name and address) CM CONSTRUCTION CO, INC.  
 12215 NICOLLET AVENUE SOUTH  
 BURNSVILLE, MN 55337

The Contract is changed as follows:

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

# RECEIVED

AUG - 1 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 .....	\$ 466,750.00
Net change by previously authorized Change Orders .....	\$ 18,681.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$ 485,431.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be ( <del>increased</del> ) (decreased) (unchanged) by this Change Order .....	\$ 7,823.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be ...	\$ 493,254.00
The Contract Time will be ( <del>increased</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, STE 300, GOLDEN VALLEY, MN 55427

ADDRESS Shawn Roth 7/27/16  
 BY DATE

CM CONSTRUCTION COMPANY, INC.

CONTRACTOR  
12215 Nicollet Avenue South, Burnsville, MN 55337

ADDRESS Jim 2 7/23/16  
 BY DATE

ARMSTRONG, TORSETH, SKOLD, & RYDEEN  
ARCHITECTS

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

ADDRESS [Signature] 8/3/16  
 BY DATE

BURNSVILLE-EAGAN-SAVAGE-PUBLIC SCHOOLS

OWNER  
100 River Ridge Court, Burnsville, MN 55337

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



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# Subcontract Change Order

218

Detailed, Grouped by Each Number

Neill/Sky Oaks/Nicollet/Bishop

Project # 30150403

Tel: Fax:

Date: 7/13/2016

To Subcontractor/Vendor:  
CM Construction Company, Inc.  
12215 Nicollet Avenue South  
Burnsville, MN 55337

Architect's Project No:  
Contract Date:  
Contract Number: 2600  
Change Order Number: 005

The Contract is hereby revised by the following items:

Approved Changes

PCO	Item #	Description	Amount
COR#013	001	CM - Neill - Repair damaged conduit damaged after concrete sawcutting	2,436
COR#015	001	CM, Neill - Salvage existing light fixtures in 164 & 165 and reinstall in 164	1,260
COR#017	001	CM, Nicollet - Remove and reinstall wiremold and devices per RFI response	4,127

The original Contract Value was.....	466,750
Sum of changes by prior Subcontract Change Orders.....	18,681
The Contract Value prior to this Subcontract Change Order was.....	485,431
The Contract Value will be changed by this Subcontract Change Order in the amount of.....	7,823
The new Contract Value including this Subcontract Change Order will be.....	493,254
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Subcontract Change Order is.....	

CONTRACTOR

Address

BY

SIGNATURE

DATE

CM Construction Company, Inc.

SUBCONTRACTOR/VENDOR

12215 Nicollet Avenue South  
Burnsville, MN 55337

Address

BY

SIGNATURE

DATE

*Jim OLVER*  
*Jim*  
7/23/16

*Jim*

# Nicollet/Sky Oaks/Edward Neill/Harriet Bishop Budget Report with Change Orders

219

Information	Company	Wenck Estimates	Awarded Bid	Change Orders To Date	Percent of Change	Numer of Change Orders	Contract Amount With Change Orders	Percent of Completion
Bid Nic, SO, EN, HB								
Contract #0610 General Construction	CM Construction Company, Inc.	\$1,410,080.00	\$1,675,000.00	(\$23,352.00)	-1.39%	4	\$1,651,648.00	68.16%
Contract #2600 Electrical/Communication/Security/Sound	CM Construction Company, Inc.	\$467,015.00	\$466,750.00	\$26,504.00	5.68%	5	\$493,254.00	48.39%
Contract #2300 Mechanical	Cool Air Mechanical	\$432,700.00	\$490,500.00	\$1,113.00	0.23%	2	\$491,613.00	46.15%
Contract #0980 Nicollet Science Casework	Haldeman-Homme Inc.	\$413,528.00	\$284,005.00	\$20,771.00	7.31%	3	\$304,776.00	3.97%
		<u>\$2,723,323.00</u>	<u>\$2,916,255.00</u>	<u>\$25,036.00</u>			<u>\$2,941,291.00</u>	
	Grand Totals	<b><u>\$2,723,323.00</u></b>	<b><u>\$2,916,255.00</u></b>	<b><u>\$25,036.00</u></b>	<b>0.86%</b>		<b><u>\$2,941,291.00</u></b>	
							<b><u>\$3,180,695.00</u></b>	

REVIEW AND COMMENT CONSTRUCTION BUDGET WITH ALTERNATIVE FACILITIES FUNDING

**Agenda II.B.11.  
August 25, 2016**

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

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

**Date: August 25, 2016**

**Re: Change Order #007 for the 2016 Additions and Alterations to Metcalf Middle School, William Byrne Elementary and Rahn Elementary schools**

RECOMMENDATION: That the Board of Education approve change order #007 for the 2016 Additions and Alterations to Metcalf Middle School, William Byrne Elementary and Rahn Elementary schools.

On December 17<sup>th</sup>, 2015 the School Board approved the bids for contracts #0610, #2300, and #2600 for the 2016 Additions and Alterations to Metcalf Middle School, William Byrne Elementary and Rahn Elementary schools.

Change order #007 for contract #2600 (AJ Moore Electric) is a reduction in the amount of (\$14,864.00). Items on this change order include the deletion of the sound enhancement systems that were in the specifications and are not being used, additional electrical work in the TV studio at Rahn Elementary and additional exit lighting at William Byrne Elementary are the reasons for this change.

To date total change orders in amount of \$32,823.00 to the 3 contract amounts of \$4,342,600.00 brings the total contracts with change orders to \$4,375,423.00. This represents change orders of 0.76% 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

JUL 21 2016

JUL 28 2016

OWNER   
 CONSTRUCTION MANAGER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

PCO#07

221

(Instructions on reverse side)

PROJECT: WILLIAM BYRNE / RAHN / METCALF  
 (Name and address) BURNSVILLE-EAGAN-SAVAGE-PUBLIC SCHOOLS  
 100 RIVER RIDGE COURT  
 BURNSVILLE, MN 55337

CHANGE ORDER NO.: 2600-02

INITIATION DATE: 07/07/2016

TO CONTRACTOR:  
 (Name and address) AJ MOORE ELECTRIC  
 12701 CHOWEN AVE SOUTH,  
 STE 104 B  
 BURNSVILLE, MN 55337

PROJECT NOS.: 301504.02

CONTRACT FOR: Contract #2600 Electrical

CONTRACT DATE: 12/17/2016

The Contract is changed as follows:

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

# RECEIVED

JUL 26 2016

ARMSTRONG, TORSETH  
SKOLD & RYDEEN, INC.

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

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was ..... \$ 602,000.00  
 Net change by previously authorized Change Orders ..... \$ 3,597.00  
 The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was ..... \$ 605,597.00  
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (~~increased~~) (decreased) (~~XXXXXXXX~~) by  
 this Change Order ..... \$ (14,864.00)  
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be ..... \$ 590,733.00  
 The Contract Time will be (~~increased~~) (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, STE 300, GOLDEN VALLEY, MN 55427  
 ADDRESS *Shawn Kutt*  
 BY *Shawn Kutt* DATE 7-22-16

ARMSTRONG, TORSETH, SKOLD, & RYDEEN  
 ARCHITECTS  
 ARCHITECT  
 8501 Golden Valley Road, Ste. 300, Mpls., MN 55427  
 ADDRESS *W. Rydeen*  
 BY *W. Rydeen* DATE 7/27/16

AJ MOORE ELECTRIC  
 CONTRACTOR  
 12701 Chowen Ave. S., Ste 104B, Burnsville, MN 55337  
 ADDRESS *AJ Moore*  
 BY *AJ Moore* DATE 7-19-16

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



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# Subcontract Change Order

222

Detailed, Grouped by Each Number

William Bryne-Rahn Metcalf

Project # 30150402

Tel: Fax:

Date: 7/7/2016

To Subcontractor/Vendor:

AJ Moore Electric, Inc.  
27155 Hickory Ridge Drive  
Elko New Market, N 55020

Architect's Project No:

Contract Date:

Contract Number: 2600

Change Order Number: 002

The Contract is hereby revised by the following items:

Approved RFCOPs

PCO	Item #	Description	Amount
RFCOP#007	001	AJM - Exit Lights	546
RFCOP#009	001	AJM - Sound Enhancement Audio Systems	-17,670
RFCOP#011	001	AJM - Rahn, TV Studio Electrical Work	2,260

The original Contract Value was.....	602,000
Sum of changes by prior Subcontract Change Orders.....	3,597
The Contract Value prior to this Subcontract Change Order was.....	605,597
The Contract Value will be changed by this Subcontract Change Order in the amount of.....	-14,864
The new Contract Value including this Subcontract Change Order will be.....	590,733
The Contract duration will be changed by.....	0 days
The revised Substantial Completion date as of this Subcontract Change Order is.....	

CONTRACTOR

Address

BY

SIGNATURE

DATE

AJ Moore Electric, Inc.

SUBCONTRACTOR/VENDOR

27155 Hickory Ridge Drive  
Elko New Market, N 55020

Address

BY

SIGNATURE

DATE

lm

# Metcalfe/Byrne/Rahn 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 Metcalf,Rahn,Byrne								
Contract #2600 Electrical/Communication/Security/Sound	A.J. Moore Electric, Inc.	\$524,800.00	\$602,000.00	(\$11,267.00)	-1.87%	2	\$590,733.00	41.04%
Contract #2300 Mechanical	Norther Air Corporation	\$911,550.00	\$790,900.00	\$0.00	0.00%	0	\$790,900.00	65.82%
Contract #0610 General Construction	Morcon Construction	\$3,075,056.00	\$2,949,700.00	\$44,090.00	1.49%	5	\$2,993,790.00	43.84%
		<u>\$4,511,406.00</u>	<u>\$4,342,600.00</u>	<u>\$32,823.00</u>			<u>\$4,375,423.00</u>	
	Grand Totals	<b><u>\$4,511,406.00</u></b>	<b><u>\$4,342,600.00</u></b>	<b><u>\$32,823.00</u></b>	<b>0.76%</b>		<b><u>\$4,375,423.00</u></b>	
				REVIEW AND COMMENT CONSTRUCTION BUDGET WITH ALTERNATIVE FACILITIES FUNDING			<b><u>\$4,032,129.00</u></b>	



**Agenda III.A.  
August 25, 2016**

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

**From:** Dr. Kathy Funston, director of strategic partnerships and pathways

**Date:** August 18, 2016

**Re:** Report on Vehicle Services Partnerships and Pathways

Receive a report from Dr. Kathy Funston, director of strategic partnerships and pathways on Vehicle Services Partnerships and Pathways.

Attachment: Presentation



# Partnerships and Pathways

Engine and Automotive Technologies

August 25, 2016

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

## Career Fields & Pathways

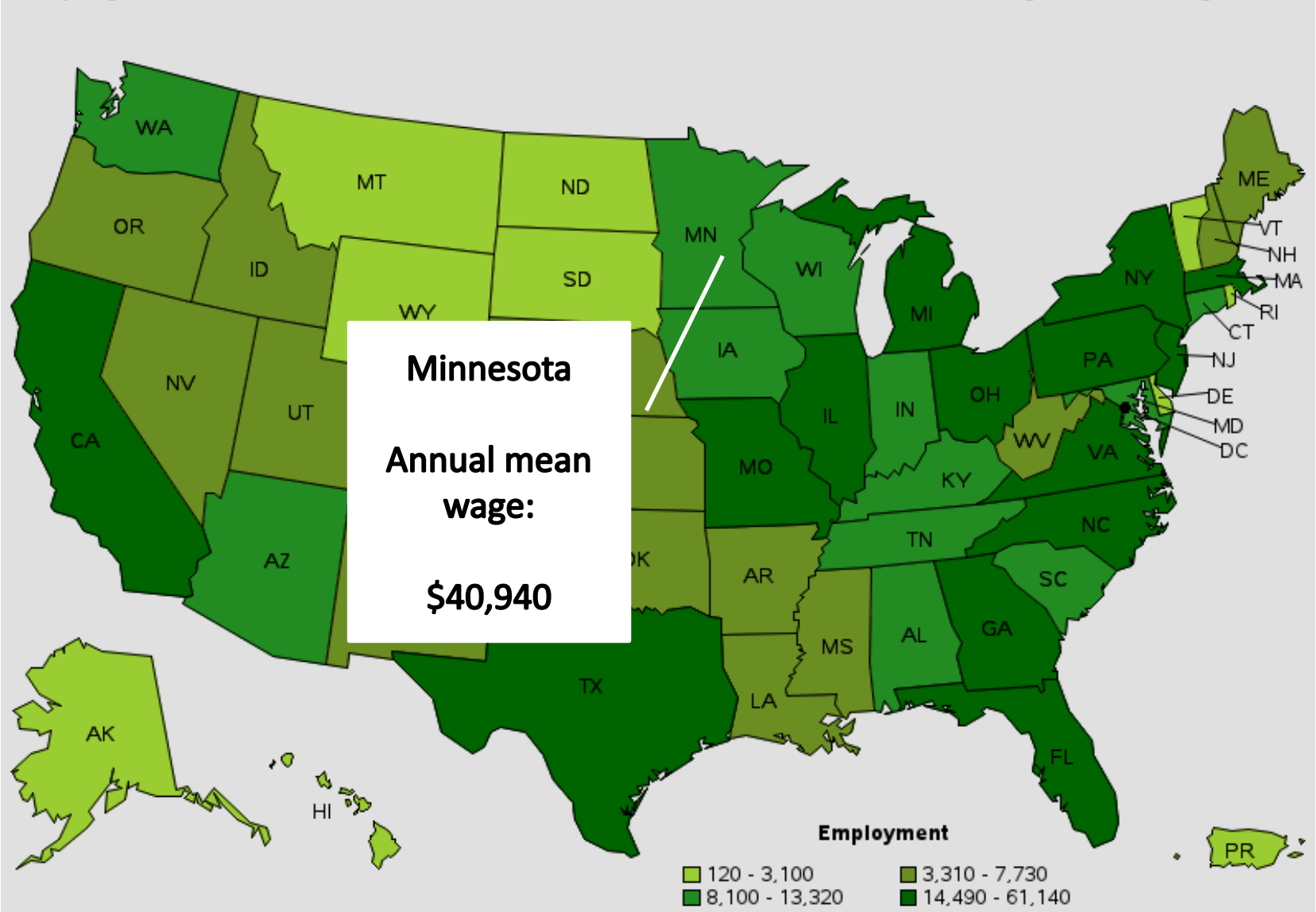
### Career Fields

This guide will help students find Pathways that are related to their career interests.



# Engine and Automotive Technologies Pathway

## Employment of automotive service technicians and mechanics, by state, May 2015



Source: US Department of Labor



# Automotive Tech Center



# Opportunities for ALL students

- Intro to Consumer Auto
- Engine Technology
- Welding & Auto Body
- Vehicle Services
- Advanced coursework



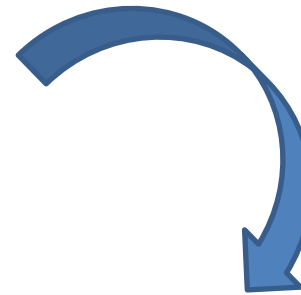
**College Credit**  
opportunities  
through Hennepin  
Technical College

**Skills**  
**Competitions**

# Pathway to Partnership



**EQUITY** Cultivating Conditions for Change  
A FORUM ON RACE & EQUITY HOSTED BY UNITED WAY  
Wednesday, January 27 • Hilton Minneapolis



Reimagining Education: Addressing Education and Employment Gaps through Career Academies

**January 27 @ 12:00 pm - 1:30 pm**



**Walser** | Foundation  
*funded by Walser Automotive Group*

# Walser | Foundation

*funded by Walser Automotive Group*



**Mission and Focus** - We believe that **every child deserves a bright future**, and every person should have the opportunity to reach his or her full potential. **Access to education and career training** make this possible. The Walser Foundation provides grants to organizations that benefit education at all levels, as well as those organizations that help build a strong workforce for the future. Our mission is to increase access to **high-quality programs** - from pre-K to post-secondary - in the Twin Cities community.

**Walser** | Foundation  
*funded by Walser Automotive Group*

&

District **ONE91**  
Future Ready. Community Strong.

1. Provide authentic learning experiences in all industry areas
2. Align knowledge and skills with postsecondary and industry expectations
3. Increase underrepresented students in pathway

# Proposal includes

- ❖ Update lab to support 21<sup>st</sup> century learning
- ❖ Install modern automotive technology equipment
- ❖ Introduce all aspects of the industry
- ❖ Offer field trips and guest speakers
- ❖ Collaborate with other content areas
- ❖ Provide community service events
- ❖ Initiate internship opportunities

# WALSER

**Ryan Moffitt**

Corporate Training Manager  
- Service

**Nancy Warner**

Walser Foundation Director

# WALSER

212 Unique Positions

7 Sales & 11 Service

194 Other Positions



**Walser** | Foundation  
*funded by Walser Automotive Group*

**Grant Provided**

**\$200,000.00**

**With much appreciation to our partner...**

**Walser** | Foundation  
*funded by Walser Automotive Group*

**WALSER**



**Agenda III.B.  
August 25, 2016**

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

**From:** Dr. John Christiansen, superintendent of Intermediate School District 917

**Date:** August 18, 2016

**Re:** Report on Intermediate School District 917's New Student Program, Facility Addition, and Financing Plan

Receive a report from Dr. John Christiansen, superintendent of Intermediate School District 917 on Intermediate School District 917's New Student Program, Facility Addition, and Financing Plan.

**Attachments:**

- History of Alliance Education Center Facility Project
- Customized Program Planning Information
- Alliance Education Center Addition Floor Plan
- Estimates for Refunding
- Model Member District Resolution

Intermediate School District 917 purchased an elementary building built in 1924 from the South St. Paul school district in 1987. The funding for this purchase and the purchase of classrooms in member district schools for 917 programs was provided from the State of Minnesota as part of a state bonding bill. This site served approximately 75 Setting IV EBD students.

In 2006/2007 917 proposed to the member districts a plan to replace the 82-year-old building with a new building to accommodate approximately 95 students. The project included purchasing a site, constructing a 42,000 square foot building, and selling the South St. Paul site. The financing would be a partnership with the Dakota County Community Development Agency who were the bond authorizers and ISD 917 as a lease/purchaser of the building and site. ISD 917 would fund the principal and interest payments through the lease/levy authority for Intermediates from the member districts. At the end of the payment terms, ISD 917 would own the building and land. Each of the member districts approved a resolution authorizing the acquisition of land, construction and equipping and a lease levy allocation formula.

The funding agreement for the Alliance Education Center also included the requirement to designate the proceeds of the sale of the South St. Paul site to be used for the “betterment” of the new educational facility. The original facility plan included a plan for a future addition due to anticipated growing student populations and changing student needs.

Because of a number of member districts requests for ISD 917 to serve students with extremely high needs, we have brought forward a proposal to implement a new program in 2017-2018 to serve these students. We have a plan to provide the needed staffing and we also need to provide appropriate facilities for these high need students.

The facility plan is to construct an addition to the Alliance Education Center based on the original design expansion plan. The addition of 10,000 square feet has been approved by the City of Rosemount and our staff and architect have a detailed foot print design. The architects are working on the bid specifications for the bidding process. The current construction costs are estimated at \$3,000,000.

The financing plan for this project includes doing a refinance of the original Alliance debt to take advantage of the current lower interest rates. ISD 917 would use \$750,000 of the designated “betterment” proceeds from the sale of the South St. Paul property, making the amount of needed new financing for the addition approximately \$2,325,000.

Included with this background information is an overview of the programming, a foot print of the addition, and a summary of the current debt service, a new debt service example, and an example of member district annual lease levy amounts.

The ISD 917 board is requesting consideration by each member board of a resolution supporting the refinancing of outstanding bonds and financing of the addition for the new program. Thank you for your support and consideration of the resolution.

## Customized Program Planning

Who will be served?

- Students in individualized programming currently served in placements outside of traditional setting IV programs

What are the needs of member districts in serving these students?

- Customized – setting, staffing
- Licensed teachers but non-traditional approach
- Curriculum options and range of levels available

What are the challenges in serving these students?

- Proactive vs. triage
- Change mindset
- Collaborative, comprehensive, wrap-around services

Ideas

### *Tentative Staffing*

- 3 Teachers to serve 18 students
- 1 Licensed Independent Clinical Social Worker
- 1 Board Certified Behavior Analyst
- 2 Paraprofessionals (Program Assistants) per student
- 2 Paraprofessionals (Program Assistants) – Behavior Assistance Team

### *Staffing Considerations*

- Staff with a combination of existing and new staff
- Professional development/collaboration time built into the duty day
- Alternative calendar (shortened days/early release) to create opportunities to structure support for staff

### *Location*

- Alliance Education Center - addition
  - Must have on-site administrative support due to intensity of students served

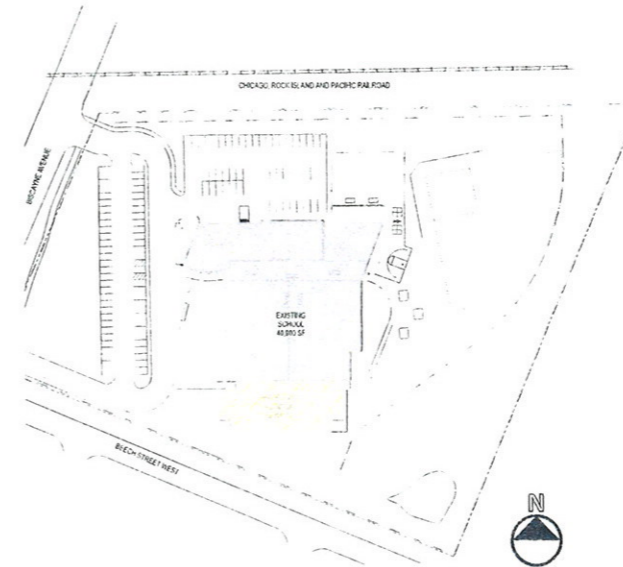
### *Site Needs*

- Separate entrance
- Individualized program areas for each student
- Individual restrooms
- Sensory rooms
- Life skills space
- Storage
- Soft furnishings

# ALLIANCE EDUCATION CENTER



## Addition Floor Plan



Estimates for Refunding and New Finance Issue based on current Interest Rates

Current Bond Issue Debt Service

Refunding plus New Debt issue \$.75M District Contribution

District #

District % based on split 1/4 each: TNTC, AMCPU's, Special Ed Tuition and FTE's

Current

\$.75M Contribution

Par Amount

\$ 2,325,000

	Total P+I	Total P+I
<b>Average *</b>	<b>556,868</b>	<b>542,353</b>
02/01/2018	555,145	551,725
02/01/2019	559,345	542,100
02/01/2020	557,945	543,525
02/01/2021	556,145	539,400
02/01/2022	558,335	544,945
02/01/2023	554,895	539,505
02/01/2024	556,035	538,555
02/01/2025	556,200	542,000
02/01/2026	555,720	539,723
02/01/2027	554,595	541,623
02/01/2028	557,825	542,743
02/01/2029	559,375	543,053
02/01/2030	555,025	542,523
02/01/2031	555,000	541,123
02/01/2032	559,075	544,028
02/01/2033	557,025	541,065
02/01/2034	559,075	542,363
02/01/2035		512,963
02/01/2036		513,825
02/01/2037		513,975
02/01/2038		513,398
02/01/2039		512,078
<b>Total Payments</b>	<b>\$ 9,466,760</b>	<b>11,786,233</b>

Total Interest

\$ 2,906,760	\$ 3,181,233
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6 - South St. Paul	6.9779%	\$ 38,857.57	\$ 37,844.69
191 - Burnsville	14.0158%	\$ 78,049.40	\$ 76,014.92
192 - Farmington	14.1634%	\$ 78,871.41	\$ 76,815.51
194 - Lakeville	18.2330%	\$ 101,533.64	\$ 98,887.02
195 - Randolph	0.7426%	\$ 4,135.47	\$ 4,027.68
197 - West St. Paul-M-E	9.8685%	\$ 54,954.43	\$ 53,521.96
199 - Inver Grove Heights	9.4171%	\$ 52,440.85	\$ 51,073.90
200 - Hastings	10.5136%	\$ 58,547.13	\$ 57,021.02
271 - Bloomington	16.0681%	\$ 89,477.92	\$ 87,145.54

100.00% \$ 556,868 \$ 542,353

Average increase per district = -2.6%

\* The average debt service is calculated for payments made through 2034. Beginning in 2035 there will be an additional drop of 5.4%.

8/17/2016



Member \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Member\_:

RESOLUTION RELATING TO A FINANCING BY INTERMEDIATE SCHOOL DISTRICT NO. 917, DAKOTA COUNTY; AUTHORIZING THE REFINANCING THEREBY OF CERTAIN OUTSTANDING BONDS AND THE FINANCING THEREBY OF ADDITIONS TO A SPECIAL EDUCATION FACILITY; AND APPROVING CAPITAL LEVY TO PAY A PROPORTIONATE SHARE OF COSTS OF SUCH FINANCING

WHEREAS, Independent School District No. ( \_\_\_\_\_ ), Minnesota (the “District”) is a participating member of Intermediate School District No. 917, Dakota County (“917”);

WHEREAS, 917 has heretofore financed the acquisition of certain land and the construction of a special education facility thereon pursuant to a lease-purchase agreement with Dakota County Community Development Agency, Minnesota (the “CDA”), and the issuance by the CDA of its \$8,480,000 Facility Lease Revenue Bonds (Intermediate School District No. 917, Minnesota Project), Series 2007 (the “2007 Bonds”);

WHEREAS, the District has authority under Minnesota Statutes, Section 126C.40, subdivision 1 (the “Lease Levy Statute”), to apply for permission to make an additional capital expenditure levy for costs associated with the lease by 917 of administrative and classroom space;

WHEREAS, the District and each other participating member of 917, for the purpose of contributing a proportionate share of 917’s debt service costs on the 2007 Bonds, have heretofore made such additional capital expenditure levies and made payments to 917 pursuant to the terms of the Lease Levy Allocation Formula attached hereto as Exhibit A, which formula is incorporated herein by reference; and

WHEREAS, 917 now finds it necessary and desirable to enter into a lease-purchase agreement (the “Lease-Purchase Agreement”) to refund the 2007 Bonds and finance the construction of an addition to the special education facility financed with proceeds of the 2007 Bonds (collectively, the “Project”).

NOW, THEREFORE, BE IT RESOLVED by the School Board (the “Board”) of the District, as follows:

1. The Board hereby approves the Project.
2. In order to accomplish the Project, the Board hereby agrees to levy taxes pursuant to the Lease Levy Statute and make payments to 917 in accordance with, but only from such source and only to the extent set forth in, Exhibit A, each year that the Lease-Purchase Agreement is in place; provided, however, that upon withdrawal of the District from 917 or upon dissolution of 917, the rights of the District and other participating members of 917 to a distribution of assets financed or refinanced by the Lease-Purchase Agreement shall be as specified in the Withdrawal and Dissolution Allocation Formula attached hereto as Exhibit B, which formula is incorporated herein by reference.

3. Nothing herein shall constitute a pledge of the full faith and credit or general taxing powers of the District to payment of the Lease-Purchase Agreement or any obligation thereunder.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

DRAFT

## EXHIBIT A

**LEASE LEVY ALLOCATION FORMULA**

The formula for allocation of the lease levy among the participating school districts that are members of Intermediate School District No. 917, is as follows:

1. Each of the following factors shall be computed as a percentage for each of the participating school districts that are members of Intermediate School District No. 917:
  - (a) The taxable net tax capacity for each participating school district as a percentage of the total taxable net tax capacity of all participating school districts;
  - (b) The number of adjusted marginal cost pupil units for each participating school district as a percentage of the total number of adjusted marginal cost pupil units for all participating school districts;
  - (c) The prior five year average of Total Special Education Costs provided by Intermediate School District No. 917 to each of the participating school districts as a percentage of the Total Special Education Costs provided by Intermediate School District No. 917 to all the participating school districts.
  - (d) The number of FTE pupils attending the special education facility from each participating school district in the prior regular school year as a percentage of the total number of FTE pupils attending the facility from all the participating school districts in the prior regular school year.
2. The percentages determined in No. 1 above shall be averaged for each participating school district.
3. The average percentage determined in No. 2 above shall be multiplied times the next annual lease payment required under the Lease-Purchase Agreement, or any successor agreement entered into to refund that agreement.
4. Prior to September 15 of each year, Intermediate School District No. 917 shall give written notice to each participating school district of the amount of its proportionate share of the cost of the financing and of the amount of the leasing levy, calculated based on this formula, to be certified by that participating school district in that year.
5. Notwithstanding the foregoing, the lease levy required for any participating school district in any year shall not exceed the maximum lease levy authorization of a school district to pay the costs associated with leases of administrative and classroom space for intermediate school district programs as specified in Minnesota Statutes, Section 126C.40, subdivision 1, clause (h), as it may be amended from time to time, or its successor provision.

**EXHIBIT B****WITHDRAWAL AND DISSOLUTION ALLOCATION FORMULA**

1. There shall be no distribution of assets financed pursuant to the Lease Purchase Agreement, or any successor agreement entered into to refund that agreement, until such time as Intermediate School District No. 917 receives sale or condemnation proceeds from the complete sale or condemnation of the financed land and facility or insurance proceeds from the total destruction of that facility. All such proceeds shall be determined after repayment of the Lease Purchase Agreement, or a successor agreement entered into to refund that agreement. Transfer of title to a third party pursuant to a financing lease or instrument shall not be a sale that triggers such a distribution. The amount to be distributed from the sale, condemnation or insurance proceeds shall be as specified in No. 2 below.

2. The amount paid by the withdrawing participating school district from the proceeds of its leasing levy shall be calculated as a percentage of proceeds paid by all the participating school districts from the proceeds of their leasing levies during the entire term of the Lease-Purchase Agreement, or a successor agreement entered into to refund that agreement. That percentage shall be multiplied times the sale or condemnation proceeds or the insurance proceeds received for the total destruction of the facility.

3. The same formula as specified in No. 2 above shall be applicable to distribution of assets financed pursuant to the Lease Purchase Agreement, or a successor agreement entered into to refund that agreement, upon the dissolution of Intermediate School District No. 917.

4. Unless specifically agreed by all the participating school districts, the provisions of this EXHIBIT B shall survive the expiration or termination of the Lease-Purchase Agreement or a successor agreement entered into to refund that agreement.

CERTIFICATION OF MINUTES RELATING TO A FINANCING BY INTERMEDIATE SCHOOL DISTRICT NO. 917, DAKOTA COUNTY

Issuer: Independent School District No. \_\_\_\_ (\_\_\_\_\_),

Minnesota Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held \_\_\_\_\_, 2016, at \_\_\_\_\_ p.m., at \_\_\_\_\_ . Members present:

Members absent:

Documents Attached:

Minutes of said meeting (pages):

RESOLUTION NO. \_\_\_\_\_

RESOLUTION RELATING TO A FINANCING BY INTERMEDIATE SCHOOL DISTRICT NO. 917, DAKOTA COUNTY; AUTHORIZING THE REFINANCING THEREBY OF CERTAIN OUTSTANDING BONDS AND THE FINANCING THEREBY OF ADDITIONS TO A SPECIAL EDUCATION FACILITY; AND APPROVING CAPITAL LEVY TO PAY A PROPORTIONATE SHARE OF COSTS OF SUCH FINANCING

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the certificates referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said certificates; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
[School District Clerk]



**Agenda III.C.  
August 25, 2016**

**To:** Board of Education  
**From:** Dr. Joe Gothard, superintendent  
**Date:** August 18, 2016  
**Re:** Report on a Preview of the 2016-17 School Year, Vision One91

Receive a report from Dr. Joe Gothard, superintendent on a preview of the 2016-17 school year, Vision One91.

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

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AGENDA ITEM: III.D.

To: Members of the Board of Education  
 Superintendent Joseph Gothard

From: Stacey Sovine  
 Executive Director of Human Resources

Date: August 25, 2016

RE: **Proposed adoption of the Addendum to the Terms and Conditions of Employment for Community Education Employees of Independent School District 191.**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED ADDENDUM TO THE 2015 - 2017 TERMS AND CONDITIONS OF EMPLOYMENT FOR THE COMMUNITY EDUCATION EMPLOYEES OF INDEPENDENT SCHOOL DISTRICT #191.**

The state awarded Voluntary Pre-Kindergarten grant requires Statements of Assurances. This Addendum addresses the fifth assurance of providing comparable salaries for pre-kindergarten instructors to kindergarten through grade 12 instructional staff. The grant proposal provided a schedule matrix that adopted the ECFE framework and hourly rates based upon an average between ECFE and the master teacher schedule. The rates are unique and only apply to Identified CE employees in the Coordinator I role. The pre-kindergarten instructors are not required by the state of Minnesota to hold a teaching license and are not members of the Burnsville Education Association. However, many of our instructors do hold a teaching license either in early childhood or elementary instruction.

**Economic terms include:**

Total

- Increase is approximately \$30,000 between the two schedules.
- This amount is covered under the grant.

## ADDENDUM

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

Suzanne Schiffman  
 Amy McCusker  
 Sharon Smith-Lossiah  
 Ronda Rottjakob  
 Rachel Udelhoven  
 Jennifer DeDomines  
 Angela Tusa  
 Lori Haggerty  
 Holly Tousignant  
 Kari Fandrich  
 Wendy Proechel  
 Miya Santos

Pursuant to the Voluntary Pre-Kindergarten Statement of Assurances, the positions held by the foregoing employees shall be placed appropriately on the following Kindergarten through Grade 12 comparable schedule effective September 1, 2016. Accordingly, the terms and conditions of employment for such positions will be governed by the 2015-2017 General Terms and Conditions of Employment: Community Education (“Policy”) and any subsequent such policy adopted by the School District.

This Addendum is contingent upon the initial and continuing receipt of revenue based upon the award of the Voluntary Pre-Kindergarten grant. In the event the grant or current revenue is revoked by the legislature, individuals employed as a Coordinator I shall revert to the identified salary under the General Terms and Conditions of Employment: Community Education (“Policy”) in effect at that time.

2016-2017 Proposed Pre-School Instructor / Coordinator I Schedule								
	BA	BA + 20	BA + 40	MA	MA + 20	MA + 40	MA + 60	
1	\$ 26.03	\$ 26.96	\$ 27.81	\$ 28.89	\$ 29.85	\$ 30.78	\$ 31.87	
2	\$ 26.43	\$ 27.35	\$ 28.22	\$ 29.29	\$ 30.26	\$ 31.19	\$ 32.28	
3	\$ 26.82	\$ 27.76	\$ 28.62	\$ 29.69	\$ 30.67	\$ 31.62	\$ 32.71	
4	\$ 27.47	\$ 28.32	\$ 29.32	\$ 30.85	\$ 32.36	\$ 32.94	\$ 34.09	
5 - 9	\$ 29.57	\$ 30.72	\$ 31.89	\$ 33.46	\$ 34.72	\$ 35.83	\$ 37.14	
*10	\$ 31.78	\$ 33.62	\$ 35.84	\$ 40.89	\$ 42.45	\$ 44.08	\$ 45.92	

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



**Agenda IV.  
August 25, 2016**

**To:** Board of Education, Members  
**From:** Dan Luth, Chair  
**Date:** August 18, 2016  
**Re:** Committee Reports

The following committees may provide updates to the School Board:

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