

# BOARD AGENDA INDEPENDENT SCHOOL DISTRICT 191

Burnsville High School Senior Campus  
Diamondhead Education Center  
Regular Meeting  
June 17, 2010  
6:30 PM

**I. Call to Order**

- A. Welcome
- B. Pledge of Allegiance

**II. Business Meeting**

- A. Approval of Agenda
- B. Consent Agenda

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. Meeting Minutes 3
- 2. Human Resources Report 7
- 3. Donations 9
- 4. Payroll, Expenditures, Receipts & Investments 22
- 5. Budget Analysis 31
- 6. Approve annual fiscal year authorizations 104
  - a. Designation of Official Newspaper
  - b. Appointment of Auditor
  - c. Appointment of Agent of Record - Property Liability Insurance
  - d. Appointment of Agent of Record - Group Insurance
  - e. Membership in Minnesota School Boards Association
  - f. Membership in Minnesota State High School League
  - g. Membership in Association of Metropolitan School Districts
  - h. Membership in Center for Applied Research and Educational Improvement
- 7. Authorize the release of June and July checks covering District obligations due and payable for June and July business 106
- 8. Approve the 2009-2010 QComp Annual Report for ISD 191 107
- 9. Approve the contract for property, casualty and liability insurance for 2010-2011 to the Travelers Property Casualty Company of America 117
- 10. Approve bid award for the purchase of copier and printer paper valued at \$92,071.50 to Paper 101 118
- 11. Adopt the Elementary Instrumental Music Calendar for 2010-2011 119
- 12. Approve the resolution and filing notice establishing filing periods for 121

directors and the school board for the November 2, 2010 election

- |  |     |
|--|-----|
| 13. Approve revised job description for ESL teacher  | 123 |
| 14. Approve revised job description for the position of Health Services Clerk  | 127 |
| 15. Adopt the Algebra I textbook published by Holt   | 131 |
| 16. Approve a 10 hour per week, level 6 clerical position to support student system data entry, effective July 1, 2010 | 132 |

**III. Unfinished Business**

- |   |     |
|---|-----|
| A. Adopt the 2010-2011 Budget (10 minutes) (Rider)  | 133 |
| B. Approve the proposed revisions and re-adopt the unchanged language in the 2009-2011 Collective Bargaining Agreement with the Burnsville Principals Association (5 minutes) (Grissom) | 144 |

**IV. New Business**

- |   |     |
|---|-----|
| A. Approve the 2010-2011 Student/Parent Handbook for Burnsville-Eagan-Savage Transition (BEST) Services (5 minutes) (Tiedemann) | 170 |
| B. Approve the 2010-2011 Student/Parent Handbook for Vale Educational Center (5 minutes) (Tiedemann)                            | 180 |
| C. Approve the 2009-2011 Community Education Employment Policy (5 minutes) (Grissom)  | 195 |
| D. Approve an amendment to the 2009-2011 employment agreement with Operations & Maintenance Supervisors (5 minutes) (Grissom)   | 209 |
| E. Approve 2009-2011 Collective Bargaining Agreement with Districtwide Administrators (5 minutes) (Grissom)                     | 223 |

**V. Adjourn to Board Workshop on Magnet Programs, Alternative Facilities Funding and Bonding Overview, and Board of Education Calendar**

School Board Minutes  
INDEPENDENT SCHOOL DISTRICT 191  
June 3, 2010

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

Call to Order

Members present: Directors Hill, Martin, Morrison and Chair Currier. Others in attendance were Student Advisor Elsagher, Superintendent Clegg, administrators and staff.

Attendance

Members absent: Directors Banyard, Luth and Sweep

Director Martin was appointed Acting Clerk for the meeting.

Chair Currier welcomed the audience and asked Director Martin to lead the Pledge of Allegiance.

Pledge of Allegiance

The following employees were recognized as District 191's 2010 Employees of the Year: Pat Marchessault, Custodian, ASC and Eagle Ridge Junior High; Barb Cenci, Clerical, Sioux Trail Elementary; Deb Jackson, Food Service, Hidden Valley; Marcia Sexton, Educational Assistant (secondary), Burnsville High School; Carol Bartells, Educational Assistant (elementary), Hidden Valley; and, Shar Lattery, Community Education, Project KIDS and the Edge.

Public Recognition

Jehan Elsagher was commended by Board members for the outstanding job she has done representing her fellow students while serving as the Student Advisor to the Board during the 2009-10 school year. Jehan thanked board members for the opportunity to serve on the board this year and introduced the Student Advisor for 2010-11, Abbey Jaeger.

Moved by Director Morrison, seconded by Director Hill, to approve the agenda. Motion carried unanimously (4,0).

Agenda

Moved by Director Hill, seconded by Director Martin, to approve the consent agenda.

Consent Agenda

- Minutes of the May 20, 2010 board meeting and closed session
- Personnel changes for L. Dolan, E. Durand, C. Hines, J. Kotfis, K. Anderson, S. Zucollo, C. Peterson, A. Fuller, A. Wilson, N. Brandt, M. Sutton, D. Gilbertson, M. Hertle, C. Tallman, R. Dehnel, M. Kueck, J. Rivard

Minutes  
HR Report

<ul style="list-style-type: none"> <li>- Donations of \$320 from the Burnsville Rotary Foundation for Legionville Patrol Camp Scholarships at Sioux Trail Elementary; \$2,750 from the Hidden Valley PTO to Hidden Valley Elementary in support of student programs; an anonymous donation of \$360 to Harriet Bishop Elementary for sixth grade yearbooks</li> <li>- Certify that the District Environmental Health &amp; Safety Program Management Plans, as described in "MDE Attachment 10," represents the district's environmental health and safety management plan and that such plan will be implemented during fiscal year 2010-2011</li> <li>- Approve the 2010-2011 parent handbook for the Early Childhood Special Education Program</li> <li>- Approve the birth to three Early Childhood Special Education calendar for the 2010-2011 school year</li> <li>- Approve an extended field trip for the BHS Language Arts Department to go to Spain June 14-24, 2010</li> <li>- Approve the job description and revisions for the position of Communications Technology Specialist</li> </ul> <p>Chair Currier made special mention of the generous donations. Motion carried unanimously (4,0).</p>	<p>Donations</p> <p>MDE Attachment 10</p> <p>ECSE Parent Handbook ECSE Calendar for 2010-2011 Extended Field Trip Job Description</p>
<p>The proposed budget for 2010-2011, presented by Business Manager Lisa Rider, will be considered for adoption at the June 17 meeting. As anticipated, the 2010-11 General Fund Budget shows a deficit of approximately \$3.1 million. The proposed budget represents our best estimate of revenues and expenditures and is subject to revision.</p>	<p>2010-2011 Proposed Budget</p>
<p>Moved by Director Martin, seconded by Director Morrison, to approve the changes to the Junior High Student/Parent Handbook for 2010-2011. Motion carried unanimously (4,0).</p>	<p>Junior High Student/Parent Handbook</p>
<p>Board members received a Teaching &amp; Learning Summary report from Assistant Superintendent Sandi Novak that highlighted many of the student and staff achievements during the 2009-10 school year.</p>	<p>Teaching &amp; Learning Summary</p>
<p>Moved by Director Hill, seconded by Director Martin, to postpone Agenda Item IV.D (approval of the collective bargaining agreement with the Burnsville Principals Association) to the June 17, 2010 meeting. Motion carried unanimously (4,0).</p>	<p>BPA Agreement</p>
<p>Moved by Director Hill, seconded by Director Martin, to approve the job description for a BALC Targeted Services Coordinator and 1.0 position for the 2010-2011 school year. Motion carried unanimously</p>	<p>Job Description and Position</p>

(4,0).

Moved by Director Morrison, seconded by Director Martin, to approve the Memorandum of Understanding with the Burnsville Association of Educational Assistants that extends the right of recall via the preferential hiring list until December 31, 2012 for Title I Educational Assistants and 2b Educational Assistants terminated at the end of the 2009-2010 school year. Motion carried unanimously (4,0).

MOU with the BAEA

Student Advisor Elsagher provided an update on spring sports; reported that four BHS students recently earned recognition in secondary vocational education programs; the student council hosted its second annual "Mr. Burnsville" contest; and upcoming graduation on June 11.

Student Report

Dr. Clegg reported on Rahn Elementary School's 40<sup>th</sup> Anniversary open house, scheduled graduation ceremonies, opening of the district's Welcome Center, incentives to attend Rahn Elementary, filing dates for four 4-year terms on the Board of Education, and Community Education summer programs.

Superintendent Report

Board members reported on numerous activities they have attended or participated in during May including the presentation of student awards, BHS Clean-up Day, Junior Book Awards, band and choir performances, Children's Art Festival, BHS performance of "Showcase," and retirement events.

Board Member Reports

The meeting was adjourned at 8:10 p.m.

Adjourn

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Susan Martin, Acting Clerk

**Special Board Meeting - Minutes  
INDEPENDENT SCHOOL DISTRICT 191  
June 7, 2010**

The meeting of the Board of Education was called to order by Chair Currier at 3:30 p.m. at the Administrative Services Center.

Call to Order

Members Present: Directors Banyard, Hill, Luth, Sweep and Chair Currier.

Attendance

Moved by Director Sweep, seconded by Director Luth, to approve an extended fieldtrip to England for Eagle Ridge Junior High School language students during the summer of 2010 [June 14-25, 2010]. Motion carried unanimously (5,0).

Extended  
Field Trip

Moved by Director Hill, seconded by Director Sweep, to adjourn the meeting at 3:37 p.m.

Adjourn

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Sandra M. Sweep, Clerk

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

TO: Members, Board of Education  
Randall Clegg, Superintendent

FROM: Susan J. Grissom, Executive Director Human Resources

DATE: June 17, 2010

RE: Recommended Personnel Changes

**Administrative  
Leave of Absence**

Dawn Willson

\*Director of Health Services, requests a medical leave of absence, effective 7/12/10 – 7/26/10

**Certified  
Appointment**

Brianna Ackerman

-Replacement-Teacher, Art, MJH, .6 FTE, effective 2010/11 school year

Nancy Birch

\*New-TOSA, Targeted Services Coordinator, BALC, 1.0 FTE, effective 2010/11 school year

Kathleen Bunkers

-Replacement-Teacher, Spec.Ed. Resource, BHS, 1.0 FTE, effective 2010/11 school year

Sabrina Dahl

\*Replacement-Long term substitute, 1.0 FTE, Rahn, effective 2010/11 school year

Joshua Fish

-Replacement-Teacher, Spec. Ed. Resource, BHS, 1.0 FTE, effective 2010/11 school year

Megan Hegland

\*Replacement-Teacher, Spec. Ed. Resource, BHS, 1.0 FTE, effective 2010/11 school year

Remi Huyen

-Replacement-Teacher, Spec. Ed. Resource, BHS, 1.0 FTE, effective 2010/11 school year

Angela Schnobrich

-New-Teacher, Reading, MJH, 1.0 FTE, effective 2010/11 school year

Emilie Trask

-Replacement-Teacher, Spec. Ed., NJH, 1.0 FTE, effective 2010/11 school year

Kimberly Wood

-Replacement-Teacher, Music, VV, 1.0 FTE, effective 2010/11 school year

**Change in Assignment**

Anne Condon

-Teacher, NJH, assignment increases to .9 FTE, effective 2010/11 school year

\*added to original report  
Burnsville-Eagan-Savage #191  
Board Meeting – 06/17/2010

**Leave of Absence**

Leanne Collins

-Teacher, Byrne, requests to participate in the part time teacher program .25 FTE, working .75 FTE, effective 2010/11 school year

Beth Leighton

\*Teacher, requests a 1.0 FTE maternity leave of absence, effective approx. 9/24/20 for a period of 6 weeks

Jennifer McDevitt

-Teacher, BHS, requests a .2 FTE general leave of absence, working .8 FTE, effective 2010/11 school year

Elizabeth Stitzmeyer

-Teacher, SO, requests a 1.0 FTE FMLA/maternity leave of absence, effective approx. 9/24/10 for a period of 6 weeks

**Recall from Termination**

Amy Faust

\*TOSA, Literacy Coordinator, 1.0 FTE, effective 2010/11 school year

Aimee Hagen

-Teacher, Kindergarten, VV, .5 FTE, effective 2010/11 school year

Julie Johnston

-Teacher, Grade 6, HB, 1.0 FTE, effective 2010/11 school year

Margaret Podominick

-Teacher, Grade 1, HV, 1.0 FTE, effective 2010/11 school year

**Resignation**

Sean Figg

\*Teacher, MJH, effective 6/11/10

Carrie Giltner

-Teacher, BHS/ER, effective 6/11/10

Christian King

-Teacher, BHS, effective 6/11/10

**Classified Appointment**

Cindy Crosbie

-Replacement-Principal Secretary, Rahn, 10 ½ months per year, 8 hours per day, effective August 2, 2010

Joy Demuth

-Replacement-Contract Management Specialist, ASC, 8 hrs/day, 12 months/yr, effective 6/21/10

Donald Koch

-Replacement-MEA, Byrne, 6.5 hrs/day, effective May 3, 2010

**Recall from Termination**

Tammy Dylla

-MEA, ST, 6.5 hrs/day, effective 2010/11 school year

Lori Schiller

-EA-Level IV, MWS, 6.5 hrs/day, effective 2010/11 school year

**Resignation**

Merietta Johnson

\*Cook Helper, BHS, effective 6/10/10

Judy Mathews

-2<sup>nd</sup> Cook, NJH, effective 6/10/10

\*added to original report  
Burnsville-Eagan-Savage #191  
Board Meeting – 06/17/2010



## **OFFICE OF INDIVIDUALIZED STUDENT SERVICES**

TO: Randy Clegg, Superintendent II.B.3

FROM: Stephanie Corbey, Executive Director

DATE: June 1, 2010

RE: Donation to Early Childhood Special Education (ECSE) Program

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It is my recommendation that the School Board of Independent School District #191 accept a donation in the amount of \$235.00 from the following families: Jim and Robin Bitzegαιο, David and Vicki Newendorp, Graham and Jana Riesselman, Brian and Mandy Sandler, Jen and Jon Bentz, Ginger Bircholz, and Chris and Allison Grajkowske. These families held a garage sale and donated the proceeds to the ECSE program at Diamondhead Center.

The staff and students in the Early Childhood Special Education program are grateful for their generous donation and want to extend our appreciation for their support.

C: Sue Breun, ECSE Coordinator



June 4<sup>th</sup>, 2010

II.B.3

To: Board of Education  
Independent School District #191

From: Jeremy M. Willey  
Principal  
Marion W. Savage Elementary

It is my recommendation that the Board of Education of District 191 accept the following check from the Marion W. Savage Elementary School PTO. The money was raised through organized fundraising efforts to purchase classroom literacy in every classroom at MWS. In total, the MWS Parent – Teacher Organization donated \$2,177.82 to the students in our learning community.

We continue to receive strong support from the families of our school. We are most appreciative of the many hours they volunteer, provide leadership, and support us financially. We have been able to greatly enhance the educational programs and experiences that were/are provided to all of our students.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeremy M. Willey".

Jeremy M. Willey  
Principal  
Marion W. Savage Elementary School

To: Dr. Randy Clegg  
From: Rob Nelson  
CC: Rose Herrmann (Code – 01-491-260-000-096-000)  
Date: June 4, 2010  
Memo: Wells Fargo Donation

II.B.3

I am pleased to inform you that Harriet Bishop Elementary School has received a Wells Fargo Community Support Campaign charitable donation in the amount of \$50.00. I would like to recognize and thank Kitta Teso, parent, who recognized Harriet Bishop for this contribution.

I recommend that the School Board accept this donation in the amount of \$50.00 from Wells Fargo.

# Memorandum

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**To:** Randy Clegg II.B.3  
**CC:** Minneapolis-St. Paul Post of the Society of American Military Engineers  
(SAME)  
**From:** Rob Nelson  
**Date:** 6/9/2010  
**Re:** Grant

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I recommend that the Board of Education accept the grant in the amount of \$2,355.73 from the Minneapolis-St. Paul Post of the Society of American Military Engineers. This is money will be used to purchase stream tables for our science program.

We are grateful for the generous support provided by the Minneapolis-St. Paul Post of the Society of American Military Engineers.

Please code the entire amount as follows:

01-491-260-000-096-000 \$2,355.73

/jh

## Gifts to Metcalf Junior High and ISD 191 for 2009-10

I recommend that the Board of Education accept the following gifts from the following people/companies and how they will be used.

Metcalf appreciates all of the generosity of these people/companies.

These gifts have been deposited into the appropriate General Fund accounts.

### ADMINISTRATION

<i>BP Gas Fundraiser</i>	338.30
<i>Herff Jones Commission for Student Pictures</i>	601.00
<i>L. Engstrom Matching Funds (7/9 - 2/10)</i>	1,396.23

### CO-CURRICULAR

<i>PTO Grant for Student Field Trip Scholarships</i>	673.40
<i>South River Hills Days Sales for Student Scholarships</i>	326.60
<i>Wells Fargo Community Support (January-May/2010)</i>	528.23
<i>Global Impact</i>	90.00

### DRAMA

<i>PTO Grant for light trees, carrying bag, dimmer pack, lights</i>	1,538.00
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### ESL

<i>PTO Grant for low ability novels for ELL students</i>	150.00
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### FAMILY & CONSUMER SCIENCES

<i>PTO Grant for cookie sheets, muffin tins, etc.</i>	340.05
<i>PTO Grant for 3 stoves and 1 refrigerator</i>	1,930.00

### HOPE FOR TOMORROW

<i>Dakota County for Field Trip Transportation (11/3/09)</i>	218.33
<i>Dakota County for Field Trip Transportation (2/23/10)</i>	185.14

### LANGUAGE ARTS

<i>PTO Grant for DVD/VCR</i>	95.00
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### MATH

<i>Gift from Parent to buy items for Math.</i>	100.00
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### MUSIC

<i>PTO Grant for projection screen</i>	399.00
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### NURSE

<i>PTO Grant for 14 cubic ft refrigerator for Health Office</i>	500.00
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### PHYSICAL EDUCATION

<i>PTO Grant for Body Power half rack - deluxe</i>	1,000.00
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### SOCIAL STUDIES

<i>Macalester College transportation reimbursement</i>	120.00
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### SPECIAL EDUCATION

<i>PTO Grant for Jr. FEST program</i>	191.00
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### TECHNOLOGY EDUCATION

<i>PTO Grant for Sony Handicam</i>	249.99
<i>Rotary Club</i>	125.00

## TOTAL GIFTS

**\$10,756.97**



June 9, 2010

II.B.3

To: Board of Education  
Independent School District #191

From: Jeremy M. Willey  
Principal  
Marion W. Savage Elementary

It is my recommendation that the Board of Education of District 191 accept the following check from the Marion W. Savage Elementary School PTO. The money was raised through organized fundraising efforts to provide field trip and transportation scholarships for students in every classroom at MWS. In total, the MWS Parent – Teacher Organization donated \$3100 to the students in our learning community.

We continue to receive strong support from the families of our school. We are most appreciative of the many hours they volunteer, provide leadership, and support us financially. We have been able to greatly enhance the educational programs and experiences that were/are provided to all of our students.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeremy M. Willey". The signature is fluid and cursive.

Jeremy M. Willey  
Principal  
Marion W. Savage Elementary School

TO: Board of Education II.B.3  
Dr. Randall Clegg, Superintendent

FROM: Taber Akin, Principal – Sioux Trail School

DATE: June 8, 2010

RE: Special Donation

The parents of Sioux Trail work tirelessly for the success of all our students. Evidence of this can be seen in the extensive volunteerism and generosity of monetary gifts.

I request that the following community support donations be accepted by our district for Sioux Trail Elementary School:

Sioux Trail PTO	3 Projectors, Die Cuts, Seekers, and paper	\$5,600.00
		<hr/>
		\$5,600.00



To: Dr. Randall Clegg and the School Board II.B.3  
From: Dr. Susan Risius, Vista View Elementary Principal  
Date: June 10, 2010  
Re: 2010 Target School Library Makeover

I am pleased to announce that Vista View Elementary School has received \$500 from the 2010 Target School Library Makeover. Target has teamed up with First Book to provide new books to school libraries across the country, and we are honored to be a part of this generous donation.

We were able to choose \$500 worth of children's books on First Book Marketplace, First Book's online store. These books will arrive this summer and will be placed in our library. The books that were chosen are a variety of fiction and nonfiction books, with a majority of them matching our Social Studies and Science Standards and Benchmarks.

These books will be available for students and teachers to checkout throughout the year. The books are of varied reading abilities so all of our students will benefit from this generous gift!

# Memorandum

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**To:** Dr. Randall Clegg I.I.B.3  
**CC:** Rose Hermann  
**From:** Kay Fecke  
**Date:** 6/11/2010  
**Re:** Donation

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I recommend that the Board of Education accept the donation of 800 new 3-ring binders of various sizes (valued at \$800.00) from Bryan Reichel, CEO/Chairman of PureChoice (11481 Rupp Drive, Burnsville, MN 55337) to Sky Oaks Elementary School. The binders will be used for students in the classrooms for the 2009-2010 and 2010-2011 school years.

We are grateful for their generous support of education and Sky Oaks School.

# Memorandum

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**To:** Dr. Randall Clegg  
**CC:** Rose Hermann  
**From:** Kay Fecke  
**Date:** 6/16/2010  
**Re:** Donation

II.B.3

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I recommend that the Board of Education accept the donation of \$500.00 from RBC Foundation (RBC Plaza, 60 South Sixth Street, Minneapolis, MN 55402-4422) to Sky Oaks Elementary School. The donation will be used toward educational supplies for the students of Mary Hatrick (Classroom Cash for Tribute to Teachers Winner).

Please deposit the money into the following account: 01-489-202-000-099-000.

We are grateful for their generous support of education and Sky Oaks School.

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DATE: June 15, 2010 II.B.3  
TO: Dr. Randall Clegg, Superintendent of Schools  
FROM: Laura Pierce, Principal  
SUBJECT: OfficeMax Adopt-A-Classroom Donations

It is my recommendation that the School Board of Independent School District #191 accept the generous donation from OfficeMax of \$795.16 in classroom supplies. These supplies were purchased by teachers through donations made to the Adopt-A-Classroom program.

On behalf of our students and staff, I extend a sincere thank you to OfficeMax for this program.

DATE: June 15, 2010 II.B.3  
TO: Superintendent Clegg  
Board of Education  
FROM: Laura Pierce, Principal  
RE: Donations

Gideon Pond has received a donation of 168 books from parents in the amount of \$1656.00. This donation supports Pond's Celebration Book Club. I recommend the Board of Education recognize and accept this donation from the parents and students.

I am grateful for the generous support from the families of Gideon Pond.

DATE: June 15, 2010

II.B.3

TO: Superintendent Clegg  
Board of Education

FROM: Laura Pierce, Principal

RE: Donations

I recommend the Board of Education recognize and accept the following donations:

\$18.00 received from Mrs. Yolanda Raichert through the Blue Cross/Blue Shield United Way campaign

\$8.82 received from an anonymous doner through Target Corporation

The donations from Mrs. Raichert and the anonymous doner will be used to enhance the learning opportunities for our students.

I am grateful for the generous support from Mrs. Raichert and the Target Corporation anonymous doner.



**Agenda II-B-4  
June 17, 2010**

**TO: Dr. Randall Clegg, Superintendent**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: June 17, 2010**  
**RE: May Payroll, Claims and Receipts**

**RECOMMENDATION:** That the Board approve May payroll checks numbered 714386-714490, and Direct Deposit notices numbered 391151-394450, in the net amount of \$3,703,503.72. May & June claims to date represented by checks numbered 398763-399538, 1000844-1001047, 100431-100433 and wire transfers and adjustments, totaling \$6,132,258.06. Also, that the Board accepts May receipts of \$28,178,349.57 and investments for General Operations and Alt. Facilities and OPEB of \$25,241,916.15 as of May 31, 2010.

May payroll, wire transfers, claims and receipts have been prepared under the direction of Scott Brown, Director of Accounting Services, and is presented for approval by the School Board. I would be glad to answer any questions.

LKR/mp

**INDEPENDENT SCHOOL DISTRICT 191  
FINANCIAL REPORT  
May 31, 2010**

**CASH RECEIPTS**

Receipts 68104-68611		\$ 28,178,409.57
Miscellaneous Adjustments		<u>(60.00)</u>

<b>TOTAL MAY CASH RECEIVED</b>		<b><u>\$ 28,178,349.57</u></b>
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**CASH DISBURSEMENTS**

May		\$ 3,703,503.72
Regular Payroll Checks	714386-714490	
Direct Deposit Notices	391151-394450	

April Payables Previously Approved		1,327,631.05
May Claims:		
Previously Approved		367,607.07
Checks:	398763-399096	
	399247-399296	
	1000844-1001001	588,380.70

May Wire Transfers:		4,195,557.03
Miscellaneous Adjustments		<u>92,216.66</u>

<b>TOTALMAY CASH DISBURSED</b>		<b><u>\$ 10,274,896.23</u></b>
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**TOTAL EXPENSES TO BE APPROVED**

May Cash Disbursed		\$ 10,274,896.23
Less: Items Previously Approved		(1,695,238.12)

Plus: May Payables:		
Checks:	399097-399246	971,040.51
	399408-399538	

June Claims:		
Checks:	399297-399407	285,063.16
	1001002-1001047	
	100431-100433	

<b>TOTAL TO BE APPROVED</b>		<b><u>\$ 9,835,761.78</u></b>
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Investments: General Operations		\$9,500,000.00
Alt Facility Purposes		\$15,741,916.15
OPEB		
		<u>\$25,241,916.15</u>

**INDEPENDENT SCHOOL DISTRICT 191  
GENERAL OUTSTANDING INVESTMENTS  
31-May-10**

Purchase Date	Depository	Investment Type	CD Yield	Maturity Date	Purchase Amount
8/20/2009	MN Trust	CD	0.809	7/27/2010	\$ 4,500,000.00
8/20/2009	MN Trust	CD	1.200	9/14/2010	5,000,000.00
Ending Balance					\$ 9,500,000.00

**INDEPENDENT SCHOOL DISTRICT 191  
ALT FACILITY OUTSTANDING INVESTMENTS  
31-May-10**

Purchase Date	Depository	Investment Type	CD Yield	Maturity Date	Purchase Amount
All investments have matured, remaining cash is held in Money Market					
					\$ -

**INDEPENDENT SCHOOL DISTRICT 191  
OPEB OUTSTANDING INVESTMENTS  
31-May-10**

Purchase Date	Depository	Investment Type	CD Yield	Maturity Date	Purchase Amount
4/24/2009	MN Trust	CD	avg. 1.53	6/15/2010	\$ 1,068,000.00
12/17/2009	MN Trust	CD	0.865	12/17/2010	146,000.00
12/17/2009	MN Trust	CD	0.763	12/17/2010	248,100.00
12/23/2009	MN Trust	CD	0.570	12/23/2010	248,500.00
11/25/2009	MN Trust	CD	1.250	5/15/2011	248,000.00
4/24/2009	MN Trust	CD	1.800	6/10/2011	96,000.00
4/24/2009	MN Trust	CD	1.790	6/15/2011	2,704,000.00
12/17/2009	MN Trust	CD	0.994	6/15/2011	246,300.00
12/15/2009	MN Trust	CD	1.409	12/15/2011	243,100.00
12/16/2009	MN Trust	CD	2.150	12/16/2011	239,600.00
12/23/2009	MN Trust	CD	1.168	12/23/2011	244,200.00
9/29/2009	MN Trust	SEC	2.30	2/1/2012	190,642.20
8/26/2009	MN Trust	SEC	2.200	2/1/2012	501,765.00
6/23/2009	MN Trust	SEC	4.000	2/1/2012	1,080,686.30
8/13/2009	MN Trust	SEC	2.450	4/1/2012	125,473.75
9/4/2009	MN Trust	CD	2.10	6/4/2012	235,600.00
9/10/2009	MN Trust	CD	2.10	6/8/2012	235,300.00
9/8/2009	MN Trust	SEC	2.10	6/8/2012	245,000.00
9/18/2009	MN Trust	CD	1.99	6/15/2012	237,000.00
12/16/2009	MN Trust	SEC	2.000	6/18/2012	245,000.00
12/22/2009	MN Trust	SEC	1.900	6/22/2012	245,000.00
9/9/2009	MN Trust	CD	2.12	6/25/2012	236,000.00
12/30/2009	MN Trust	SEC	1.700	6/29/2012	245,000.00
11/2/2009	MN Trust	CD	3.000	6/29/2012	245,000.00
12/31/2009	MN Trust	SEC	1.800	7/2/2012	245,000.00
8/3/2009	MN Trust	SEC	3.000	2/1/2013	101,194.00
10/19/2009	MN Trust	SEC	2.100	2/1/2013	800,000.00
9/2/2009	MN Trust	CD	2.55	6/3/2013	227,500.00
9/4/2009	MN Trust	CD	2.56	6/5/2013	455,100.00
10/1/2009	MN Trust	SEC	2.65	12/30/2013	245,000.00
10/13/2009	MN Trust	SEC	2.88	2/1/2014	385,000.00
10/15/2009	MN Trust	SEC	2.88	2/1/2014	935,000.00
9/1/2009	MN Trust	SEC	2.98	3/1/2014	723,607.20
7/15/2009	MN Trust	SEC	5.00	2/1/2015	328,432.60
11/12/2009	MN Trust	SEC	3.80	2/1/2015	1,024,310.00
6/29/2009	MN Trust	SEC	3.35	6/1/2015	472,505.10
					15,741,916.15
GRAND TOTAL:					\$ 25,241,916.15

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
1000844	E	\$55.65	05/12/10	88888	16377	ALEXON, BETH J	OUTSTANDING
1000845	E	\$292.98	05/12/10	88888	10851	BURNS, POLLYANNA M	OUTSTANDING
1000846	E	\$18.25	05/12/10	88888	15057	BYRNES, DARREN A	OUTSTANDING
1000847	E	\$16.99	05/12/10	88888	11482	BRAUCH, JANE L	OUTSTANDING
1000848	E	\$75.00	05/12/10	88888	9373	BROWN, MARY KAY	OUTSTANDING
1000849	E	\$41.96	05/12/10	88888	15549	BECKER, BRENDA S	OUTSTANDING
1000850	E	\$58.90	05/12/10	88888	16606	BRANYON, KRISTINE A	OUTSTANDING
1000851	E	\$160.10	05/12/10	88888	10828	CLASEN, TIA	OUTSTANDING
1000852	E	\$294.24	05/12/10	88888	17121	CRAWFORD, MELANIE K	OUTSTANDING
1000853	E	\$18.81	05/12/10	88888	17121	CRAWFORD, MELANIE K	OUTSTANDING
1000854	E	\$17.76	05/12/10	88888	10828	CLASEN, TIA	OUTSTANDING
1000855	E	\$42.00	05/12/10	88888	15074	CHAMERLIK, KAREN	OUTSTANDING
1000856	E	\$367.54	05/12/10	88888	6092	DOYLE, SANDRA J.	OUTSTANDING
1000857	E	\$52.33	05/12/10	88888	15021	DALY, JULIE	OUTSTANDING
1000858	E	\$52.00	05/12/10	88888	11355	DUETHMAN, ELIZABETH A	OUTSTANDING
1000859	E	\$41.00	05/12/10	88888	16609	DUGAN, ANDREA D	OUTSTANDING
1000860	E	\$213.06	05/12/10	88888	16920	DETTLING, AMY LYN	OUTSTANDING
1000861	E	\$55.80	05/12/10	88888	16920	DETTLING, AMY LYN	OUTSTANDING
1000862	E	\$47.50	05/12/10	88888	14641	ENGSTROM, HEATHER L	OUTSTANDING
1000863	E	\$20.48	05/12/10	88888	16892	EPPS, SHERI L	OUTSTANDING
1000864	E	\$100.00	05/12/10	88888	15746	EKEGREN, LARRY	OUTSTANDING
1000865	E	\$34.99	05/12/10	88888	7010	FISCHER, CHERI RAE	OUTSTANDING
1000866	E	\$76.71	05/12/10	88888	9689	FINN, FAY E	OUTSTANDING
1000867	E	\$1257.84	05/12/10	88888	15996	FRENCH, KEITH J	OUTSTANDING
1000868	E	\$56.07	05/12/10	88888	15682	GONZALEZ, MEGAN	OUTSTANDING
1000869	E	\$75.00	05/12/10	88888	6564	HAUGEN, DEBORAH	OUTSTANDING
1000870	E	\$6.00	05/12/10	88888	16069	HUGHES, SHEILA M	OUTSTANDING
1000871	E	\$108.37	05/12/10	88888	14501	HARRISON, STACY LYNN	OUTSTANDING
1000872	E	\$102.79	05/12/10	88888	11586	HOOSTAL, JULIE	OUTSTANDING
1000873	E	\$171.70	05/12/10	88888	8309	HENDRIX, EUGENIA M	OUTSTANDING
1000874	E	\$39.00	05/12/10	88888	8255	HILL, KARI L	OUTSTANDING
1000875	E	\$27.30	05/12/10	88888	13378	HAPPE, NICOLE	OUTSTANDING
1000876	E	\$594.00	05/12/10	88888	13202	HRIMNAK, SANDI J	OUTSTANDING
1000877	E	\$157.02	05/12/10	88888	14601	HOESCHEN, KERRY	OUTSTANDING
1000878	E	\$34.27	05/12/10	88888	3383	ILES, CORNELIA	OUTSTANDING
1000879	E	\$91.70	05/12/10	88888	16709	JOHNSON, SARAH A	OUTSTANDING
1000880	E	\$21.54	05/12/10	88888	16428	JORDAN, ALLISON A	OUTSTANDING
1000881	E	\$8.49	05/12/10	88888	16004	JORGENSEN, SHANNON E	OUTSTANDING
1000882	E	\$232.43	05/12/10	88888	15691	KING, LAURIE J	OUTSTANDING
1000883	E	\$101.05	05/12/10	88888	6810	KNUDSEN, EYVENIA	OUTSTANDING
1000884	E	\$39.80	05/12/10	88888	16789	KRONABETTER, JULIE	OUTSTANDING
1000885	E	\$40.50	05/12/10	88888	16589	LOTT, MARY TRACEY	OUTSTANDING
1000886	E	\$48.45	05/12/10	88888	2080	LEONARD, BEVERLY	OUTSTANDING
1000887	E	\$38.00	05/12/10	88888	16705	LICHLITER, JENNIFER M	OUTSTANDING
1000888	E	\$84.23	05/12/10	88888	2469	LAWELLIN, MARCIA	OUTSTANDING
1000889	E	\$38.97	05/12/10	88888	16677	MATHERS, KASSANDRA L	OUTSTANDING
1000890	E	\$455.50	05/12/10	88888	7326	MORRISSETTE, BRUCE P	OUTSTANDING
1000891	E	\$172.65	05/12/10	88888	7467	MUCHOW, MARK R	OUTSTANDING
1000892	E	\$31.55	05/12/10	88888	14612	MULLINS, CYNTHIA	OUTSTANDING
1000893	E	\$91.40	05/12/10	88888	14292	NEHER, TAMALA SUE	OUTSTANDING
1000894	E	\$24.05	05/12/10	88888	9756	NELSON, ROBERT J	OUTSTANDING
1000895	E	\$71.25	05/12/10	88888	17003	OLSON, ANGELA JOY	OUTSTANDING

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
1000896	E	\$660.43	05/12/10	88888	8627	ORTH, STEVEN D. R.	OUTSTANDING
1000897	E	\$33.57	05/12/10	88888	16712	QUAST, LUCIA JANE	OUTSTANDING
1000898	E	\$27.88	05/12/10	88888	13879	REISINGER, TONETTE A	OUTSTANDING
1000899	E	\$23.83	05/12/10	88888	13879	REISINGER, TONETTE A	OUTSTANDING
1000900	E	\$1373.53	05/12/10	88888	7829	ROCZNIAK, EUGENE A	OUTSTANDING
1000901	E	\$94.96	05/12/10	88888	16993	ROGNESS, NANCY L T	OUTSTANDING
1000902	E	\$23.00	05/12/10	88888	15923	RUNNING, CATHY S	OUTSTANDING
1000903	E	\$30.20	05/12/10	88888	11689	SCHWAB, ANGELA M	OUTSTANDING
1000904	E	\$20.85	05/12/10	88888	7827	SEARS, MARGARET L	OUTSTANDING
1000905	E	\$349.50	05/12/10	88888	14961	SPRY, KARIE	OUTSTANDING
1000906	E	\$56.50	05/12/10	88888	16021	STREET, CHERYL K	OUTSTANDING
1000907	E	\$73.24	05/12/10	88888	3582	TAYLOR, BRADLEY S	OUTSTANDING
1000908	E	\$47.50	05/12/10	88888	13905	WENDLING, PAULA L	OUTSTANDING
1000909	E	\$63.34	05/12/10	88888	10972	WITTNEBEL, KATHY	OUTSTANDING
1000910	E	\$51.12	05/12/10	88888	16232	WORKMAN, CAROLYN J	OUTSTANDING
1000911	E	\$154.45	05/12/10	88888	16831	WRIGHT, KEVIN P	OUTSTANDING
1000912	E	\$41.09	05/19/10	88888	15375	BIRCH, NANCY A	OUTSTANDING
1000913	E	\$10.67	05/19/10	88888	1628	BONG, BYRON	OUTSTANDING
1000914	E	\$64.30	05/19/10	88888	14963	BROADY, JOANNE	OUTSTANDING
1000915	E	\$593.83	05/19/10	88888	15237	BEAL, DIANE E	OUTSTANDING
1000916	E	\$401.84	05/19/10	88888	12806	CORBAY, STEPHANIE A	OUTSTANDING
1000917	E	\$44.06	05/19/10	88888	16604	COPP, DAVID A	OUTSTANDING
1000918	E	\$104.08	05/19/10	88888	16600	DAY, MARLYS L	OUTSTANDING
1000919	E	\$453.75	05/19/10	88888	15808	ESPINOZA, CYNTHIA L	OUTSTANDING
1000920	E	\$60.85	05/19/10	88888	16949	FAUST, AMY K	OUTSTANDING
1000921	E	\$21.41	05/19/10	88888	14989	GRUENEICH, JANELLE	OUTSTANDING
1000922	E	\$117.24	05/19/10	88888	15223	HERTLE, MICHELE L	OUTSTANDING
1000923	E	\$170.00	05/19/10	88888	4732	JOHNSON, LORI ANN	OUTSTANDING
1000924	E	\$18.20	05/19/10	88888	16004	JORGENSEN, SHANNON E	OUTSTANDING
1000925	E	\$45.67	05/19/10	88888	8797	KNOTT, KELLY S	OUTSTANDING
1000926	E	\$100.00	05/19/10	88888	12367	KAUFMAN, MARGARET M	OUTSTANDING
1000927	E	\$27.92	05/19/10	88888	12303	LOESCH, JAKE	OUTSTANDING
1000928	E	\$48.08	05/19/10	88888	12303	LOESCH, JAKE	OUTSTANDING
1000929	E	\$275.00	05/19/10	88888	7268	MESARCHIK, MARY L	OUTSTANDING
1000930	E	\$60.27	05/19/10	88888	14996	MUSA-AGBONENI, KARI	OUTSTANDING
1000931	E	\$311.96	05/19/10	88888	7257	O'REILLY, JOHN T	OUTSTANDING
1000932	E	\$63.03	05/19/10	88888	8627	ORTH, STEVEN D. R.	OUTSTANDING
1000933	E	\$128.57	05/19/10	88888	8627	ORTH, STEVEN D. R.	OUTSTANDING
1000934	E	\$37.95	05/19/10	88888	14964	PARENT, ANDREA J	OUTSTANDING
1000935	E	\$13.50	05/19/10	88888	16318	PEDERSEN, SARAH R	OUTSTANDING
1000936	E	\$38.35	05/19/10	88888	16103	PILNEY, MAUREEN A	OUTSTANDING
1000937	E	\$119.00	05/19/10	88888	9670	ROBOLE, VICKI M	OUTSTANDING
1000938	E	\$41.40	05/19/10	88888	14609	ROESKE, MELISSA L	OUTSTANDING
1000939	E	\$217.31	05/19/10	88888	11318	STORCK, MARK R	OUTSTANDING
1000940	E	\$40.00	05/19/10	88888	9915	SWEENEY, ANN M	OUTSTANDING
1000941	E	\$485.60	05/19/10	88888	4518	THOM, MARLYS	OUTSTANDING
1000942	E	\$150.73	05/19/10	88888	4518	THOM, MARLYS	OUTSTANDING
1000943	E	\$22.50	05/19/10	88888	15695	THOMPSON, HYE-JEONG M	OUTSTANDING
1000944	E	\$45.00	05/19/10	88888	14811	THURBER, LAURIE	OUTSTANDING
1000945	E	\$100.00	05/19/10	88888	14021	VON ESCHEN, MERRIEJANE E	OUTSTANDING
1000946	E	\$32.00	05/19/10	88888	6077	WEGLEITNER, JANE M	OUTSTANDING
1000947	E	\$20.30	05/19/10	88888	16914	WEIR ALDAHL, ALBERTA S	OUTSTANDING

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
1000948	E	\$63.00	05/19/10	88888	15899	ZEMPEL, LAURA	OUTSTANDING
1000949	E	\$259.89	05/26/10	88888	13406	ALLEN, SUSAN M	OUTSTANDING
1000950	E	\$30.95	05/26/10	88888	6956	ASHLEY, MARY K	OUTSTANDING
1000951	E	\$138.87	05/26/10	88888	3696	BERG, CAROL K	OUTSTANDING
1000952	E	\$103.75	05/26/10	88888	16309	BAIMA, STEPHANIE A	OUTSTANDING
1000953	E	\$40.00	05/26/10	88888	10851	BURNS, POLLYANNA M	OUTSTANDING
1000954	E	\$155.00	05/26/10	88888	17110	BROWN, SCOTT F D	OUTSTANDING
1000955	E	\$37.47	05/26/10	88888	6858	BARZEE, KATHRYN L	OUTSTANDING
1000956	E	\$48.00	05/26/10	88888	15074	CHAMERLIK, KAREN	OUTSTANDING
1000957	E	\$400.00	05/26/10	88888	16560	CLEGG, RANDALL B	OUTSTANDING
1000958	E	\$82.60	05/26/10	88888	15922	DUNN, RUTH C	OUTSTANDING
1000959	E	\$113.99	05/26/10	88888	14969	DEMPSEY, JODI JEAN	OUTSTANDING
1000960	E	\$41.10	05/26/10	88888	2297	DAVIS, MARJEAN	OUTSTANDING
1000961	E	\$70.00	05/26/10	88888	12411	ERZ, MARCIA	OUTSTANDING
1000962	E	\$212.55	05/26/10	88888	7941	FEIL, BEVERLEY A	OUTSTANDING
1000963	E	\$57.19	05/26/10	88888	13189	FACE, JENNIFER L	OUTSTANDING
1000964	E	\$105.67	05/26/10	88888	8128	GIERADA, BARBARA L	OUTSTANDING
1000965	E	\$108.75	05/26/10	88888	14219	GRIES, BRENDA J	OUTSTANDING
1000966	E	\$98.52	05/26/10	88888	13535	GROVER, MELISSA MANGER	OUTSTANDING
1000967	E	\$336.58	05/26/10	88888	3560	GRISSOM, SUSAN J.	OUTSTANDING
1000968	E	\$54.80	05/26/10	88888	7399	GILES, SHARI M THEIS	OUTSTANDING
1000969	E	\$81.48	05/26/10	88888	3383	ILES, CORNELIA	OUTSTANDING
1000970	E	\$15.96	05/26/10	88888	9093	JACKSON, DEBORAH K	OUTSTANDING
1000971	E	\$39.88	05/26/10	88888	16648	LARSON, KIRSTIN M	OUTSTANDING
1000972	E	\$35.68	05/26/10	88888	16451	LOPEZ, MARIA T	OUTSTANDING
1000973	E	\$70.00	05/26/10	88888	6171	LARSON, ARLENE R	OUTSTANDING
1000974	E	\$113.94	05/26/10	88888	17082	LADUKE, LIZETTE	OUTSTANDING
1000975	E	\$30.78	05/26/10	88888	1223	MACKENZIE-POLANSKI, JANET LOUISE	OUTSTANDING
1000976	E	\$153.54	05/26/10	88888	9501	MOSEY, PATRICIA	OUTSTANDING
1000977	E	\$137.52	05/26/10	88888	9501	MOSEY, PATRICIA	OUTSTANDING
1000978	E	\$100.00	05/26/10	88888	9756	NELSON, ROBERT J	OUTSTANDING
1000979	E	\$163.71	05/26/10	88888	15112	NELSON, TARA A	OUTSTANDING
1000980	E	\$153.50	05/26/10	88888	16501	NESS, KAREN M	OUTSTANDING
1000981	E	\$6.84	05/26/10	88888	14998	NEUER, MICHELLE E	OUTSTANDING
1000982	E	\$90.50	05/26/10	88888	13692	NIEMIEC, ALICIA	OUTSTANDING
1000983	E	\$41.73	05/26/10	88888	7295	OTREMBA, KAREN ANN HOBERG	OUTSTANDING
1000984	E	\$21.52	05/26/10	88888	5619	OWEN, RENATE E	OUTSTANDING
1000985	E	\$39.70	05/26/10	88888	13431	PAETZOLD, ROBERT JAMES	OUTSTANDING
1000986	E	\$46.35	05/26/10	88888	13433	PAULSEN, KATHY MARIE	OUTSTANDING
1000987	E	\$22.00	05/26/10	88888	16574	ROBASSE, CHRISTINE M	OUTSTANDING
1000988	E	\$72.00	05/26/10	88888	14881	SEVERSON, LAUREL J	OUTSTANDING
1000989	E	\$66.98	05/26/10	88888	5031	SHELERUD, SHARON	OUTSTANDING
1000990	E	\$103.39	05/26/10	88888	6968	SODERHOLM, WM ERIC	OUTSTANDING
1000991	E	\$70.00	05/26/10	88888	16213	STAHLY, JANICE	OUTSTANDING
1000992	E	\$173.97	05/26/10	88888	12579	STARKEY, MICHELE M	OUTSTANDING
1000993	E	\$25.28	05/26/10	88888	12009	STENE, BARBARA	OUTSTANDING
1000994	E	\$39.75	05/26/10	88888	17158	STRAWN, PAMELA J	OUTSTANDING
1000995	E	\$48.00	05/26/10	88888	9915	SWEENEY, ANN M	OUTSTANDING
1000996	E	\$99.99	05/26/10	88888	4518	THOM, MARLYS	OUTSTANDING
1000997	E	\$88.00	05/26/10	88888	16086	TUMA, ANGELA E	OUTSTANDING
1000998	E	\$83.60	05/26/10	88888	16086	TUMA, ANGELA E	OUTSTANDING
1000999	E	\$88.00	05/26/10	88888	16086	TUMA, ANGELA E	OUTSTANDING

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
1001000	E	\$40.00	05/26/10	88888	10057	WILSON, GRACE	OUTSTANDING
1001001	E	\$40.00	05/26/10	88888	10057	WILSON, GRACE	OUTSTANDING
1001002	E	\$164.63	06/03/10	88888	9748	BLAIR, FRANCES M.	OUTSTANDING
1001003	E	\$327.56	06/03/10	88888	8725	BORNE, SUSAN R	OUTSTANDING
1001004	E	\$50.00	06/03/10	88888	16879	BERDINE, KEVIN R	OUTSTANDING
1001005	E	\$112.60	06/03/10	88888	9373	BROWN, MARY KAY	OUTSTANDING
1001006	E	\$62.00	06/03/10	88888	16619	BORDONARO, JENNIFER ELIZABETH	OUTSTANDING
1001007	E	\$8.36	06/03/10	88888	12440	BURDICK, DAWN L	OUTSTANDING
1001008	E	\$39.90	06/03/10	88888	12440	BURDICK, DAWN L	OUTSTANDING
1001009	E	\$207.75	06/03/10	88888	8784	CARROLL, MICHELE	OUTSTANDING
1001010	E	\$197.73	06/03/10	88888	16467	DAHL, NANCY T	OUTSTANDING
1001011	E	\$10.54	06/03/10	88888	16892	EPPS, SHERI L	OUTSTANDING
1001012	E	\$83.15	06/03/10	88888	11322	FARRELL, TRACY E	OUTSTANDING
1001013	E	\$62.45	06/03/10	88888	11971	GOODING, DIANE	OUTSTANDING
1001014	E	\$29.96	06/03/10	88888	11818	HAMMER, JEFFREY	OUTSTANDING
1001015	E	\$86.66	06/03/10	88888	15828	HAJDUCH, ANGELA M	OUTSTANDING
1001016	E	\$32.99	06/03/10	88888	6564	HAUGEN, DEBORAH	OUTSTANDING
1001017	E	\$144.93	06/03/10	88888	17100	HADDORFF, JILL M	OUTSTANDING
1001018	E	\$332.21	06/03/10	88888	8737	HAMMES, TIMOTHY	OUTSTANDING
1001019	E	\$17.32	06/03/10	88888	16428	JORDAN, ALLISON A	OUTSTANDING
1001020	E	\$85.69	06/03/10	88888	12367	KAUFMAN, MARGARET M	OUTSTANDING
1001021	E	\$66.41	06/03/10	88888	10637	KUGLER, JULIE	OUTSTANDING
1001022	E	\$22.00	06/03/10	88888	16596	KAISERSHOT, STACY	OUTSTANDING
1001023	E	\$32.13	06/03/10	88888	15581	KEOUGH, SUSAN A	OUTSTANDING
1001024	E	\$70.00	06/03/10	88888	10524	KAISER, DEBRA	OUTSTANDING
1001025	E	\$49.81	06/03/10	88888	16693	KHAMRATTHANOME, BOUNTHAVY	OUTSTANDING
1001026	E	\$41.17	06/03/10	88888	8868	LAATSCH, REBECCA	OUTSTANDING
1001027	E	\$71.17	06/03/10	88888	9236	LIPPKA, JONALYN	OUTSTANDING
1001028	E	\$560.00	06/03/10	88888	10593	HOILAND, STEPHEN	OUTSTANDING
1001029	E	\$5.10	06/03/10	88888	12901	MCCUE, MICHELLE	OUTSTANDING
1001030	E	\$101.97	06/03/10	88888	15761	MCGAHA, MARIETTA R	OUTSTANDING
1001031	E	\$28.93	06/03/10	88888	10976	MOSLEY, JULIE G	OUTSTANDING
1001032	E	\$229.68	06/03/10	88888	7569	O'REILLY, GINA	OUTSTANDING
1001033	E	\$88.67	06/03/10	88888	16687	PODOMINICK, MARGARET A	OUTSTANDING
1001034	E	\$88.71	06/03/10	88888	15406	REUDER, ROXY	OUTSTANDING
1001035	E	\$46.22	06/03/10	88888	12413	SANDBERG, ANN	OUTSTANDING
1001036	E	\$605.53	06/03/10	88888	16695	SCHWAB, MICHELLE M	OUTSTANDING
1001037	E	\$188.16	06/03/10	88888	17128	SHULMAN, ELLEN M	OUTSTANDING
1001038	E	\$1111.28	06/03/10	88888	17128	SHULMAN, ELLEN M	OUTSTANDING
1001039	E	\$190.86	06/03/10	88888	10911	SILVERS, KATHRYN	OUTSTANDING
1001040	E	\$1181.20	06/03/10	88888	12579	STARKEY, MICHELE M	OUTSTANDING
1001041	E	\$210.85	06/03/10	88888	6851	STEPHES, THOMAS J	OUTSTANDING
1001042	E	\$44.00	06/03/10	88888	11086	VAN DYKE, JOYCE A	OUTSTANDING
1001043	E	\$18.70	06/03/10	88888	11086	VAN DYKE, JOYCE A	OUTSTANDING
1001044	E	\$40.91	06/03/10	88888	7858	WARMKA, CHERI R	OUTSTANDING
1001045	E	\$1204.38	06/03/10	88888	16831	WRIGHT, KEVIN P	OUTSTANDING
1001046	E	\$356.90	06/03/10	88888	15808	ESPINOZA, CYNTHIA L	OUTSTANDING
1001047	E	\$415.40	06/03/10	88888	16543	WILLIAMS, ROXANNE J	OUTSTANDING

TOTAL # OF ISSUED CHECKS: 204 TOTAL AMOUNT 28073.17

TOTAL # OF VOIDED CHECKS: 0 TOTAL AMOUNT 0.00

REPORT: CHECKREG 008 NON-DETAILED CHECK R RUN: TUE 060810 09:08 PAGE 5  
Burnsville-Eagan-Savage ISD191  
CHECK REGISTER FOR BANK 01 - US BANK  
CHECK RANGE: 1000844 - 1001047

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
---------	------	-----------	------------	----------	---------	-------------	--------------

TOTAL # OF UNISSUED CHECKS: 0

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
100431	S	\$22610.56	06/04/10	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.	OUTSTANDING
100432	S	\$5300.00	06/04/10	07752	0	MILLER ELECTRIC, INC.	OUTSTANDING
100433	S	\$2231.00	06/04/10	22618	0	TEE JAY NORTH, INC.	OUTSTANDING
TOTAL # OF ISSUED CHECKS:			3	TOTAL AMOUNT		30141.56	
TOTAL # OF VOIDED CHECKS:			0	TOTAL AMOUNT		0.00	
TOTAL # OF UNISSUED CHECKS:			0				

INDEPENDENT SCHOOL DISTRICT 191  
Burnsville-Eagan-Savage  
Business Office

**TO: Members of the School Board**

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

**DATE: June 17, 2010**

**RE: Budget Analysis for the Month Ending May, 2010**

RECOMMENDATION: That the Board accept the Budget Analysis for the Month ending May 31, 2010.

The May Budget Reports are presented for Board information and review. The reports indicate that year-to-date expenditures plus encumbrances in all funds total \$118,490,581.53 or 78.97% of the Revised Budgets. Year-to-date revenue in all funds total \$97,529,879.31 or 71.69% of the Revised Budgets.

Additional financial reports and summaries to are provided to allow monthly monitoring of the budget. With respect to Revenue, we are furnishing two reports:

Revenue Summary By Fund  
Revenue Summary By Source

Four expenditure reports are included in the board packet as follows:

Expenditure Summary By Fund  
Expenditure By Object  
Expenditure By Program  
Expenditure By Building

All of the reports show last year's actual figures, this year's budget and this year's activity to date. Additional detail is available on request.

To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, graphs have been developed as follows:

Cash and Investments By Month for Last year and Current year  
General Fund Revenues Year-to-Date for Last year and Current year  
All Funds Revenue Year-to-Date for Last year and Current year  
General Fund Expenditures Year-to-Date for Last year and Current year  
All Funds Expenditure Year-to-Date for Last year and Current year

All of the reports and graphs are presented on a monthly basis together with comments regarding identified deviations or unanticipated occurrences. I would be glad to answer any questions regarding these reports.

STATEMENT OF REVENUE

DIST 0191 Burnsville-Eagan-Savage ISD191 ACCOUNTING PERIOD 05/01/10 TO 05/31/10

ACCT STATUS: Active and Next Year Accts ACCOUNT RANGES: 01 TO 99-999  
 ZERO BALANCES: Suppress Zero Balances  
 SORTED BY: ACCOUNT FD ORG  
 SUBTOTALLED BY: ACCOUNT FD  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: <None Selected>

FD	PRIOR	< - - - - - FISCAL YEAR 200907 - - - - ->			REMAINING	PERCENT
01	YEAR	REVISED	05/01/10	RECEIVED	REMAINING	PERCENT
	ACTUAL	BUDGET	05/31/10	THRU 05/31/10	ON 05/31/10	REMAINING
01 GENERAL	131,901,249.98	108,560,562	17,123,351.62	82,572,487.00	25,988,075.00	23.93 %
02 FOOD SERVICE	4,781,180.27	4,414,207	505,976.04	4,087,623.98	326,583.02	7.39 %
04 COMMUNITY SERVICE	7,461,483.67	6,779,270	603,212.23	5,336,225.53	1,443,044.47	21.28 %
06 CAPITAL PROJECTS	2,498,711.89	2,235,239	461.60	2,209,448.35	25,790.65	1.15 %
07 DEBT SERVICE	6,440,179.37	7,108,156	18,799.62	1,864,415.76	5,243,740.24	73.77 %
08 FLEX BENEFIT FUND	867,174.96	925,000	92,225.37	802,328.47	122,671.53	13.26 %
09 SCHOLARSHIP FUND	56,471.78	28,300	5,000.00	47,913.00	19,613.00-	69.30-%
10 PRIN EARLY RET INS FUND	47,103.03	44,575	3,976.58	35,789.22	8,785.78	19.71 %
11 RHEAUME EDUCATIONAL FUND	66.59	100	0.00	0.00	100.00	100.00 %
12 K ROGERS SCHOLARSHIP	71.44	0	0.00	0.00	0.00	0.00 %
15 <DESC. NOT FOUND>	0.00	67,814	10,519.46	65,858.35	1,955.65	2.88 %
20 ISF - DENTAL	909,850.84	963,330	0.00	0.00	963,330.00	100.00 %
21 ISF - POST RETIREMENT BENEFITS	540,856.09	657,500	0.00	0.00	657,500.00	100.00 %
22 ISF - HEALTH SELECT 105	467.49	2,600,000	0.00	0.00	2,600,000.00	100.00 %
25 OPEB REVOCABLE TRUST	19,098,824.17	1,664,000	51,808.36	502,980.70	1,161,019.30	69.77 %

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STATEMENT OF REVENUE

DIST 0191 Burnsville-Eagan-Savage ISD191 ACCOUNTING PERIOD 05/01/10 TO 05/31/10

FD	PRIOR YEAR	REVIS	REVISED	FISCAL YEAR	RECEIVED	REMAINING	PERCENT
47	ACTUAL	BUDGET	05/01/10	200907	THRU 05/31/10	ON 05/31/10	REMAINING
47 POST EMPLOYMENT BENEFITS	783,423.86	0	0.00		4,808.95	4,808.95-	0.00 %
*** REPORT TOTALS:	175,387,115.43	136,048,053	18,415,330.88		97,529,879.31	38,518,173.69	28.31 %

**BURNSVILLE-EAGAN-SAVAGE**

**Independent School District 191**

**DISTRICT REVENUES**

**BY**

**SOURCE**

**WITHIN FUND**

**May, 2010**

ACCT STATUS: Active and Next Year Accts ACCOUNT RANGES: 01 TO 99-999-999-999-999  
 ZERO BALANCES: Suppress Zero Balances  
 SORTED BY: ACCOUNT FD SRC  
 SUBTOTALLED BY: ACCOUNT FD SRC  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: FUND

SRC FD	PRIOR YEAR ACTUAL	< - - - - - REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 RECEIVED THRU 05/31/10	- - - - - REMAINING ON 05/31/10	- - - - - PERCENT REMAINING
001 MAINTENANCE LEVY	21,342,543.89	20,510,232	0.00	11,443,215.89	9,067,016.11	44.20 %
004 TAX INCREMENT FINANCE - TIF	205,857.67	0	0.00	482.88	482.88-	0.00 %
009 FISCAL DISPARITIES	1,938,332.00	3,213,993	0.00	2,904,731.76	309,261.24	9.62 %
010 COUNTY APPORTIONMENT	156,644.88	0	0.00	171,475.41	171,475.41-	0.00 %
019 MISC LOCAL TAXES	954.84	0	3,593.74	8,484.77	8,484.77-	0.00 %
021 TUITION MN SCHL DIST	189,993.88	50,000	451.24	48,251.11	1,748.89	3.49 %
050 FEES	500,531.18	91,000	27,725.78	473,038.90	382,038.90-	419.82-%
060 ADMISSION	191,108.99	143,600	43,042.14	186,023.12	42,423.12-	29.54-%
071 MEDICAL ASSIST REVENUE	138,958.95	30,000	5,101.85	127,635.71	97,635.71-	325.45-%
091 INTEREST EARNINGS-ESCROW AGENT	8.15	0	0.00	51.11	51.11-	0.00 %
092 INTEREST EARNINGS	433,115.51	395,000	1,011.60	48,214.91	346,785.09	87.79 %
093 RENTAL OF FACILITIES	192,753.21	85,000	15,174.00	144,847.15	59,847.15-	70.40-%
096 GIFTS & BEQUESTS	291,321.26	200,000	23,823.61	188,116.41	11,883.59	5.94 %
099 MISC LOCAL REVENUE	649,507.13	513,725	15,111.97-	481,585.68	32,139.32	6.25 %
201 ENDOWMENT AID	354,625.82	0	0.00	293,886.07	293,886.07-	0.00 %

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SRC FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 RECEIVED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
211 GENERAL EDUCATION AID	64,921,543.50	57,275,527	13,208,290.14	49,339,822.05	7,935,704.95	13.85 %
213 FND AID-SHARED TIME	31,357.32	20,000	26,337.36	26,337.36	6,337.36-	31.68-%
227 ABATEMENT AID	15,435.10	0	277.59	2,424.57	2,424.57-	0.00 %
234 HOMESTEAD MKT VAL CREDIT	297,106.12	297,106	0.00	29,710.60	267,395.40	90.00 %
258 STATE-OTHER CREDITS	3,237.51	3,237	0.00	323.71	2,913.29	89.99 %
300 STATE AID & GRANTS	3,133,553.69	2,707,985	86,616.77	1,202,173.35	1,505,811.65	55.60 %
360 STATE-SPECIAL ED	12,005,527.79	11,774,734	3,452,481.03	8,012,656.09	3,762,077.91	31.95 %
369 REVENUE FR OTH ST AGENCIES	9,329.68	10,000	0.00	3,559.00	6,441.00	64.41 %
370 MISC CFL/SBVTE	52,006.91	15,000	0.00	49,586.49	34,586.49-	230.57-%
400 FED AIDS & GRANTS	4,093,613.80	10,994,371	233,859.46	7,194,945.14	3,799,425.86	34.55 %
405 FED AID THRU OTHER AGENCIES	90,148.18	130,052	0.00	57,203.78	72,848.22	56.01 %
421 94-142-PRE SCH INC	0.00	0	0.00	7,155.02	7,155.02-	0.00 %
621 SALE OF MAT. PUR FOR RESALE	140,266.54	100,000	9,727.47	123,977.70	23,977.70-	23.97-%
625 INSURANCE RECOVERY	0.00	0	949.81	2,571.26	2,571.26-	0.00 %
631 SALE-OPEB BONDS	17,926,553.16	0	0.00	0.00	0.00	0.00 %
649 TRANSFERS BETWEEN FUNDS	2,595,313.32	0	0.00	0.00	0.00	0.00 %
*** 01 GENERAL	131,901,249.98	108,560,562	17,123,351.62	82,572,487.00	25,988,075.00	23.93 %

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SRC FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 RECEIVED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
092 INTEREST	13,713.19	18,000	0.00	0.00	18,000.00	100.00 %
099 MISC LOCAL REVENUE	17,927.80	0	0.00	1,713.37	1,713.37-	0.00 %
319 STATE AID	163,502.01	152,905	18,763.95	153,969.21	1,064.21-	0.69-%
400 <DESC. NOT FOUND>	0.00	0	0.00	26,000.00	26,000.00-	0.00 %
471 FEDERAL AID	227,523.62	225,450	28,861.25	234,525.68	9,075.68-	4.02-%
472 FREE/REDUCED AID	927,791.12	992,400	135,903.59	1,072,975.63	80,575.63-	8.11-%
473 COMMODITY CASH REBATES	67,543.41	50,000	16,670.52	60,113.51	10,113.51-	20.22-%
474 COMMODITY DIST PROG	152,074.84	100,000	0.00	0.00	100,000.00	100.00 %
475 SPECIAL MILK PROGRAM	6,710.66	4,855	109.76	1,845.12	3,009.88	61.99 %
476 FED SCH BREAKFAST PRG	284,194.59	281,900	39,668.90	288,261.05	6,361.05-	2.25-%
601 SALES TO PUPILS	2,487,099.14	2,507,697	254,593.22	2,154,758.69	352,938.31	14.07 %
606 SALES TO ADULTS	49,506.40	48,800	4,828.00	39,363.60	9,436.40	19.33 %
608 SPEC FUNCTION-FOOD	122,908.60	32,200	6,570.60	51,477.12	19,277.12-	59.86-%
622 SALE OF MATERIALS	526.10	0	6.25	121.00	121.00-	0.00 %
624 SALE OF EQUIPMENT	0.00	0	0.00	2,500.00	2,500.00-	0.00 %
631 <DESC. NOT FOUND>	260,158.79	0	0.00	0.00	0.00	0.00 %
*** 02 FOOD SERVICE	4,781,180.27	4,414,207	505,976.04	4,087,623.98	326,583.02	7.39 %

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SRC FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 RECEIVED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
001 04	732,476.36	775,917	69,561.69	441,301.04	334,615.96	43.12 %
004	0.00	0	0.00	22.74	22.74-	0.00 %
009	86,629.00	106,511	0.00	96,387.82	10,123.18	9.50 %
019	91.81	0	0.00	111.72	111.72-	0.00 %
040	4,558,131.12	4,508,700	273,134.97	3,849,833.59	658,866.41	14.61 %
050	54,214.00	67,300	1,635.00	24,626.96	42,673.04	63.40 %
060	3,684.60	2,750	0.00	2,708.91	41.09	1.49 %
092	12,723.49	5,000	0.10	1.09	4,998.91	99.97 %
093	72,335.58	40,000	6,096.94	56,466.12	16,466.12-	41.16-%
096	46,391.75	14,720	0.00	60,692.70	45,972.70-	312.31-%
099	97,948.00	94,188	33,141.18	54,039.33	40,148.67	42.62 %
227	465.87	0	54.91	220.84	220.84-	0.00 %
234	38,120.30	38,119	0.00	3,811.84	34,307.16	90.00 %
258	414.70	415	0.00	41.53	373.47	89.99 %
300	923,993.08	771,738	217,396.86	569,966.80	201,771.20	26.14 %
301	105,549.64	116,610	0.00	89,449.70	27,160.30	23.29 %
400	43,466.50	55,671	0.00	64,208.77	8,537.77-	15.33-%

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SRC FD	PRIOR YEAR ACTUAL	< - - - - - REVISED BUDGET	FISCAL YEAR 200907		- - - - ->	
			05/01/10 05/31/10	RECEIVED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
477 04						
477 CASH IN LIEU/COMMODY	580.96	500	0.00	0.00	500.00	100.00 %
621 MAT PUR FOR RESALE	12,950.58	12,240	1,440.58	21,424.03	9,184.03-	75.03-%
622 SALE OF MATERIALS	11,295.56	3,000	750.00	910.00	2,090.00	69.66 %
631 <DESC. NOT FOUND>	660,020.77	0	0.00	0.00	0.00	0.00 %
649 TRANSFER FROM OTH FD	0.00	165,891	0.00	0.00	165,891.00	100.00 %
*** 04 COMMUNITY SERVICE	7,461,483.67	6,779,270	603,212.23	5,336,225.53	1,443,044.47	21.28 %

SRC FD	PRIOR YEAR ACTUAL	< - - - - - REVISED BUDGET	FISCAL YEAR 200907		REMAINING ON 05/31/10	PERCENT REMAINING
			05/01/10 05/31/10	RECEIVED THRU 05/31/10		
001 06						
001 MAINTENANCE LEVY	1,997,143.00	1,650,239	0.00	1,650,239.00	0.00	0.00 %
092 INTEREST EARNINGS	501,568.89	585,000	461.60	559,209.35	25,790.65	4.40 %
*** 06 CAPITAL PROJECTS	2,498,711.89	2,235,239	461.60	2,209,448.35	25,790.65	1.15 %

SRC FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 RECEIVED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
001 07	5,445,543.72	5,924,533	0.00	912,374.82	5,012,158.18	84.60 %
004	0.00	0	0.00	109.14	109.14-	0.00 %
009	647,016.00	815,125	0.00	716,020.68	99,104.32	12.15 %
019	446.89	0	0.00	536.22	536.22-	0.00 %
092	59,221.30	60,000	0.00	0.00	60,000.00	100.00 %
234	284,847.24	305,394	18,799.62	232,704.35	72,689.65	23.80 %
258	3,104.22	3,104	0.00	2,670.55	433.45	13.96 %
*** 07	6,440,179.37	7,108,156	18,799.62	1,864,415.76	5,243,740.24	73.77 %

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SRC FD	PRIOR YEAR ACTUAL	FISCAL YEAR 200907			REMAINING ON 05/31/10	PERCENT REMAINING
		REVISED BUDGET	05/01/10 TO 05/31/10	RECEIVED THRU 05/31/10		
092 INTEREST EARNINGS	0.00	0	29.42	29.42	29.42-	0.00 %
099 MISC LOCAL REVENUE	867,174.96	925,000	92,195.95	802,299.05	122,700.95	13.26 %
*** 08 FLEX BENEFIT FUND	867,174.96	925,000	92,225.37	802,328.47	122,671.53	13.26 %

SRC FD 092 09	PRIOR YEAR ACTUAL	FISCAL YEAR 200907			REMAINING PERCENT	
		REVIS ED BUDGET	05/01/10 05/31/10	RECEIVED THRU 05/31/10	ON 05/31/10	REMAINING
092 INTEREST EARNINGS	1,170.60	1,300	0.00	0.00	1,300.00	100.00 %
096 GIFTS	40,042.00	22,000	5,000.00	47,913.00	25,913.00-	117.78-%
099 MISC LOCAL REVENUE	15,259.18	5,000	0.00	0.00	5,000.00	100.00 %
*** 09 SCHOLARSHIP FUND	56,471.78	28,300	5,000.00	47,913.00	19,613.00-	69.30-%

SRC FD	PRIOR YEAR ACTUAL	FISCAL YEAR 200907			REMAINING PERCENT	
		REVIS BUDGET	05/01/10 05/31/10	RECEIVED THRU 05/31/10	ON 05/31/10	REMAINING
092 INTEREST EARNINGS	681.99	750	0.00	0.00	750.00	100.00 %
099 MISC LOCAL REVENUE	46,421.04	43,825	3,976.58	35,789.22	8,035.78	18.33 %
*** 10 PRIN EARLY RET INS FUND	47,103.03	44,575	3,976.58	35,789.22	8,785.78	19.71 %

SRC FD	PRIOR YEAR	FISCAL YEAR 200907			REMAINING PERCENT	
		REVISIED BUDGET	05/01/10 05/31/10	RECEIVED THRU 05/31/10	ON 05/31/10	REMAINING
092 11	ACTUAL					
092 INTEREST EARNINGS	66.59	100	0.00	0.00	100.00	100.00 %
*** 11 RHEAUME EDUCATIONAL FUND	66.59	100	0.00	0.00	100.00	100.00 %

SRC FD	PRIOR YEAR	FISCAL YEAR 200907			REMAINING ON 05/31/10	PERCENT REMAINING
		REVISED BUDGET	05/01/10 05/31/10	RECEIVED THRU 05/31/10		
092 12	ACTUAL					
092 INTEREST EARNINGS	71.44	0	0.00	0.00	0.00	0.00 %
*** 12 K ROGERS SCHOLARSHIP	71.44	0	0.00	0.00	0.00	0.00 %

SRC FD	PRIOR YEAR	FISCAL YEAR 200907			REMAINING PERCENT	
		REVISIED BUDGET	05/01/10 05/31/10	RECEIVED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
099 15	ACTUAL					
099 MISC LOCAL REVENUE	0.00	67,814	10,519.46	65,858.35	1,955.65	2.88 %
*** 15 <DESC. NOT FOUND>	0.00	67,814	10,519.46	65,858.35	1,955.65	2.88 %



SRC FD	PRIOR YEAR	REVIS	05/01/10	FISCAL YEAR 200907	RECEIVED	REMAINING	PERCENT
092 21	ACTUAL	BUDGET	05/31/10	THRU 05/31/10		ON 05/31/10	REMAINING
092 INTEREST EARNINGS	10,416.58	7,500	0.00	0.00		7,500.00	100.00 %
099 MISC LOCAL REVENUE	530,439.51	650,000	0.00	0.00		650,000.00	100.00 %
*** 21 ISF - POST RETIREMENT BENEFIT	540,856.09	657,500	0.00	0.00		657,500.00	100.00 %

SRC FD	PRIOR YEAR	FISCAL YEAR 200907			REMAINING PERCENT	
		REVISIED BUDGET	05/01/10 05/31/10	RECEIVED THRU 05/31/10	ON 05/31/10	REMAINING
099 22	ACTUAL					
099 MISC LOCAL REVENUE	467.49	0	0.00	0.00	0.00	0.00 %
649 TRANSFERS BETWEEN FUNDS	0.00	2,600,000	0.00	0.00	2,600,000.00	100.00 %
*** 22 ISF - HEALTH SELECT 105	467.49	2,600,000	0.00	0.00	2,600,000.00	100.00 %

SRC FD	PRIOR YEAR ACTUAL	< - - - - - REVISED BUDGET	FISCAL YEAR 200907		- - - - ->	
			05/01/10 05/31/10	RECEIVED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
090 <DESC. NOT FOUND>	9,881.40-	0	0.00	0.00	0.00	0.00 %
092 INTEREST REVENUE	30,266.52	0	57.54	112,876.61	112,876.61-	0.00 %
614 <DESC. NOT FOUND>	18,697,520.14	856,000	0.00	0.00	856,000.00	100.00 %
616 <DESC. NOT FOUND>	380,918.91	808,000	51,750.82	390,104.09	417,895.91	51.71 %
*** 25 OPEB REVOCABLE TRUST	19,098,824.17	1,664,000	51,808.36	502,980.70	1,161,019.30	69.77 %

SRC FD	PRIOR YEAR ACTUAL	REVIS ED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 RECEIVED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
092 47	1,534.28	0	0.00	4,808.95	4,808.95-	0.00 %
092 INTEREST EARNINGS						
649 TRANSFERS BETWEEN FUNDS	781,889.58	0	0.00	0.00	0.00	0.00 %
*** 47 POST EMPLOYMENT BENEFITS	783,423.86	0	0.00	4,808.95	4,808.95-	0.00 %
*** REPORT TOTALS:	175,387,115.43	136,048,053	18,415,330.88	97,529,879.31	38,518,173.69	28.31 %

STATEMENT OF EXPENDITURES

DIST 0191 Burnsville-Eagan-Savage ISD191 ACCOUNTING PERIOD 05/01/10 TO 05/31/10

ACCT STATUS: Active and Next Year Accts ACCOUNT RANGES: 01- TO 99-  
 ZERO BALANCES: Suppress Zero Balances  
 SORTED BY: ACCOUNT FD ORG  
 SUBTOTALLED BY: ACCOUNT FD  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: <None Selected>

FD	PRIOR	< - - - - - FISCAL YEAR 200907 - - - - - >					
01	YEAR	REVISED	05/01/10	EXPENDED	ENCUMBERED	REMAINING	PERCENT
	ACTUAL	BUDGET	05/31/10	THRU 05/31/10	THRU 05/31/10	ON 05/31/10	REMAINING
01 GENERAL	116,605,174.63	107,590,239	8,548,332.21	82,677,640.31	868,384.16	24,044,214.53	22.34 %
02 FOOD SERVICE	4,673,665.39	4,431,964	337,624.09	3,605,966.90	2,295.01	823,702.09	18.58 %
03 TRANSPORTATION	5,625,730.65	6,159,096	381,706.29	4,883,685.48	52.70	1,275,357.82	20.70 %
04 COMMUNITY SERVICE	7,400,982.50	6,779,270	589,673.44	5,861,746.34	20,898.23	896,625.43	13.22 %
06 CAPITAL PROJECTS	16,489,410.26	12,054,353	0.00	9,949,570.46	34,498.00	2,070,284.54	17.17 %
07 DEBT SERVICE	6,754,065.83	6,993,282	0.00	7,771,822.08		778,540.08-	11.13-%
08 FLEX BENEFIT FUND	854,633.67	925,000	107,277.45	830,331.26		94,668.74	10.23 %
09 SCHOLARSHIP FUND	47,589.50	42,000	5,885.00	28,043.00		13,957.00	33.23 %
10 PRIN EARLY RET INS FUND	93,885.24	111,872	8,417.54	75,757.86		36,114.14	32.28 %
15 CAFE	0.00	69,419	7,746.21-	70,782.89		1,363.89-	1.96-%
20 ISF - DENTAL	897,038.47	900,000	63,749.50	864,245.07		35,754.93	3.97 %
21 ISF - POST RETIREMENT BENEFITS	225,732.63	1,245,720	0.00	118,444.76		1,127,275.24	90.49 %
22 ISF - HEALTH SELECT 105	2,595,313.32	0	0.00	0.00		0.00	0.00 %
25 OPEB REVOCABLE TRUST	1,960,918.60	1,960,005	111,729.46	826,417.02		1,133,587.98	57.83 %
47 POST EMPLOYMENT BENEFITS	0.00	781,890	0.00	0.00		781,890.00	100.00 %
*** REPORT TOTALS:	164,224,140.69	150,044,110	10,146,648.77	117,564,453.43	926,128.10	31,553,528.47	21.02 %

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**BURNSVILLE-EAGAN-SAVAGE**

**Independent School District 191**

**DISTRICT EXPENDITURE BUDGET**

**BY**

**OBJECT**

**WITHIN FUND**

**May, 2010**

ACCT STATUS: Active and Next Year Accts ACCOUNT RANGES: 01 TO 99-999  
 ZERO BALANCES: Suppress Zero Balances  
 SORTED BY: ACCOUNT FD OBJ  
 SUBTOTALLED BY: ACCOUNT FD OBJ  
 SERIES TOTALS: ACCOUNT OBJ  
 PAGE BREAK ON: <None Selected>

OBJ FD	PRIOR YEAR	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
100 01	0.00	2,215,564	0.00	0.00		2,215,564.00	100.00 %
100 SALARY CONTINGENCY							
101 SALARIES PAYABLE	0.00	0	0.00	1,401.27-		1,401.27	0.00 %
110 ADMINISTRATION/SUPERVISION	4,307,849.79	4,333,707	339,088.09	3,741,215.66		592,491.34	13.67 %
117 MANAGERIAL-OPERATIONS	290,930.00	290,930	24,244.20	266,686.20		24,243.80	8.33 %
140 LICENSED CLASSROOM	33,466,134.73	32,408,152	2,773,407.22	26,209,671.43		6,198,480.57	19.12 %
55 141 NON-LIC - CLASSROOM	4,155,531.59	759,118	63,503.70	546,720.29		212,397.71	27.97 %
143 LIC - CLASSROOM SUPPORT	8,237,518.03	5,376,274	464,439.99	4,402,606.06		973,667.94	18.11 %
144 NON-LIC - CLASSROOM SUPPORT	856,868.50	1,028,216	75,357.44	688,273.78		339,942.22	33.06 %
145 SUBSTITUTE TEACHERS	1,088,682.04	1,139,631	149,229.52	1,002,679.40		136,951.60	12.01 %
146 SUBSTITUTE NON-LIC INSTRUCT	197,331.60	127,950	23,630.29	148,809.26		20,859.26-	16.30-%
151 OCCUPATIONAL THERAPIST	0.00	536,548	44,155.33	440,993.65		95,554.35	17.80 %
152 SPEECH/LANGUAGE PATHOLOGIST	0.00	1,413,012	122,212.46	1,185,717.31		227,294.69	16.08 %
154 SCHOOL NURSE	0.00	565,778	53,623.11	464,213.28		101,564.72	17.95 %
156 SCHOOL SOCIAL WORKER	0.00	221,708	18,396.64	175,438.47		46,269.53	20.86 %
157 SCHOOL PSYCHOLOGIST	0.00	626,634	52,319.80	501,573.88		125,060.12	19.95 %

OBJ FD	PRIOR YEAR	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
161 01	0.00	2,839,759	253,474.88	2,152,926.36		686,832.64	24.18 %
161 EA PERSONAL CARE ASSISTANT							
162 ONE TO ONE EA	0.00	99,181	6,575.20	53,501.08		45,679.92	46.05 %
163 EMPLOYEE INTERPRETER	0.00	799	60.00	1,890.00		1,091.00-	136.54-%
165 SCHOOL COUNSELOR	0.00	693,776	59,125.72	558,795.69		134,980.31	19.45 %
170 SEC-CLERICAL-OTHER	2,815,626.24	2,871,443	242,096.27	2,451,854.77		419,588.23	14.61 %
171 TEMPORARY & OVERTIME	169,483.76	268,473	13,071.55	126,391.06		142,081.94	52.92 %
172 TECHNOLOGY SALARIES	183,072.29	198,967	17,017.74	196,459.93		2,507.07	1.26 %
56 174 CUSTODIAL SALARIES	3,215,072.35	3,421,687	275,205.99	3,043,086.19		378,600.81	11.06 %
175 CULTURAL LIASION	0.00	159,106	17,357.33	120,285.22		38,820.78	24.39 %
176 DRIVERS SALARIES	68,371.68	62,169	3,758.23	55,724.82		6,444.18	10.36 %
179 DAPE SPECIALISTS	118,920.40	344,003	31,730.24	286,381.71		57,621.29	16.75 %
185 LIC INSTR - OTHER	3,279,986.36	2,581,571	139,565.20	1,763,116.59		818,454.41	31.70 %
186 NON-LIC INSTR - OTHER	489,623.84	489,218	42,293.00	497,567.25		8,349.25-	1.70-%
191 SEVERANCE PAY	530,439.51	1,000,000	0.00	0.02		999,999.98	99.99 %
195 CHARGEBACK SALARIES	0.00	48,000-	0.00	0.00		48,000.00-	100.00 %
199 OFFICIALS-JUDGE-TIMEKPRS	29,174.19	29,401	1,905.87	31,918.95		2,517.95-	8.56-%
** TOTAL OBJ SERIES: 100-199 SALARIES AND WAGES	63,500,616.90	66,054,775	5,306,845.01	51,113,097.04		14,941,677.96	22.62 %

OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
201 01	18,404.00	32,000	780.00	29,930.67		2,069.33	6.46 %
201 TUITION REIMBURSEMENT							
210 FICA	4,605,560.78	4,671,921	383,437.08	3,786,916.10		885,004.90	18.94 %
214 PERA	868,177.39	889,001	77,608.80	784,269.93		104,731.07	11.78 %
218 TRA	2,691,433.78	2,701,224	226,437.06	2,230,281.70		470,942.30	17.43 %
220 HEALTH INSURANCE	11,248,283.61	12,425,366	1,108,310.51	10,213,412.53		2,211,953.47	17.80 %
230 LIFE INSURANCE	81,080.65	77,849	7,189.48	64,363.18		13,485.82	17.32 %
235 DENTAL INSURANCE	564,053.72	577,648	53,162.63	477,054.33		100,593.67	17.41 %
240 LONG TERM DISABILITY	377,380.03	377,873	33,263.20	298,582.35		79,290.65	20.98 %
250 TSA MATCH	518,239.13	553,444	46,655.83	456,544.18		96,899.82	17.50 %
251 HEALTH REIMBURSEMENT	9,308.01	6,025	0.00	3,800.00		2,225.00	36.92 %
252 HEALTH SAVINGS PLAN	1,499,208.58	0	0.00	61,543.02		61,543.02-	0.00 %
253 TSA - DISTRICT MATCH	0.00	0	0.00	60,407.98		60,407.98-	0.00 %
270 WORKERS COMP INS	236,303.28	399,298	4,120.82	207,828.37		191,469.63	47.95 %
280 REEMPLOYMENT COMP INS	109,740.66	170,000	24,804.81	252,004.05		82,004.05-	48.23-%
290 <DESC. NOT FOUND>	16,224,980.43	0	0.00	0.00		0.00	0.00 %
295 EMPLOYEE BENEFITS CHGBK	0.00	12,000-	0.00	0.00		12,000.00-	100.00 %
** TOTAL OBJ SERIES: 200-299 EMPLOYEE BENEFITS	39,052,154.05	22,869,649	1,965,770.22	18,926,938.39		3,942,710.61	17.23 %

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OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
300 01							
300 PURCHASED SERVICES CONTINGENCY	0.00	100,000	0.00	0.00		100,000.00	100.00 %
303 FED AWARDS UNDER \$25,000	0.00	437,285	51,275.16	181,006.09		256,278.91	58.60 %
304 FED AWARDS OVER \$25,000	0.00	3,593	13,399.10	56,214.78		52,621.78-1464.56-	%
305 PROF & TECH SERV	1,564,571.07	1,271,738	85,976.68	1,036,667.44	14,754.25	220,316.31	17.32 %
310 SCHOOL BOARD PER DIEM	42,600.00	42,600	3,550.00	39,050.00		3,550.00	8.33 %
319 OTHER PERSONAL SERVICES	79,114.12	130,193	6,569.96	96,761.91		33,431.09	25.67 %
320 COMMUNICATION SERVICES	312,831.02	403,190	23,799.69	258,111.78	2,000.00	143,078.22	35.48 %
321 PHONE-LONG DISTANCE	1,456.44	2,501	174.22	1,366.99		1,134.01	45.34 %
325 INTERDEPT POSTAGE	41,574.88	51,335	3,472.46	37,063.17		14,271.83	27.80 %
329 POSTAGE & PARCEL SERVICES	35,573.80	47,441	5,922.09	24,526.98		22,914.02	48.30 %
330 ELECTRICITY	796,064.78	646,800	61,994.52	693,398.91		46,598.91-	7.20-%
331 WATER & SEWER	215,136.80	232,700	13,289.32	164,691.94		68,008.06	29.22 %
332 FIRM GAS	133,176.52	108,650	6,496.57	111,320.11		2,670.11-	2.45-%
333 INTERRUPTIBLE GAS	439,290.75	602,000	8,313.84	374,609.68		227,390.32	37.77 %
334 REFUSE REMOVAL	41,270.13	40,000	4,578.98	50,678.97		10,678.97-	26.69-%
340 PROPERTY/LIABILITY INSURANCE	195,088.10	280,000	0.00	202,268.83		77,731.17	27.76 %
341 LIABILITY INSURANCE	0.00	120,000	0.00	0.00		120,000.00	100.00 %

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OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
350 01							
350 REPAIRS/MAINT SERVICES	304,118.59	342,427	22,558.25	364,321.49	3,033.01	24,927.50-	7.27-%
351 REPAIR/MAINT - BLDG	321,713.19	470,500	14,727.96	270,534.52	23,373.56	176,591.92	37.53 %
352 REPAIR/MAINT VEHICLE	29,111.05	20,000	2,152.14	8,888.74	2,533.77	8,577.49	42.88 %
353 REPAIR/MAINT - SITE	19,839.51	7,960	0.00	15,021.87	4,400.00	11,461.87-	143.99-%
357 DEAF INTERPRETER	0.00	1,936	137.00	1,063.50		872.50	45.06 %
358 CONSULTANT INTERPERTER	0.00	55,952	2,391.50	50,504.60		5,447.40	9.73 %
360 TRANS-CONTRACTS	46.76	202,519	81.98	653.98		201,865.02	99.67 %
361 TRANS-CONTRACTS	189,581.42	168,667	22,058.32	185,194.42		16,527.42-	9.79-%
363 SNOW REMOVAL	13,257.71	12,000	0.00	15,083.20		3,083.20-	25.69-%
365 TRANS-FUEL CHARGBACK	18,771.41	14,652	2,449.24	16,530.87		1,878.87-	12.82-%
366 TRAVEL/CONFERENCES	229,031.84	302,755	30,877.77	199,483.07	11,099.00	92,172.93	30.44 %
368 FEDERAL OUT-OF-STATE TRAVEL	0.00	6,000	0.00	2,911.37		3,088.63	51.47 %
369 ENTRY FEES/STUDENT TRAV ALLOW	0.00	185	0.00	4,296.80		4,111.80-	2222.59-%
370 RENTALS & LEASES	684,993.83	883,598	72,402.15	764,172.36	4,119.50	115,306.14	13.04 %
380 ADVERTISING	46,364.66	57,600	372.75	12,682.46		44,917.54	77.98 %
381 PRINTING-BINDING	71,004.05	106,915	425.26	67,533.92	672.24	38,708.84	36.20 %
385 INTERDEPT PRINTING	21.55	6,205	1.69-	95.18-		6,300.18	101.53 %

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OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
390 01							
390 TUITION-MN ISD	820,860.26	841,700	54,685.40	605,514.81		236,185.19	28.06 %
391 COST SHARING PAYMTS-MN ISD	23,288.85	30,000	0.00	0.00		30,000.00	100.00 %
393 SPEC ED CONTRACTED SERVICES	30,892.33	10,000	2,211.51	21,282.24		11,282.24-	112.82-%
394 REGIST/ENTRY FEES	243,745.86	276,689	47,536.74	341,489.90		64,800.90-	23.42-%
396 SALARIES	331,004.57	271,400	0.00	401,449.00		130,049.00-	47.91-%
397 BENEFITS	114,900.10	94,068	0.00	0.00		94,068.00	100.00 %
398 MISC CHARGEBACK	124,500.00-	104,538-	0.00	110,000.00-		5,462.00	5.22-%
09** TOTAL OBJ SERIES: 300-399 PURCHASED SERVICES	7,265,795.95	8,599,216	563,878.87	6,566,255.52	65,985.33	1,966,975.15	22.87 %
400 SUPPLIES CONTINGENCY	0.00	895,744-	0.00	121.00		895,865.00-	100.01 %
401 GENERAL SUPPLIES	1,055,073.88	1,369,899	72,208.98	931,364.12	69,106.27	369,428.61	26.96 %
402 XEROX SUPPLIES	17,150.11	23,418	1,008.50	11,978.52	6,983.00	4,456.48	19.03 %
410 CUSTODIAL SUPPLIES	361,906.94	331,600	26,439.29	354,017.23	2,063.26	24,480.49-	7.38-%
411 GROUNDS SUPPLIES	55,709.94	35,000	1,020.34	47,685.29	3,275.95	15,961.24-	45.60-%
412 OPERATIONS UNIFORMS	16,747.20	18,000	347.04	13,523.30		4,476.70	24.87 %
420 REPAIR SUPPLIES	87,035.58	65,900	3,483.57	118,625.32	6,197.15	58,922.47-	89.41-%
421 REPAIR PARTS - BLDG	41,479.23	93,440	1,456.55	66,751.43	2,820.00	23,868.57	25.54 %
422 REPAIR PARTS - VEHICLES	9,440.42	10,000	619.35	14,891.96	1,128.14	6,020.10-	60.20-%

OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
423 01							
423 REPAIR PARTS - SITE	3,628.70	8,060	0.00	197.62		7,862.38	97.54 %
430 INSTRUCT SUPPLIES	371,848.03	561,934	90,673.47	350,904.46	133,210.96	77,818.58	13.84 %
433 INDIVID INSTR MATERIALS	149,759.33	526,101	70,266.81	169,812.55	137,982.66	218,305.79	41.49 %
437 PROPANE	3,082.22	10,000	0.00	0.00		10,000.00	100.00 %
438 FUEL OIL	28,780.19	0	0.00	19,090.97		19,090.97-	0.00 %
442 GAS/OIL - VEHICLES	29,805.64	26,000	0.00	11,540.52		14,459.48	55.61 %
450 MATERIALS FOR RESALE	77,524.83	8,100	30,429.83	82,641.51	5,797.40	80,338.91-	991.83-%
460 TEXT & WORKBOOKS	515,866.93	621,279	394.08-	529,227.44	37,836.52	54,215.04	8.72 %
461 STANDARDIZED TESTS	81,307.39	90,000	0.00	102,621.56		12,621.56-	14.02-%
470 MEDIA RESOURCES	128,526.00	102,456	13,298.70	60,533.42	10,665.68	31,256.90	30.50 %
480 AUDIO VISUAL AIDS	4,452.61	5,730	91.21	1,080.97	10.33	4,638.70	80.95 %
489 PERIODICALS-PAPERS	16,445.50	21,867	320.91-	20,714.49	8,492.86	7,340.35-	33.56-%
490 FOOD	28,110.14	27,461	2,051.08	23,749.59	739.89	2,971.52	10.82 %
** TOTAL OBJ SERIES: 400-499 SUPPLIES AND MATR'LS	3,083,680.81	3,060,501	312,679.73	2,931,073.27	426,310.07	296,882.34-	9.70-%
500 CAPITAL CONTINGENCY	0.00	7,511	0.00	0.00		7,511.00	100.00 %
510 SITE IMPROVEMENTS	115.00	23,731	248.95	17,978.08	1,060.00	4,692.92	19.77 %
520 BLDG ACQUISTION & CONSTRUCTION	431,320.95	272,000	16,836.97	264,959.40	822.02	6,218.58	2.28 %

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OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	< 05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
530 01	306,078.44	786,940	51.72-	470,538.99	16,813.72	299,587.29	38.06 %
530 EQUIPMENT PURCHASED							
533	0.00	130,500	1,286.74	3,531.23	249.99	126,718.78	97.10 %
533 OTH EQUIP-DIRECT INSTRUCTION							
535	875,000.00	1,103,500	0.00	1,103,500.00		0.00	0.00 %
535 CAPITAL LEASES							
550	0.00	5,000	35,645.00	35,645.00		30,645.00-	612.90-%
550 OTHER VEHICLES PURCHASED							
555	1,071,993.05	1,331,031	162,612.52	1,181,525.95	326,053.80	176,548.75-	13.26-%
555 TECHNOLOGY EQUIPMENT							
556	0.00	162,000	127,974.07	217,251.78	21,859.04	77,110.82-	47.59-%
556 TECH EQUIP-SP ED DIRECT INSTR							
580	263,074.29	289,981	19,869.24	142,848.78		147,132.22	50.73 %
580 PRINCIPAL ON CERTIFICATES							
581	186,125.47	241,994	22,974.21	122,248.24		119,745.76	49.48 %
581 INTEREST ON CERT OF PART							
589	875,000.00-	1,103,500-	0.00	1,103,500.00-		0.00	0.00 %
589 LEASE TRANSACTONS							
590	148,927.12	249,005	2,910.90	114,511.16	8,973.60	125,520.24	50.40 %
590 OTHER CAPITAL EXPENSE							
** TOTAL OBJ SERIES: 500-599	2,407,634.32	3,499,693	390,306.88	2,571,038.61	375,832.17	552,822.22	15.79 %
CAPITAL EXPENDITURES							
740	0.00	0	8,437.50	10,437.50		10,437.50-	0.00 %
740 INTEREST EXPENSE							
** TOTAL OBJ SERIES: 700-799	0.00	0	8,437.50	10,437.50		10,437.50-	0.00 %
DEBT SERVICE							
820	85,019.40	194,658	414.00	110,414.42	256.59	83,986.99	43.14 %
820 DUES,MBRSHPS,LICENSES & FEES							
821	398,574.00	457,856	0.00	405,574.00		52,282.00	11.41 %
821 REGIONAL MEM DUES							
896	29,809.62	88,000	0.00	42,811.56		45,188.44	51.35 %
896 TAXES AND SPECIAL ASSESSMENTS							
** TOTAL OBJ SERIES: 800-899	513,403.02	740,514	414.00	558,799.98	256.59	181,457.43	24.50 %
OTHER EXPENDITURES							
910	781,889.58	2,765,891	0.00	0.00		2,765,891.00	100.00 %
910 TRANSFERS TO OTHER FUNDS							
** TOTAL OBJ SERIES: 900-999	781,889.58	2,765,891	0.00	0.00		2,765,891.00	100.00 %
OTHER FINANCING USES							

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OBJ FD	PRIOR YEAR	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
910 01							
*** 01 GENERAL	116,605,174.63	107,590,239	8,548,332.21	82,677,640.31	868,384.16	24,044,214.53	22.34 %
100 SALARIES	0.00	53,000	0.00	0.00		53,000.00	100.00 %
110 ADMIN/SUPERVISION	111,096.64	154,484	12,886.90	95,764.89		58,719.11	38.00 %
170 SEC-CLERICAL-OTHER	57,389.07	46,604	3,937.62	42,828.36		3,775.64	8.10 %
171 CASUAL & OVERTIME	20,374.22	27,500	6,696.00	45,520.38		18,020.38-	65.52-%
172 TECHNOLOGY SALARIES	24,562.70	15,000	0.00	8,384.00		6,616.00	44.10 %
175 SALARY TRANSFERS-CLERICAL	25,424.27	25,782	2,191.95	23,712.69		2,069.31	8.02 %
176 DRIVERS SALARIES	18,232.32	18,491	826.45	15,882.84		2,608.16	14.10 %
177 SUBSTITUTE CAFETERIA SALARIES	23,461.67	23,100	2,015.66	24,316.88		1,216.88-	5.26-%
178 CAFETERIA SALARIES	1,280,248.46	1,200,525	106,691.95	941,567.50		258,957.50	21.57 %
195 SALARY CHARGEBACK	3,109.27-	0	0.00	0.00		0.00	0.00 %
** TOTAL OBJ SERIES: 100-199 SALARIES AND WAGES	1,557,680.08	1,564,486	135,246.53	1,197,977.54		366,508.46	23.42 %
210 FICA	114,328.87	110,185	9,938.91	87,747.36		22,437.64	20.36 %
214 PERA	99,505.56	97,136	9,091.67	85,366.94		11,769.06	12.11 %
220 HEALTH INSURANCE	320,837.94	297,766	25,645.65	248,223.80		49,542.20	16.63 %
230 LIFE INSURANCE	2,358.85	2,305	196.68	1,786.93		518.07	22.47 %
235 DENTAL INSURANCE	14,339.17	13,299	1,237.96	10,352.28		2,946.72	22.15 %

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OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
240 02							
240 LONG TERM DISABILITY	7,889.96	7,895	641.98	5,727.23		2,167.77	27.45 %
250 TSA MATCH	15,901.35	16,308	2,096.45	13,408.13		2,899.87	17.78 %
251 HEALTH REIMBURSEMENT	624.99	0	0.00	189.65		189.65-	0.00 %
252 <DESC. NOT FOUND>	22,841.85	0	0.00	0.00		0.00	0.00 %
260 OTHER EMPLOYEES BENEFITS	7,297.96	6,550	543.21	5,951.77		598.23	9.13 %
270 WORKERS COMP INS	6,893.69	24,824	130.72	1,988.04		22,835.96	91.99 %
290 <DESC. NOT FOUND>	255,677.57	0	0.00	0.00		0.00	0.00 %
44** TOTAL OBJ SERIES: 200-299 EMPLOYEE BENEFITS	868,497.76	576,268	49,523.23	460,742.13		115,525.87	20.04 %
305 PROF & TECH SERV	2,500.00	11,000	0.00	9,812.50		1,187.50	10.79 %
320 COMMUNICATION SERVICES	184.80	0	0.00	189.49		189.49-	0.00 %
325 INTERDEPT POSTAGE	3,915.70	5,000	62.86	3,982.32		1,017.68	20.35 %
329 POSTAGE & PARCEL SERVICES	92.60	0	0.00	553.08		553.08-	0.00 %
334 REFUSE REMOVAL	33,016.27	50,000	3,663.18	40,543.08		9,456.92	18.91 %
350 REPAIR/MAINT SERVICES	30,998.78	40,000	592.85	21,900.79		18,099.21	45.24 %
366 TRAVEL - BUSINESS	6,797.57	10,000	631.95	4,795.16		5,204.84	52.04 %
380 ADVERTISING	154.30	0	0.00	0.00		0.00	0.00 %
385 INTERDEPT PRINTING	12.16	500	0.06	28.68		471.32	94.26 %

OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
398 02							
398 MISC CHARGEBACK	108,322.51	110,000	0.00	110,000.00		0.00	0.00 %
** TOTAL OBJ SERIES: 300-399 PURCHASED SERVICES	185,994.69	226,500	4,950.90	191,805.10		34,694.90	15.31 %
401 GENERAL SUPPLIES	136,024.51	161,800	13,153.54	125,630.90		36,169.10	22.35 %
490 FOOD	1,409,204.62	1,532,100	108,840.08	1,354,648.51		177,451.49	11.58 %
491 COMMODITIES USED	152,074.84	100,000	0.00	29.80		99,970.20	99.97 %
495 MILK	198,571.55	210,810	22,860.81	166,480.76		44,329.24	21.02 %
499 WAREHOUSE INVENTORY ADJ	36,768.97	0	0.00	0.00		0.00	0.00 %
** TOTAL OBJ SERIES: 400-499 SUPPLIES AND MATR'LS	1,932,644.49	2,004,710	144,854.43	1,646,789.97		357,920.03	17.85 %
530 EQUIPMENT PURCHASE	41,849.38	30,000	0.00	81,970.24	2,295.00	54,265.24-	180.88-%
555 TECHNOLOGY EQUIPMENT	73,169.99	10,000	399.00	21,961.40	0.01	11,961.41-	119.61-%
590 OTHER CAPITAL EXPENSE	0.00	0	0.00	140.02		140.02-	0.00 %
** TOTAL OBJ SERIES: 500-599 CAPITAL EXPENDITURES	115,019.37	40,000	399.00	104,071.66	2,295.01	66,366.67-	165.91-%
820 DUES & MEMBERSHIPS	13,829.00	20,000	2,650.00	4,580.50		15,419.50	77.09 %
** TOTAL OBJ SERIES: 800-899 OTHER EXPENDITURES	13,829.00	20,000	2,650.00	4,580.50		15,419.50	77.09 %
*** 02 FOOD SERVICE	4,673,665.39	4,431,964	337,624.09	3,605,966.90	2,295.01	823,702.09	18.58 %
101 SALARIES PAYABLE	0.00	0	0.00	609.28		609.28-	0.00 %
110 ADMIN/SUPERVISION	51,778.52	51,778	4,314.88	47,463.68		4,314.32	8.33 %
144 NON-LIC SUPPORT	32,855.74	40,395	3,788.93	31,503.20		8,891.80	22.01 %
170 SEC-CLERICAL-OTHER	93,103.92	93,104	11,773.72	127,404.50		34,300.50-	36.84-%

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OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
171 03							
171 CASUAL & OVERTIME	3,565.30	0	86.58	6,827.97		6,827.97-	0.00 %
** TOTAL OBJ SERIES: 100-199 SALARIES AND WAGES	181,303.48	185,277	19,964.11	213,808.63		28,531.63-	15.39-%
210 FICA	13,296.03	14,164	1,465.38	15,850.96		1,686.96-	11.91-%
214 PERA	11,697.41	12,135	1,365.38	14,330.66		2,195.66-	18.09-%
218 TRA	302.47	303	25.20	277.20		25.80	8.51 %
220 HEALTH INSURANCE	32,733.17	38,717	4,079.51	41,910.75		3,193.75-	8.24-%
230 LIFE INSURANCE	279.42	302	33.14	340.69		38.69-	12.81-%
235 DENTAL INSURANCE	1,786.64	1,835	194.67	2,020.57		185.57-	10.11-%
240 LONG TERM DISABILITY	1,173.05	1,217	130.38	1,386.03		169.03-	13.88-%
250 TSA MATCH	1,457.63	1,697	195.02	2,037.95		340.95-	20.09-%
270 WORKERS COMP INS	0.00	549	0.00	0.00		549.00	100.00 %
** TOTAL OBJ SERIES: 200-299 EMPLOYEE BENEFITS	62,725.82	70,919	7,488.68	78,154.81		7,235.81-	10.20-%
305 PROF & TECH SERV	14,188.13	6,500	2,100.00	4,870.00		1,630.00	25.07 %
325 INTERDEPT POSTAGE	3,009.82	2,500	8.80	2,375.43		124.57	4.98 %
329 POSTAGE & PARCEL	664.72	0	0.00	0.00		0.00	0.00 %
350 REPAIRS-MAINT SERV	695.00	1,000	0.00	384.75		615.25	61.52 %
352 REPAIR-MAINT VEHICLE	0.00	0	0.00	4,329.92		4,329.92-	0.00 %

OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
360 03	46.76-	0	0.00	0.00		0.00	0.00 %
360 TRAN CONT - PUB CARR							
361 TRAN - CONTRACTS	4,671,471.32	5,052,000	290,518.43	3,943,787.82		1,108,212.18	21.93 %
362 EXP IN LIEU OF TRANS	131,881.20	140,000	0.00	2,184.28		137,815.72	98.43 %
363 SNOW REMOVAL	119,319.41	125,000	0.00	135,748.57		10,748.57-	8.59-%
365 TRAN - FUEL CHGBK	23,956.76-	0	2,570.92-	16,331.32-		16,331.32	0.00 %
366 TRAVEL-BUSINESS	207.00	500	0.00	72.44		427.56	85.51 %
381 PRINTING-BINDING	1,724.00	6,500	644.28	2,165.28		4,334.72	66.68 %
67 385 INTERDEPT PRINTING	18.55	1,000	1.63	66.50		933.50	93.35 %
394 REGIST/ENTRY FEES	0.00	500	0.00	0.00		500.00	100.00 %
** TOTAL OBJ SERIES: 300-399 PURCHASED SERVICES	4,919,175.63	5,335,500	290,702.22	4,079,653.67		1,255,846.33	23.53 %
401 GENERAL SUPPLIES	12,937.51	10,000	1,735.00	16,971.02		6,971.02-	69.71-%
442 GAS/OIL-NOT BUILD'G	445,096.21	550,000	61,816.28	489,148.29		60,851.71	11.06 %
489 PERIODICALS-PAPERS	217.00	400	0.00	0.00		400.00	100.00 %
** TOTAL OBJ SERIES: 400-499 SUPPLIES AND MATR'LS	458,250.72	560,400	63,551.28	506,119.31		54,280.69	9.68 %
555 TECHNOLOGY EQUIPMENT	0.00	0	0.00	1,264.06		1,264.06-	0.00 %
590 OTHER CAPITAL EXPENSE	0.00	0	0.00	0.00	52.70	52.70-	0.00 %
** TOTAL OBJ SERIES: 500-599 CAPITAL EXPENDITURES	0.00	0	0.00	1,264.06	52.70	1,316.76-	0.00 %
820 DUES & MEMBERSHIPS	4,275.00	7,000	0.00	4,685.00		2,315.00	33.07 %
** TOTAL OBJ SERIES: 800-899 OTHER EXPENDITURES	4,275.00	7,000	0.00	4,685.00		2,315.00	33.07 %

OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
820 03							
*** 03 TRANSPORTATION	5,625,730.65	6,159,096	381,706.29	4,883,685.48	52.70	1,275,357.82	20.70 %
100 SALARY CONTINGENCY	0.00	170,637	0.00	0.00		170,637.00	100.00 %
110 ADMIN/SUPERVISION	326,220.28	326,222	27,185.02	299,025.22		27,196.78	8.33 %
120 ECFE/SCHOOL READINESS COOR	127,542.00	126,222	10,518.46	115,488.20		10,733.80	8.50 %
140 LIC CLASSROOM	880,075.83	678,679	57,770.88	575,780.38		102,898.62	15.16 %
141 NON-LIC CLASSROOM	2,257,173.67	1,365,982	104,830.89	1,184,454.59		181,527.41	13.28 %
143 LIC CLASSROOM SUPPORT	37,920.86	11,687	1,016.24	9,146.19		2,540.81	21.74 %
145 LICENSED SUBSTITUTE - DAILY	0.00	0	70.47	1,458.27		1,458.27-	0.00 %
146 SUBSTITUTE NON-LIC INSTRUCT	62.87	0	55.13	105.28		105.28-	0.00 %
154 SCHOOL NURSE	0.00	24,684	2,057.02	19,541.67		5,142.33	20.83 %
163 <DESC. NOT FOUND>	0.00	0	0.00	416.43		416.43-	0.00 %
170 SEC-CLERICAL-OTHER	309,777.04	319,097	26,377.22	286,803.10		32,293.90	10.12 %
171 CASUAL & OVERTIME	72,983.16	101,565	4,256.65	62,040.30		39,524.70	38.91 %
174 OPERATIONS SALARIES	32,133.51	0	0.00	0.00		0.00	0.00 %
175 SAL TRANSFERS-CLERICAL	47,096.48	47,701	4,044.34	43,850.55		3,850.45	8.07 %
176 DRIVERS SALARIES	4,558.08	4,623	59.11	3,823.22		799.78	17.30 %
179 OTHER SALARIES	4,993.86	6,000	351.00	2,683.29		3,316.71	55.27 %

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OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
185 04							
185 LIC INSTRUCT - OTHER	41,334.17	201,217	21,928.13	228,528.52		27,311.52-	13.57-%
186 NON-LIC INSTR - OTHER	18,055.63	768,410	65,778.51	725,646.86		42,763.14	5.56 %
195 CHARGEBACK SALARIES	0.00	48,000	0.00	0.00		48,000.00	100.00 %
** TOTAL OBJ SERIES: 100-199 SALARIES AND WAGES	4,159,927.44	4,200,726	326,299.07	3,558,792.07		641,933.93	15.28 %
201 TUITION REIMB	11,235.00	1,200	0.00	8,313.75		7,113.75-	592.81-%
210 FICA	300,677.05	236,143	23,509.38	258,004.57		21,861.57-	9.25-%
214 PERA	171,844.80	134,748	14,103.06	166,663.48		31,915.48-	23.68-%
218 TRA	66,361.75	111,035	5,501.64	59,779.29		51,255.71	46.16 %
220 HEALTH INSURANCE	603,882.34	631,561	55,112.79	586,411.35		45,149.65	7.14 %
230 LIFE INSURANCE	3,632.40	3,602	311.34	3,181.21		420.79	11.68 %
235 DENTAL INSURANCE	32,070.51	30,125	2,629.10	27,435.21		2,689.79	8.92 %
240 LONG TERM DISABILITY	18,851.92	19,392	1,573.27	16,065.17		3,326.83	17.15 %
250 TSA MATCH	19,952.15	20,412	1,612.39	17,014.57		3,397.43	16.64 %
251 HEALTH REIMBURSEMENT	0.00	400	0.00	0.00		400.00	100.00 %
252 <DESC. NOT FOUND>	57,949.58	0	0.00	0.00		0.00	0.00 %
270 WORKERS COMP INS	18,590.32	23,541	0.00	449.84		23,091.16	98.08 %
290 <DESC. NOT FOUND>	636,862.13	0	0.00	0.00		0.00	0.00 %

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OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
295 04							
295 EMPLOYEE BENEFITS	0.00	12,000	0.00	0.00		12,000.00	100.00 %
** TOTAL OBJ SERIES: 200-299 EMPLOYEE BENEFITS	1,941,909.95	1,224,159	104,352.97	1,143,318.44		80,840.56	6.60 %
305 PROF & TECH SERVICES	467,560.17	513,091	48,075.01	395,953.87		117,137.13	22.82 %
319 OTHER PERS SERV	293.60	1,000	0.00	745.45		254.55	25.45 %
320 COMMUNICATION SERVICES	4,410.61	17,950	0.00	2,806.63		15,143.37	84.36 %
325 INTERDEPT POSTAGE	14,868.72	13,710	1,291.70	13,613.13		96.87	0.70 %
329 POSTAGE & PARCEL	236.31	5,250	46.50	388.13		4,861.87	92.60 %
70 330 ELECTRICITY	48,476.08	55,000	4,373.86	42,438.74		12,561.26	22.83 %
331 WATER & SEWER	3,586.42	5,000	342.00	3,115.09		1,884.91	37.69 %
332 NATURAL GAS	15,970.40	30,000	355.02	13,531.30		16,468.70	54.89 %
334 REFUSE REMOVAL	8,254.03	8,000	915.79	10,135.78		2,135.78-	26.69-%
350 REPAIRS-MAINT SERV	79,134.50	68,213	922.11	60,759.54		7,453.46	10.92 %
361 TRANS CONTRACTS	44,256.74	33,500	256.22	41,497.46		7,997.46-	23.87-%
365 TRANS FUEL CHGBK	5,185.35	5,400	33.88	2,042.46		3,357.54	62.17 %
366 TRAVEL-BUSINESS	8,155.61	11,550	114.95	2,904.55		8,645.45	74.85 %
370 RENTALS & LEASES	17,327.43	17,914	814.20	18,049.22		135.22-	0.75-%
380 ADVERTISING	471.45	3,100	0.00	1,260.00		1,840.00	59.35 %

OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
381 04							
381 PRINTING-BINDING	96,076.27	117,720	30,043.06	123,196.02	5,909.43	11,385.45-	9.67-%
394 REGIST/ENTRY FEES	70,724.22	71,815	7,529.50	48,884.53		22,930.47	31.92 %
398 MISC CHARGEBACK	14,500.00	0	0.00	1,194.85		1,194.85-	0.00 %
** TOTAL OBJ SERIES: 300-399 PURCHASED SERVICES	899,487.91	978,213	95,113.80	782,516.75	5,909.43	189,786.82	19.40 %
401 GENERAL SUPPLIES	138,727.15	98,925	22,245.96	118,568.24	95.30	19,738.54-	19.95-%
430 INSTRUCT SUPPLIES	6,101.55	24,500	1,950.75	32,467.02		7,967.02-	32.51-%
433 INDIVID INSTR MAT	5,414.25	8,515	330.28	4,128.09		4,386.91	51.51 %
450 MATERIALS FOR RESALE	7,979.42	7,000	193.59	8,752.23	104.74	1,856.97-	26.52-%
460 TEXT & WORKBOOKS	53,471.14	51,682	22,751.11	31,391.24	14,620.60	5,670.16	10.97 %
461 STANDARDIZED TESTS	0.00	6,000	0.00	675.00		5,325.00	88.75 %
489 PERIODIALS-PAPERS	77.72	1,350	0.00	154.41	124.75	1,070.84	79.32 %
490 FOOD	163,213.59	146,550	15,365.25	148,970.05		2,420.05-	1.65-%
495 MILK	11,342.31	4,500	851.66	9,892.37		5,392.37-	119.83-%
** TOTAL OBJ SERIES: 400-499 SUPPLIES AND MATR'LS	386,327.13	349,022	63,688.60	354,998.65	14,945.39	20,922.04-	5.99-%
530 EQUIP PURCH - NEW	6,479.23	10,500	0.00	9,067.93		1,432.07	13.63 %
555 TECHNOLOGY EQUIPMENT	2,129.94	4,500	0.00	1,344.11	43.41	3,112.48	69.16 %
590 OTHER CAP [SOFTWARE]	165.90	4,800	0.00	8,500.24		3,700.24-	77.08-%
** TOTAL OBJ SERIES: 500-599 CAPITAL EXPENDITURES	8,775.07	19,800	0.00	18,912.28	43.41	844.31	4.26 %

OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
820 04							
820 DUES & MEMBERSHIPS	4,555.00	6,850	219.00	3,208.15		3,641.85	53.16 %
899 MISC EXPENSES	0.00	500	0.00	0.00		500.00	100.00 %
** TOTAL OBJ SERIES: 800-899	4,555.00	7,350	219.00	3,208.15		4,141.85	56.35 %
OTHER EXPENDITURES							
*** 04 COMMUNITY SERVICE	7,400,982.50	6,779,270	589,673.44	5,861,746.34	20,898.23	896,625.43	13.22 %
195 SALARY CHAGEBACK	3,109.27	0	0.00	0.00		0.00	0.00 %
** TOTAL OBJ SERIES: 100-199	3,109.27	0	0.00	0.00		0.00	0.00 %
SALARIES AND WAGES							
305 PROF & TECH SERV	1,588,148.74	0	0.00	320,453.63		320,453.63-	0.00 %
398 SERVICES CHARGEBACK	1,677.49	0	0.00	0.00		0.00	0.00 %
** TOTAL OBJ SERIES: 300-399	1,589,826.23	0	0.00	320,453.63		320,453.63-	0.00 %
PURCHASED SERVICES							
520 BUILDING CONSTRUCTION	14,896,474.76	12,054,353	0.00	9,629,116.83	34,498.00	2,390,738.17	19.83 %
** TOTAL OBJ SERIES: 500-599	14,896,474.76	12,054,353	0.00	9,629,116.83	34,498.00	2,390,738.17	19.83 %
CAPITAL EXPENDITURES							
*** 06 CAPITAL PROJECTS	16,489,410.26	12,054,353	0.00	9,949,570.46	34,498.00	2,070,284.54	17.17 %
710 BOND, PRINCIPAL	3,470,000.00	3,750,000	0.00	3,750,000.00		0.00	0.00 %
720 BOND, INTEREST	3,281,115.83	3,237,782	0.00	4,019,672.08		781,890.08-	24.14-%
790 OTHER DEBT SERV EXP	2,950.00	5,500	0.00	2,150.00		3,350.00	60.90 %
** TOTAL OBJ SERIES: 700-799	6,754,065.83	6,993,282	0.00	7,771,822.08		778,540.08-	11.13-%
DEBT SERVICE							
*** 07 DEBT SERVICE	6,754,065.83	6,993,282	0.00	7,771,822.08		778,540.08-	11.13-%
299 OTHER EMPLOYEE BENEFITS	854,633.67	925,000	107,277.45	830,331.26		94,668.74	10.23 %
** TOTAL OBJ SERIES: 200-299	854,633.67	925,000	107,277.45	830,331.26		94,668.74	10.23 %
EMPLOYEE BENEFITS							
*** 08 FLEX BENEFIT FUND	854,633.67	925,000	107,277.45	830,331.26		94,668.74	10.23 %
394 REGIST/ENTRY FEES	0.00	0	5,885.00	11,827.00		11,827.00-	0.00 %
** TOTAL OBJ SERIES: 300-399	0.00	0	5,885.00	11,827.00		11,827.00-	0.00 %
PURCHASED SERVICES							

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STATEMENT OF EXPENDITURES

DIST 0191 Burnsville-Eagan-Savage ISD191 ACCOUNTING PERIOD 05/01/10 TO 05/31/10

OBJ FD	PRIOR YEAR	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
400 09							
400 CONTINGENCY	0.00	12,537-	0.00	0.00		12,537.00-	100.00 %
401 GENERAL SUPPLIES	39.50	0	0.00	249.75		249.75-	0.00 %
** TOTAL OBJ SERIES: 400-499 SUPPLIES AND MATR'LS	39.50	12,537-	0.00	249.75		12,786.75-	101.99 %
898 STUDENT SCHOLARSHIPS	45,050.00	54,537	0.00	10,966.25		43,570.75	79.89 %
899 STUDENT SCHOLARSHIPS	2,500.00	0	0.00	5,000.00		5,000.00-	0.00 %
** TOTAL OBJ SERIES: 800-899 OTHER EXPENDITURES	47,550.00	54,537	0.00	15,966.25		38,570.75	70.72 %
*** 09 SCHOLARSHIP FUND	47,589.50	42,000	5,885.00	28,043.00		13,957.00	33.23 %
235 DENTAL INSURANCE	5,299.80	5,999	411.25	3,701.25		2,297.75	38.30 %
73 291 CONTINUING EMPLOYEE BENEFITS	88,585.44	105,873	8,006.29	72,056.61		33,816.39	31.94 %
** TOTAL OBJ SERIES: 200-299 EMPLOYEE BENEFITS	93,885.24	111,872	8,417.54	75,757.86		36,114.14	32.28 %
*** 10 PRIN EARLY RET INS FUND	93,885.24	111,872	8,417.54	75,757.86		36,114.14	32.28 %
186 NON-LIC INSTR - OTHER	0.00	29,039	3,101.91	26,509.36		2,529.64	8.71 %
** TOTAL OBJ SERIES: 100-199 SALARIES AND WAGES	0.00	29,039	3,101.91	26,509.36		2,529.64	8.71 %
210 FICA	0.00	2,200	237.28	2,027.97		172.03	7.81 %
214 PERA	0.00	1,741	149.77	1,193.21		547.79	31.46 %
218 TRA	0.00	0	0.00	5.43-		5.43	0.00 %
** TOTAL OBJ SERIES: 200-299 EMPLOYEE BENEFITS	0.00	3,941	387.05	3,215.75		725.25	18.40 %
305 PROF & TECH SERV	0.00	0	284.40	1,543.20		1,543.20-	0.00 %
366 TRAVEL/CONFERENCES	0.00	0	0.00	61.19		61.19-	0.00 %
** TOTAL OBJ SERIES: 300-399 PURCHASED SERVICES	0.00	0	284.40	1,604.39		1,604.39-	0.00 %

OBJ FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
401 15							
401 GENERAL SUPPLIES	0.00	0	16,053.97-	812.87		812.87-	0.00 %
450 MATERIALS FOR RESALE	0.00	36,439	4,717.90	38,133.13		1,694.13-	4.64-%
** TOTAL OBJ SERIES: 400-499 SUPPLIES AND MATR'LS	0.00	36,439	11,336.07-	38,946.00		2,507.00-	6.87-%
820 DUES, MBRSHPS, LICENSES & FEES	0.00	0	183.50-	507.39		507.39-	0.00 %
** TOTAL OBJ SERIES: 800-899 OTHER EXPENDITURES	0.00	0	183.50-	507.39		507.39-	0.00 %
*** 15 CAFE	0.00	69,419	7,746.21-	70,782.89		1,363.89-	1.96-%
299 DENTAL CLAIMS	815,808.80	828,000	56,975.39	790,768.60		37,231.40	4.49 %
** TOTAL OBJ SERIES: 200-299 EMPLOYEE BENEFITS	815,808.80	828,000	56,975.39	790,768.60		37,231.40	4.49 %
305 PROF & TECH SERV	81,229.67	72,000	6,774.11	73,476.47		1,476.47-	2.05-%
** TOTAL OBJ SERIES: 300-399 PURCHASED SERVICES	81,229.67	72,000	6,774.11	73,476.47		1,476.47-	2.05-%
*** 20 ISF - DENTAL	897,038.47	900,000	63,749.50	864,245.07		35,754.93	3.97 %
191 SEVERANCE PAY	530,439.51	1,245,720	0.00	8,038.00-		1,253,758.00	100.64 %
192 CHANGE TO OPEB SEV LIABILITY	304,706.88-	0	0.00	0.00		0.00	0.00 %
** TOTAL OBJ SERIES: 100-199 SALARIES AND WAGES	225,732.63	1,245,720	0.00	8,038.00-		1,253,758.00	100.64 %
220 HEALTH INSURANCE	0.00	0	0.00	125,500.44		125,500.44-	0.00 %
230 LIFE INSURANCE	0.00	0	0.00	15.00		15.00-	0.00 %
235 DENTAL INSURANCE	0.00	0	0.00	967.32		967.32-	0.00 %
** TOTAL OBJ SERIES: 200-299 EMPLOYEE BENEFITS	0.00	0	0.00	126,482.76		126,482.76-	0.00 %
*** 21 ISF - POST RETIREMENT BENEFIT	225,732.63	1,245,720	0.00	118,444.76		1,127,275.24	90.49 %
910 TRANSFERS TO OTHER FUNDS	2,595,313.32	0	0.00	0.00		0.00	0.00 %
** TOTAL OBJ SERIES: 900-999 OTHER FINANCING USES	2,595,313.32	0	0.00	0.00		0.00	0.00 %
*** 22 ISF - HEALTH SELECT 105	2,595,313.32	0	0.00	0.00		0.00	0.00 %

OBJ FD	PRIOR YEAR	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
220 25							
220 <DESC. NOT FOUND>	1,865,823.64	1,954,000	106,188.28	785,301.48		1,168,698.52	59.81 %
230 <DESC. NOT FOUND>	53,263.32	80	52.50	718.75		638.75	798.43-%
235 <DESC. NOT FOUND>	41,831.64	5,925	5,467.85	40,188.49		34,263.49	578.28-%
** TOTAL OBJ SERIES: 200-299 EMPLOYEE BENEFITS	1,960,918.60	1,960,005	111,708.63	826,208.72		1,133,796.28	57.84 %
305 <DESC. NOT FOUND>	0.00	0	20.83	208.30		208.30	0.00 %
** TOTAL OBJ SERIES: 300-399 PURCHASED SERVICES	0.00	0	20.83	208.30		208.30	0.00 %
*** 25 OPEB REVOCABLE TRUST	1,960,918.60	1,960,005	111,729.46	826,417.02		1,133,587.98	57.83 %
720 BOND, INTEREST	0.00	781,890	0.00	0.00		781,890.00	100.00 %
** TOTAL OBJ SERIES: 700-799 DEBT SERVICE	0.00	781,890	0.00	0.00		781,890.00	100.00 %
7 *** 47 POST EMPLOYMENT BENEFITS	0.00	781,890	0.00	0.00		781,890.00	100.00 %
*** REPORT TOTALS:	164,224,140.69	150,044,110	10,146,648.77	117,564,453.43	926,128.10	31,553,528.47	21.02 %

**BURNSVILLE-EAGAN-SAVAGE**

**Independent School District 191**

**DISTRICT EXPENDITURES**

**BY**

**PROGRAM/DEPARTMENT**

**WITHIN FUND**

**May, 2010**

ACCT STATUS: Active and Next Year Accts ACCOUNT RANGES: 01- TO 99-999  
 ZERO BALANCES: Suppress Zero Balances  
 SORTED BY: ACCOUNT FD PRG  
 SUBTOTALLED BY: ACCOUNT FD PRG  
 SERIES TOTALS: ACCOUNT PRG  
 PAGE BREAK ON: <None Selected>

PRG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
010 01	94,547.89	104,439	4,219.81	78,605.50	456.00	25,377.50	24.29 %
020	438,754.64	404,315	25,813.22	292,047.65		112,267.35	27.76 %
030	248,871.79	164,534	5,345.43	63,950.24		100,583.76	61.13 %
050	5,358,631.40	4,302,998	334,792.44	3,593,436.95	12,795.66	696,765.39	16.19 %
** TOTAL PRG SERIES: 000-099 ADMINISTRATION	6,140,805.72	4,976,286	370,170.90	4,028,040.34	13,251.66	934,994.00	18.78 %
105	205,134.10	162,310	9,603.76	152,573.05	407.07	9,329.88	5.74 %
107	26,840.64	0	0.00	0.00		0.00	0.00 %
110	1,542,190.75	1,341,315	108,974.57	1,285,925.11	131.01	55,258.88	4.11 %
130	302,262.51	354,996	26,450.05	289,865.05	2,000.00	63,130.95	17.78 %
140	679,418.12	750,474	33,295.59	676,486.39	41.00	73,946.61	9.85 %
150	20,772.20	0	411.40	7,964.20		7,964.20-	0.00 %
160	657,228.37	628,562	46,967.92	561,876.76	207.20	66,478.04	10.57 %
170	44,113.15	38,500	5,262.97	29,045.27		9,454.73	24.55 %
180	26,189.09	28,569	1,930.68	23,987.22		4,581.78	16.03 %
195	480.00	3,000	0.00	575.00		2,425.00	80.83 %

PRG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
197 01	35,799.59	167,633	3,879.67	21,999.80	3.71	145,629.49	86.87 %
199 SCHOOL ELECTIONS	6,727.34	0	0.00	0.00		0.00	0.00 %
** TOTAL PRG SERIES: 100-199 DIST. SUPPORT SERV.	3,547,155.86	3,475,359	236,776.61	3,050,297.85	2,789.99	422,271.16	12.15 %
201 KINDERGARTEN	1,548,282.84	1,582,039	133,129.33	1,260,720.19	3,295.23	318,023.58	20.10 %
202 PRIMARY (1-3)	6,994,170.53	8,293,288	703,528.30	6,577,417.63	3,466.63	1,712,403.74	20.64 %
203 INTERMEDIATE (4-6)	14,964,092.56	10,108,710	870,453.42	7,984,717.96	81,961.58	2,042,030.46	20.20 %
204 TITLE II TEACHER TRAINING	447,441.33	356,570	28,608.70	272,984.50		83,585.50	23.44 %
205 TITLE III - LEP	122,516.81	165,547	12,163.52	166,354.69		807.69-	0.48-%
206 TITLE IV SAFE & DRUG FREE	2,669.00	0	0.00	0.00		0.00	0.00 %
208 ELE/SEC MIDDLE SCH'L	12,701.47	0	694.60	5,638.70		5,638.70-	0.00 %
210 TECHNOLOGY GRANT	0.00	1,187	0.00	0.00		1,187.00	100.00 %
211 SECONDARY ED-GENERAL	8,438,092.03	2,957,486	245,481.29	2,780,658.47	140,165.91	36,661.62	1.23 %
212 ART	785,957.31	862,807	75,887.96	722,271.97	3,725.73	136,809.30	15.85 %
215 BUSINESS	63,349.27	67,052	5,671.12	55,229.42	52.53	11,770.05	17.55 %
216 TITLE I EDUCATIONALLY DISADVAN	1,176,410.00	1,554,007	136,196.43	1,137,799.59	2,793.62	413,413.79	26.60 %
217 ASSURANCE OF MASTERY	232,535.18	307,618	14,705.04	169,606.96		138,011.04	44.86 %
218 SCHOOL ENRICHMENT PROG	654,297.86	508,540	44,773.29	412,704.33	97.08	95,738.59	18.82 %

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PRG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
219 01							
219 ESL	2,673,006.01	2,930,500	253,803.09	2,298,634.48	183.24	631,682.28	21.55 %
220 LANGUAGE ARTS	2,621,601.53	2,703,362	230,594.30	2,267,409.55	17,160.24	418,792.21	15.49 %
230 WORLD LANGUAGES	1,118,315.31	1,171,952	105,625.03	968,311.34	419.36	203,221.30	17.34 %
240 PHY ED-HEALTH-REC	2,135,847.02	2,116,069	177,888.39	1,676,500.10	7,889.49	431,679.41	20.40 %
250 FAMILY LIVING SCIENCE	158,935.11	149,006	14,608.34	126,892.77		22,113.23	14.84 %
255 INDUSTRIAL EDUCATION	382,594.98	434,924	34,739.68	342,391.09	3,686.59	88,846.32	20.42 %
256 MATHEMATICS	2,408,737.83	2,750,913	235,507.06	2,202,085.94	310.01	548,517.05	19.93 %
258 MUSIC	1,698,110.69	1,951,375	159,998.42	1,599,150.95	2,182.63	350,041.42	17.93 %
260 NATURAL SCIENCES	3,020,383.76	3,294,344	276,856.87	2,652,809.25	1,960.25	639,574.50	19.41 %
270 SOCIAL STUDIES	2,628,272.68	2,634,903	232,288.12	2,152,331.56	2,197.01	480,374.43	18.23 %
280 OTH REG INSTRUCTIONAL SEC	0.00	504,338	0.00	0.00		504,338.00	100.00 %
291 CO-CURRICULAR	563,833.57	719,422	53,754.33	667,440.73	1,987.90	49,993.37	6.94 %
292 BOYS/GIRLS ATHLETICS	360,826.61	368,878	24,762.53	444,214.29	5,841.00	81,177.29-	22.00-%
294 BOYS ATHLETICS	439,928.68	436,347	38,870.99	422,079.90	16,102.96	1,835.86-	0.42-%
296 GIRLS ATHLETICS	404,189.86	422,757	39,171.59	409,089.40	8,990.65	4,676.95	1.10 %
** TOTAL PRG SERIES: 200-299 REGULAR INSTRUCTION	56,057,099.83	49,353,941	4,149,761.74	39,775,445.76	304,469.64	9,274,025.60	18.79 %
311 DISTRIBUTIVE EDUCATION	27,003.21	11,213	256.62	13,599.44	6,201.77	8,588.21-	76.59-%

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PRG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
331 01	369,693.75	318,874	24,057.63	228,510.81	3,620.57	86,742.62	27.20 %
341	142,906.94	152,795	17,275.19	119,118.26	628.00	33,048.74	21.62 %
351	13,966.75	17,152	0.00	8,922.01		8,229.99	47.98 %
361	132,681.38	134,873	10,980.74	105,440.91		29,432.09	21.82 %
380	627,203.11	607,118	51,478.85	483,528.41	394.73	123,194.86	20.29 %
399	521,632.17	341,962	29,679.60	352,307.67		10,345.67-	3.02-%
** TOTAL PRG SERIES: 300-399 VOCATIONAL INSTRUC.	1,835,087.31	1,583,987	133,728.63	1,311,427.51	10,845.07	261,714.42	16.52 %
08 400	3,941,072.44	115,848-	21,869.55	124,107.91	736.18	240,692.09-	207.76 %
401	1,245,566.31	1,355,017	117,529.48	1,067,246.24	622.25	287,148.51	21.19 %
402	836,416.21	1,195,105	97,417.28	855,323.71	255.70	339,525.59	28.40 %
403	1,267,845.50	1,136,102	108,744.19	884,595.72	139.23	251,367.05	22.12 %
404	476,312.45	631,770	28,647.93	228,983.69	52.59	402,733.72	63.74 %
405	141,544.16	140,600	0.00	75.00		140,525.00	99.94 %
406	253,146.84	200,165	4,767.05	39,073.60		161,091.40	80.47 %
407	3,694,467.38	3,247,185	274,018.69	2,480,433.31	697.38	766,054.31	23.59 %
408	4,672,850.15	4,344,180	362,694.43	3,303,149.76	6,613.19	1,034,417.05	23.81 %
410	405,470.92	351,100	34,774.65	285,811.52	280.44	65,008.04	18.51 %

PRG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
411 01	2,350,076.06	2,370,082	223,770.44	1,845,308.98	11,772.17	513,000.85	21.64 %
411 AUTISTIC							
412 EARLY CHILDHOOD SPEC EDUCATION	3,223,171.18	3,031,889	255,759.16	2,348,734.27	9,904.84	673,249.89	22.20 %
414 TRAUMATIC BRAIN INJURY	0.00	0	0.00	120.00		120.00-	0.00 %
416 SEVERELY MULTIPLY IMPAIRED	6,716.39	7,000	0.00	0.00		7,000.00	100.00 %
420 SPECIAL ED-GENERAL	2,145,570.35	3,084,968	346,507.47	2,558,363.62	44,109.10	482,495.28	15.64 %
430 HOMEBOUND	43,606.25	41,688	5,122.32	40,840.54		847.46	2.03 %
472 SP ED - HEALTH SERVICES	389,903.61	400,563	36,623.72	315,314.60		85,248.40	21.28 %
473 SP ED - PSYCHOLOGICAL SERV	844,581.55	848,678	71,277.65	667,448.42	249.50	180,980.08	21.32 %
474 SP ED - SOCIAL WORK	0.00	0	186.11	1,512.04		1,512.04-	0.00 %
** TOTAL PRG SERIES: 400-499 SPECIAL ED INSTRUCT.	25,938,317.75	22,270,244	1,989,710.12	17,046,442.93	75,432.57	5,148,368.50	23.11 %
520 BALC - DIPLOMA	105,861.65	197,731	5,900.13	126,520.36		71,210.64	36.01 %
** TOTAL PRG SERIES: 500-599 COMMUNITY ED & SERV	105,861.65	197,731	5,900.13	126,520.36		71,210.64	36.01 %
600 <DESC. NOT FOUND>	718,219.40	36,821-	0.00	0.00		36,821.00-	100.00 %
605 GENERAL INSTRUCT SUPPORT	1,191,012.26	1,355,365	108,102.42	1,175,776.46	59.98	179,528.56	13.24 %
610 CURR CONSULT/DEVELOP	1,632,051.04	1,913,900	206,056.18	1,191,866.31	130,996.89	591,036.80	30.88 %
620 EDUCATIONAL MEDIA	913,050.98	978,160	91,154.86	826,791.07	20,201.69	131,167.24	13.40 %
640 STAFF DEVELOPMENT	2,382,621.68	2,581,204	104,331.28	975,220.95		1,605,983.05	62.21 %

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PRG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
680 01							
680 COMP ASSIST INSTRUCT	1,270,890.02	1,932,042	113,483.60	1,243,634.93	20,108.61	668,298.46	34.59 %
690 OTHR INSTR SUPP SERV	43,533.42	48,600	2,996.37	45,950.78		2,649.22	5.45 %
** TOTAL PRG SERIES: 600-699 INSTRUC SUPPORT SERV	8,151,378.80	8,772,450	626,124.71	5,459,240.50	171,367.17	3,141,842.33	35.81 %
710 COUNSELING/GUIDANCE	1,545,601.22	1,124,085	125,043.52	966,052.69	604.60	157,427.71	14.00 %
720 HEALTH SERVICES	1,083,308.99	879,932	87,413.67	765,004.14	4.95	114,922.91	13.06 %
740 ATTEND/SOC WORK SERV	486,729.19	604,076	10,289.41	436,994.00		167,082.00	27.65 %
760 PUPIL TRANSPORTATION	25,173.12	2,189-	0.00	0.00		2,189.00-	100.00 %
770 FOOD SERVICES	1,025.00	0	0.00	162.00		162.00-	0.00 %
780 ALCOHOL/DRUG PREV PRG	25,779.29	34,552	28,593.00	29,575.57		4,976.43	14.40 %
790 OTHER PUPIL SUPPORT SERVICES	365,683.20	548,025	44,003.99	339,609.13	50,386.07	158,029.80	28.83 %
791 DIVERSITY/PEER LDRSHP	0.00	6,709	391.68	6,793.93		84.93-	1.26-%
792 PUPIL APPRAISAL	221,831.52	363,211	23,449.50	350,601.74		12,609.26	3.47 %
** TOTAL PRG SERIES: 700-799 PUPIL SUPPORT SERV	3,755,131.53	3,558,401	319,184.77	2,894,793.20	50,995.62	612,612.18	17.21 %
810 OPERATIONS	7,324,474.22	7,102,383	559,825.43	6,214,008.77	173,679.66	714,694.57	10.06 %
811 MAINTENANCE	1,078,317.84	1,206,899	52,782.90	1,165,397.98	41,631.08	130.06-	0.01-%
850 FACILITIES	1,625,243.44	1,826,667	95,928.77	1,295,686.53	23,921.70	507,058.77	27.75 %
** TOTAL PRG SERIES: 800-899 SITE,BUILDINGS,EQUIP	10,028,035.50	10,135,949	708,537.10	8,675,093.28	239,232.44	1,221,623.28	12.05 %
910 <DESC. NOT FOUND>	69,323.00	0	0.00	0.00		0.00	0.00 %

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PRG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	< 05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
920 01							
920 SHORT TERM DEBT	0.00	0	8,437.50	10,437.50		10,437.50-	0.00 %
930 EMPLOYEE BENEFITS	0.00	0	0.00	97,632.25		97,632.25-	0.00 %
940 PROPERTY & OTHER INS	195,088.10	500,000	0.00	202,268.83		297,731.17	59.54 %
950 TRANSFERS	781,889.58	2,765,891	0.00	0.00		2,765,891.00	100.00 %
** TOTAL PRG SERIES: 900-999 FISCAL & OTHER FIXED	1,046,300.68	3,265,891	8,437.50	310,338.58		2,955,552.42	90.49 %
*** 01 GENERAL	116,605,174.63	107,590,239	8,548,332.21	82,677,640.31	868,384.16	24,044,214.53	22.34 %
770 FOOD SERVICES	4,673,665.39	4,431,964	337,624.09	3,605,966.90	2,295.01	823,702.09	18.58 %
** TOTAL PRG SERIES: 700-799 PUPIL SUPPORT SERV	4,673,665.39	4,431,964	337,624.09	3,605,966.90	2,295.01	823,702.09	18.58 %
*** 02 FOOD SERVICE	4,673,665.39	4,431,964	337,624.09	3,605,966.90	2,295.01	823,702.09	18.58 %
760 PUPIL TRANSPORTATION	5,625,730.65	6,159,096	381,706.29	4,882,988.48	52.70	1,276,054.82	20.71 %
** TOTAL PRG SERIES: 700-799 PUPIL SUPPORT SERV	5,625,730.65	6,159,096	381,706.29	4,882,988.48	52.70	1,276,054.82	20.71 %
930 EMPLOYEE BENEFITS	0.00	0	0.00	697.00		697.00-	0.00 %
** TOTAL PRG SERIES: 900-999 FISCAL & OTHER FIXED	0.00	0	0.00	697.00		697.00-	0.00 %
*** 03 TRANSPORTATION	5,625,730.65	6,159,096	381,706.29	4,883,685.48	52.70	1,275,357.82	20.70 %
505 COMM SERV - GENERAL	988,422.93	363,321	43,455.31	327,016.29	696.39	35,608.32	9.80 %
510 ADULT EDUCATION	304,451.98	359,990	25,772.50	265,446.39		94,543.61	26.26 %
511 ADULT RECREATION	10,184.10	13,774	797.43	12,708.38		1,065.62	7.73 %
520 ADULT BASIC ED	483,876.69	474,646	39,899.75	436,300.46		38,345.54	8.07 %
550 PRESCHOOL	208,327.89	219,343	23,569.24	200,181.34		19,161.66	8.73 %
551 ELEMENTARY	315,493.28	379,014	24,107.99	274,206.22	5,290.43	99,517.35	26.25 %

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PRG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	< 05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
552 04	96,445.17	145,375	8,237.04	111,830.37		33,544.63	23.07 %
552 SECONDARY							
553 GTI GIFTED/TALENTED	44,992.83	61,368	3,760.74	49,804.06		11,563.94	18.84 %
554 SES	0.00	32,698	256.22	60,287.44		27,589.44-	84.37-%
560 RECREATION	162,133.49	202,217	14,869.71	163,772.43		38,444.57	19.01 %
570 PROJECT KIDS	2,314,429.76	2,117,851	189,773.60	1,886,013.08		231,837.92	10.94 %
571 PROJ KIDS - PRESCHOOL	1,199,444.32	1,117,923	87,891.88	950,436.02	61.32	167,425.66	14.97 %
580 EARLY CHILD & FAMILY ED	540,986.03	513,439	45,837.28	457,156.22	124.75	56,158.03	10.93 %
84 582 SCHOOL READINESS	112,619.94	118,378	7,230.34	82,620.35		35,757.65	30.20 %
583 PRESCHOOL SCREENING	53,508.01	0	0.00	4,348.97		4,348.97-	0.00 %
585 YOUTH DEV/SERV	58,630.69	60,243	5,336.26	60,488.69		245.69-	0.40-%
586 AFTER SCHOOL ENRICHMENT	60,902.77	67,665	5,741.86	57,186.16		10,478.84	15.48 %
590 OTHER COMM SERVICES	446,132.62	532,025	63,136.29	461,943.47	14,725.34	55,356.19	10.40 %
** TOTAL PRG SERIES: 500-599 COMMUNITY ED & SERV	7,400,982.50	6,779,270	589,673.44	5,861,746.34	20,898.23	896,625.43	13.22 %
*** 04 COMMUNITY SERVICE	7,400,982.50	6,779,270	589,673.44	5,861,746.34	20,898.23	896,625.43	13.22 %
850 FACILITIES	16,489,410.26	12,054,353	0.00	9,949,570.46	34,498.00	2,070,284.54	17.17 %
** TOTAL PRG SERIES: 800-899 SITE,BUILDINGS,EQUIP	16,489,410.26	12,054,353	0.00	9,949,570.46	34,498.00	2,070,284.54	17.17 %
*** 06 CAPITAL PROJECTS	16,489,410.26	12,054,353	0.00	9,949,570.46	34,498.00	2,070,284.54	17.17 %
910 DEBT RED-BOND'D DEBT	6,754,065.83	6,993,282	0.00	7,771,822.08		778,540.08-	11.13-%
** TOTAL PRG SERIES: 900-999 FISCAL & OTHER FIXED	6,754,065.83	6,993,282	0.00	7,771,822.08		778,540.08-	11.13-%
*** 07 DEBT SERVICE	6,754,065.83	6,993,282	0.00	7,771,822.08		778,540.08-	11.13-%

PRG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	FISCAL YEAR 200907				REMAINING ON 05/31/10	PERCENT REMAINING
			< 05/01/10	05/01/10	EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10		
050 08								
050 SCHOOL ADMINISTRATION	70,382.33	83,250	4,287.56	43,643.32		39,606.68	47.57 %	
** TOTAL PRG SERIES: 000-099 ADMINISTRATION	70,382.33	83,250	4,287.56	43,643.32		39,606.68	47.57 %	
110 BUSINESS SERVICES	22,158.47	37,000	2,428.06	21,928.59		15,071.41	40.73 %	
** TOTAL PRG SERIES: 100-199 DIST. SUPPORT SERV.	22,158.47	37,000	2,428.06	21,928.59		15,071.41	40.73 %	
211 SECONDARY ED-GENERAL	689,026.06	740,000	91,638.74	678,207.35		61,792.65	8.35 %	
** TOTAL PRG SERIES: 200-299 REGULAR INSTRUCTION	689,026.06	740,000	91,638.74	678,207.35		61,792.65	8.35 %	
505 COMM SERV - GENERAL	35,621.45	46,250	4,853.97	39,080.44		7,169.56	15.50 %	
** TOTAL PRG SERIES: 500-599 COMMUNITY ED & SERV	35,621.45	46,250	4,853.97	39,080.44		7,169.56	15.50 %	
605 GEN INSTRUCT SUPPORT	12,987.43	0	1,031.68	21,357.92		21,357.92-	0.00 %	
** TOTAL PRG SERIES: 600-699 INSTRUC SUPPORT SERV	12,987.43	0	1,031.68	21,357.92		21,357.92-	0.00 %	
770 FOOD SERVICES	9,297.29	2,775	200.00	4,816.07		2,041.07-	73.55-%	
** TOTAL PRG SERIES: 700-799 PUPIL SUPPORT SERV	9,297.29	2,775	200.00	4,816.07		2,041.07-	73.55-%	
810 OPERATIONS	15,160.64	15,725	2,837.44	21,297.57		5,572.57-	35.43-%	
** TOTAL PRG SERIES: 800-899 SITE,BUILDINGS,EQUIP	15,160.64	15,725	2,837.44	21,297.57		5,572.57-	35.43-%	
*** 08 FLEX BENEFIT FUND	854,633.67	925,000	107,277.45	830,331.26		94,668.74	10.23 %	
790 OTHER PUPIL SUPP SER	47,589.50	42,000	5,885.00	28,043.00		13,957.00	33.23 %	
** TOTAL PRG SERIES: 700-799 PUPIL SUPPORT SERV	47,589.50	42,000	5,885.00	28,043.00		13,957.00	33.23 %	
*** 09 SCHOLARSHIP FUND	47,589.50	42,000	5,885.00	28,043.00		13,957.00	33.23 %	
930 EMPLOYEE BENEFITS	93,885.24	111,872	8,417.54	75,757.86		36,114.14	32.28 %	
** TOTAL PRG SERIES: 900-999 FISCAL & OTHER FIXED	93,885.24	111,872	8,417.54	75,757.86		36,114.14	32.28 %	
*** 10 PRIN EARLY RET INS FUND	93,885.24	111,872	8,417.54	75,757.86		36,114.14	32.28 %	
790 OTHER PUPIL SUPPORT SERVICES	0.00	69,419	7,746.21-	70,782.89		1,363.89-	1.96-%	
** TOTAL PRG SERIES: 700-799 PUPIL SUPPORT SERV	0.00	69,419	7,746.21-	70,782.89		1,363.89-	1.96-%	

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PRG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
790 15							
*** 15 CAFE	0.00	69,419	7,746.21-	70,782.89		1,363.89-	1.96-%
050 SCHOOL ADMINISTRATION	41,753.97	42,300	2,962.34	39,942.80		2,357.20	5.57 %
** TOTAL PRG SERIES: 000-099 ADMINISTRATION	41,753.97	42,300	2,962.34	39,942.80		2,357.20	5.57 %
105 GEN ADMIN SUPPORT	16,146.67	16,200	1,147.48	15,556.39		643.61	3.97 %
** TOTAL PRG SERIES: 100-199 DIST. SUPPORT SERV.	16,146.67	16,200	1,147.48	15,556.39		643.61	3.97 %
203 INTERMEDIATE (4-6)	424,868.78	425,700	30,200.98	409,734.32		15,965.68	3.75 %
** TOTAL PRG SERIES: 200-299 REGULAR INSTRUCTION	424,868.78	425,700	30,200.98	409,734.32		15,965.68	3.75 %
399 VOCATIONAL-GENERAL	11,580.11	11,700	821.97	11,099.86		600.14	5.12 %
** TOTAL PRG SERIES: 300-399 VOCATIONAL INSTRUC.	11,580.11	11,700	821.97	11,099.86		600.14	5.12 %
420 SPECIAL ED-GENERAL	205,993.37	207,000	14,635.29	198,234.96		8,765.04	4.23 %
** TOTAL PRG SERIES: 400-499 SPECIAL ED INSTRUC.	205,993.37	207,000	14,635.29	198,234.96		8,765.04	4.23 %
505 COMM SERV - GENERAL	57,247.74	57,600	4,066.41	55,041.00		2,559.00	4.44 %
** TOTAL PRG SERIES: 500-599 COMMUNITY ED & SERV	57,247.74	57,600	4,066.41	55,041.00		2,559.00	4.44 %
605 GEN INSTRUC SUPPORT	29,439.56	29,700	2,090.19	28,249.42		1,450.58	4.88 %
** TOTAL PRG SERIES: 600-699 INSTRUC SUPPORT SERV	29,439.56	29,700	2,090.19	28,249.42		1,450.58	4.88 %
790 OTHER PUPIL SUPPORT SERVICES	67,033.74	67,500	4,760.89	64,413.36		3,086.64	4.57 %
** TOTAL PRG SERIES: 700-799 PUPIL SUPPORT SERV	67,033.74	67,500	4,760.89	64,413.36		3,086.64	4.57 %
810 OPERATIONS	42,974.53	42,300	3,063.95	41,972.96		327.04	0.77 %
** TOTAL PRG SERIES: 800-899 SITE,BUILDINGS,EQUIP	42,974.53	42,300	3,063.95	41,972.96		327.04	0.77 %
*** 20 ISF - DENTAL	897,038.47	900,000	63,749.50	864,245.07		35,754.93	3.97 %

PRG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	FISCAL YEAR 200907				REMAINING ON 05/31/10	PERCENT REMAINING
			< 05/01/10 05/31/10	EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	>		
030 ASSIST SUP'T	15,354.90	20,720	0.00	0.00		20,720.00	100.00 %	
050 SCHOOL ADMINISTRATION	6,557.02	225,000	0.00	9,247.22		215,752.78	95.89 %	
** TOTAL PRG SERIES: 000-099 ADMINISTRATION	21,911.92	245,720	0.00	9,247.22		236,472.78	96.23 %	
110 BUSINESS SERVICES	0.00	0	0.00	16,093.84		16,093.84-	0.00 %	
** TOTAL PRG SERIES: 100-199 DIST. SUPPORT SERV.	0.00	0	0.00	16,093.84		16,093.84-	0.00 %	
211 SECONDARY ED-GENERAL	203,070.71	1,000,000	0.00	93,088.70		906,911.30	90.69 %	
** TOTAL PRG SERIES: 200-299 REGULAR INSTRUCTION	203,070.71	1,000,000	0.00	93,088.70		906,911.30	90.69 %	
810 OPERATIONS	750.00	0	0.00	15.00		15.00-	0.00 %	
** TOTAL PRG SERIES: 800-899 SITE,BUILDINGS,EQUIP	750.00	0	0.00	15.00		15.00-	0.00 %	
*** 21 ISF - POST RETIREMENT BENEFIT	225,732.63	1,245,720	0.00	118,444.76		1,127,275.24	90.49 %	
950 TRANSFERS	2,595,313.32	0	0.00	0.00		0.00	0.00 %	
** TOTAL PRG SERIES: 900-999 FISCAL & OTHER FIXED	2,595,313.32	0	0.00	0.00		0.00	0.00 %	
*** 22 ISF - HEALTH SELECT 105	2,595,313.32	0	0.00	0.00		0.00	0.00 %	
050 <DESC. NOT FOUND>	52,727.63	52,825	4,623.61	32,365.27		20,459.73	38.73 %	
** TOTAL PRG SERIES: 000-099 ADMINISTRATION	52,727.63	52,825	4,623.61	32,365.27		20,459.73	38.73 %	
110 <DESC. NOT FOUND>	84,206.10	84,500	6,811.46	55,092.98		29,407.02	34.80 %	
** TOTAL PRG SERIES: 100-199 DIST. SUPPORT SERV.	84,206.10	84,500	6,811.46	55,092.98		29,407.02	34.80 %	
211 <DESC. NOT FOUND>	587,086.46	586,600	48,522.74	348,626.38		237,973.62	40.56 %	
** TOTAL PRG SERIES: 200-299 REGULAR INSTRUCTION	587,086.46	586,600	48,522.74	348,626.38		237,973.62	40.56 %	
810 <DESC. NOT FOUND>	77.50	80	0.00	20.00		60.00	75.00 %	
** TOTAL PRG SERIES: 800-899 SITE,BUILDINGS,EQUIP	77.50	80	0.00	20.00		60.00	75.00 %	

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PRG FD	PRIOR YEAR	FISCAL YEAR 200907					
		< REVISED BUDGET	05/01/10	EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
935 25	ACTUAL		05/31/10				
935 <DESC. NOT FOUND>	1,236,820.91	1,236,000	51,771.65	390,312.39		845,687.61	68.42 %
** TOTAL PRG SERIES: 900-999	1,236,820.91	1,236,000	51,771.65	390,312.39		845,687.61	68.42 %
FISCAL & OTHER FIXED							
*** 25 OPEB REVOCABLE TRUST	1,960,918.60	1,960,005	111,729.46	826,417.02		1,133,587.98	57.83 %
910 DEBT RED-BOND'D DEBT	0.00	781,890	0.00	0.00		781,890.00	100.00 %
** TOTAL PRG SERIES: 900-999	0.00	781,890	0.00	0.00		781,890.00	100.00 %
FISCAL & OTHER FIXED							
*** 47 POST EMPLOYMENT BENEFITS	0.00	781,890	0.00	0.00		781,890.00	100.00 %
*** REPORT TOTALS:	164,224,140.69	150,044,110	10,146,648.77	117,564,453.43		926,128.10 31,553,528.47	21.02 %

**BURNSVILLE-EAGAN-SAVAGE**

**Independent School District 191**

**DISTRICT EXPENDITURES**

**BY**

**BUILDING / ORGANIZATIONAL UNIT**

**WITHIN FUND**

**May, 2010**

ACCT STATUS: Active and Next Year Accts ACCOUNT RANGES: 01 TO 99-999  
 ZERO BALANCES: Suppress Zero Balances  
 SORTED BY: ACCOUNT FD ORG  
 SUBTOTALLED BY: ACCOUNT FD ORG  
 SERIES TOTALS: ACCOUNT ORG  
 PAGE BREAK ON: <None Selected>

ORG FD	PRIOR YEAR	REVIS	FISCAL YEAR	EXPEN	ENCUMBERED	REMAINING	PERCENT
005 01	ACTUAL	BUDGET	05/01/10 05/31/10	THRU 05/31/10	THRU 05/31/10	ON 05/31/10	REMAINING
005 DISTRICTWIDE	26,964,622.86	12,670,594	649,859.59	7,413,799.28	391,226.38	4,865,568.34	38.40 %
006 ADMIN BLDG	32,602.83	26,900	1,843.32	25,033.62	3.71	1,862.67	6.92 %
007 ENVISION-PERFORMING ARTS CTR	0.00	257,434	40,111.43	271,825.01		14,391.01-	5.59-%
008 DIAMONDHEAD	521,269.46	797,014	23,933.35	506,394.45	69,483.00	221,136.55	27.74 %
014 BURNSVILLE SR HIGH	16,753,796.31	17,753,070	1,511,255.17	14,364,342.66	64,291.06	3,324,436.28	18.72 %
015 METCALF JR HIGH	5,736,615.45	5,718,179	507,441.92	4,818,872.64	21,716.38	877,589.98	15.34 %
066 EAGLE RIDGE JR HIGH	5,838,350.96	5,768,093	492,745.40	4,770,793.45	31,600.40	965,699.15	16.74 %
085 NICOLLET JR HIGH	5,863,265.10	5,597,490	461,610.25	4,511,565.50	3,103.44	1,082,821.06	19.34 %
** TOTAL ORG SERIES: 000-099 DISTRICT WIDE	61,710,522.97	48,588,774	3,688,800.43	36,682,626.61	581,424.37	11,324,723.02	23.30 %
100 ELEMENTARY SERVICES	415,882.72	942,811	59,011.00	463,467.89		479,343.11	50.84 %
** TOTAL ORG SERIES: 100-199 ELEMENTARY SERVICES	415,882.72	942,811	59,011.00	463,467.89		479,343.11	50.84 %
200 ELE/SEC SERVICES	5,819,367.14	7,161,890	555,430.49	5,386,021.43	113,641.40	1,662,227.17	23.20 %
299 SUMMER SCHOOL	39,582.88	27,508	0.00	29,803.95		2,295.95-	8.34-%
** TOTAL ORG SERIES: 200-299 ELEM/SECOND SERVICES	5,858,950.02	7,189,398	555,430.49	5,415,825.38	113,641.40	1,659,931.22	23.08 %
300 SECONDARY SERVICES	606,513.34	965,006	32,261.24	503,662.28	0.01	461,343.71	47.80 %
314 BALC - SECONDARY	224,533.59	258,380	32,970.13	164,354.85		94,025.15	36.39 %

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ORG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
315 01							
315 BALC - ELEM/JRH	315,125.84	567,535	39,657.32	380,360.88	98,043.88	89,130.24	15.70 %
** TOTAL ORG SERIES: 300-399 SECONDARY SERVICES	1,146,172.77	1,790,921	104,888.69	1,048,378.01	98,043.89	644,499.10	35.98 %
414 BESTransition SERVICES	727,861.91	771,769	66,529.48	607,399.27	1,114.51	163,255.22	21.15 %
481 CEDAR ELEMENTARY	3,563,418.76	3,434,251	282,466.17	2,670,783.65	10,588.43	752,878.92	21.92 %
482 GIDEON POND ELEMENTARY	3,037,833.64	3,015,624	250,279.85	2,414,953.12	6,934.30	593,736.58	19.68 %
483 EDW NEILL ELEMENTARY	3,945,886.40	4,049,038	330,732.61	3,204,602.96	2,692.51	841,742.53	20.78 %
484 MARION W SAVAGE ELEMENTARY	4,472,291.80	4,363,721	390,150.52	3,532,025.57	8,584.46	823,110.97	18.86 %
485 SIOUX TRAIL ELEMENTARY	3,382,949.45	3,379,159	294,019.18	2,703,178.43	1,414.77	674,565.80	19.96 %
486 VISTA VIEW ELEMENTARY	3,706,341.90	3,876,341	328,487.16	3,098,777.71	3,935.72	773,627.57	19.95 %
487 BYRNE ELEMENTARY	3,346,716.52	3,958,579	343,992.01	3,210,227.35	15,914.87	732,436.78	18.50 %
488 RAHN ELEMENTARY	3,472,320.45	3,366,345	287,799.22	2,690,709.23	7,457.05	668,178.72	19.84 %
489 SKY OAKS ELEMENTARY	4,944,685.15	5,082,236	440,600.46	4,041,197.49	4,417.13	1,036,621.38	20.39 %
490 HIDDEN VALLEY ELEMENTARY	5,086,757.08	5,372,224	475,732.82	4,314,377.04	1,683.96	1,056,163.00	19.65 %
491 HARRIET BISHOP ELEMENTARY	3,940,081.85	4,560,461	370,535.26	3,694,725.73	3,301.21	862,434.06	18.91 %
** TOTAL ORG SERIES: 400-499 UNDEFINED ORG SERIES	43,627,144.91	45,229,748	3,861,324.74	36,182,957.55	68,038.92	8,978,751.53	19.85 %
500 ABE - AREA LEARNING CENTER	106,756.36	197,731	5,900.13	126,520.36		71,210.64	36.01 %
509 VALE	1,853,468.71	1,679,732	136,869.29	1,276,088.86	5,960.06	397,683.08	23.67 %

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ORG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
514 01							
514 CEDAR ALTERNATIVE	1,722,151.41	1,776,005	126,240.63	1,324,297.93	978.80	450,728.27	25.37 %
516 ANTHONY LEWIS CENTER	34,977.17	44,221	3,374.47	31,771.99	272.91	12,176.10	27.53 %
520 OPTIONS TREATMENT CENTER	34,958.52	44,221	3,787.78	32,366.74	23.81	11,830.45	26.75 %
530 SUMMER ESY K-12 STRETCH PROG	79,653.14	82,648	567.91	73,666.82		8,981.18	10.86 %
** TOTAL ORG SERIES: 500-599 COMMUNITY SERVICE	3,831,965.31	3,824,558	276,740.21	2,864,712.70	7,235.58	952,609.72	24.90 %
701 ST JOHN'S	14,535.93	24,029	2,136.65	19,672.17		4,356.83	18.13 %
** TOTAL ORG SERIES: 700-799 NONPUBLIC SCHOOL	14,535.93	24,029	2,136.65	19,672.17		4,356.83	18.13 %
*** 01 GENERAL	116,605,174.63	107,590,239	8,548,332.21	82,677,640.31	868,384.16	24,044,214.53	22.34 %
005 DISTRICTWIDE	1,114,377.57	803,182	45,136.81	669,836.44	2,295.01	131,050.55	16.31 %
014 BURNSVILLE SR HIGH	665,419.66	687,647	51,605.23	567,728.10		119,918.90	17.43 %
015 METCALF JR HIGH	336,814.53	363,538	31,566.53	285,451.64		78,086.36	21.47 %
066 EAGLE RIDGE JR HIGH	371,728.10	361,275	27,600.10	282,479.61		78,795.39	21.81 %
085 NICOLLET JR HIGH	317,428.27	329,129	26,504.83	244,912.15		84,216.85	25.58 %
** TOTAL ORG SERIES: 000-099 DISTRICT WIDE	2,805,768.13	2,544,771	182,413.50	2,050,407.94	2,295.01	492,068.05	19.33 %
482 GIDEON POND ELEMENTARY	184,525.64	180,115	15,153.88	142,288.31		37,826.69	21.00 %
483 EDW NEILL ELEMENTARY	177,295.87	183,436	15,859.32	143,863.14		39,572.86	21.57 %
484 MARION W SAVAGE ELEMENTARY	182,385.12	189,081	15,410.35	153,580.31		35,500.69	18.77 %
485 SIOUX TRAIL ELEMENTARY	169,852.52	167,546	14,050.25	141,219.41		26,326.59	15.71 %

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ORG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
486 02							
486 VISTA VIEW ELEMENTARY	188,236.25	191,179	16,179.68	155,365.93		35,813.07	18.73 %
487 BYRNE ELEMENTARY	157,310.45	163,718	16,336.47	144,852.90		18,865.10	11.52 %
488 RAHN ELEMENTARY	157,684.82	160,341	12,533.94	124,801.06		35,539.94	22.16 %
489 SKY OAKS ELEMENTARY	220,742.89	222,695	19,279.32	200,921.37		21,773.63	9.77 %
490 HIDDEN VALLEY ELEMENTARY	221,267.39	222,595	16,692.69	180,124.47		42,470.53	19.07 %
491 HARRIET BISHOP ELEMENTARY	208,596.31	206,487	13,714.69	168,542.06		37,944.94	18.37 %
** TOTAL ORG SERIES: 400-499 UNDEFINED ORG SERIES	1,867,897.26	1,887,193	155,210.59	1,555,558.96		331,634.04	17.57 %
*** 02 FOOD SERVICE	4,673,665.39	4,431,964	337,624.09	3,605,966.90	2,295.01	823,702.09	18.58 %
005 DISTRICTWIDE	5,625,730.65	6,159,096	381,706.29	4,883,685.48	52.70	1,275,357.82	20.70 %
** TOTAL ORG SERIES: 000-099 DISTRICT WIDE	5,625,730.65	6,159,096	381,706.29	4,883,685.48	52.70	1,275,357.82	20.70 %
*** 03 TRANSPORTATION	5,625,730.65	6,159,096	381,706.29	4,883,685.48	52.70	1,275,357.82	20.70 %
005 DISTRICTWIDE	660,020.77	42,423-	0.00	0.00		42,423.00-	100.00 %
008 DIAMONDHEAD	0.00	0	5,689.34	60,898.44		60,898.44-	0.00 %
014 BURNSVILLE SR HIGH	65,762.88	26,328	0.00	34,659.96		8,331.96-	31.64-%
** TOTAL ORG SERIES: 000-099 DISTRICT WIDE	725,783.65	16,095-	5,689.34	95,558.40		111,653.40-	693.71 %
482 GIDEON POND ELEMENTARY	130,552.79	31,847	3,216.89	31,946.53		99.53-	0.31-%
483 EDW NEILL ELEMENTARY	97,245.55	53,006	4,375.06	41,438.32		11,567.68	21.82 %
484 MARION W SAVAGE ELEMENTARY	117,257.10	51,577	4,255.76	40,427.83		11,149.17	21.61 %
485 SIOUX TRAIL ELEMENTARY	189,785.65	284,906	38,133.74	262,568.35		22,337.65	7.84 %

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ORG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
486 04							
486 VISTA VIEW ELEMENTARY	214,206.08	277,694	24,536.06	243,495.77		34,198.23	12.31 %
487 BYRNE ELEMENTARY	139,012.08	39,558	5,835.76	54,141.19		14,583.19-	36.86-%
488 RAHN ELEMENTARY	183,704.45	115,571	6,705.89	63,858.88		51,712.12	44.74 %
489 SKY OAKS ELEMENTARY	249,510.95	352,808	31,464.05	318,219.69		34,588.31	9.80 %
490 HIDDEN VALLEY ELEMENTARY	259,958.39	244,274	24,243.08	284,197.19		39,923.19-	16.34-%
491 HARRIET BISHOP ELEMENTARY	235,486.29	241,856	4,023.52	247,474.44		5,618.44-	2.32-%
** TOTAL ORG SERIES: 400-499 UNDEFINED ORG SERIES	1,816,719.33	1,693,097	146,789.81	1,587,768.19		105,328.81	6.22 %
96 500 ABE - AREA LEARNING CENTER	4,744,965.53	4,985,734	410,738.78	4,103,762.69	6,277.63	875,693.68	17.56 %
** TOTAL ORG SERIES: 500-599 COMMUNITY SERVICE	4,744,965.53	4,985,734	410,738.78	4,103,762.69	6,277.63	875,693.68	17.56 %
701 ST JOHN'S	102,498.48	103,158	26,125.23	69,592.21	14,620.60	18,945.19	18.36 %
704 TESSERACT SCHOOL	5,601.26	5,161	0.00	936.76		4,224.24	81.84 %
705 CYRPUS	0.00	1,032	0.00	0.00		1,032.00	100.00 %
799 HOME SCHOOLS	5,414.25	7,183	330.28	4,128.09		3,054.91	42.52 %
** TOTAL ORG SERIES: 700-799 NONPUBLIC SCHOOL	113,513.99	116,534	26,455.51	74,657.06	14,620.60	27,256.34	23.38 %
*** 04 COMMUNITY SERVICE	7,400,982.50	6,779,270	589,673.44	5,861,746.34	20,898.23	896,625.43	13.22 %
005 DISTRICTWIDE	0.00	0	0.00	146,805.24		146,805.24-	0.00 %
006 ADMIN BLDG	0.00	0	0.00	20,557.00		20,557.00-	0.00 %
014 BURNSVILLE SR HIGH	4,468,365.39	6,305,394	0.00	4,523,520.61	34,498.00	1,747,375.39	27.71 %

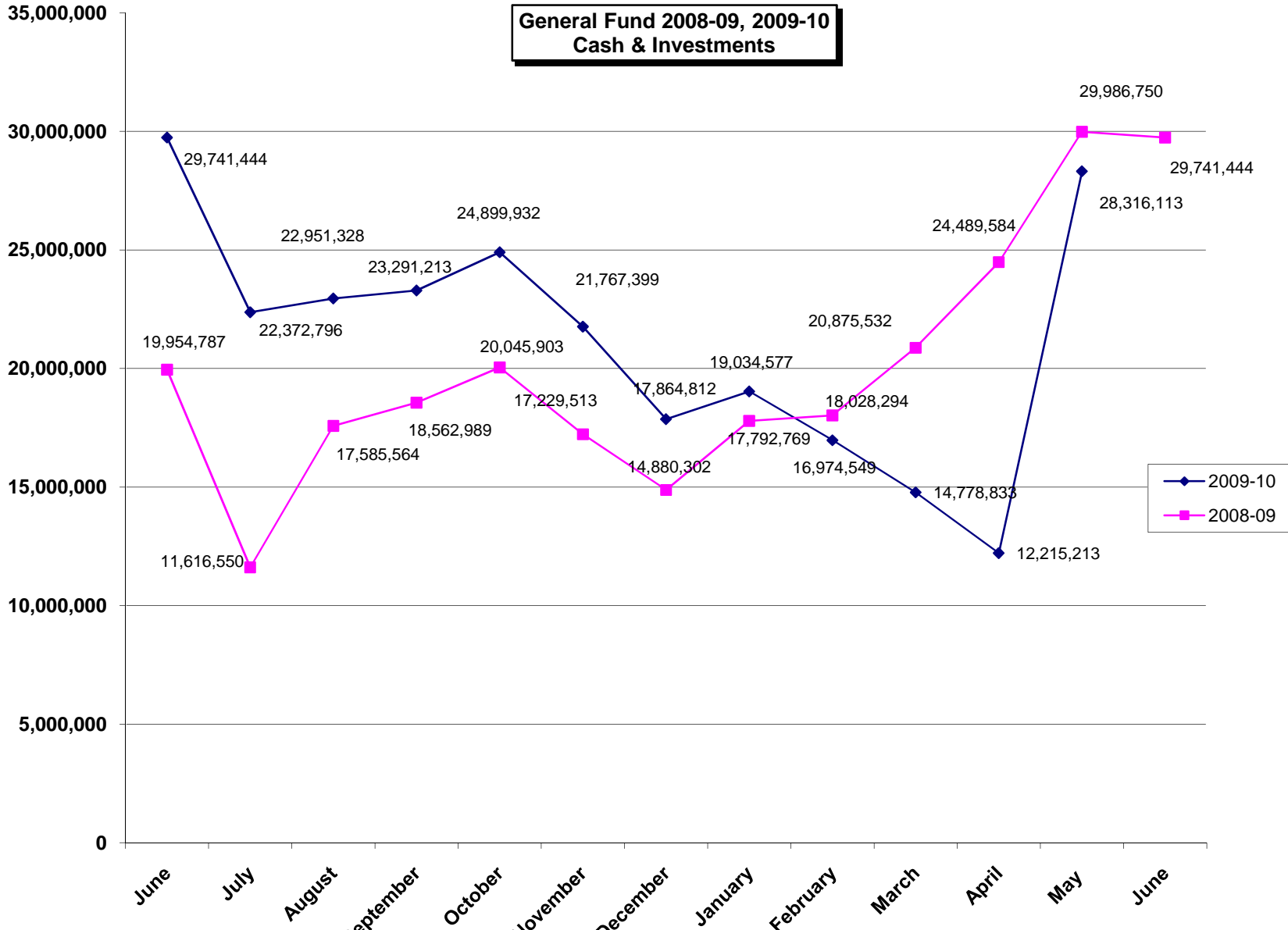
ORG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
015 06	2,542,211.04	3,995,375	0.00	4,515,068.89		519,693.89-	13.00-%
066 EAGLE RIDGE JR HIGH	18,538.00	0	0.00	0.00		0.00	0.00 %
** TOTAL ORG SERIES: 000-099 DISTRICT WIDE	7,029,114.43	10,300,769	0.00	9,205,951.74	34,498.00	1,060,319.26	10.29 %
482 GIDEON POND ELEMENTARY	1,647,490.44	0	0.00	3,731.00		3,731.00-	0.00 %
483 EDW NEILL ELEMENTARY	2,039,613.58	0	0.00	22,931.53		22,931.53-	0.00 %
484 MARION W SAVAGE ELEMENTARY	586,083.22	148,962	0.00	103,448.11		45,513.89	30.55 %
486 VISTA VIEW ELEMENTARY	1,373,768.57	0	0.00	77,295.55		77,295.55-	0.00 %
487 BYRNE ELEMENTARY	235,423.43	0	0.00	0.00		0.00	0.00 %
488 RAHN ELEMENTARY	29,693.63	378,000	0.00	252,027.18		125,972.82	33.32 %
489 SKY OAKS ELEMENTARY	32,917.74	1,085,353	0.00	0.00		1,085,353.00	100.00 %
490 HIDDEN VALLEY ELEMENTARY	23,058.37	141,269	0.00	138,902.73		2,366.27	1.67 %
491 HARRIET BISHOP ELEMENTARY	13,785.52	0	0.00	0.00		0.00	0.00 %
** TOTAL ORG SERIES: 400-499 UNDEFINED ORG SERIES	5,981,834.50	1,753,584	0.00	598,336.10		1,155,247.90	65.87 %
514 CEDAR ALTERNATIVE	3,478,461.33	0	0.00	145,282.62		145,282.62-	0.00 %
** TOTAL ORG SERIES: 500-599 COMMUNITY SERVICE	3,478,461.33	0	0.00	145,282.62		145,282.62-	0.00 %
*** 06 CAPITAL PROJECTS	16,489,410.26	12,054,353	0.00	9,949,570.46	34,498.00	2,070,284.54	17.17 %
005 DISTRICTWIDE	6,754,065.83	6,993,282	0.00	7,771,822.08		778,540.08-	11.13-%
** TOTAL ORG SERIES: 000-099 DISTRICT WIDE	6,754,065.83	6,993,282	0.00	7,771,822.08		778,540.08-	11.13-%
*** 07 DEBT SERVICE	6,754,065.83	6,993,282	0.00	7,771,822.08		778,540.08-	11.13-%

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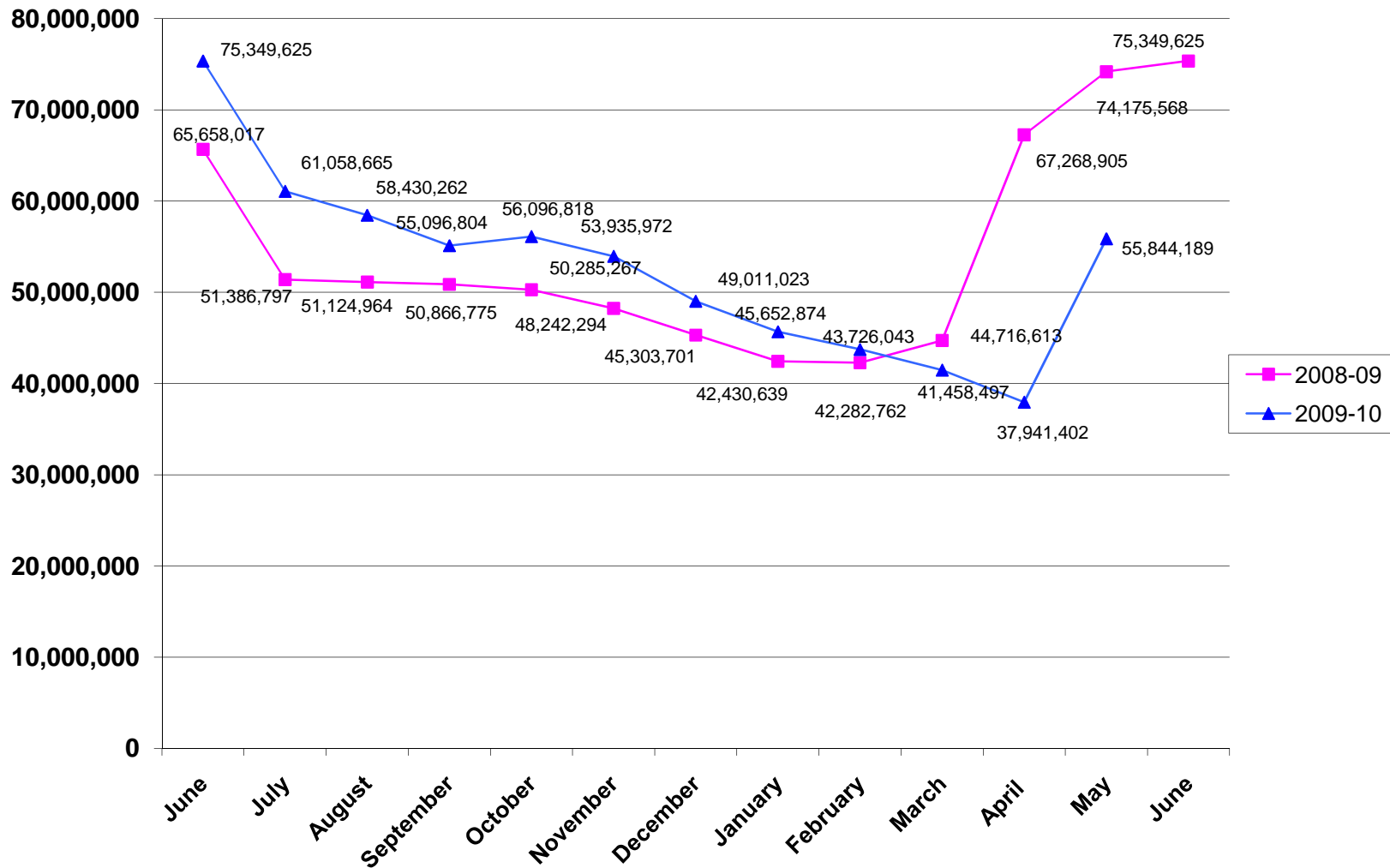
ORG FD	PRIOR YEAR ACTUAL	REVISED BUDGET	< 05/01/10 05/31/10	FISCAL YEAR 200907 EXPENDED THRU 05/31/10	ENCUMBERED THRU 05/31/10	REMAINING ON 05/31/10	PERCENT REMAINING
005 08							
005 DISTRICTWIDE	854,633.67	925,000	107,277.45	830,331.26		94,668.74	10.23 %
** TOTAL ORG SERIES: 000-099	854,633.67	925,000	107,277.45	830,331.26		94,668.74	10.23 %
DISTRICT WIDE							
*** 08 FLEX BENEFIT FUND	854,633.67	925,000	107,277.45	830,331.26		94,668.74	10.23 %
300 SECONDARY SERVICES	47,589.50	42,000	5,885.00	28,043.00		13,957.00	33.23 %
** TOTAL ORG SERIES: 300-399	47,589.50	42,000	5,885.00	28,043.00		13,957.00	33.23 %
SECONDARY SERVICES							
*** 09 SCHOLARSHIP FUND	47,589.50	42,000	5,885.00	28,043.00		13,957.00	33.23 %
005 DISTRICTWIDE	93,885.24	111,872	8,417.54	75,757.86		36,114.14	32.28 %
** TOTAL ORG SERIES: 000-099	93,885.24	111,872	8,417.54	75,757.86		36,114.14	32.28 %
DISTRICT WIDE							
*** 10 PRIN EARLY RET INS FUND	93,885.24	111,872	8,417.54	75,757.86		36,114.14	32.28 %
008 CAFE	0.00	69,419	7,746.21-	70,782.89		1,363.89-	1.96-%
** TOTAL ORG SERIES: 000-099	0.00	69,419	7,746.21-	70,782.89		1,363.89-	1.96-%
DISTRICT WIDE							
*** 15 CAFE	0.00	69,419	7,746.21-	70,782.89		1,363.89-	1.96-%
005 DISTRICTWIDE	897,038.47	900,000	63,749.50	864,245.07		35,754.93	3.97 %
** TOTAL ORG SERIES: 000-099	897,038.47	900,000	63,749.50	864,245.07		35,754.93	3.97 %
DISTRICT WIDE							
*** 20 ISF - DENTAL	897,038.47	900,000	63,749.50	864,245.07		35,754.93	3.97 %
005 DISTRICTWIDE	225,732.63	1,245,720	0.00	118,444.76		1,127,275.24	90.49 %
** TOTAL ORG SERIES: 000-099	225,732.63	1,245,720	0.00	118,444.76		1,127,275.24	90.49 %
DISTRICT WIDE							
*** 21 ISF - POST RETIREMENT BENEFIT	225,732.63	1,245,720	0.00	118,444.76		1,127,275.24	90.49 %
005 DISTRICTWIDE	2,595,313.32	0	0.00	0.00		0.00	0.00 %
** TOTAL ORG SERIES: 000-099	2,595,313.32	0	0.00	0.00		0.00	0.00 %
DISTRICT WIDE							
*** 22 ISF - HEALTH SELECT 105	2,595,313.32	0	0.00	0.00		0.00	0.00 %
005 <DESC. NOT FOUND>	1,960,918.60	1,960,005	111,729.46	826,417.02		1,133,587.98	57.83 %
** TOTAL ORG SERIES: 000-099	1,960,918.60	1,960,005	111,729.46	826,417.02		1,133,587.98	57.83 %
DISTRICT WIDE							
*** 25 OPEB REVOCABLE TRUST	1,960,918.60	1,960,005	111,729.46	826,417.02		1,133,587.98	57.83 %
005 DISTRICTWIDE	0.00	781,890	0.00	0.00		781,890.00	100.00 %
** TOTAL ORG SERIES: 000-099	0.00	781,890	0.00	0.00		781,890.00	100.00 %
DISTRICT WIDE							

ORG FD	PRIOR YEAR	REVIS	REVISED	EXPEN	ENCUMBERED	REMAINING	PERCENT
005 47	ACTUAL	BUDGET	05/01/10 05/31/10	THRU 05/31/10	THRU 05/31/10	ON 05/31/10	REMAINING
*** 47 POST EMPLOYMENT BENEFITS	0.00	781,890	0.00	0.00		781,890.00	100.00 %
*** REPORT TOTALS:	164,224,140.69	150,044,110	10,146,648.77	117,564,453.43	926,128.10	31,553,528.47	21.02 %

**General Fund 2008-09, 2009-10  
Cash & Investments**

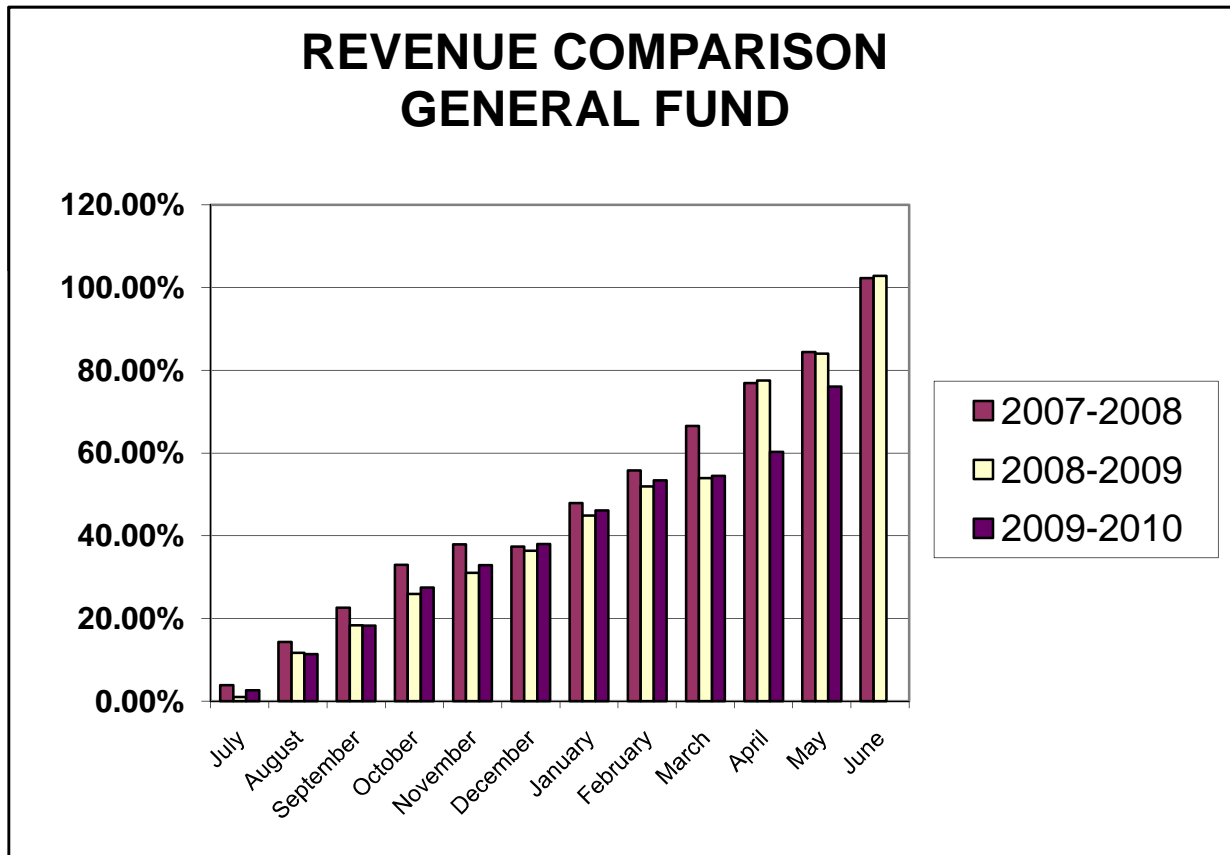


**All Funds  
2008-09, 2009-10 Cash & Investments**



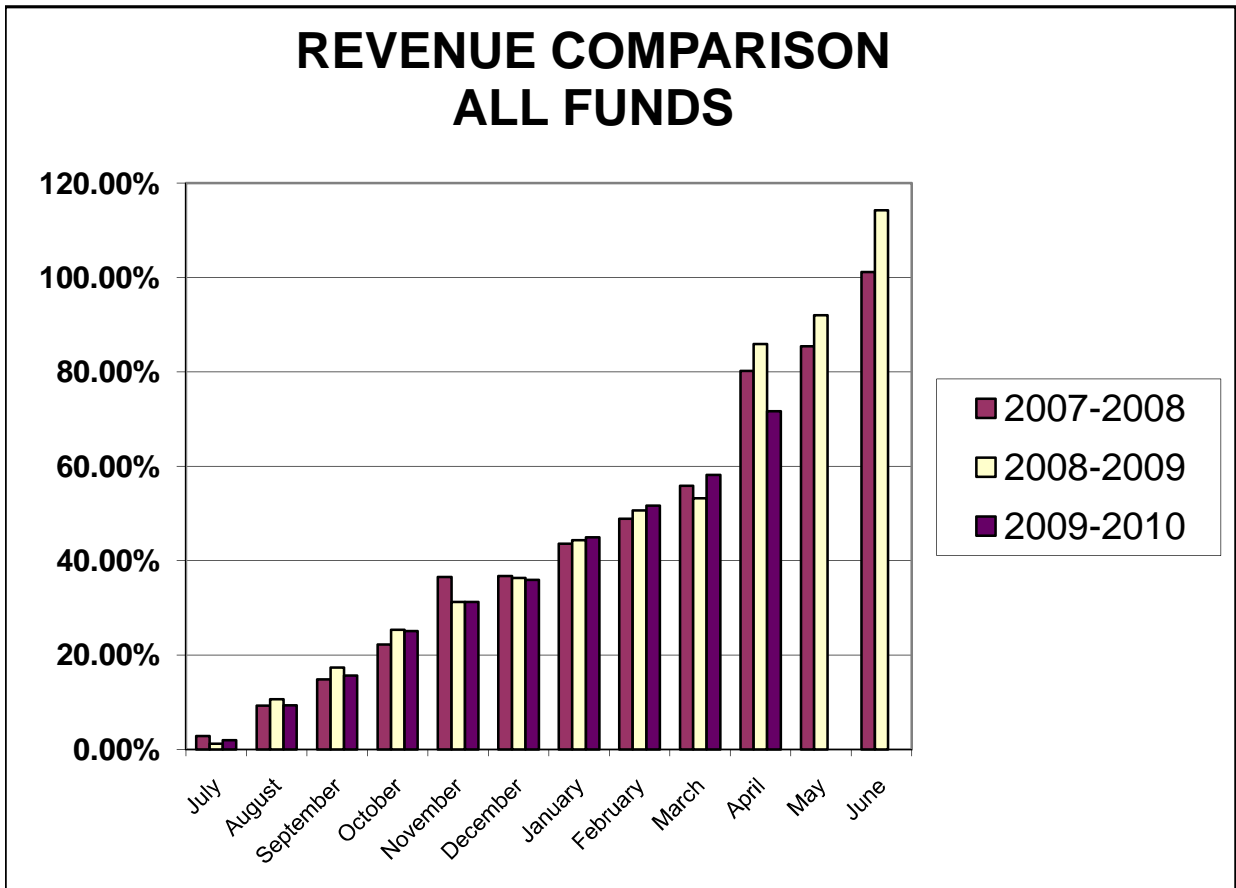
**REVENUE COMPARISON  
GENERAL FUND**

	2007-2008		2008-2009		2009-2010	
	\$ Year-to-Date	% of Budget	\$ Year-to-Date	% of Budget	\$ Year-to-Date	% of Budget
July	3,965,884	3.89%	1,296,759	1.01%	2,871,521	2.65%
August	14,620,377	14.32%	14,958,823	11.66%	12,347,748	11.37%
September	23,105,183	22.63%	23,539,868	18.35%	19,851,576	18.29%
October	33,643,143	32.96%	33,283,925	25.95%	29,813,213	27.46%
November	38,728,997	37.94%	39,845,301	31.06%	35,667,576	32.86%
December	38,115,165	37.34%	46,642,783	36.36%	41,257,584	38.00%
January	48,850,742	47.86%	57,524,506	44.85%	50,066,633	46.12%
February	56,932,960	55.77%	66,613,832	51.93%	57,948,551	53.38%
March	67,907,516	66.52%	69,154,793	53.92%	59,159,506	54.49%
April	78,530,394	76.93%	99,417,567	77.51%	65,449,135	60.29%
May	86,147,641	84.39%	107,746,997	84.00%	82,572,487	76.06%
June	104,438,364	102.30%	131,901,250	102.83%		
<b>BUDGET</b>	<b>102,079,800</b>	<b>100.00%</b>	<b>128,265,475</b>	<b>100.00%</b>	<b>108,560,562</b>	<b>100.00%</b>



**REVENUE COMPARISON  
ALL FUNDS**

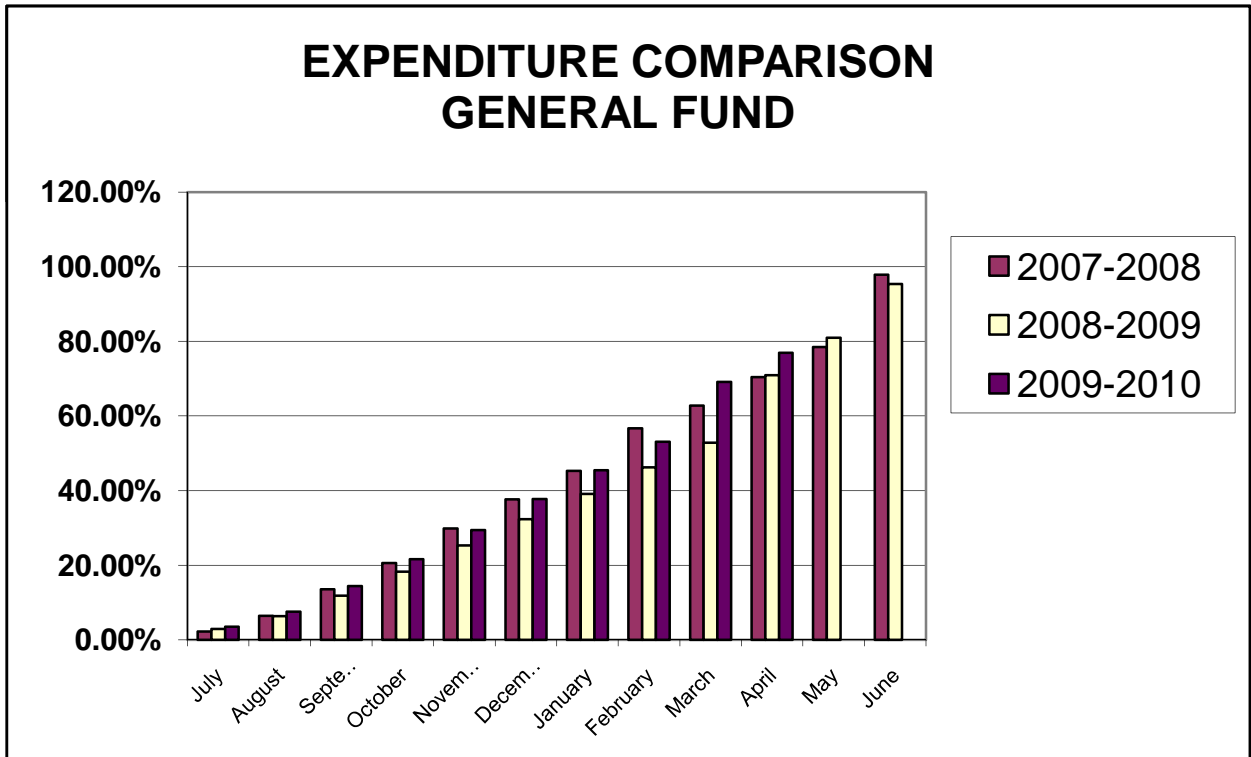
	2007-2008		2008-2009		2009-2010	
	\$ Year-to-Date	% of Budget	\$ Year-to-Date	% of Budget	\$ Year-to-Date	% of Budget
July	4,879,412	2.82%	1,858,832	1.22%	2,664,432	1.96%
August	16,136,078	9.32%	16,247,032	10.62%	12,740,367	9.36%
September	25,660,091	14.82%	26,539,157	17.35%	21,310,025	15.66%
October	38,497,721	22.23%	38,762,224	25.35%	34,096,925	25.06%
November	63,258,817	36.53%	47,784,521	31.25%	42,519,169	31.25%
December	63,627,793	36.74%	55,596,293	36.36%	48,868,132	35.92%
January	75,536,873	43.62%	67,807,260	44.34%	61,109,978	44.92%
February	84,675,831	48.89%	77,436,435	50.64%	70,277,617	51.66%
March	96,704,153	55.84%	81,353,289	53.20%	79,114,548	58.15%
April	138,905,413	80.21%	131,397,074	85.92%	97,529,879	71.69%
May	147,956,331	85.44%	140,703,112	92.01%		
June	175,138,206	101.13%	174,665,508	114.22%		
<b>BUDGET</b>	<b>173,179,535</b>	<b>100.00%</b>	<b>152,920,964</b>	<b>100.00%</b>	<b>136,048,053</b>	<b>100.00%</b>



**EXPENDITURE COMPARISON  
GENERAL FUND**

	2007-2008		2008-2009		2009-2010	
	\$ Year-to-Date	% of Budget	\$ Year-to-Date	% of Budget	\$ Year-to-Date	% of Budget
July	2,338,615	2.24%	3,698,233	2.89%	3,991,603	3.51%
August	6,722,861	6.43%	8,137,409	6.35%	8,598,373	7.56%
September	14,151,622	13.55%	15,133,822	11.81%	16,345,602	14.37%
October	21,512,539	20.59%	23,380,076	18.25%	24,614,501	21.64%
November	31,207,244	29.87%	32,450,703	25.33%	33,449,701	29.41%
December	39,350,313	37.66%	41,448,779	32.35%	42,953,275	37.76%
January	47,354,070	45.33%	50,107,345	39.11%	51,693,027	45.45%
February	56,866,732	56.70%	59,242,188	46.24%	60,420,404	53.12%
March	65,561,931	62.75%	67,719,897	52.85%	78,631,287	69.13%
April	73,615,536	70.46%	90,881,891	70.94%	87,561,326	76.98%
May	82,000,981	78.49%	103,699,855	80.94%		
June	102,264,853	97.88%	122,230,905	95.41%		
<b>BUDGET</b>	<b>104,476,389</b>	<b>100.00%</b>	<b>128,116,873</b>	<b>100.00%</b>	<b>113,744,870</b>	<b>100.00%</b>

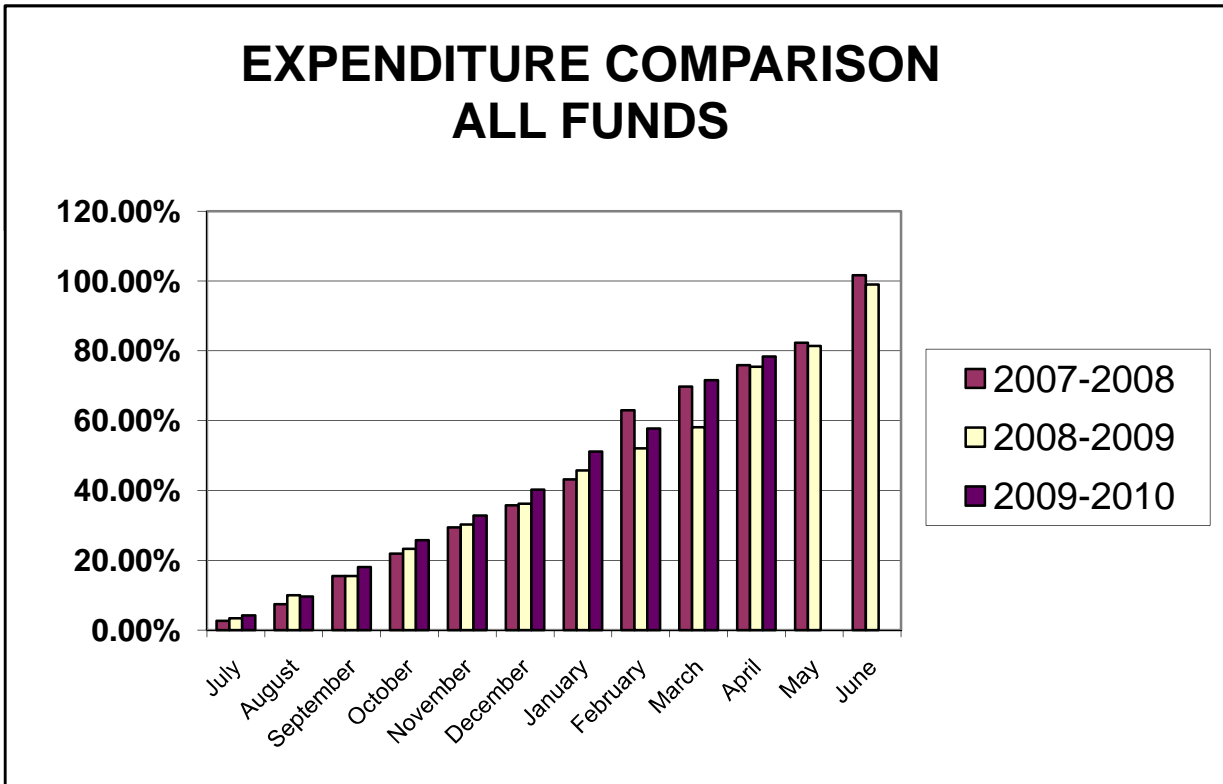
Does not include encumbrances (unpaid open purchase orders)  
Combines General and Transportation from reports



**EXPENDITURE COMPARISON  
ALL FUNDS**

	2007-2008		2008-2009		2009-2010	
	\$	%	\$	%	\$	%
	Year-to-Date	of Budget	Year-to-Date	of Budget	Year-to-Date	of Budget
July	4,046,490	2.63%	5,521,224	3.35%	6,321,339	4.21%
August	11,356,404	7.38%	16,467,956	9.99%	14,393,486	9.60%
September	23,836,305	15.49%	25,607,012	15.53%	27,125,784	18.08%
October	33,684,986	21.89%	38,425,616	23.30%	38,667,515	25.77%
November	45,346,447	29.46%	49,093,080	30.26%	49,181,701	32.78%
December	54,964,409	35.71%	59,673,298	36.19%	60,376,525	40.24%
January	66,498,539	43.21%	75,425,616	45.74%	76,723,843	51.14%
February	96,984,963	63.02%	85,873,860	52.08%	86,645,731	57.75%
March	107,312,321	69.73%	95,776,076	58.09%	107,417,805	71.59%
April	116,742,715	75.86%	124,380,103	75.43%	117,564,453	78.36%
May	126,696,524	82.32%	134,305,443	81.45%		
June	156,427,616	101.64%	163,245,778	99.00%		
<b>BUDGET</b>	<b>153,900,935</b>	<b>100.00%</b>	<b>164,888,551</b>	<b>100.00%</b>	<b>150,039,645</b>	<b>100.00%</b>

Does not include encumbrances (unpaid open purchase orders)



INDEPENDENT SCHOOL DISTRICT 191  
Burnsville-Eagan-Savage  
Business Office

**TO: Members of the School Board**

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

**DATE: June 17, 2010**

**RE: Annual Fiscal Year Authorizations**

The annual organization of the School Board occurs in January to conform with the term of office for School Board members. Unlike the election of officers however, some matters of School Board organization are more readily conducted on a fiscal year basis. The following items pertain to fiscal year 2011. They are of a routine nature and although Board action is required, discussion is usually unnecessary. I recommend approval of each resolution as indicated. In the event a Board Member wishes to discuss any item, it should be removed from the consent agenda so that it may receive individual attention.

**a. Designation of Official Newspaper**

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

**RECOMMENDATION:** That Sun Current Newspapers be designated as the official newspaper for the 2010-11 fiscal year per M.S. 123.33; Subdivision 11, and M.S. Chapter 331.

**b. Appointment of Auditor**

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

**RECOMMENDATION:** That the CPA firm of Larson Allen be contracted to perform the 2010-11 financial audit. Field work and final reporting will occur during the fall of 2009-2010.

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

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

**RECOMMENDATION:** That the school board approve the property, casualty, liability agent of record agreement with the Kraus-Anderson Insurance Agency for the 2010-11 fiscal year.

**d. Appointment of Agent of Record – Group Insurance**

This agreement recognizes MacTavish Benefits as agent for our dental, medical, LTD and life insurance.

**RECOMMENDATION:** That the School Board appoint McTavish Benefits as agent of record for group medical, life, long term disability and dental insurance for the 2010-11 fiscal year.

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

Annotation: Membership in the Minnesota School Boards Association is beneficial to the efficient operation of the School District and well worth the estimated cost of \$11,894. A 2/3 majority vote is required.

**RECOMMENDATION:** That the School Board renew the District's membership in the Minnesota School Boards Association.

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

Annotation: The Minnesota State High School League is the governing agency for all inter-scholastic co-curricular activities. The administration recommends renewal of our membership.

**RECOMMENDATION:** That the School Board renew the District's membership in the Minnesota State High School League.

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

Annotation: The Association of Metropolitan School Districts serves as a research organization and advocate for the District's interest in legislation. We believe that continued membership is most important. The annual cost is approximately \$12,919.

**RECOMMENDATION:** That the School Board renew the District's membership in the Association of Metropolitan School Districts.

**h. Membership in CAREI**

Annotation: The Center for Applied Research and Education Improvements at the University of Minnesota provides research and supportive information relating to educational issues. The annual cost is approximately \$1,500.00.

**RECOMMENDATION:** That the School Board renew the District's membership in CAREI.



**TO:** Members of the School Board

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

**DATE:** June 17, 2010

**RE:** Payment of Payroll and Expenditures in June and July 2010

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

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

MDS/mp



**Professional Development  
Department of Teaching & Learning**

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TO: Members, Board of Education  
Superintendent, Dr. Clegg  
Agenda II.B.8  
June 17, 2010

FROM: Michelle Schwab, Director of Professional Development

DATE: June 9, 2010

**RECOMMENDATION:** That the Board approve the 2009-2010 QComp Annual Report for ISD 191

ISD 191 has completed its fourth year of QComp programming and has sustained various professional development efforts. As a recipient of QComp funding we are required to record and submit a comprehensive report on goal attainment and program changes at the end of each fiscal year. The distribution of the 2009-10 funds from the Minnesota Department of Education was based on a per pupil calculation and details of the budget can be shared with you upon request. We were required by state statutes to allocate QComp funds into five categories and enter into an agreement with the Burnsville Education Association to distribute these funds accordingly. The 2009-2010 ProPay Memorandum of Understanding between the district's school board, the Burnsville Education Association and the Minnesota Department of Education was successfully implemented.

QComp funding has benefited the district by offering various staff members the opportunity to enhance their current instruction and assessment strategies to meet the unique learning needs of each student they serve. QComp funds also sustained and supported the alignment of the district's strategic plan and professional development plan through the use of 1) career ladder positions, 2) job embedded professional development, 3) teacher observations and evaluations, 4) performance pay based on goals and action plans, and 5) an alternative salary schedule. This report provides narrative information and data for our district's QComp program, called ProPay.

**1) Career Ladder/Advancement**

Purpose: Provide interested and qualified teachers the opportunity to take on leadership roles in the district and share their expertise with their colleagues while still retaining a primary role in student instruction.

**Implementation in 2009-10:**

a) Professional Learning Community Facilitators (50): These teacher leaders received five days of training from the Director of Professional Development on research based practices related to SMART goals, Cognitive Coaching, peer observations, integration and equity, data analysis, designing group norms, facilitating large and small groups, and understanding change cycles. They also led goal setting sessions, book studies, data analysis workshops, and teacher observation protocols.

## 1) Career Ladder/Advancement (cont.)

- b) Professional Development Instructors (10): There were seven classes offered this year with approximately 85 teachers participating for college credit or continuing education units for relicensure. These courses are taught by teachers for teachers. The focus of the content and context this year was on foundations of effective instruction, seeking educational equity and diversity, effective mathematics instruction, reading comprehension, Response to Intervention (RtI), and Sheltered Instruction Observation Protocol (SIOP).
- c) Classroom Demonstration Teachers (5): This strand of the ProPay program was developed at the end of the year. Five highly trained individuals were video taped in their classrooms as they modeled effective instruction. These video recordings will be used for teacher training, observation protocol training, mentee training, and administrative training during the 2010-11 school year.
- d) Mentors (40): There were approximately 40 mentors assigned to newly hired staff members. There are two types of mentors: content mentors and site mentors. After reviewing survey data from mentees and mentors in 2009, we had conclusive evidence that the mentor program needed additional support. By dividing the comprehensive role into two areas of concentration, new staff had clearer direction for who could provide support at their sites. The mentors worked through several projects with their mentees including the completion of an orientation checklist, a critical review of the standards, observations with feedback, and a reflective log. Mentors received a stipend for their dedication and time to the mentorship program. At the end of the year, mentees and mentors were encouraged to complete an online questionnaire and provide feedback for future planning. Results showed that new staff need more support. They have indicated, through meetings and the survey, that the district should consider a more comprehensive and consistent districtwide program model. There is a need to have consistent support for mentees districtwide and provide more than one year of support. After reviewing the induction programs of similar districts and the QComp budget, the advisory committee will explore options during 2010-11.
- e) District Evaluators (5): The five individuals in this role evaluated all tenured teaching staff in the district based on predetermined criteria. The district evaluators continued to play an important and massive role in the success of the Teacher Evaluation System and QComp. Their seamless scheduling, communication, routines, and demeanor with the district's staff, created the collegial environment for teachers to feel engaged in a confidential professional dialogue about their individual teacher practice.
- f) District Reserve Teachers (4): In August, four teachers were hired to provide classroom coverage while teachers met for coaching sessions or pre and post conferences related to performance evaluations. These teachers were asked to step into various classrooms, in various buildings, at various times, to substitute for the classroom teacher while he/she met with an evaluator or coach. The reserve teachers also subbed for mentors and professional learning community facilitators when needed.

## 2) Job-embedded Professional Development

Purpose: Align professional development with instructional needs and formative assessment while providing teachers time for collaboration and collegiality during the school or teacher contract day.

### Implementation for 2009-10:

- a) Professional Learning Communities were used again this year as a vehicle to encourage professional dialogue about student performance. The professional development plan provided guidance for PLCs and required an application of their learning into the classroom. Individual sites used their allocated PLC time to address site specific professional development needs. For example, Vista View utilized time for analyzing and interpreting data on student achievement related to literacy and interventions. The high school staff reviewed and synthesized how to better serve their various populations while studying school climate. As the district continues to collect data on student achievement through various formal and informal assessment tools, PLCs will naturally become more data driven across the district in years to come.
- b) Reflection on Instruction was a component of peer coaching and job-embedded professional development. Increasing the rigor of our instructional focus, teachers were required to choose two goals areas from the *Frameworks of Teaching* tool in 2009-10. That is an increase from 2008-09. Teachers worked with literacy coaches, SIOP coaches, PLC facilitators, evaluators and their peers to show growth in their goal areas from fall to spring.

## 3) Teacher Observation for Performance Evaluation

Purpose: Support teachers for continuous improvement in instructional skills through formative evaluation/observation by monitoring growth using a continuum on a rubric provided by a team of evaluators/observers. This process must occur at least three times per year for all staff and includes at least two different evaluations/observations. Probationary teachers are observed by a building administrator rather than an evaluator.

### Implementation in 2009-10:

- a.) The district evaluators continued to use the *Framework for Teaching* from Charlotte Danielson for the fourth year. The *Framework for Teaching* is a research-based set of components for instruction, aligned to the INTASC standards, and grounded in a constructivist view of learning and teaching. In this framework, the profession of teaching is clustered into four domains of teacher responsibilities: planning and preparation (Domain 1), classroom environment (Domain 2), instruction (Domain 3), and professional responsibilities (Domain 4). Each of the four domains is divided into essential components and critical elements. There are a total of 22 components and 76 elements. Levels of teaching performance are articulated for each component through a rubric, intended to be a roadmap for reflection on the professional improvement of teaching.
- b.) In 2009-10, staff members participating in ProPay worked closely with district evaluators to set two instructional goals from Domain 3, and perhaps other goals in other domains depending on their evaluation cycle. A copy of the teacher evaluation cycles can be provided to you upon request. Figure 1.1, shows the results of teacher evaluations for 2009-10. Keep in mind each teacher had two goal areas. The reason that the number of observations does not match the exceeds column is because some teachers received two observations and some received one observation based on their FTE status. For example, at William Byrne Elementary there were 77 observations because the number of full time teachers is multiplied

by two and the number of part time teachers is multiplied by one. That totals 77 observations at that site. Also, each teacher was required to choose two goal areas so the total goals measured must equal 154. Teachers that met or exceeded the standards received between \$400 and \$1600. Teachers not meeting the standard received \$0. A detailed matrix was provided in the 2009-10 MOU to show the configuration for each possible scenario.

Figure 1.1 ProPay Professional Goal Attainment Results by School

<b>School</b>	<b>Number of teacher goals that <i>Did Not Meet the Standard</i></b>	<b>Number of teacher goals that <i>Met the Standard</i></b>	<b>Number of teacher goals that <i>Exceed the Standard</i></b>	<b>Number of Observations</b>
ECSE	0	4	132	68
Byrne	0	2	152	77
HB	0	5	167	86
Hidden Valley	0	2	184	93
MWS	0	2	152	77
Neil	0	0	132	66
Pond	0	0	108	54
Rahn	0	4	104	54
Sioux Trail	0	1	127	64
Sky Oaks	0	4	188	96
Vista View	0	2	150	76
NJH	1	1	184	93
Metcalf	0	2	218	110
ERJH	0	3	175	89
BHS	0	7	525	266
Cedar	0	2	50	26
Vale	0	1	57	29
<b>TOTAL</b>	<b>1</b>	<b>42</b>	<b>2805</b>	<b>1424</b>

#### 4) Performance Pay

Purpose: Award teachers additional compensation based on attaining various performance indicators with at least 60 percent of any compensation increase focused on three factors: schoolwide student achievement gains on a standardized assessment; measures of student achievement such as classroom, grade level, or team goals, and teacher evaluation/observation results.

##### Implementation in 2009-10:

- a) The results for the 2009-10 schoolwide student achievement gains have not been calculated at this time because many schools based their goals on the MCA II results. Those results have not been published by MDE. The ProPay Advisory Committee will determine goal attainment in the fall when they reconvene the committee and have all of the data from the standardized assessment sources. If you would like a copy of each school's student achievement goal, it can be made available to you.
- b) The results for the 2009-10 classroom goals and action plans for demonstrating growth in student achievement were determined by the district evaluators. Staff members submitted their materials in October and May while receiving coaching from principals, PLC facilitators, and evaluators. The results in Figure 1.2, show the number of staff members that met or did not meet the student achievement goal they set for 2009-10. If staff members met their classroom student achievement goal they received \$200. If they did not meet their goal, they received \$0.

Figure 1.2 ProPay Student Achievement Goal Attainment Results by School

School Site	Number of Staff <i>Did Not Meet Student Achievement Goal</i>	Number of Staff <i>Did Not Meet Student Achievement Goal</i>	Number of Staff <i>Met Student Achievement Goal</i>	Number of Staff <i>Met Student Achievement Goal</i>
	2008-09	2009-10	2008-09	2009-10
ECSE	1/39	1/36	35/39	35/36
Byrne	2/35	4/39	33/35	35/39
HB	1/38	6/45	37/38	39/45
Hidden Valley	0	1/48	48/48	47/48
MWS	0	3/39	39/39	36/39
Neil	1/36	4/34	35/36	30/34
Pond	0	0/29	29/29	29/29
Rahn	1/34	2/31	32/34	29/31
Sioux Trail	1/33	1/33	32/33	32/33
Sky Oaks	1/48	6/48	47/48	42/48
Vista View	0	5/40	42/42	35/40
NJH	7/54	3/48	47/54	45/48
Metcalf	3/46	4/55	43/46	51/55
ERJH	7/47	2/45	43/47	43/45
BHS	20/128	20/133	107/128	113/133
Cedar	0	2/13	13/13	11/13
Vale	0	0/29	14/15	29/29
<b>TOTAL</b>	<b>45/538 (8.4%)</b>	<b>64/745 (8.6%)</b>	<b>676/724 (93.4%)</b>	<b>681/745 (91.4%)</b>

### 5) Alternate Salary Schedule

Purpose: Reform the traditional “steps and lanes” salary schedule so that any permanent base salary increases for teachers are based on performance factors rather than longevity/continued employment.

#### Implementation in 2009-10:

The alternate salary schedule continued to be implemented through the Human Resources office because it relates to contractual and employment regulations. A copy of the alternate salary schedule can be obtained from the Human Resources department for your reference if needed.

### **Changes in Programming**


ISD 191 has received QComp funding and programming for four years. Implementing this comprehensive program takes careful planning and occurs in stages over time. Monitoring progress and allowing for flexible improvements has allowed us to manage our resources more effectively. Over the past four years, program changes occurred in order to increase rigor, implement feedback from staff, and be more fiscally responsible. On May 11, 2009 the Minnesota Department of Education conducted a formal Peer Review of our QComp program. They conducted similar reviews in veteran QComp districts. The protocol included a day long visit, interviews of staff at various sites, and a comprehensive document review. The criteria within the rubric, used by MDE to conduct this review, were published in January of 2009. The criteria were based on the original requirements from 2006 and feedback from a 2008 legislative audit of the Minnesota QComp program. Our district's program was developed under the original criteria, but we will need to adhere to the new criteria in order to receive QComp funding in the future. During the 2010-11 school year, the district's QComp advisory committee will explore strategies for addressing any proficiency issues noted in our report. Necessary changes will be implemented in 2011-12.

### **Relating Student Achievement to QComp**

Districtwide programming for student-level change, takes a great deal of time and data analysis. We must be cautious in seeking a connection between our student achievement data and our QComp programming data. It would take repeated measures from diverse tools, deployed through multiple observations over time and involve carefully chosen synonymous groups in order for us to imply any causal relationship between specific changes in student performance and our QComp implementation. In addition to the limitations associated with the brief duration of our participation in QComp, we should be concerned with using MCA-II data as a measure of correlating aggregate student outcomes with QComp success. Using MCA-II data is advantageous when it is available across multiple schools, represents a common indicator of aggregate student performance over multiple years, and is designed to detect broad shifts in school improvement efforts. To the contrary, the MCA-IIs are not designed to measure "value added" changes in student performance, teacher efficacy, and/or changes in school climate. Therefore, we cannot expect any interdependent indicators of QComp to have an implied impact on student achievement at this time. Ideally, we would monitor both areas equally and be mindful of their segregated purposes.

### **Conclusion**

Our QComp program, titled ProPay, is an evolving program. In order to better prepare our students and teachers for the 21st century, we will continue to monitor the rigor and relevance of what we teach, how we teach, and who we teach. We will strive to enhance our goal setting process by using multiple data sources to monitor individual student progress. We will ask staff members, involved in ProPay, to effectively use various student achievement performance indicators to inform and monitor student progress throughout the year. Each ProPay participant will continue to receive individualized professional development support in his/her classroom, including immediate feedback on performance and coaching for future lesson planning. Participants will continue to review examples of student work in professional learning communities, but will further explore how to collect data from student work in order to reflect on effective instruction, assessment tools, and intervention strategies. They will continue to conduct peer reviews and visit classrooms of highly qualified teachers, but will further develop keen strategies and use protocols for sharing ideas and adaptations they find effective in various classrooms throughout the year. A collaborative group of ISD 191 teachers and district leaders will continue to meet monthly and review the implementation process of our ProPay program in order to elicit the greatest possible gains in student achievement.

	School Improvement Division Quality Compensation Program 1500 Highway 36 West Roseville, MN 55113-4266	<b>Q Comp Annual Report Form</b>	<b>DUE: June 30, 2010</b>	ED # 02438-01
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**General Information:** This form must be used by all implementing districts as a means of completing the annual reporting requirements outlined in Minn. Stat. 122A.414, Subd. 3(a). Please complete all sections of this form and send via e-mail to [mde.q-comp@state.mn.us](mailto:mde.q-comp@state.mn.us) or via the address printed above. The report outlined on this form must be presented to the local school board no later than June 15 of each year of implementation, and this form must be sent to MDE according to the previous instructions no later than June 30 each year of implementation. (This form is **not** for updating schoolwide goals.)

**DISTRICT IDENTIFICATION INFORMATION**

<b>District Name and Number:</b> Burnsville Eagan Savage School District 191	
<b>Superintendent:</b> Dr. Randall Clegg	<b>Phone:</b> 952-707-7000
<b>E-mail:</b> rclegg@burnsville.k12.mn.us	<b>Fax:</b> 952-707-2002

**CHARTER SCHOOL IDENTIFICATION INFORMATION**

<b>Charter School Name and Number:</b>	
<b>School Board Chair:</b>	<b>Phone:</b>
<b>E-mail:</b>	<b>Fax:</b>

**SCHOOL IDENTIFICATION INFORMATION**

<b>School Name:</b>	
<b>Principal:</b>	<b>Phone:</b>
<b>E-mail:</b>	<b>Fax:</b>

**ADDITIONAL DISTRICT OR CHARTER SCHOOL CONTACT INFORMATION**

<b>Contact Person's Name:</b> Michelle Schwab	<b>Phone:</b> 952-707-4049	
<b>E-mail:</b> mschwab@burnsville.k12.mn.us	<b>Fax:</b> 952-707-4024	
<b>District Street Address:</b> 100 River Ridge Ct		
<b>City:</b> Burnsville	<b>State:</b> MN	<b>Zip Code:</b> 55337

This report was created by Michelle Schwab (name of person completing the report) and was presented to the school board on June 17, 2010 by Michelle Schwab, Director of Professional Development. Everything contained in this report is true and accurate, and evidence of this can be made available upon request.

\_\_\_\_\_  
Superintendent/Charter School Director signature


\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of the Exclusive Representative of the Teachers/Charter School Authorizer signature

\_\_\_\_\_  
Date

	School Improvement Division Quality Compensation Program 1500 Highway 36 West Roseville, MN 55113-4266	<b>Q Comp Annual Report Form</b>	<b>DUE: June 30, 2010</b>	ED # 02438-01
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**Please provide an update on the district Q Comp program that includes the summary of findings and recommendations from the annual board report as required under Minn. Stat. 122A.414 Subd. 3(a).**

**1) Career Ladder**

Purpose: Provide interested and qualified teachers the opportunity to take on leadership roles in the district and share their expertise with their colleagues while still retaining a primary role in student instruction.

**Implementation in 2009-10, including successes and challenges:**

a) Professional Learning Community Facilitators (50): These teacher leaders received five days of training from the Director of Professional Development on research based practices related to SMART goals, Cognitive Coaching, peer observations, integration and equity, data analysis, designing group norms, facilitating large and small groups, and understanding change cycles. They also led goal setting sessions, book studies, data analysis workshops, and teacher observation protocols. The PLC-F are professional development leaders at their school sites and have taken on more responsibilities during the 2009-10 school. We have increased their stipend from \$2150 to \$2500 for 2010-11 as a result of analyzing their workload and responsibilities.


b) Professional Development Instructors (10): There were seven classes offered this year with approximately 85 teachers participating for college credit or continuing education units for relicensure. These courses are taught by teachers for teachers. The focus of the content and context this year was on foundations of effective instruction, seeking educational equity and diversity, effective mathematics instruction, reading comprehension, Response to Intervention (RtI), and Sheltered Instruction Observation Protocol (SIOP). The RtI and SIOP courses were added in 2009-10 in response to teachers seeking professional development to learn strategies for working with students that are receiving ELL and SpEd services.

c) Classroom Demonstration Teachers (5): This strand of the ProPay program was successfully developed at the end of the year. Five highly trained individuals were video taped in their classrooms as they modeled effective instruction. These video recordings will be used for teacher training, observation protocol training, mentee training, and administrative training during the 2010-11 school year.

d) Mentors (40): There were approximately 40 mentors assigned to newly hired staff members. There are two types of mentors: content mentors and site mentors. After reviewing survey data from mentees and mentors in 2009, we had conclusive evidence that the mentor program needed additional support. By dividing the comprehensive role, into two areas of concentration, new staff had clearer direction for who could provide support at their sites. The mentors worked through several projects with their mentees including the completion of an orientation checklist, a critical review of the standards, observations with feedback, and a reflective log. Mentors received a stipend for their dedication and time to the mentorship program. At the end of the year, mentees and mentors were encouraged to complete an online questionnaire and provide feedback for future planning. Results showed that new staff need more support. They have indicated, through meetings and the survey, that the district should consider a more comprehensive and consistent districtwide program model. There is a need to have consistent support for mentees districtwide and provide more than one year of support. After reviewing the induction programs of similar districts and the QComp budget, the advisory committee will explore options during 2010-11.

e) District Evaluators (5): The five individuals in this role evaluated all tenured teaching staff in the district based on predetermined criteria. The district evaluators continued to play an important and massive role in the success of the Teacher Evaluation System and QComp. Their seamless scheduling, communication, routines, and demeanor with the district's staff, created the collegial environment for teachers to feel engaged in a confidential professional dialogue about their individual teacher practice. Their inter-rater reliability training and accuracy was at its highest level this year. We are looking forward to another year of great results. In the next year, four of the five evaluator positions will be posted. The will be posted in February 2011 because the four individuals will have served their five year terms come June. We hope to hire four new evaluators in March 2011 so that they can job shadow the current evaluators to ease the transition and ensure very little disruption in programming.

f) District Reserve Teachers (4): In August, four teachers were hired to provide classroom coverage while teachers meet for coaching sessions or pre and post conferences related to performance evaluations. These teachers were asked to step into various classrooms, in various buildings, at various times, to substitute for the classroom teacher while he/she met with an evaluator or coach. The reserve teachers also subbed for mentors and professional learning community facilitators when needed. Often our hiring pool consists of teacher with little or no previous full time teaching experience. In 2010-11, we are going to explore ways to recruit teachers with more experience and of diverse backgrounds.

	School Improvement Division Quality Compensation Program 1500 Highway 36 West Roseville, MN 55113-4266	<b>Q Comp Annual Report Form</b>	<b>DUE: June 30, 2010</b>	ED # 02438-01
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**2) Job-embedded Professional Development**

Purpose: Align professional development with instructional needs and formative assessment while providing teachers time for collaboration and collegiality during the school or teacher contract day.

**Implementation for 2009-10 including success and challenges:**

a) Professional Learning Communities were used again this year as a vehicle to encourage professional dialogue about student performance. The professional development plan provided guidance for PLCs and required an application of their learning into the classroom. Individual sites used their allocated PLC time to address site specific professional development needs. For example, Vista View utilized time for analyzing and interpreting data on student achievement related to literacy and interventions. The high school staff reviewed and synthesized how to better serve their various populations while studying school climate. As the district continues to collect data on student achievement through various formal and informal assessment tools, PLCs will naturally become more data driven across the district in years to come.

b) Reflection on Instruction was a component of peer coaching and job-embedded professional development. Increasing the rigor of our instructional focus, teachers were required to choose two goals areas from the *Frameworks of Teaching* tool in 2009-10. That is an increase from 2008-09. Teacher worked with literacy coaches, SIOP coaches, PLC facilitators, evaluators and their peers to show growth in their goal areas from fall to spring.

**3) Teacher Observation/Evaluation**

a) **What percentage of teachers achieved the performance standard on the teacher evaluation rubric used in your district?**

97.9% of staff (same as below)

b) **What positive impact did this have on teaching and learning in the district?**

**Impact on Student Learning:** Teachers were able to demonstrate their proficiency within their content area and in various ways. Due to the clarity of the district goal and the subsequent alignment of building goals, staff were keenly focused on literacy across the content areas. Teachers used various research based strategies in their content areas to support and connect language arts components with their curriculum. Some staff used SIOP strategies, graphic organizers, progress monitoring systems, common assessments, and systematic interventions. All of these individual and collective actions, improved the staff's ability to diagnose issues when students first showed signs of difficulty. By attending to issues, questions and concerns more quickly and readily equipped with strategies, staff were better able to differentiate for students. The majority of the training was funded by QComp programming and supported through Career Ladder positions.

**Impact on Teacher Learning:** Teachers observed staff in subject/grade alike groups as well as professionals from other areas (ELL, SpEd, Title, Counselors, etc.) Lines of communication about student performance opened and ideas were exchanged. Many PLCs used book studies or articles to focus their discussion on data, interventions, flexible groupings, or comprehension. Staff began to discuss how to improve the current system in order to provide a more comprehensive approach to helping all students. Staff also began to have courageous conversation about equity, race, class, and achievement. They learned their IDI levels and reflected on how that affects their beliefs about student achievement.

c) **What challenges related to teacher observation/evaluation need to be addressed in the future?**

Training on the observation protocol for all peer observers, training on inter-rater reliability for principals, and changing the model to include two different observers contributing to results of a teacher's performance pay.

**4) Performance Pay**

**What percentage of teachers earned each of the following portions of the district Q Comp performance pay plan this year?**

a) **Schoolwide student achievement gains based on a standardized assessment.**


This has not been calculated for 2009-10 because our school goals are based on MCA II results. Those results have not been published yet.

b) **Measures of student achievement such as grade level, team or classroom goals.**

91.4% of staff

c) **Teacher evaluation/observation results.**

97.9% of staff (same as above)

	School Improvement Division Quality Compensation Program 1500 Highway 36 West Roseville, MN 55113-4266	<b>Q Comp Annual Report Form</b>	<b>DUE: June 30, 2010</b>	ED # 02438-01
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**5) Alternate Salary Schedule**

**Has the salary schedule been approved in your district? Yes**

- **If so, what percentage of teachers have made vertical movement in the schedule OR earned base salary increases? 99.8%**

**6) What impact does the district believe Q Comp implementation has had on recruitment and retention of high-quality teachers?**

QComp's impact on teacher recruitment and retention would be difficult to measure. We do use QComp funds to support all new staff and many teacher leadership positions. Without QComp, that support may not be possible. We can monitor the level of increase or decrease in professional development for staff. We know that QComp has provided the following benefits to our district in 2009-10:

- Increase in teacher collaboration
- Increase in focus on literacy across content areas
- Increase in locating data sources
- Increase in data analysis
- Increase in understanding how to progress monitor
- Increase in understanding English Language Learners

**7) What impact does the district believe Q Comp has had on improving classroom instruction and increasing student achievement in your district?**

Our QComp program, titled ProPay, is an evolving program. In order to better prepare our students and teachers for the 21st century, we will continue to monitor the rigor and relevance of what we teach, how we teach, and who we teach. We will strive to enhance our goal setting process by using multiple data sources to monitor individual student progress. We will ask staff members, involved in ProPay, to effectively use various student achievement performance indicators to inform and monitor student progress throughout the year. Each ProPay participant will continue to receive individualized professional development support in his/her classroom, including immediate feedback on performance and coaching for future lesson planning. Participants will continue to review examples of student work in professional learning communities, but will further explore how to collect data from student work in order to reflect on effective instruction, assessment tools, and intervention strategies. They will continue to conduct peer reviews and visit classrooms of highly qualified teachers, but will further develop keen strategies and use protocols for sharing ideas and adaptations they find effective in various classrooms throughout the year. A collaborative group of ISD 191 teachers and district leaders will continue to meet monthly and review the implementation process of our ProPay program in order to elicit the greatest possible gains in student achievement.

**8) What changes, if any, is the district planning to implement in its Q Comp plan for next year?**

ISD 191 has received QComp funding and programming for four years. Implementing this comprehensive program takes careful planning and occurs in stages over time. Monitoring progress and allowing for flexible improvements has allowed us to manage our resources more effectively. Over the past four years, program changes occurred in order to increase rigor, implement feedback from staff, and be more fiscally responsible. On May 11, 2009 the Minnesota Department of Education conducted a formal Peer Review of our QComp program. The criteria within the rubric, used by MDE to conduct this review, were published in January of 2009. The criteria were based on the original requirements from 2006 and feedback from a legislative audit of the Minnesota QComp program. Our district's program was developed under the original criteria, but we will need to adhere to the new criteria in order to receive QComp funding in the future. During the 2010-11 school year, the district's QComp advisory committee will explore strategies for addressing any proficiency issues noted in our report. Necessary changes include issues with augmenting stipends for teacher leaders, evaluating teacher leaders, hiring process and job descriptions for teacher leaders, and aligning goals to the district plan. These changes will be addressed during 2010-11 negotiations and reflected in the 2011-12 ProPay Memorandum of Understanding.

**\*\*If the district makes any changes, a Plan Change Form must be submitted to MDE.\*\***  
**\*\*A Site Goal Update Form must be submitted to MDE for changes to the schoolwide goals.\*\***



**Agenda II.B.9  
June 17, 2010**

**To: Members, Board of Education**

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

**Date: June 17, 2010**

**Re: Award the Contract for Property, Casualty and Liability Insurance for 2010-2011**

RECOMMENDATION: That the Board of Education approve the contract for property, casualty and liability insurance for the 2010-2011 year to the Travelers Property Casualty Company of America as follows:

Package Policy	\$107,493
Real, Personal Property & Extra Expense, Inland Marine Property Deductible \$10,000	
General Liability - \$1,000,000	30,101
Automobile - \$1,000,000	16,292
Umbrella - \$3,000,000	11,061
Crime	5,603
School Leaders Legal Liability	21,557
International Package	4,499
Environmental Impairment	4,778
Equipment Breakdown	<u>7,692</u>
	\$209,076

Property, casualty and liability umbrella coverage was raised resulting in slightly higher premiums. The agent of record remains Kraus-Anderson Insurance.

The premiums listed above are approximately \$4,751 higher than the 2009/2010 school year.

I thank you in advance for your consideration of this proposal, and I would recommend approval of the contract for property, casualty and liability insurance for the 2010-2011 year.



**Agenda II.B.10  
June 17, 2010**

**To: Members, Board of Education**

**From: Steve Hoiland, Director of Purchasing and Transportation Services  
Lisa K. Rider, Executive Director of Business Services**

**Date: June 17, 2010**

**Re: Approve Bid Award for copier and printer paper**

RECOMMENDATION: That the Board of Education award a contract for purchase of copier and printer paper valued at \$92,071.50 to Paper 101.

Recently, Purchasing solicited bids to supply paper for the District's copiers and printers. Four suppliers submitted offers that met our specifications and their bids were considered. Paper 101 offered the lowest total cost as indicated by the summary bid tabulation below. A complete bid tabulation is attached.

**SUMMARY TABULATION OF BIDS RECEIVED  
PRINTER AND COPIER PAPER  
BID OPENING JUNE 3, 2010**

Supplier	RIS Paper Company, Inc.	Duffy Paper Company	Paper 101	Wilcox Paper
Net Amount of Bid	\$94,614.85	\$95,384.75	\$92,071.50	\$94,080.00

This quantity of paper amounts to about four truckloads, a volume sufficient to obtain favorable, competitive pricing from major suppliers. It represents most of our annual requirement.

I recommend award of this procurement contract to Paper 101.

ATTACHMENT: Copier Paper Bid Evaluation

To: Members of the Board of Education  
Superintendent Randy Clegg

From: Sue Grissom  
Executive Director of Human Resources

Date: June 17, 2010

RE: **Elementary Band Schedule for 2010 - 2011**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION ADOPT THE  
ELEMENTARY INSTRUMENTAL MUSIC CALENDAR FOR THE 2010-2011  
SCHOOL YEAR**

**Discussion:**

The district serves 10 elementary schools with 3.66 FTES.

In order to equalize the calendar and provide commensurate prep time for a ten-hour day, elementary band teachers do not work on Fridays. In addition, two of the elementary band teachers, Ms. Langsjoen and Mr. Ellison do not work an additional 10 days. They each serve three schools. Ms. Nordmark who serves two schools as a full-time teacher has 9 additional days and Mr. Sylvester who serves two schools as a .66 FTE will have 7 additional days.

The additional days are selected to maximize student contact time and equalize time for each school. The longer days at each school minimize travel time and maximize student contact time.

A winter and spring concert schedule has been developed for each school as have parent meetings, demonstrations, and instrument display times.

A copy of the proposed calendar for band instructors with three schools is attached.

# ISD #191 Elementary Band Calendar 2010 – 2011

## AUGUST

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30 P	31 P			

## DECEMBER

M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## APRIL

M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## SEPTEMBER

M	T	W	R	F
		1 P	2 P	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## JANUARY

M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17 H	18	19	20	21
24 P	25	26	27	28
31				

## MAY

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

## OCTOBER

M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18 P	19 C	20 C	21	22
25	26	27	28	29

## FEBRUARY

M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21 P	22	23	24	25
28				

## JUNE

M	T	W	R	F
		1	2	3
6	7	8	9	10 P

## NOVEMBER

M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

## MARCH

M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23 C	24 C	25 C
28	29	30	31	

1<sup>st</sup> semester 84 days  
 2<sup>nd</sup> semester 88 days  
 MLK is a holiday for students and staff  
 President's Day 2-21 is a professional day  
 Good Friday is April 22<sup>nd</sup>

**After Labor Day Start**



**Agenda II-B-12  
June 17, 2010**

**TO: Members of the School Board**

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

**DATE: June 17, 2010**

**RE: Filing Dates for School Board Elections**

**RECOMMENDATION:** That the School Board approve the resolution and filing notice establishing August 3, 2010 through August 17, 2010 as the filing period for Directors of the School Board for the November 2, 2010 School Board Election.

The 2010 School Board election process commences with publishing notice of the filing dates for the office of School Board Director. There are 4 positions to be filled in this election. The terms of Susan Martin, Dan Luth, Nancy Banyard and Gail Morrison expire in January 2011. The filing period is August 3 – August 17, 2010. The notice will be published and posted as required by law. I recommend approval of the attached notice.

LKR/mp

**ATTACHMENTS:** Notice of Filing Dates for Election to School Board  
Election Calendar  
Resolution Establishing Dates For Filing Affidavits of Candidacy

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

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 191 shall begin on August 3, 2010 and shall close on August 17, 2010. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 17, 2010.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

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

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 191 shall begin on August 3, 2010, and shall close at 5:00 p.m. on August 17, 2010.

The School Board Election will be held on Tuesday, November 2, 2010. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.

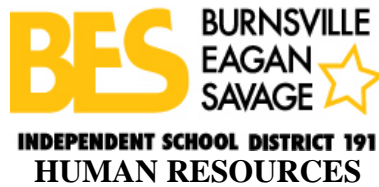
Affidavits of Candidacy are available from the school district clerk, 100 River Ridge Court, Burnsville, MN 55337. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school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

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 17, 2010.

Dated: June 17, 2010

**BY ORDER OF THE SCHOOL BOARD**

§  
\_\_\_\_\_  
*Sandra Sweep, School District Clerk  
Independent School District No. 191  
Burnsville-Eagan-Savage  
State of Minnesota*



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AGENDA ITEM: II.B.13.

To: Members of the Board of Education  
Superintendent Randy Clegg

From: Susan J. Grissom  
Executive Director of Human Resources

Date: June 17, 2010

RE: **Approve revised job description for the position of ESL Teacher**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION  
APPROVE THE REVISIONS TO THE JOB DESCRIPTION FOR AN ESL  
TEACHER**

Discussion: Since the district has adopted SIOP and implemented a more standardized curriculum for English Language Learners, the job description needed to be updated to reflect the changes in assessment and service delivery.

The recommended changes reflect the knowledge of Ms. Kristina Robertson, Title and ESL Coordinator.

**ISD # 191 Job Description  
(TCHRESL)  
JOB TITLE: ESL Teacher**

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Exempt (Y/N): YES  
DEPARTMENT: School Site  
SUPERVISOR: Principal

DATE: June 17, 2010

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**SUMMARY:** Teach English to qualifying bilingual students in elementary, junior, or senior high school by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Develop the social and academic language skills of English Language Learners (ELLs) through effective language instruction practices that focus on the four language domains.

Assess student language skills for placement, service, exiting and monitoring of ELL students.

Prepare ESL course objectives, curriculum, resources, and outline for course that integrates English Language Proficiency standards and district guidelines.

Collaborate with mainstream/content teachers to support the academic content learning of English Language Learners.

Administer assessments to evaluate student progress and inform students and parents of progress.

Keep attendance records.

Maintain discipline in classroom and support acclimation to U.S. educational system and district requirements.

Meet with parents to discuss student progress and problems.

Assist school staff to develop meaningful ELL family involvement and outreach activities.

Support school staff by maintaining a high knowledge base of the latest research, laws, most effective practices, and issues in the field

Consult with other building professionals such as Title 1, Special Education, Gifted and Talented and others to assure neither the under nor over –representation of LEP student referrals to other programs.

Receive training in Sheltered Instruction Observation Protocol (SIOP), implement content and language objectives daily and support general education teachers in implementing SIOP components.

Participate in faculty and professional meetings, educational conferences, and teacher training workshops.

Perform related duties such as sponsoring one or more activities or student organizations, assisting pupils in selecting course of study, and counseling students in adjustment and academic problems.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** B.A., Post-baccalaureate, or Masters degree in TESOL or Second Languages and Cultures with focus on English Language development. Bilingual language skills, multi-cultural knowledge and SIOP training preferred.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from parents and/or students, regulatory agencies, or members of the school community. Ability to effectively present information to top management, public groups, and/or School Board.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid and current Minnesota state K-12 ESL teacher's license.

**OTHER SKILLS and ABILITIES:**

Interpersonal skills, including ability to work well with others, be polite, helpful, courteous and compassionate.

Ability to maintain regular attendance.

Ability and willingness to follow school rules and policies.

Ability and willingness to follow directives from supervisors.

Ability to work with students of all ability levels, and to make adjustments in teaching techniques to fit individual needs.

Conflict resolution skills.

Computer literacy.

Classroom management/discipline skills.

Organizational skills.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10

pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but could at times be loud, depending on the student population.

AGENDA ITEM: II. B.14.

To: Members of the Board of Education  
Superintendent Randy Clegg

From: Susan J. Grissom  
Executive Director of Human Resources

Date: June 17, 2010

RE: **Approve revised job description for the position of  
Health Services Clerk**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION  
APPROVE THE REVISED JOB DESCRIPTION FOR THE POSITION OF  
HEALTH SERVICES CLERK**

Discussion:

The requirements of this position reflect greater use of and reliance on data collection and data analysis. The person in this position now has to be familiar with the TSIS system. The person in this position is also involved in BMI documentation and notification. Director of Health Services, Dawn Willson has provided input into the revised job description.

**ISD # 191 Job Description**  
**ACE HEALTH CLERK 5**  
**JOB TITLE: District Health Services Clerk**

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Exempt (Y/N): NO

DATE: June 17, 2010

DEPARTMENT: Health Services

SUPERVISOR: Director of Health Services

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**SUMMARY:** Provides clerical assistance to the Director of Health Services and the Health Services staff. Provides health office support to Burnsville Senior Campus students and staff as delegated by the Director of Health Service and in accordance with standard first aid and school district policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned by the Director of Health Services.

Receives direction of duties and delegation from the Director of Health Services.

Performs First Aid and emergency care to BSC students and staff as delegated by the Director of Health Services. Logs visits into TSIS. Makes appropriate referrals to nurse as needed.

Runs reports and provides clerical assistance to the Director of Health Services and the Health Service staff.

Provides assistance arranging for adequate staffing in district health offices and for student 1:1 needs.

Collects and processes all substitute and extra time sheets from Health Service staff.

Provides support to the Diamondhead Clinic by checking the refrigerator and freezers where vaccine is stored on days when the clinic is not open and reporting as needed to the clinic manager if temperatures are out of range.

Compiles Health Office data and runs reports as requested by school health service staff and the Director of Health Services such as health concerns, immunization reports, time studies, monthly and year end reports.

Enters immunizations into TSIS for all district home schooled students.

Provides TSIS technical support to Health Services staff.

Collects, organizes, prints and arranges for distribution of BMI letters.

Updates and distributes materials as requested by elementary health office staff for Kindergarten Orientation and Human Growth and Development classes.

Processes required information onto District computer programs and documents in order to prepare invoices, requisitions, check requests, payroll or other documents.

Assures appropriate budget code is used against appropriate budget area as indicated.

Sorts, files and scans health records for students who have left the District (K-9).

Monitors health office supplies, budget and ordering/distributing to district health offices.

Photocopies Health Services documents and distributes as needed.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED).

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES:** Computer skills. First Aid and CPR/AED certification required.

Patience and understanding when working around sick students.

Ability to maintain regular attendance.

Interpersonal skills, including ability to work well with others, be polite, helpful, courteous and compassionate.

Ability and willingness to follow school rules and policies.

Ability and willingness to follow directives from supervisors.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



To: Members of the Board of Education  
Superintendent Randy Clegg

From: Sue Grissom  
Executive Director of Human Resources

Date: June 17, 2010

RE: **Approve New 10 Hour Clerical Position in the Planning and Technology Department**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE A (10) HOUR PER WEEK, LEVEL 5 CLERICAL POSITION TO SUPPORT STUDENT SYSTEM DATA ENTRY, EFFECTIVE JULY 1, 2010**

Discussion:

The Planning and Technology Department is now required to submit student data to MDE (40) forty times in a given school year. We used to submit data (11) eleven times. This requires that the student information system is current at all times. The department currently has a full-time employee and a 30 hour per week employee. The district needs to add 10 additional hours of support to ensure timely, accurate data entry. There is a current job description for the position and a new one is not needed.

**INDEPENDENT SCHOOL DISTRICT 191  
Burnsville-Eagan-Savage  
Business Office**

**TO: Members, Board of Education**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: June 17, 2010**  
**RE: Approval of 2010/2011 Budget**

**Recommendation:** That the Board of Education approve the budget for 2010/2011 indicating revenue and expenditures in each fund as follows:

FUND	PROJECTED FUND BALANCE 6/30/2010	REVENUE	EXPENDITURES	PROJECTED FUND BALANCE 6/30/2011
GENERAL	\$ 13,753,877	\$ 107,458,436	\$ 110,567,262	\$ 10,645,051
FOOD SERVICE	468,446	4,000,604	4,000,604	468,446
COMMUNITY SERVICE	106,862	6,846,979	6,846,979	106,862
CAPITAL PROJECTS	4,440,329	40,000	2,000,000	2,480,329
DEBT SERVICE	1,583,525	8,997,245	8,577,132	2,003,638
TRUST & AGENCY FUND	320,471	1,004,150	1,078,000	246,621
INTERNAL SERVICE FUND	16,272,170	17,062,910	17,219,566	16,115,514
<b>TOTAL ALL FUNDS</b>	<b>\$ 36,945,680</b>	<b>\$ 145,410,324</b>	<b>\$ 150,289,543</b>	<b>\$ 32,066,461</b>

The 2010/2011 Budget was prepared in accordance with school board decisions. The parameters used to develop the budget are detailed in the presentation materials but are essentially as follows:

1. General education funding, on a per pupil basis for 2010/11, was decreased by 1% to \$5,073 per pupil unit as compared to \$5,124 in the prior year.
2. Class sizes remained the same as 2009/10 levels.
3. Enrollment estimated at 9,708 for 2010/11 as compared to 9,870 for 2009/10. A decrease of 162 students in average daily membership.
4. A general fund contribution of \$1,000,000 towards retiree severance is included as well as reimbursement from the OPEB trust to the operating funds of \$820,000.
5. Increases in expenditures as indicated in the budget assumptions and guidelines. Certain negotiated master agreements have not been settled.

This initial budget will be revised later in the year to recognize actual data relating to enacted legislation as it pertains to funding, enrollment, staffing audited fund balances, etc.

School board policy suggests that the District maintain, in each of the operating funds, an unreserved/undesignated fund balance equal to one month's expenditures. "If the school board determines that the fund balance goal cannot be met, the policy requirements may be waived upon majority vote when the budget is formally adopted." As expected, the unreserved/undesignated fund balance falls below the amount designated by policy. Therefore, approval of this proposed budget presumes the Board of Education has elected to waive this policy provision.

## **GENERAL FUND**

### **Overview**

As expected, the 2010/11 General Fund Budget shows a deficit (revenues less expenditures) of approximately \$3.1 million. As more current information becomes available, the budget will be revised accordingly. This budget should be viewed as a provisional budget subject to correction as data becomes available, particularly recently approved state and federal legislation.

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

### **Basic Allowance**

Currently, the basic state funding allowance is \$5,124 per pupil unit which represents no increase by the state over 2009/2010. Given the uncertainty in State legislation and funding calculations, the budget assumptions approved in February included an assumption that funding would decrease by 1% to \$5,073 and we continued with this assumption as the legislature did not resolve the budget deficit for 2010/11. We believe this to be conservative; however, not unreasonable given the state budget deficit concerns.

### **Special Education**

Special education categorical aid has been estimated at no increase over the 2010/11 budgeted revenue. These revenues will be updated to reflect recent state adjustments as more information becomes known.

### **Referendum**

The district's referendum authority is a combined \$1,476.20 per resident pupil unit (the state maximum) as approved by the voters in November, 2002 and November, 2007. Total referendum revenue declines each year in direct proportion to enrollment decline. Estimated referendum revenue for the 2010/11 year is approximately \$17.0 million, or roughly 16% of total general fund revenues.

### **Alternative Teacher Compensation**

Alternative teacher compensation revenue of approximately \$2.6 million is included in the 2009/2010 budget and can only be utilized for that stated purpose.

### **Compensatory**

Compensatory revenue has increased to approximately \$4.9 million as the result of additional students qualifying for free and reduced price lunches coupled with the decline of overall enrollment which results in a higher concentration of students qualifying for free and reduced priced lunches. This funding is dedicated to providing educational programs for at risk students.

## **Limited English Proficiency**

The estimate is based on the number of students qualifying for ESL services who have not received 5 years of ESL instruction. The budget assumes that funding will be provided for 1,087 students, although more students than those qualifying for aid will require services.

## **Transition**

Transition revenue ensures that District's do not lose formula revenue on a per student basis as a result of changes in counting ESL and extended time students.

## **Enrollment**

Enrollment is a crucial factor in determining a school district's revenue because most funding formulas are student based. The 2010/11 budget assumes a decline in estimated EC-12 enrollment from 9,870 students (Average Daily Membership) in 2009/10 to 9,708 in 2010/11. Enrollment uncertainty creates the potential for significant increases or decreases in student-based revenue. This assumption will need to be re-evaluated when the October 1, 2010 enrollment is known and the retention factor for 2010/11 is determined. With each student generating nearly \$7,600 in revenue, a small deviation in enrollment can produce a significant change in revenue.

Any changes in enrollment due to the continued operation of magnet schools or enrollment incentives will be reflected in the revised budget.

## **Revenue Restrictions**

Restrictions on the use of general education revenue are offset with dedicated revenue. Following are restrictions imposed on general education revenue in 2010/11:

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

The budget has been prepared accordingly; however, board action may be required to adopt the plans represented by these figures. The requirement that 2% of the General Education revenue be reserved for staff development has been waived for three years by recent legislation.

## **Capital Expenditures**

Capital expenditures are budgeted in the General Fund but are supported by revenue that is dedicated to this purpose. Capital expenditures included in this budget amount to approximately \$2.6 million.

## **Student Transportation**

The student transportation budget is based on current service levels and represents a new two-year agreement approved with First Student, Inc.

## **Site Based Budgeting**

A large portion of the operating budget is expended at the site level and in most cases the site exercises control over how funds and staffing are allocated. For instance, staffing is provided to each site on the basis of enrollment but the deployment of that staff is determined at the building level. Instructional budgets, while determined on a uniform basis across the district, are distributed among various accounts and programs at the school building level. Any budget balance at the end of a year in school accounts is carried forward to the succeeding year.

## **FOOD SERVICE**

The Food Service Fund budget shows a break-even for 2010/11. The lunch prices incorporated into this budget are unchanged from 2010/11 lunch prices.

## **COMMUNITY EDUCATION**

The Community Education Fund shows essentially a balanced budget after implementation of a \$166,799 transfer from the General Fund. This amount reflects the potential costs of the Rahn Kindergarten Plus Incentive tuition.

## **CAPITAL PROJECTS**

The Capital Projects Fund indicates a deficit budget for the 2010/11 year of approximately \$2 million, but has enough reserves to support this deficit. No revenue, other than interest income, is recognized as the Alternative Facility Levy was set to zero in the certified levy Payable 2010 in an effort to keep taxpayer increases to a minimum.

## **DEBT REDEMPTION**

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

## **FORMAT**

The budget document is similar to the format used in previous years and follows the pattern of the monthly budget reports. Following the letter of transmittal are the Financial Statements and Summary Schedules used for presentation purposes.

## **SUMMARY**

This budget was developed in accordance with the budget assumptions approved in February by the Board of Education.

The School District's budget is a very complex document and requires an understanding of education finance and accounting to conduct a meaningful analysis. Therefore, comparison of data from year to year or even among programs must be done cautiously to avoid inappropriate conclusions. A wealth of data supports the budget as presented and is available for review upon request. We would be pleased to provide any additional data that you desire.

Your questions and comments are solicited. I am pleased to provide the 2010/11 budget document for your review prior to my anticipated recommendation for adoption of this 2010/11 budget at the June 17<sup>th</sup> board meeting.

ATTACHMENTS: Proposed Budget 2010/2011

**ISD 191 BURNSVILLE - EAGAN - SAVAGE  
2010-2011 ADOPTED BUDGET  
CHANGES IN FUND BALANCE**

FUND	PROJECTED FUND BALANCE 6/30/2010	REVENUE	EXPENDITURES	PROJECTED FUND BALANCE 6/30/2011
GENERAL:				
RESERVED FOR:				
SAFE SCHOOLS	\$ 38,015	\$ 394,022	\$ 407,035	\$ 25,002
GIFTED & TALENTED	(82,089)	134,947	204,105	-
HEALTH & SAFETY	5,293	552,308	599,739	(42,138)
AREA LEARNING CENTER	597,529	1,883,336	2,363,461	117,404
TOTAL OPERATING CAPITAL	<u>702,567</u>	<u>3,305,365</u>	<u>3,662,735</u>	<u>345,197</u>
RESERVED	1,261,315	6,269,978	7,237,075	445,465
UNRESERVED- DESIGNATED	4,411,849	4,064,019	5,066,397	3,409,471
UNRESERVED- UNDESIGNATED	<u>8,080,713</u>	<u>97,124,439</u>	<u>98,263,790</u>	<u>6,790,115</u>
UNRESERVED- TOTAL	<u>12,492,562</u>	<u>101,188,458</u>	<u>103,330,187</u>	<u>10,199,586</u>
TOTAL GENERAL FUND	<u>\$ 13,753,877</u>	<u>\$ 107,458,436</u>	<u>\$ 110,567,262</u>	<u>\$ 10,645,051</u>
FOOD SERVICE TOTAL	\$ 468,446	\$ 4,000,604	\$ 4,000,604	\$ 468,446
COMMUNITY SERVICE:				
RESERVED FOR:				
COM ED	\$ (243,137)	\$ 5,454,107	\$ 5,452,995	\$ (242,025)
ECFE	327,604	512,288	559,482	280,410
SCHOOL READINESS	14,266	114,712	125,059	3,919
ABE	<u>25,832</u>	<u>568,512</u>	<u>517,642</u>	<u>76,702</u>
RESERVED	\$ 124,565	\$ 6,649,619	\$ 6,655,178	\$ 119,006
UNRESERVED	<u>(17,703)</u>	<u>197,360</u>	<u>191,801</u>	<u>(12,144)</u>
COMMUNITY SERVICE TOTAL	<u>\$ 106,862</u>	<u>\$ 6,846,979</u>	<u>\$ 6,846,979</u>	<u>\$ 106,862</u>
CAPITAL PROJECTS				
RESERVED FOR:				
ALTERNATIVE FACILITIES	\$ 4,440,329	\$ 40,000	\$ 2,000,000	\$ 2,480,329
CAPITAL PROJECTS TOTAL	<u>\$ 4,440,329</u>	<u>\$ 40,000</u>	<u>\$ 2,000,000</u>	<u>\$ 2,480,329</u>
DEBT SERVICE				
UNRESERVED FD 07	\$ 1,581,991	\$ 6,970,962	\$ 7,004,482	\$ 1,548,471
UNRESERVED FD 47	<u>1,534</u>	<u>2,026,283</u>	<u>1,572,650</u>	<u>455,167</u>
DEBT SERVICE TOTAL	<u>\$ 1,583,525</u>	<u>\$ 8,997,245</u>	<u>\$ 8,577,132</u>	<u>\$ 2,003,638</u>
TRUST & AGENCY FUND TOTAL	\$ 320,471	\$ 1,004,150	\$ 1,078,000	\$ 246,621
INTERNAL SERVICE FUND TOTAL	<u>\$ 16,272,170</u>	<u>\$ 17,062,910</u>	<u>\$ 17,219,566</u>	<u>\$ 16,115,514</u>
TOTAL ALL FUNDS	<u>\$ 36,945,680</u>	<u>\$ 145,410,324</u>	<u>\$ 150,289,543</u>	<u>\$ 32,066,461</u>

\* Negative reserved fund balance reported as a component of Unreserved- Undesignated.

**ISD 191 BURNSVILLE - EAGAN - SAVAGE  
2010-2011 ADOPTED BUDGET  
GENERAL FUND**

Projected Beginning Fund Balance		
Reserved	\$	1,261,315
Unreserved- Designated		4,411,849
Unreserved- Undesignated		8,080,713
Total Fund Balance		<u>13,753,877</u>
Revenues		107,458,436
Expenditures		(110,567,262)
Net Change in Fund Balance		<u>(3,108,826)</u>
Projected Ending Fund Balance		
Reserved		445,465
Unreserved- Designated		3,409,471
Unreserved- Undesignated		6,790,115
Total Fund Balance	\$	<u><u>10,645,051</u></u>

**DETAILS OF REVENUE AND EXPENDITURE BY PROGRAM**

REVENUE		
Property Taxes	\$	23,942,468
Federal Aid		5,016,671
State Tax Credits		299,994
State Categorical Aid		14,734,756
Other Local Revenues		790,828
State General		62,673,719
Total Revenue	\$	<u><u>107,458,436</u></u>

EXPENDITURES BY PROGRAM		
Administration	\$	4,726,487
District Support Serv.		3,500,454
Capital Health & Safety		599,739
Instr/Pupil Support Serv.		11,222,521
Capital Facilities		1,350,843
Transportation		6,468,142
Fixed Costs		676,799
Operation & Maint.		8,294,275
Instruction		73,728,002
Total Expenditures	\$	<u><u>110,567,262</u></u>

**ISD 191 BURNSVILLE - EAGAN - SAVAGE  
2010-2011 ADOPTED BUDGET  
FOOD SERVICE FUND**

<hr/>	
Projected Beginning Fund Balance	
Unreserved- Undesignated	\$ 468,446
Revenues	4,000,604
Expenditures	(4,000,604)
Net Change in Fund Balance	<hr/> -
Projected Ending Fund Balance	
Unreserved- Undesignated	<hr/> <u>\$ 468,446</u>

**DETAILS OF REVENUE AND EXPENDITURE BY PROGRAM**

<b>REVENUE</b>	
Federal Aid	\$ 1,717,850
Other Local Revenues	2,156,420
State Aid	126,334
Total Revenue	<hr/> <u>\$ 4,000,604</u>
<b>EXPENDITURES BY OBJECT</b>	
Salaries & Benefits	\$ 2,065,848
Food & Milk	1,544,806
General Supplies	235,000
Other	154,950
Total Expenditures	<hr/> <u>\$ 4,000,604</u>

**ISD 191 BURNSVILLE - EAGAN - SAVAGE  
2010-2011 ADOPTED BUDGET  
COMMUNITY SERVICE FUND**

Projected Beginning Fund Balance		
Reserved	\$	124,565
Unreserved- Undesignated		(17,703)
Total Fund Balance		<u>106,862</u>
Revenues		6,846,979
Expenditures		6,846,979
Net Change in Fund Balance		<u>13,693,958</u>
Projected Ending Fund Balance		
Reserved		119,006
Unreserved- Undesignated		(12,144)
Total Fund Balance	\$	<u><u>106,862</u></u>

**DETAILS OF REVENUE AND EXPENDITURE BY PROGRAM**

REVENUE

Property Taxes	\$	-
Federal Aid	\$	87,799
Property Taxes		935,691
State Categorical Aid		39,291
Other Local Revenues		4,798,659
State Aid		985,539
Total	\$	<u><u>6,846,979</u></u>

EXPENDITURES BY PROGRAM

Project Kids & K-Plus	\$	3,136,712
School Age/Youth		586,489
School Readiness		125,059
General & Facilities		889,406
Adult/Senior		1,103,350
Early Childhood Screening		52,443
Preschool/ECFE		814,162
Non-Public		139,358
Total	\$	<u><u>6,846,979</u></u>

**ISD 191 BURNSVILLE - EAGAN - SAVAGE  
2010-2011 ADOPTED BUDGET  
CAPITAL PROJECT FUND**

<hr/>		
Projected Beginning Fund Balance		
Reserved	\$	4,440,329
Revenues		40,000
Expenditures		(2,000,000)
Net Change in Fund Balance		<hr/> (1,960,000)
Projected Ending Fund Balance		
Reserved	\$	<hr/> 2,480,329 <hr/>

**DETAILS OF REVENUE AND EXPENDITURE BY PROGRAM**

REVENUE

Other Local Revenues		40,000
Total Revenue	\$	<hr/> 40,000 <hr/>

EXPENDITURES BY PROGRAM

Deferred Maintenance		2,000,000
Total Expenditures	\$	<hr/> 2,000,000 <hr/>

**ISD 191 BURNSVILLE - EAGAN - SAVAGE  
2010-2011 ADOPTED BUDGET  
DEBT SERVICE FUND**

<hr/>		
Projected Beginning Fund Balance		
Unreserved- Undesignated	\$	1,583,525
Revenues		8,997,245
Expenditures		(8,577,132)
Net Change in Fund Balance		<hr/> 420,113
Projected Ending Fund Balance		
Unreserved- Undesignated	\$	<hr/> <hr/> 2,003,638

**DETAILS OF REVENUE AND EXPENDITURE BY PROGRAM**

REVENUE

Property Taxes	\$	6,602,345
Other Local Revenues		60,000
State Aid		308,617
Total Revenue	\$	<hr/> <hr/> 6,970,962

EXPENDITURES BY PROGRAM

Other Expenses	\$	5,500
Principal		4,480,000
Interest		4,091,632
Total Expenditures	\$	<hr/> <hr/> 4,091,632

To: Board of Education  
Superintendent Randy Clegg

From: Sue Grissom  
Executive Director of Human Resources

Date: June 17, 2010

RE: **Employment Agreement with Burnsville Principals Association**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2009 - 2011 COLLECTIVE BARGAINING AGREEMENT WITH THE BURNSVILLE PRINCIPALS ASSOCIATION**

The District and the Burnsville Principals' Association reached a tentative agreement on April 14, 2010.

Highlights of the agreement include:

1. Salary increase of 1% effective July 1, 2009 and 1% effective July 1, 2010
2. Career steps increase by \$250 effective July 1, 2009 and \$250 effective July 1, 2010
3. Administrators are only eligible for benefits if they work at least 30 hours per week.
4. On snow days, administrators may telecommute
5. Effective July 1, 2010 principals with single health insurance will contribute 5% of the monthly premium and principals with family insurance will contribute 17% of family insurance.
6. Principals have language providing a district contribution to retiree insurance for based on length of service as a principal and total length of service in the district. The contribution ranges from 6 years to 9 years. Language now provides that if a principal should become eligible for Medicare while still receiving a district contribution, the principal must apply for Medicare and the district will reimburse the cost. This change will save the district money on two fronts; the claims experience will not impact our rates and Medicare supplements are significantly cheaper than insurance premium.
7. Principals hired after July 1, 2008 but before June 30, 2010 are eligible for a district contribution to retiree insurance only until eligibility for Medicare.
8. Principals hired on or after July 1, 2010 are not eligible for a contribution to retiree

insurance.

9. Principals hired after July 1, 1988 receive a district match to a 403(b) plan. The district match will increase from \$1500 to \$2,000.
10. Language related to the documents that can be placed in a principal's personnel file was dramatically changed. Documents must be placed in the file with the knowledge of the principal but not the approval of the principal.

Attachment: Master Agreement July 1, 2009 - June 30, 2011

# **MASTER AGREEMENT**

**JULY 1, 2009 - JUNE 30, 2011**

**BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT 191  
BURNSVILLE, MINNESOTA**

**AND**

**BURNSVILLE PRINCIPALS  
ASSOCIATION**

**Burnsville - Eagan - Savage Public Schools**

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**MASTER AGREEMENT  
July 1, 2009 – June 30, 2011**

**BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT 191  
BURNSVILLE, MINNESOTA**

**and**

**BURNSVILLE PRINCIPALS ASSOCIATION**

**Preamble**

THIS AGREEMENT, entered into between the School Board of Independent School District 191, Burnsville, Minnesota, and the Burnsville Principals Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as revised, is to provide the terms and conditions of employment for principals for the duration of the Agreement.

**ARTICLE I  
RECOGNITION**

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all principals who work more than fourteen (14) hours per week and more than sixty-seven (67) days per year. A principal, associate principal, and principal or associate principal on special assignment or any other professional employee required to hold a principal's license from the state department shall be referred to as a "principal" within this master agreement.

**ARTICLE II  
COPIES OF RECORD**

There shall be two (2) signed copies of the final contract for the purpose of record, one retained by the Board, one by the Association.

**ARTICLE III  
STATUTORY RESPONSIBILITIES AND OBLIGATIONS OF THE SCHOOL BOARD**

Section 1. All principals covered by this Agreement shall perform the professional services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by properly designated officials of the School District. The School Board and its properly designated representatives have the obligation and duty to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

Section 2. All principals covered by this Agreement, the School Board, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, Rules and Regulations of the State Board of Education, and valid rules, regulations, and orders of State and Federal governmental agencies. Any provisions of this Agreement herein found to be in violation of any such laws, rules, regulations or orders shall be null and void and without force and effect.

Section 3. The School Board agrees not to meet and negotiate with any organization other than the Burnsville Principals Association as long as that organization is the exclusive representative of the principals of Independent School District 191.

Section 4. It is further understood that the foregoing enumeration of the School Board's responsibilities and obligations is not exclusive and the School Board expressly reserves all its statutory authority not expressly delegated in the Agreement.

#### **ARTICLE IV PRINCIPALS RIGHTS**

Section 1. Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any principal or his/her representative to the expression or communication of view, grievance, complaint or opinion on any matter related to the conditions of compensation of public employment or circumvent the rights of the Association, nor shall it be construed to require any principal to perform labor or services against his/her will.

Section 2. Principals shall have the right to form and join employee organizations, and shall have the right not to form and join such organizations. Principals in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment with the School Board.

Section 3. Recognizing that principals have the right to meet and confer with the Board regarding any and all policies and practices of the District, the Board or its designee agrees to meet and confer with the principals on matters not covered in this Agreement at least every four (4) months. It shall be the responsibility of the Principals' Association to request such meetings and provide a proposed agenda.

Section 4. Any principal who is a member of the Association, or who has applied for membership, may sign and deliver to the Human Resources Office an assignment authorizing deduction of membership dues in the Association. Pursuant to such authorization, the Board shall deduct dues from each regular salary check of the principal ending in June.

Section 5. In accordance with M.S. §179.65, Subd. 2, as amended, any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any employee shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed eighty-five percent (85%) of the regular membership dues. The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Director of Mediation Services and to each employee to be assessed the fair share fee.

A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the Director of Mediation Services, the School District, and the exclusive representative within thirty (30) days after the receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative.

The School District shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the School District pending a decision by the Director, B.M.S., or Court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify, and save the School District harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

Section 6. With respect to all sums deducted by the Board, the Board agrees to remit to the Association said amount, accompanied by an alphabetical list for whom such deductions have been made.

Section 7. Duly authorized representatives of the Association shall be permitted to transact official association business on school property, provided that this shall not interfere with or interrupt normal school operations.

Section 8. The Association shall have the right to use school facilities and equipment, including computers, duplicating equipment, calculating machines, and all types of audio visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incidental to such use. The user shall request equipment from the responsible individual and have time and use determined when checked out.

Section 9. The Association shall have the right to use the District mail service, mailboxes, e-mail and voicemail for communications; such communication to be unimpaired and uncensored.

Section 10. The Board agrees to furnish to the Association information concerning the financial resources of the District, annual financial reports and audits, after official adoption at a regular School Board meeting, register of certified personnel, agendas and minutes of all Board meetings, census and membership data, (names and addresses of all principals salaries paid thereto and substantiating data).

## **ARTICLE V COMPENSATION**

### Section 1. Basic Rates of Pay:

#### Subd. 1. Status of Salary Schedules:

The salary schedules contained in this article are adopted by the School Board for the term of this Agreement. The salary schedules are not to be construed as a part of the continuing contract and the schedules contained herein are no longer applicable after June 30, 2011.

#### Subd. 2.

In the event that a new Agreement has not been mutually adopted by July 1, 2011, principals will be covered under M.S. §125.12 and the salary for 2011-2012 will be that stipulated on the individual contract for 2010-2011 until a new Agreement is reached subsequent to July 1, 2011 and the conditions of the new Agreement will determine salaries for 2011 - 2013.

#### Subd. 3. Salary Schedule - Placement

Initial placement is the responsibility of the Executive Director of Human Resources or designate.

#### Subd. 4.

For the salary schedule for the 2009 - 2010 and 2010 - 2011 contract year, see Appendix A and Appendix B attached hereto.

Section 2. Step Advancement: Step advancement for principals whose initial placement is step (1) one of the salary schedule is granted after a principal successfully completes one (1) year as a principal in ISD #191. For purposes of Section 2 and Section 3 of this article, a principal must start by December 1st. Longevity (Steps 15 and 20) is granted for years of professional service in the district.

Section 3. Principal Career Steps: Effective July 1, 2009, a principal is eligible for career step A after completing 4 years of service as a principal. A principal is eligible for career step B after completing 9 years of service as a principal. A principal is eligible for career step C after completing 14 years of service as a principal. A principal is eligible for career step D after completing 19 years as a principal. Career step amounts will be pro-rated for principals that work less than full-time.

**Effective July 1, 2009**, the following career steps apply:

- A. ~~\$1,500.00~~ \$1,750 in the 5<sup>th</sup> year of employment as a principal
- B. ~~\$2,000.00~~ \$2,250 in the 10<sup>th</sup> year of employment as a principal
- C. ~~\$2,500.00~~ \$2,750 in the 15<sup>th</sup> of employment as a principal
- D. ~~\$3,000.00~~ \$3,250 in the 20<sup>th</sup> year of employment as a principal

**Effective July 1, 2010**, the following career steps apply:

- E. \$2,000 in the 5<sup>th</sup> year of employment as a principal
- F. \$2,500 in the 10<sup>th</sup> year of employment as a principal
- G. \$3,000 in the 15<sup>th</sup> of employment as a principal
- H. \$3,500 in the 20<sup>th</sup> year of employment as a principal

Section 4. Tuition: The employer will reimburse employees for credits taken beyond the MA +60 or Specialist lane, subject to the prior approval of the Executive Director of Human Resources. Reimbursement will not be paid to employees on leave. Reimbursement shall be at the rate of graduate school tuition for the University of Minnesota, adjusted annually for the year in which the course was taken.

Section 5. Certificate, Retirement Fund Certificate, and Transcript of College Credits: Each principal must submit a copy of a valid Minnesota Certificate, a retirement fund certificate, and a transcript of all college credits. This material will be kept on file in the District office during the entire time that the principal is employed in the school system. Before a principal can be granted a step or lane advancement, all requirements above must have been fulfilled.

Section 6. Work Year: The work year for principals shall be twelve (12) months. In the event a principal works for less than twelve months, the employee's compensation, sick leave, and vacation shall be calculated on a prorated basis. Health, life, and dental insurance shall be the same as for a full time employee, provided an administrator works at least **thirty (30)** ~~twenty (20)~~ hours per week.

#### Section 7. Vacation

##### Subd. 1. Annual Vacation:

Each full-time principal shall have twenty-eight (28) vacation days. Principals hired after July 1, 1998, shall have vacation days:

1st	Year Principal	23
2nd	Year Principal	25
3rd	And Following Years	28

Subd. 2. Effective upon ratification of the contract, a member of the Unit who terminates employment during a fiscal year is entitled to vacation benefits earned during that previous fiscal year. The member may elect to vacation out until the end of the current month. A member will be paid for any remaining, earned, but unused vacation days at the time of

termination for any reason other than cause. A member who uses unearned vacation must reimburse the District at the time of termination.

Subd. 3. Accumulation and Termination: All vacation time must be taken within twenty four (24) months of the start of the fiscal year in which it is received or be forfeited. **Upon request, the Executive Director of Human Resources will permit principals to carry over vacation for a maximum of 26 months.** Principals who sever employment for any reason other than cause, will be paid for accrued but unused vacation days at the rate at which they were earned.

Section 8. Holidays: Each full-time member of this Unit shall have ten (10) holidays each year. They are: Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, and Memorial Day. Each principal subject to the approval of his/her immediate supervisor shall schedule the additional holiday.

**Section 9. Snow Days: In the event the superintendent declares a snow day and classes are cancelled, principals may telecommute for the day, take a vacation day or a personal day.**

Section 10. Compensation for Special Services:

Subd. 1. When principals teach courses through the District Staff Development Department or Community Education, they will be compensated at the rate normally used to compensate other professional instructors.

Subd. 2. When principals render special services that either the Association or the District deem well beyond the scope of their normal job description, Association leaders and District administration shall meet and confer on terms and conditions for the revised job description.

## ARTICLE VI GROUP INSURANCE

Section 1. Health and Accident Insurance

Subd 1. For all principals who have a full-time assignment, who are employed by the District, who qualify and are enrolled in the District base plan, the District contribution for individual or dependent coverage shall be as follows:

a. For individual coverage, it shall be equal to the rate for the highest cost HMO/PPO program offering choices among a number of health care providers and an office visit co-payment provision. The employee shall pay the balance of the premium for any other plan. **Effective July 1, 2010 the district will contribute 95% of the monthly premium. The employee shall pay the remainder via payroll deduction.**

b. For dependent coverage, it shall be equal to the rate for the highest cost HMO/PPO program offering choices among a number of health care providers and an office visit co-payment provision. The employee with dependent coverage will contribute 13% of the total premium for dependent coverage. The employee shall pay the balance of the premium for any other plan. **Effective July 1, 2010, the district will contribute 83% of the total premium for dependent coverage. The employee shall pay the remainder via payroll deduction.**

Section 2. Life Insurance  
BPA Master Agreement

Subd. 1. Each full-time member of this unit will be provided with \$250,000 term insurance with the District covering the cost of \$50,000 and employees covering the cost of \$200,000.

Subd. 2. Any member of the Unit, upon retirement, may elect to continue group term insurance under the provisions of Minnesota Statute § 61A.092 or may convert the term life insurance to an individual life insurance contract. Any extension or conversion is subject to the terms and conditions established by the insurance carrier. The premium costs for the employee shall be the responsibility of the employee by monthly prepayment to the District.

Section 3. Long Term Disability: The School District will contribute forty percent (40%) of the premium for a long term disability policy that provides benefits after an absence of thirty (30) consecutive working days. Disability pay will be governed by the policy in effect. Insurance company coverage is sixty-six and two-thirds percent (66 2/3%) of base salary with a limit of seventy-five percent (75%) when coordinated with other income sources according to the conditions of the policy. If the principal requests it, the District will pay to those participants who have accumulated over thirty (30) days of sick leave the remaining fraction of regular income with one-third (1/3) or one-fourth (1/4) days subtracted from the total number of remaining sick leave days until a maximum of seventy-five (75) days of unused sick leave has been used or the principal requests such payment to be discontinued.

Section 4. Liability Insurance: The School District will continue to provide liability insurance coverage for principals. Subject to the limitations on liability set forth in the Minnesota Statutes, the District shall defend and indemnify members of the Unit for damages, including punitive damages, claimed or levied against the member, provided that the member: 1) was acting in the performance of the duties of the position, and 2) was not guilty of malfeasance in office, willful neglect of duty or bad faith. Indemnification of members of the unit provided under this section shall be modified in accordance with any amendments to M.S. §466.07.

Section 5. Claims Against the School District: The parties agree that any description of insurance benefits contained in this Article is intended to describe coverage generally and benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

#### Section 6. Continuation of Benefits

Subd. 1. Termination: Upon retirement, an employee may continue to participate in health and dental group insurance plans at the enrollment level they were at, at the time of retirement. ~~This benefit is funded by the Principals' Insurance Retirement Fund.~~

**A. The District will continue to provide health and dental benefits is provided according to the following schedule. Should the principal become eligible for Medicare while still receiving a district contribution, the employee and his/her dependents must go on Medicare. The district will reimburse the employee the cost of a Medicare supplement on a semi-annual basis. The cost of the supplement may not exceed the amount the district is currently contributing towards insurance for the retiree.**

1. Years of District Service + Years as a Principal > 60: 9 years of Single or Dependent coverage. The premium contribution terminates (9) nine years from the date of retirement.

2. Years of District Service + Years as a Principal >40: 8 years of Single or Dependent at 100%. The premium contribution terminates (8) eight years from the date of retirement.

3. Years of District Service + years as a Principal > 30: 7 years of Single or Dependent at 50%. The premium contribution terminates (7) seven years from the date of retirement.
4. Years of District Service + years as a Principal >10: 6 years of Single at 100%. The premium contribution terminates (6) six years from the date of retirement.

*For example an administrator who works as a principal in the District for ten years would have 10 years of district service and 10 years as a principal for a total of 20 years. A principal who works 5 years as a teacher and then 25 years as a principal would have 30 years of District service plus 25 years as a principal for a total of 55.*

**B. Insurance Contribution for Principals hired after on or after July 1, 2008 but before June 30, 2010:**

Upon retirement, principals hired after July 1, 2008 **but before June 30, 2010** may continue to participate in health and dental group insurance plans at the enrollment level they were at, at the time of retirement, provided they are at least 55 years of age and have completed at least 10 years of service as a principal in ISD #191. Coverage shall cease when the retired principal becomes eligible for Medicare.

**C.** Effective July 1, 2001, principals who retired after June 15, 1998 with dependent coverage as described in (1.) or (2.) above, will make a monthly contribution towards the premium in an amount equal to the contribution made by active employees with dependent coverage.

~~Subd. 2. The revised Principals' Early Retirement Health Insurance Fund was established effective November 3, 1994. Yearly contributions to the Fund shall come from the following sources. No other direct District contribution shall be made to fund the plan.~~

- ~~a) The 1991-92 base contribution of \$16,567 shall be allocated annually to this fund.~~
- ~~b) The District shall contribute \$1298 per member/per year to fund the plan for the 2007-2008 and 2008-2009 fiscal years.~~
- ~~c) Interest earned since the inception of the fund shall accrue to the fund.~~
- ~~d) Upon request, the President of the BPA will be provided with an annual account statement at the end of the fiscal year.~~

~~Subd. 2. 3. Withdrawal shall take place in the following manner:~~

- a) All principals retiring after July 1, 1994, but before July 1, 1997 shall be eligible for full single or family coverage. Principals retiring between July 1, 1997 and June 15, 1998 will be eligible for full single or half-family coverage. All principals retiring on or after June 16, 1998 are subject to the provisions in Article VI, Section 6, Subd. 1 ~~and Subd. 2~~
- b) Payments shall be made directly to the carrier by the District in the amount of a monthly contribution appropriate to the coverage (single or family) as per rates for the year in which the contribution takes place. The **District Principals' Health Insurance Retirement Fund** will make premium contributions for principals who retired prior to June 16, 1998 as per the 1997-99 contract. See Appendix B.
- c) In the event of the death of a retired principal with dependent coverage, the percentage of contribution for health and dental coverage will continue for eligible dependents until the date coverage would have ended for the retired principal or until he/she does not qualify for the requirements of the carrier.
- d) All coverage shall be subject to carrier approval.
- ~~e) If any provision in this section is determined to be discriminatory, costs incurred will be~~

~~paid by the insurance fund.~~

Subd. 4. Leaves of Absence: An employee on a School District approved unpaid leave of absence shall be permitted to participate in group insurance programs, to the extent permitted by the carrier, but shall pay all premiums during the term of the leave.

Subd. 5. Disabled Employee: An employee who becomes eligible for long term disability shall retain such benefits as are provided by the carrier and the School District shall make normal contractual contributions for H & A insurance, as provided by law, for the duration of the disability.

## Section 7. Dental Insurance

Subd. 1. Single Coverage: The District shall provide dental insurance currently in effect in the School District, for individual coverage for each regular employee who qualifies for and is enrolled in the base group plan. The employee must indicate the desire to participate by written notification to the Office of the Executive Director of Human Resources.

Subd. 2. Family Coverage. The District shall provide dental insurance currently in effect in the School District for family coverage for each regular employee who qualifies for and is enrolled in the group plan. The employee must indicate the desire to participate by written notification to the Office of the Executive Director of Human Resources.

## **ARTICLE VII MISCELLANEOUS**

Section 1. Mileage and Miscellaneous Expense Reimbursement. The District will reimburse principals for eligible mileage and business expenses incurred as the result of performing job-related responsibilities. Reimbursement shall be consistent with District policy.

## Section 2. Professional Expenses.

Subd. 1. Allocation. After July 1, 1998 the employer will provide \$2000 per fiscal year for a member's professional development activity. This may include memberships in state and national organizations, national conferences, local conferences, other activities. All of the above must be preapproved by the Assistant Superintendent for Instruction. Reimbursement will follow District procedures and state and federal law.

- a) BPA members who work less than a (12) twelve-month duty year or who work less than full-time, as determined by the school district shall receive professional development expenses on a pro-rated basis.
- b) Following approval by the Assistant Superintendent for Instruction, members of the BPA may purchase technology to further their professional development. All technology must be compatible with District systems. Technology purchased through District purchasing remains District property. Technology purchased by the individual, remains the property of the individual
- c) ~~The fund will carry over until June 30, 2009.~~ **The account will be capped at \$6,000.** Should the employee terminate employment while owing the district, the said amount will be deducted from the final check.

Section 3. Tax Sheltered Annuity and Deferred Compensation Plans: Tax sheltered annuities and deferred compensation plans, either variable or fixed, shall be made available to principals. Regulations and procedures are available in the Human Resources Office and are contained in Board of Education policy DLBA. The Board policy and regulations are updated annually for compliance with State and Federal Laws.

Section 4. Flexible Benefit Plan: The School District will maintain a Flexible Benefit Plan under IRS Code 125. Regulations and procedures will be available in the Human Resources Office. Board policy and accompanying regulations are updated annually to comply with IRS Regulations.

Section 5. Substitutes for Principals: At the discretion of the Executive Director of Human Resources and dependent upon the availability of substitutes, the District will provide substitutes for principals where members of the Unit are absent from work for periods exceeding ten (10) consecutive working days.

Section 6. Extension of Employment: At the discretion of the Executive Director of Human Resources, an employee whose position has been discontinued may be asked to continue in his/her present assignment in order to permit the completion of responsibilities. The duration of this extension shall be determined by the Executive Director of Human Resources. The decision to extend time is to be made prior to June 1.

Section 7. Seniority Procedure: M.S. §125.12, Subd. 6 (b), shall govern unrequested Leaves of Absences in District 191. The first date of continuous employment in any certified capacity shall be the date of service in this District for purposes of placement on the seniority list. In the event of a staff reduction affecting members of this unit whose first date of employment commenced on the same date, and thus have equal seniority, the principals with the lower license file number as required by the State Department of Education shall be deemed senior.

Subd. 1. Probation: Individuals, who have achieved continuing contract status as a licensed teacher in ISD #191 and are then selected for a principal position, shall have a one (1) year probationary period. Continuing contract status for others will be as per MN Statute 122A.40

Subd. 2. Seniority for members employed after July 1, 1995: For purposes of placement of individuals on unrequested leave of absence, seniority as a member of this bargaining unit shall be based on continuous service (including authorized leaves) as a member of this bargaining unit only.

Subd. 3. Seniority non-waiver: Nothing in this agreement shall be interpreted as a waiver by an individual principal of any claim to a position in the teacher bargaining unit.

## **ARTICLE VIII RETIREMENT**

Section 1. Severance Pay: Any member of this Unit hired prior to July 1, 1988, who resigns from District 191 with at least ten (10) years of service in the District will receive severance compensation at the rate of one (1) day's pay for every day of unused sick leave. For purposes of this calculation, one day's pay is equivalent to 1/261 of the annual salary. Severance shall not exceed the statutory limit or one year's salary, whichever is less. For all other calculation purposes, the contract year includes days worked, paid vacation, and holidays.

Subd. 1. Exclusion: Severance pay shall not be granted to any principal who is discharged for cause by the School District pursuant to statute.

Subd. 2. Severance Pay Options:

- A. Post-Retirement Healthcare Savings Plan:  
Principals who retire from ISD#191 between July 1, 2009 and June 30, 2011 will have 15% of the severance amount, for which they are eligible, placed in the Minnesota State Retirement System's Post-Retirement Healthcare Savings Plan.

- B. The remaining amount of severance shall be deposited into an approved 403 (b) plan of the principal's choosing up to the maximum allowed, within 60 days following retirement. Any amount that exceeds the 403 (b) annual limit will be paid out in January of the next calendar year. This amount will be deposited into an approved 403 (b) plan of the principal's choosing up to the maximum allowed. Any remaining amount will be paid out as a lump sum at that time. Deductions such as state and federal income tax, social security or TRA shall be made only as required by law.
- C. All severance will be disbursed within 13 months of separation.

Section 2. Matching Contribution Eligibility (Effective November 3, 1994). A District match to an approved Minnesota deferred compensation program is available to principals hired on or after July 1, 1988. Principals are eligible for the match in their first year of employment, provided they have started by December 1st at a .5 FTE contract or more. Contributions as permitted by M.S. §356.24 will be made as follows:

~~Subd. 1. The District will match up to \$1500 per year to an approved Minnesota deferred compensation program.~~

~~Subd. 2. The District will match up to \$1800 per year to an approved program when the employee has completed five years of satisfactory service in the District.~~

Subd. 1.. ~~Effective July 1, 2008~~ The District will match up to \$2,000 per year to an approved program for each principal hired after July 1, 1988. In the event a principal works less than a full year or less than full-time, the match will be pro-rated based on fiscal FTE.

Subd. 2.. Employees who work less than full-time will receive a pro-rated match to a Minnesota deferred compensation program based on their F.T.E. equivalency as of July 1st. The contribution will remain in effect for the duration of the fiscal year.

## **ARTICLE IX PROFESSIONAL ACTIVITY LEAVE**

Section 1. A professional activity leave may be granted for a period of up to one (1) year at the sole discretion of the School Board.

Section 2. Applications shall include a description of the benefit to the District educational program if the leave is granted. Applications must be submitted to the Office of the Executive Director of Human Resources by May 1 to be eligible for the subsequent year.

Section 3. A committee composed of one (1) Board member, the Executive Director of Human Resources, and one (1) unit member appointed by the unit membership shall hear all applicants within thirty (30) days of the deadline date and make recommendations to the Board of Education within thirty (30) days of the conclusion of the interview.

Section 4. Applications for a professional activity leave shall be compensated at seventy (70%) of current salary computed on the number of working days involved.

Section 5. To be eligible for a professional activity leave, a principal must have been employed in the District as a principal for at least five (5) years.

Section 6. Principals granted a professional activity leave shall pledge themselves to two (2) years, or prorated for leaves of less than one (1) year service in the District following termination of the leave, or pay back a prorated portion of monies paid while on leave if early release is requested.

**ARTICLE X  
LEAVES AND ABSENCES**

Section 1. General Leave: Leaves may be granted for a period of up to two (2) years without pay or fringe benefits upon recommendation of the Executive Director of Human Resources and approval of the Board of Education. Insurance may be continued, subject to the rules of the carrier and at cost to the employee. This article is not subject to the grievance procedure.

At the time a leave is granted, a date will be established for tentative return to the School District and the position will be determined insofar as possible. Upon return, the individual will have all benefits reinstated.

Section 2. Leave for Military Duty:

Subd. 1. Leave for Military Duty: Principals called to required military duty by appropriate orders shall be granted leave of absence without pay for said duty and shall be returned to an appropriate and comparable assignment upon return. Credit will be allowed on the salary schedule for each year of required military service. Principals in the employ of the District, who enlists in a branch of the military at a time when his/her being drafted is imminent, shall receive similar benefits as if he/she had been drafted. Principals on extended enlistment, or those who reenlist after completing their military obligation, do not qualify for any benefits referred to in this policy.

Subd. 2. Leave for Military Duty -- Reserve Training: Any officer or employee of the School District, who shall be a member of a branch of the military service, shall be entitled to leave of absence from his/her employment without loss of pay, seniority status, efficiency rating, vacation and sick leave, or other benefits for the time that he/she is engaged with such military leave, or other benefits for the time that he is engaged with such military organization in training, or active service ordered or authorized by proper authority pursuant to law, but not to exceed a total of fifteen (15) days in any calendar year. Copies of said orders must be submitted to the Executive Director of Human Resources in advance. For those persons whose contract year is not a complete calendar year, this leave is applicable only for the time of the specified days of the contract year.

Section 3. Extended Leave of Absence: Members of this unit may apply for such leave according to Minnesota Statute covering such leave. Conditions contained in that Statute shall be applicable if such leave is granted by the District.

Section 4. Jury Duty: Principals will receive any regular pay from the School District during the time of service on jury duty. Any sum given the principal for service on jury duty as a travel expense is to be retained by the principal. Any pay will be docked in the same amount as the sum retained for jury service.

Section 5. Personal Business Absence

Subd. 1. General: The general purpose of approved personal business absence leave is to provide added protection for the principal, that he/she not suffer loss for personal business affairs, the time and occurrence of which are not reasonable within his/her control and requires the personal attention of the principal and necessitates absence from work. This absence shall not be used for vacation, recreation or leisure time activities. Confirmation of the use of this absence may be required when used sequentially with school holidays or vacations.

Subd. 2. Procedure:

- a) Principals planning to use personal business absence shall notify the Executive Director of Human Resources, at least eighteen (18) hours in advance, except in a case of emergency approved as such retroactively by the Executive Director of Human Resources.
- b) A request made at least eighteen (18) hours in advance will automatically be granted.

- c) A retroactive request shall be ruled upon by the Executive Director of Human Resources. Such request should state the reason for absence. The decision of the Executive Director of Human Resources in such cases is final.

Subd. 3. Limitations: At the beginning of each school year, each principal shall be credited with two (2) days, cumulative to three (3) days. Leave will be pro-rated when principals work less than a full year.

#### Section 6. Personal Illness

Subd. 1. Each principal in this District will be granted twelve (12) days annual sick absence at the beginning of each contract year. Unused sick absence days may accumulate to three hundred (300) days. In the event the illness or injury necessitates absence beyond thirty (30) consecutive days, income protection insurance will ensue in accordance with the existing policy. When a principal works less than a full year, personal illness absence will be pro-rated from the point in time a principal is eligible for LTD benefits. Excess days, if any, will be available upon return.

Section 7. Worker's Compensation: Any employee who is absent because of injury, who deserves compensation under Minnesota Worker's Compensation Act, shall receive from the Board the difference between the allowance under the Act and his/her regular salary for a period of time that funds from his/her accumulated sick absences will provide on a prorated basis, or until he/she is eligible for long term disability.

Section 8. Bereavement Absence: A maximum of (5) days per school year (not cumulative) shall be allowed for each death in any five (5) of the twelve (12) categories of bereavement family. A maximum of three (3) days per school year (not cumulative) shall be allowed for the other categories noted in the bereavement family.

The term "bereavement family" is interpreted to mean: parent/step-parent or guardian of employee, of spouse, or of those who dwell under the same roof and comprise a family or domestic establishment, spouse of employee, those who dwell under the same roof and comprise a family or domestic establishment, brother, step-brother, sister, step-sister, child, spouse of child, grandchildren, grandparents of employee or spouse or of those who dwell under the same roof and comprise a family or domestic establishment, ~~sibling~~ or spouse's sibling, aunt, uncle, or dependent living in the immediate household and relatives of the same degree of those who dwell under the same roof and comprise a family or domestic establishment. †

#### Section 9. Family Illness Absences:

Subd. 1. A maximum of five (5) days per school year (cumulative to six (6)) for illnesses in the immediate family: such as parent or former guardian, spouse, parent of spouse, child, those who dwell under the same roof and comprise a family or domestic establishment, or dependent living in the immediate household, sibling, aunt or uncle. Family illness leave will be pro-rated when principals work less than a full year.

Subd. 2. Sick and Injured Child Care Leave: M.S. §181.9413. Principals who have exhausted their family illness absences may use personal illness absence provided by the employer for absences due to an illness of the employee's child for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. This section applies only to sick leave benefits payable to the employee from the employer's general assets. A "child" means an individual under eighteen (18) years of age or an individual under age twenty (20) who is still attending secondary school.

Section 10. Professional Absence: Principals may be allowed to attend professional meetings and other activities of a professional nature with full pay.

Wherein principals attend meetings on behalf of the school and upon the instruction of central administration, expenses shall be paid by the school. Such authorization should be obtained ahead of time.

Wherein principals attend meetings, or visitations, etc., of a professional nature at the expense of the School District, a written report suitable for publication, or distribution among the professional staff, is expected so that all may benefit by the professional experience.

#### Section 11. Maternity Absence

Subd. 1. The start of a physical disability absence for childbirth shall be determined by the principal's physician. The end of a physical disability absence for childbirth shall be determined by the principal's physician, estimated at the time of the child's birth.

Subd. 2. To access paid personal illness days and, if necessary, long-term disability insurance, the principal must provide the above information to Human Resources no later than the start of the certified disability (usually the birth of the child). Estimated start-end times are always open to modification by the physician.

Subd. 3. The principal is responsible for ensuring adequate preparation for substitute coverage in her absence (barring an emergency); i.e. enough time to find a long-term substitute, discuss transition, and provide communication to parents.

Subd. 4. A principal on maternity absence shall continue to receive all benefits while absent and shall receive sick pay to the limit accumulated by the principal, but not to exceed thirty (30) days. In the event a principal is medically disabled due to pregnancy, delivery or recovery for more than 30 days and is eligible to receive long term disability benefits, she may supplement LTD pay with accrued sick leave as per Article VI, Section 3, Long-Term Disability.

#### Section 12. Parental Leave

Subd. 1. Parental leave of absence shall be available to principals for the purpose of caring for a child for which the applicant has the legal responsibility for the care and/or support of said child. Such leave to be subsequent to birth of the principal's child, or in the case of adoption, when the child is physically turned over to the principal/parent. Only one (1) parent is eligible for parental leave for each pregnancy.

##### Subd. 2.

a) At least two (2) calendar months prior to the estimated delivery date of the child, the employee shall be required to notify the employer in writing whether or not the employee intends to take parental leave. This election may be changed at any time before the end of maternity absence.

b) Upon filing an application for adoption of a child, the employee shall be required to notify the employer, in writing, of the principal's intention to take a parental leave. Such notice is to include the estimated date when such leave shall become effective.

Subd. 3. In connection with election to take parental leave, the principal shall submit a request for such leave in writing. Such request shall include an estimated commencement date and a return date. The estimated commencement date shall be the day following the physician's estimated date of cessation of disability, or, in the case of an adoption, the estimated date when the child will be turned over to the parent. The return date must coincide with a quarter or semester break.

Subd. 4. The actual commencement date of parental leave shall be the return date from maternity absence, or in the case of an adoption, the date when the child is physically turned over to the principal/parent.

Subd. 5. If a principal complies with all the provisions of this Section, parental leave shall be granted by the employer. The employer shall notify the principal in writing of its action.

Subd. 6. By mutual agreement, the length of the parental leave may be altered.

Subd. 7. A principal returning from parental leave shall be reemployed in the principal's former position if available. If that position is not available, then to a position for which the principal is qualified.

Subd. 8. The principal must return on the return date stated in Subd. 3 unless the principal requests another return date within ninety (90) days of the commencement of the parental leave.

Subd. 9. A principal returning from parental leave will be placed on the next higher step on the salary schedule when the parental leave commences provided the principal has served three-fourths (3/4) year in that school year. A principal serving less than three-fourths (3/4) year will return at the same step that the principal was on when the leave commenced. A principal returning to employment after a parental leave will be credited with the amount of sick absence accumulated at the commencement of the leave.

Subd. 10. A principal on parental leave is eligible to participate in group insurance programs if permitted under the insurance policy provision, but shall pay the entire premium for such programs as the principal wishes to retain at the beginning of the parental leave. The right to continue participation in such group insurance programs, however, will terminate if the principal does not return to the District pursuant to this Section, except as provided by law.

Subd. 11. A parental leave of absence granted under this Section shall be a leave without pay.

Subd. 12. At the principal's request, a parental leave may commence at a date preceding childbirth. In such cases, principals shall not be eligible for sick absence benefits as established by the Section on Maternity Absence.

Subd. 13. Once parental leave commences, maternity absence is forfeited for that particular pregnancy.

## **ARTICLE XI PERSONNEL FILES**

### Section 1.

Subd. 1. All evaluations and files relating to an individual shall be available during regular business hours to that employee.

Subd. 2. Employees shall be given an opportunity to read and sign all evaluations generated within the District before they are entered in the permanent file.

Subd. 3. Contents of files may be examined subject to the availability of a supervisor.

Subd. 4. An employee may attach a signed explanation, rebuttal or amplification to any materials and such documents shall become a part of the individual file.

Subd. 5. Any in-district generated material may be reproduced at the request of the individual. Cost of reproduction shall be borne by the individual.

Subd. 6. The ~~administrator certified principal~~ charged with the responsibility for evaluating members of the Principals' Unit is the only individual permitted to carry out such evaluation and to place documentation from such evaluation in the file of the Unit member. ~~Documents placed in the personnel files of Unit members are restricted to official evaluation carried out under existing policies and regulations.~~ All other documents may not be placed in personnel files without the knowledge of approval of the Unit member. With the exception of annual evaluations, all documents must be placed in the personnel file by June 30<sup>th</sup> of the year in which they were generated.

## ARTICLE XII GRIEVANCE PROCEDURE

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

Section 2. Level I: In the event that an employee or the Association believes there is a basis for a grievance, the employee shall complete the District grievance form and submit a copy to the Executive Director of Human Resources within twenty (20) days of the alleged grievance. The grievor shall meet with the grievant within ten (10) days of the receipt of the completed proper form and render a written decision within five (5) working days of the meeting. A copy of the decision will be placed in the file.

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

Section 4. Level III: If the employee or the Association is not satisfied with the disposition of the grievance by the Executive Director of Human Resources, the alleged grievance may be submitted to arbitrator. Notification of dissatisfaction shall be made, in writing to the Executive Director of Human Resources within ten (10) days after his/her decision has been rendered. The dispute will be submitted to an arbitrator selected and agreed upon by both parties. If the parties cannot agree upon an arbitrator within five (5) calendar days from the notification date that arbitration will be pursued, the P.E.R.B. Board, in accord with its rules, shall govern the arbitration proceeding. The arbitrator shall have no power to alter, add to or subtract from the express terms of this contract. Both parties agree to be bound by the award of the arbitrator. The fees and expenses of the arbitrator shall be shared equally by the parties.

Section 5. The employee may have an Association representative either join or represent him/her at any level at the employee's discretion.

Section 6. If a grievance is not responded to at Levels I and/or II within the time limits and the limits have not been mutually waived, the alleged grievance automatically moves to the next level.

Section 7. If a grievance is not presented or transmitted within the time limits set forth above, it shall be considered "waived." The time limit in each step may be extended by mutual written agreement.

Section 8. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

Section 9. No reprisals of any kind will be taken by the Board of the School Administration against any employee because of his participation in this grievance procedure.

Section 10. When mutually agreed, grievances may be heard during the school day. The Board agrees to pay the regular salary for up to three (3) employees per grievance who participate in a grievance during the school day. Additional employees up to seven (7) per grievance may be available for grievances held during the school day at no pay from the District.

Section 11. The Executive Director of Human Resources may appoint a designee to act at Level II.

**ARTICLE XIII  
PUBLICATION OF CONTRACT**

Copies of this Agreement shall be printed at the Board's expense and distributed to every Unit member now or hereafter employed during the life of the Agreement.

**ARTICLE XIV  
DURATION**

Section 1. This contract shall be effective as of July 1, 2009, and shall continue in effect through June 30, 2011, or thereafter until replaced by a subsequent agreement. Negotiations for a successor agreement may commence when the parties mutually agree, but in no event later than ninety (90) days prior to expiration of this Agreement.

Section 2. This Agreement constitutes the full and complete agreement between the School Board and the Burnsville Principals' Association. The provisions herein relating to terms and conditions of employment supersede and take precedence over any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions thereof under different circumstances.

Section 4. This contract shall constitute the full, complete commitments between both parties and may be altered, changed, added to, deleted from, the signed agreement to this contract.

IN WITNESS WHEREOF, the parties have signed this Agreement:

For: Burnsville Principals Association

For: ISD #191

\_\_\_\_\_  
President, BPA

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

\_\_\_\_\_  
Chief Negotiator, BPA

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Susan J. Grissom, Executive Director of Human Resources

**APPENDIX A**  
**Salary Schedule**  
**2009 - 2010**

	<b>Licensed</b>	<b>MA+60</b>	<b>PhD</b>
<b>Assistant</b>			
Step 1	\$99,785	\$103,193	\$107,009
Step 2	\$101,245	\$106,742	\$108,574
<b>Elementary</b>			
Step 1	\$102,567	\$106,058	\$109,964
Step 2	\$104,063	\$109,703	\$111,567
<b>Junior High</b>			
Step 1	\$108,268	\$111,948	\$116,047
Step 2	\$109,845	\$115,791	\$117,736
<b>Senior High</b>			
Step 1	\$115,918	\$119,853	\$124,216
Step 2	\$117,604	\$125,149	\$126,023
<b>All Principals</b>			
<u>In the 15<sup>th</sup> year</u>	\$750	\$750	\$750
<u>In the 20<sup>th</sup> year</u>	\$1500	\$1500	\$1500

**APPENDIX B  
Salary Schedule  
2010 - 2011**

	<b>Licensed</b>	<b>MA+60</b>	<b>PhD</b>
<b>Assistant</b>			
Step 1	\$100,783	\$104,225	\$108,079
Step 2	\$102,258	\$107,809	\$109,660
<b>Elementary</b>			
Step 1	\$103,592	\$107,119	\$111,063
Step 2	\$105,104	\$110,800	\$112,682
<b>Junior High</b>			
Step 1	\$109,351	\$113,068	\$117,207
Step 2	\$110,943	\$116,949	\$118,913
<b>Senior High</b>			
Step 1	\$117,077	\$121,051	\$125,458
Step 2	\$118,780	\$126,401	\$127,283
<b>All Principals</b>			
Longevity 15 <sup>th</sup>	\$750	\$750	\$750
Longevity 20 <sup>th</sup>	\$1500	\$1500	\$1500

The following individuals retired prior to June 15, 1998. District contributions to premium will be made until the listed date.

<u><b>Name</b></u>	<u><b>Date</b></u>	<u><b>Coverage</b></u>
Richard Halvorson (dependent of)	December 1, 2004	100% single until Medicare eligible



## GENERAL NOTICE OF COBRA CONTINUATION COVERAGE RIGHTS

### \*\* CONTINUATION COVERAGE RIGHTS UNDER COBRA \*\*

#### **Introduction**

You are receiving this notice because you have recently become covered under a group health plan (the Plan). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.**

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

#### **What is COBRA Continuation Coverage?**

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or

- The child stops being eligible for coverage under the plan as a “dependent child.”

### **When is COBRA Coverage Available?**

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, or the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

### **You Must Give Notice of Some Qualifying Events**

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to the Human Resources Department. You will be required to provide documentation to substantiate the qualifying event.

### **How is COBRA Coverage Provided?**

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

#### ***Disability extension of 18-month period of continuation coverage***

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. The documentation to substantiate the disability must be provided to the Human Resources Department no later than 30 days after it has been received from the Social Security Administration.

#### ***Second qualifying event extension of 18-month period of continuation coverage***

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the

spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

**If You Have Questions**

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at [www.dol.gov/ebsa](http://www.dol.gov/ebsa). (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)

**Keep Your Plan Informed of Address Changes**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

**Plan Contact Information**

Additional information about coverage can be requested by contacting the Human Resources Department, Administrative Services Center, 100 River Ridge Court, Burnsville, MN 55337, (952) 707-2009.



OFFICE of INDIVIDUALIZED STUDENT SERVICES

AGENDA IV.A  
June 17, 2010

TO: Members of the School Board

FROM: Stephanie Corbey, Executive Director, Individualized Student Services  
Jayne Tiedemann, Assistant Director, Individualized Student Services

DATE: June 10, 2010

RE: BEST Student Handbook 2010-2011

**RECOMMENDATION:** That the school board approve the 2010-2011 student handbook for Burnsville-Eagan-Savage Transition (BEST) Services.

The BEST program helps education adults with Individual Education Plans (IEP's) ages 18-21 so that they may transition to adult life and become productive members of their family and community. The student handbook for 2010-11 has been updated to include a few minor changes due to program adjustments. Also, a new welcome letter has been added to reflect the addition of the Lead Teacher.

ISD 191 **BEST** Student Handbook  
Summary of Changes for 2010-2011

**Cover:**

- Changed cover layout and year

**Pages 3:**

- Added BEST address, administration, hours
- Updated Secondary Lead Teacher name & phone number
- Added BEST Mission Statement

**Pages 6:**

- The following statement was added to the Health Services policy – “If you have an ‘over-the-counter’ or non-prescription medication in school, inform your teacher of the reason for the medication.”
- The following words were added to the Health Services policy, bullet #1 – “for the student.”
- The following statement was added to the Health Services policy, bullet #2 – “Written authorization from the parent permitting self-administration and possession of medication.”
- The following statement was added to the Health Services policy (Health Office Emergency Information Forms) – “The welfare of your child is the first consideration of school personnel. The school will contact the parent or guardian at home or at work if a child is unable to stay in school related to illness or injury. It is your responsibility to make arrangements for proper care during school hours, in case your child is unable to remain in school at a time when you are away from home.”

**Page 7:**

- The following price was changed under the Food Service Program - \$2.40.
- The following statement was added to the Food Service Program – “Metcalf Junior High School and are delivered to BEST Services.”

**Page 8:**

- The following statement was added to the Vehicles Policy – “There is limited parking in the “BEST” parking lot.”

# Burnsville-Eagan-Savage Transition (BEST) Services



## Student Handbook

2010-2011

501 East Highway 13, Suite 106  
Burnsville, MN 55337  
(952)-746-7520



"Innovative Schools, Extraordinary Opportunities"

[www.isd191.org](http://www.isd191.org)

Dear Students:

The BEST Services Handbook is written to you as an adult student. Please share this with your parents or other supports as a way to enhance the line of communication between you and your program. There are many policies, regulations, and services discussed in these pages. For a more detailed description of District policy, consult with the program administrator or visit our district website at [www.isd191.org](http://www.isd191.org).

Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter. The telephone numbers listed for key staff members will prove helpful. Please do not hesitate to use them.

Close cooperation between the home and school is essential to promote your best interests. You are encouraged to communicate regularly with your IEP manager and teachers as you work toward achieving your post school desired outcomes or exit criteria as determined by your IEP. Your parents/guardians and other agency supports are encouraged to attend meetings to support you in the purposeful planning of your transition services. Students benefit when there is a meaningful exchange of information between all stakeholders.

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

Sincerely,



Jayne Tiedemann, Administrator  
Wendy Holm, BEST Services Lead Teacher

952-707-4001  
952-746-7520

**Burnsville-Eagan-Savage Transition**

**(BEST) Services**

501 E. Highway 13, Suite 106  
Burnsville, MN 55337

Administrator:

Jayne Tiedemann 952-707-4001

Secondary Lead Teacher:

Wendy Holm 952-746-7520

Attendance: 952-746-7520

Building Hours: 8:00 – 4:00

Student Hours: 8:15 – 2:15

**BEST MISSION STATEMENT**

It is our mission to educate young adults with Individual Education Plans (IEP's) ages 18 -21 so that they may transition to adult life and become productive members of their family and community.

**THE MISSION WILL BE ACCOMPLISHED BY**

- \* Students participating in community-based transition instruction.
- \* Students receiving specialized instruction, training and support.
- \* Students learning competency-based functional curriculum for continued development in daily living, personal, social and career preparation skills.
- \* Students participating in career exploration and development to reach the goal of employment.

### **ATTENDANCE**

The student day is from 8:15 a.m. to 2:15 p.m. unless otherwise determined by the IEP team. Students are expected to be in school every day unless they are ill or there is an emergency.

Attendance is important for making progress on IEP goals and Transition needs. The student is encouraged to call in their own absence when appropriate. Parents and students have a responsibility to notify BEST at 952-746-7520 about an expected absence and also to notify First Student at 952-894-3460 to cancel transportation services when there is an absence.

### **BUS BEHAVIOR**

The majority of students behave well in school and on the school bus. A few students may require more instruction on handling behavior appropriately. Students will be expected to remain respectful to others and property at all times.

### **COMMUNICATION: HOME AND SCHOOL**

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

### **COMMUNITY BASED INSTRUCTION**

Specialized instruction is conducted on site and in many different community settings. Students may walk to destinations close to BEST Services or be transported by van or bus to access community based instruction.

### **COMMUNITY EDUCATION**

Educational enrichment courses, sports and recreation, and special tours are available outside the school day. Community Education sponsors youth service courses and special programs. For information, contact the Community Education Department at 952-707-4150.

### **CONFERENCES**

Two scheduled conferences are held with teachers, parents and students. IEP conferences are scheduled individually throughout the school year. The conferences are scheduled to review each student's program and to make plans for future programming.

### **DISCIPLINE - CODE OF CONDUCT**

Behavior, centering on self-discipline and consideration for others and property, is encouraged and expected. Maintaining an atmosphere conducive to learning is a priority for everyone at school. Contact the building administrator to review the complete Code of Conduct Policy.

### **DISCRIMINATION/HARASSMENT/VIOLENCE/BULLYING**

According to district policy, all students have a right to work and learn in an environment free from harassment and violence. District 191 will not tolerate any form of discrimination, harassment or violence. This also includes students who bully other students. Students will be informed of these policies and the procedures for reporting violations. Copies of the policy will be posted in the main office and all classrooms. All district policies are posted on the district website: [www.isd191.org](http://www.isd191.org)

### **DRESS CODE**

We expect students to use good judgment in choosing proper school attire. Work place attire is desired.

### **DRUGS AND ALCOHOL (JFCH-R)**

District 191 will not tolerate any form of consuming, using, possessing, or furnishing alcohol or mood-altering substances or drug paraphernalia on school grounds or at school activities. The same penalties apply regardless of the amount consumed or where the consumption took place. District 191 will not tolerate the sale of illegal mood-altering substances on school property.

### **EARLY DEPARTURE/LATE ARRIVAL**

Students must communicate with staff in the event of arriving late or leaving early and consider the impact of this behavior on achieving transition goals.

### **E-FORMANT**

E-Formant is the district's e-mail news service. To subscribe, just go online to <http://www.isd191.org>. Look under "Sign Up for Electronic News" (on the left-hand side of the page) and click on the eFormant link for instructions. Then select from the following information options:

- News Releases - Meet the people, mark the progress and take pride in the performance of District 191. Frequency – Once per week.
- Calendars – Check dates; plan your schedules, etc. Frequency – As needs arise.

### **ELECTRONIC DEVICES**

Possession of pagers, cell phones and other electronic communication devices are permitted, but the **use of** such devices may not disrupt the learning environment.

### **EMERGENCY SCHOOL CLOSINGS**

It may be necessary to close school due to severe weather or for other reasons. Closings will be announced for **the Burnsville-Eagan-Savage Schools** using the following media:

*Radio on WCCO AM 830  
Television on KARE Channel 11, WCCO Channel 4, KSTP Channel 5  
ISD 191 Website at [www.isd191.org](http://www.isd191.org)*

Contingency plans should be made for emergency situations.

### **EMERGENCY PROCEDURES**

Schools are required by law to conduct fire drills and lockdown drills during the school year. Unannounced drills take place in order to reinforce safety practices to reduce anxiety in emergency situations. In the unlikely event of a bomb threat, the proper officials will determine if the building is to be evacuated. Specific procedures also will be followed for severe weather drills and other emergencies.

### **FOOD POLICY**

The State Department of Health requires that the food served in schools be obtained from the appropriate sources. Food prepared in a home shall not be used in school during the school day. Baked goods for parties, birthday treats, etc., must be purchased from a store.

### **FREE/REDUCED MEAL PROGRAM**

This program is offered to families that meet the established income guidelines of the program. While not mandatory, this process can lead to a reduced financial burden on families throughout the school year. Schools receive additional funding based on their free or reduced lunch population. Applications are available through the

school office or by contacting the Food Service Department at 952-707-2031 or 952-707-2032.

### **HAZING**

Hazing activities are not acceptable behavior and are prohibited by the Burnsville-Eagan-Savage Schools. Hazing means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization or for any other purpose. Any student involved in or present at an incident where a student is hazed may receive disciplinary consequences as outlined in Board policy. This includes observers and willing victims as well as those aggressively hazing other students.

### **HEALTH SERVICES**

Students do their best work if they are in strong physical and emotional health. School health services are available as needed.

*Illness/Accidents* - In case of illness or an accident at school, you will be notified by the Health Office staff. Transportation home and all medical care is the responsibility of the parent. If you cannot be contacted, the person(s) whom you list as an emergency contact will be called. This person should be able and willing to provide transportation and supervision for your child. Be sure that the school has this information by filling out the Health Office Emergency Information form, which is sent home in the fall.

If you will be absent from school, please call the school to inform us. If you should become ill with a communicable disease, please notify the school. In most cases, students should stay at home for 24 hours after antibiotics have been started. Students should be free of fever for 24 hours before returning to school.

*Immunization Records* – In order for students to enroll or remain enrolled in elementary or secondary school, Minnesota State Law requires documentation of required immunization or written proof of exemption. Students are required to be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella (chickenpox). Your child will not be allowed to start school until this information or an appropriately signed legal exemption is provided. The entire ISD #191 policy (JHCB) and

immunization forms are available in the school health office or on your school website as follows: Go to the “Schools” tab, click on a school, click on “The Office”, click on “Health” or “Nurse’s Office” and then click on “Health Forms”.

*Health Records* – As required by State Law, a health record is kept for each student. Please report any additional immunizations, significant health condition or medications you receive to the school nurse to be recorded in your health record.

*Medications* – – If your child needs to take medicine at school, please contact the school nurse. Teachers should not be asked to be responsible for a student’s medication. Medications must be sent to school in the original prescription bottle along with a note from the parent/guardian providing permission for the medication to be administered during the school day. Any long-term medications (10 days and over) and controlled substances administered for any length of time require a written order from a person licensed to prescribe medication.

If you have an “over-the-counter” or non-prescription medication in school, inform your teacher of the reason for the medication, time it is to be administered, dose and duration. All over-the-counter medications must come in the original container. The container should also be clearly marked with your name. Please refer to the District website for the medication policy and authorization form.

*Epipen and Asthma Inhaler Laws* – In accordance with State law, the Burnsville-Eagan-Savage School District allows students to self-administer/self-carry asthma inhalers and EpiPens following the criteria listed below:

- The medication must be in a container from a pharmacy that is properly labeled for the student
- Written authorization from the parent permitting self-administration and possession of medication
- Written student agreement with self-administration/self-carry procedure guidelines
- Written prescriber authorization
- The Licensed School Nurse will perform an assessment of the student’s knowledge and skills to safely use and possess the medication in the school setting.

For more information, contact the school nurse.

*Health Office Emergency Information Forms*– The welfare of your child is the first consideration of school personnel. The school will contact the parent or guardian at home or at work if a child is unable to stay in school related to illness or injury. It is your responsibility to make arrangements for proper care during school hours, in case your child is unable to remain in school at a time when you are away from home.

*Returning the completed Health Office Emergency Information Forms is extremely helpful to us as it keeps our records up to date and speeds emergency care according to your wishes.*

In addition to health care, other school personnel may use it to contact a parent. The school should be notified of changes during the school year.

*Homebound Instruction* – A child is eligible for homebound instruction if he/she is ill or hospitalized and will miss 10 consecutive school days or more. Contact your school principal for more information.

*Human Growth and Development* – Each school year, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students receive Human Growth and Development Classes. The Licensed School Nurse teaches these classes designed to promote a healthy attitude toward maturing bodies and an awareness of the physical and emotional changes that occur during the adolescent years. Boys and girls are instructed separately at each grade level.

The school nurse will also be teaching the state mandated Human Immune Deficiency (HIV) education along with Communicable Disease education to the students in the 6th grade. If you have any questions regarding the class, please feel free to contact the school nurse.

### **HOMEWORK**

Homework reinforces learning at school. The best homework policy incorporates flexibility depending upon the age, grade, and needs of the student.

### **INTERNET**

The Internet is a powerful educational tool. In accordance with ISD #191 policy, computers must be used in a responsible, ethical, and legal manner.

Inappropriate use will lead to the loss of computer privileges and possible disciplinary action. The complete Internet policy is available in each office and on the district website ([www.isd191.org](http://www.isd191.org)).

### **FOOD SERVICE PROGRAM**

Students are encouraged as part of the curriculum to shop for and prepare their lunches at BEST. Bag lunches are available for purchase by students for \$2.40. Students have a choice of a sandwich or a salad. School staff needs one day advance notice for students to purchase a bag lunch. The bag lunches are prepared at Metcalf Junior High School and are delivered to BEST Services.

### **PERSONAL ITEMS**

Personal items that distract from students' learning or hinder students' safety are not allowed in the school and may be confiscated by staff and returned at the end of the school day.

### **REGISTRATION**

Our district uses a central registration process. **All new students need to register at the Welcome Center** at 200 West Burnsville Parkway in Burnsville. The office is in the lower level of Diamondhead, on the east side of the building when you drive on Pillsbury Drive. Please contact the Welcome Center at (952) 707- 4180 to schedule an appointment and to find out the hours of service. You will be required to provide information when registering your child. You can download registration forms by selecting the links found on the district's website, [www.isd191.org](http://www.isd191.org) or by calling the Welcome Center to request registration materials be mailed to you. Registration forms are also available at all school sites. After completing registration at the Welcome Center, an appointment with your child's school will be scheduled. **Students cannot begin classes on the day they enroll.**

### **RELEASE OF SCHOOL INFORMATION**

District 191 complies with state and federal laws governing the release of student record information. These laws permit us to release directory information: a student's name, address and telephone number, gender, dates of attendance, and similar information. Directory information does not include individual grades, test results, race, religion, social position or other personal facts. Parents can request that part or all of this information not be disclosed without prior written consent, except to school officials or as provided

under federal law. For more information regarding student records, contact the Planning and Technology Office at 952-707-2065.

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

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

### **REPORTING STUDENT PROGRESS**

Student achievement is reported through progress reports and IEP meetings.

### **SCHOOL BOARD**

The ISD #191 School Board sets educational policies and budgets for all district schools. School Board members like to have input from district residents. The board meets twice monthly, and the public is welcome to attend.

### **SCHOOL HOURS**

BEST Services provides educational seminars, community-based instruction, work experience, job coaching, and support as needed in selected secondary classes at Dakota County Technical College. Each student's school hours and daily schedule is unique and varies based on individual needs. Seminars at BEST are offered during 1<sup>st</sup> shift (8:00 – 10:00), 2<sup>nd</sup> shift (10:00 – 12:00) and 3<sup>rd</sup> shift (12:00 – 2:00).

### **SPECIAL EDUCATION ADVISORY (SEAC)**

The Special Education Advisory Committee seeks participation and input from parents, school, and community members into the decisions that affect the educational environment and learning opportunities for students in Special Education. <http://www.isd191.org/se3bin/clientgenie.cgi?butName=Special%20Ed.%20Advisory%20Council%28SEAC%29&cId=0&permission=3&username=>

### **TELEPHONE CALLS**

Calls to teachers and students during class time are discouraged. Contact with teachers prior to or after classes is encouraged. Instructors will be contacting parents on a regular basis regarding their child's program. In case of an emergency, calls should be made to 952-746-7520 and a message will be delivered to the student. Students will not be permitted to use the phones during the

day without permission from the student's homeroom teacher/case manager.

### **TOBACCO POLICY**

It is illegal for anyone under the age of 18 to possess tobacco products. Additionally, ISD 191 is a tobacco free district, which means no tobacco products are permitted on school grounds. Any student under the age of 18 found using any tobacco product might be reported to the police for violation of the law.

### **TRANSPORTATION**

It is the responsibility of ISD 191 to furnish transportation for students. First Student Transportation will contact parent regarding the time students will be picked up for school. Students will be picked up and delivered to a consistent location. Buses do not leave the school without students unless special arrangements for transportation home have been made. If a student will not be attending school the transportation office should be notified. Any student wishing to ride the bus to or from school with a friend must have prior approval signed by a lead teacher or the building administrator. First Student must be informed the day before you ride another bus. First Student has the right to deny the request based on available seating.

### **VEHICLES**

There is limited parking in the BEST parking lot; therefore, only a limited number of students are permitted to drive vehicles to school. Students who meet criteria for a driving contract may be permitted to drive a vehicle to school. Students with driving privileges are not permitted to transport other students. Students must sign and follow the contract or driving privileges will be revoked.

### **VISITORS**

All visitors are required by state law to check in at the main office. The practice of students bringing a visitor to school is generally discouraged. However, under special circumstances, administration may grant permission on an individual basis.

### **VIOLENCE**

If a special education student verbally or physically threatens (i.e. abusive language or language threatening to harm and/or inappropriate touch such as spitting, hair pulling, kicking, hitting

with an opened or closed hand, or pushing) another student or staff, the following procedures will be followed: The student's Individualized Education Plan (IEP) team will meet to determine the need for further assessment and/or the development of or revision of a behavior support plan.

### **WEAPONS**

Use or possession of weapons is prohibited in all district buildings and on all district property, in all district vehicles, and at other buildings or premises where students are present in connection with a school activity.

A student who finds a weapon on the way to school or in the school building or who discovers that he or she accidentally has a weapon in his or her possession and takes the weapon immediately to any staff member or to the principal's office, shall not be considered in possession of a weapon.

A complete copy of this policy is available in the school office and on the district website.

### **STUDENT POLICIES**

**District 191's Student Policies and Procedures are summarized here to meet the federal requirement that parents are notified of the policies. The complete policies are available in the principal's office or online at the district website.**

### **RESPECTFUL BEHAVIOR POLICY**

We recognize the contributions of all individuals in achieving our mission of providing an exceptional education for every student. We also believe that creating a positive climate for students, staff, and community is critical to the achievement of the District's mission. To create this positive climate, every individual must act with respect.

### **DISTRICT #191 SCHOOL DISCIPLINE POLICIES**

The School Discipline Policy summarized here is intended to comply with the Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Act, and current School Board policies. Written rules governing student conduct, prepared by the administration and consistent with School Board policy, shall be published and distributed annually to each student.



OFFICE of INDIVIDUALIZED STUDENT SERVICES

AGENDA IV.B  
June 17, 2010

TO: Members of the School Board

FROM: Stephanie Corbey, Executive Director, Individualized Student Services  
Jayne Tiedemann, Assistant Director, Individualized Student Services

DATE: June 10, 2010

RE: Vale Student/Parent Handbook 2010-2011

**RECOMMENDATION:** That the school board approve the 2010-2011 student/parent handbook for Vale Educational Center.

Vale Educational Center is a K-12 program dedicated to providing every student a welcoming, safe and highly structured learning environment. Vale staff is committed to assisting students in acquiring the skills necessary to become successful and productive members of their families and communities. The student/parent handbook for 2010-11 has been updated to include a few minor changes due to program adjustments.

ISD 191 Vale Student/Parent Handbook  
Summary of Changes for 2010-2011

**Cover:**

- Changed cover layout, year and address

**Pages 3:**

- Updated school address
- Updated staff names and phone numbers
- Added Vale Mission Statement, Beliefs and Values
- Added parents/guardian and students responsibilities

**Page 4:**

- The following statement was added to the Attendance Policy (JEDA-R) – “Excessive tardies are also monitored. Three tardies equal one absence. If students have 7 unexcused absences in a school year, truancy will be filed. Upon 15 consecutive days of absence from school, students will be withdrawn and removed from enrollment.”
- The following statement was added to the Bus Behavior Policy (JFCC-R) – “All students are transported to and from Vale as required by their Individualized Educational Program Plan (IEP).”
- The following statement was added to Conferences – “Two scheduled conferences are held with teachers, parents and students. The conferences are scheduled to review each student’s program and to make plans for future programming. Additionally IEP meetings are held annually or as needed to provide a free, appropriate public education (FAPE).”
- The following statement was added to Curriculum – “The curriculum is based on MN State Standards.”
- The following statement was added to the Discipline – Code of Conduct – “Vale follows the Circle of Courage philosophy which constitutes the framework for behavior management. Students have an opportunity to demonstrate skills in the following areas; Belonging, Mastery, Independence and Generosity. Privileges accompany achievement of the various levels. A green, yellow and red card system is enforced for behavior. A green card indicates that students are adhering to school policy and privileges accompany obtainment. Yellow cards are used as a reminder that behavior observed is not consistent with school philosophy. When behavior escalates to a higher level, (i.e. fights, threats, walk outs, etc.) students will have their card moved to red. A “fix it” plan is needed each time a student is on red card which may include restitution, demonstration of leadership or other individualized options. Once a “fix it” plan is

completed the student is able to return to a green card. Vale encourages students to advocate for themselves, repair damaged relationships, and build conflict management skills.”

**Page 6:**

- The following statement was added to the Food Policy – “No open bottles of liquid will be allowed upon entering the building.”
- The following statement was added to the Health Services Policy (JLCD) – “If a student becomes ill and it interferes with the student’s ability to fully participate in school activities, the parent will be contacted to transport the student home. If a student becomes injured while at school, we will attempt to contact the parent. If we felt the injury is severe, we will contact emergency service (911) and then proceed to contact the parent.”

**Page 7:**

- The following statement was added to the Leaving the Building Policy – “Efforts will be made to maintain the student within the building. A parent/guardian will be notified prior to student leaving. Upon returning to school, students are responsible for missed work.”
- The following statement was added to Personal Items – “Personal items that distract from students’ learning or hinder students’ safety are not allowed in the school and will be collected at the beginning of the day, stored and returned to the student at the end of the school day.”
- Added: Our district uses a central registration process. **All new students in grades K-12 need to register at the Welcome Center** at 200 West Burnsville Parkway in Burnsville. The office is in the lower level of Diamondhead, on the east side of the building when you drive on Pillsbury Drive. Please contact the Welcome Center at (952) 707- 4180 to schedule an appointment and to find out the hours of service. You will be required to provide information when registering your child. You can download registration forms by selecting the links found on the district’s website, [www.isd191.org](http://www.isd191.org) or by calling the Welcome Center to request registration materials be mailed to you. Registration forms are also available at all school sites. After completing registration at the Welcome Center, an appointment with your child’s school will be scheduled. Students cannot begin classes on the day they enroll.

**Page 8:**

- The following statement was added to Telephone Calls – “Staff contacts parents on a regular basis regarding their students’ program.”

**Page 10:**

- The following statement was added to the Discipline – Physical Restraint Policy – “If physical restraint becomes necessary, an incident report must be completed and parents will be notified, as soon as possible but not later than the end of the school day.”
- The following statement was added to the Equality of Opportunity Policy – “Referral to policy or other law enforcement agencies if behavior is illegal.”

# Vale Educational Center



With Permission From Reclaiming Youth, International

2140 Diffley Road, Suite 2  
Eagan, MN 55122  
(952)-707-4000

## 2010 – 2011 Student/Parent Handbook



*“Innovative Schools, Extraordinary Opportunities”*

Dear Parents/Guardians and Students:

The Vale Educational Center Handbook is intended to enhance the line of communication between the home and school. There are many policies, regulations, and services discussed in these pages. For a more detailed description of District policy, consult with your building principal or visit our district website at [www.isd191.org](http://www.isd191.org). Please read and keep this handbook readily available throughout the year.

Many of your questions have been anticipated and are discussed in some detail. This handbook contains general information for Vale, as well as specific policies and procedures Vale adheres to on a daily basis. Additionally, we plan to highlight some of the topics outlined in this Student/Parent Handbook periodically in the school newsletter. I am always available to clarify any school matter. The telephone numbers listed for key staff members will prove helpful. Please do not hesitate to use them.

Close cooperation between the home and school is essential to promote the best interests of your student. Parents/guardians are encouraged to attend scheduled meetings of parents and teachers and communicate regularly with Vale staff. Students benefit when there is a meaningful exchange of information between home and school.

It is our hope that this handbook will be helpful to you. Vale strongly encourages the team approach in our education program with you as a key member of the team. We greatly appreciate our partnership with parents.

Best wishes for a successful school year!

Sincerely,



Jayne N. Tiedemann  
Program Director

## **VALE EDUCATIONAL CENTER**

2140 Diffley Road, Suite 2  
Eagan, MN 55122

### **Program Director:**

Jayne Tiedemann 952-707-4001

### **Administrative Asst:**

Carlene Moberg 952-707-4000

### **Program Facilitator:**

Carolyn Workman 952-707-4013

### **Secondary Lead Teacher:**

Erik Moe 952-707-4079

### **Health Office:**

Kathy Lindner 952-707-4003

### **Social Worker:**

Cathy Maki 952-707-4072

### **Psychologist:**

Melissa Kral 952-707-4011

Attendance: 952-707-4000

Building Hours: 8:00 – 4:00

Student Hours: 8:15 – 2:45

### **PARENTS/GUARDIAN:**

Parents and guardians have the responsibility to see that the child attends school on a regular basis, to support school rules, to work together with the student and school personnel, and to accept legal responsibility for behavior of the student as established by law and common practice.

### **STUDENTS:**

The student's responsibilities include the following:

1. To attend school daily, except when excused, and to be on time;
2. To assist the school staff in running a safe school for all students;
3. To pursue and attempt to complete all schoolwork that is assigned;
4. To make necessary arrangements for making up work when absent from school;
5. To be aware of all school rules and regulations and conduct themselves in accordance with them;
6. To be aware of and comply with state and local laws;
7. To be willing to volunteer information in disciplinary cases and cooperate with school staff, should they have important knowledge relating to such cases;
8. To protect and take care of the school's property;
9. To dress and groom to meet fair standards of safety, health and common standards of decency;
10. To express ideas in a manner that will not offend or slander others.

## **VALE EDUCATIONAL CENTER MISSION STATEMENT**

The staff at Vale is dedicated to providing every student a welcoming, safe and highly structured learning environment. A multi-disciplinary team approach is utilized to recognize and address the unique social, emotional and academic needs of our students. Vale staff is committed to assisting students in acquiring the skills necessary to become successful and productive members of their families and communities.

### **THE MISSION WILL BE ACCOMPLISHED BY**

Providing a structured environment combined with clear expectations.

Utilizing a holistic approach.

Promoting the student's self-worth.

Utilizing community resources.

Meeting the student's educational and emotional/mental health needs.

### **VALE EDUCATIONAL CENTER BELIEFS**

Every student has a right to learn and should be given the opportunity to do so.

Students must be taught according to their present level of performance.

Students' self-worth and acceptance of self are best served through individualization and flexibility of programming.

Staff must recognize the difference between students' inherent worth and their expressed behaviors.

Students learn best through relationships with others.

Students learn best when the environment provides consistency and stability.

Students need to learn healthy ways to express their self-control in all situations.

The mainstream, standard methods of working with our students, has proven ineffective; therefore, other individualized interventions and methods should be tried.

### **VALE EDUCATIONAL CENTER VALUES**

Individualization, respect, humor, education, communication, commitment.

Emotional and physical safety of students and staff.

Respect for diversity, individuality, and the ability to be open-minded.

Collaboration and resource equity.

Educated and informed staff.

Celebration and positive environments.

Student advocacy and student-centered programming.

Self-esteem building.

Learning occurring in the home, school and community, parental involvement.

Consistency and flexibility.

Honesty, forgiveness, trust, kindness, self-responsibility, and accountability.

Reintegration/transition to the least restrictive environment which is different for each student, so the development needs of the student must be considered.

Treating the whole child.

### ABSENCE FROM SCHOOL

Students are expected to be in school every day unless they are ill or there is an emergency in the family. **When a student will be absent for any reason, the parent is expected to notify the school.** Parents are requested to call the attendance line prior to the start of school to give the reason for the absence. Examples of unexcused absences are: missing the bus, babysitting, oversleeping, cold weather, unaware of school schedule, unplanned vacation and excessive unexcused absences.

### ATTENDANCE (Policy JEDA-R)

School is a full-time job for students. Regular attendance is compulsory, but if a child is displaying symptoms of an illness, parents are encouraged to keep the child home. Building administrators are required to monitor excessive absences and/or unexcused absences which will result in a variety of actions to address such absences. **Excessive tardies are also monitored. Three tardies equal one absence. If students have 7 unexcused absences in a school year, truancy will be filed. Upon 15 consecutive days of absence from school, students will be withdrawn and removed from enrollment.**

### BUS BEHAVIOR (Policy JFCC-R)

All students are transported to and from Vale as required by their Individualized Educational Program Plan (IEP). Students will be expected to remain in their seats and follow bus safety rules. Reported incidents will result in consequences as determined by administration.

### CALENDAR

All families with children in the Burnsville-Eagan-Savage School District should receive a Calendar before the first day of school. The calendar lists the major events at each of the district's schools. You may call your school office if you do not receive a copy.

### COMMUNICATION: HOME AND SCHOOL

One key feature of effective schools is good communication between school and home. Conferences, the open house, progress reports, report cards, and newsletters are some of the ways parents learn about their child's school experiences. Parents are encouraged to discuss each school day with the child and encouraged to call, email or write the teacher with questions, comments, or concerns. We ask you to respond to our communication efforts by letting us know if

they are effective and ways we can improve in the future.

### COMMUNITY BASED INSTRUCTION

Students may receive instruction away from school grounds. In order to participate, students must have a signed permission form. This form must be on file prior to the event. Students who do not attend community/field trips will be offered an educational alternative.

### COMMUNITY EDUCATION

Educational enrichment courses, sports and recreation, and special tours are available outside the school day. Community Education sponsors youth service courses and special programs. For information, contact the Community Education Department at 952-707-4150.

### CONFERENCES

Two scheduled conferences are held with teachers, parents and students. The conferences are scheduled to review each student's program and to make plans for future programming. Additionally IEP meetings are held annually or as needed to provide a free, appropriate public education (FAPE).

### CURRICULUM

All of the concepts and ideas students study and learn while at school make up the curriculum. The Board of Education for District 191 establishes the curriculum for each grade level. Teachers will share the curriculum they develop with students in more specific terms during parent information night. The curriculum is based on MN State Standards.

### DISCIPLINE - CODE OF CONDUCT

Vale follows the Circle of Courage philosophy which constitutes the framework for behavior management. Students have an opportunity to demonstrate skills in the following areas; Belonging, Mastery, Independence and Generosity. Privileges accompany achievement of the various levels. A green, yellow and red card system is enforced for behavior. A green card indicates that students are adhering to school policy and privileges accompany obtainment. Yellow cards are used as a reminder that behavior observed is not consistent with school philosophy. When behavior escalates to a higher level, (i.e. fights, threats, walk outs, etc.) students will have their card moved to red. A "fix it" plan is needed each time a student is on red card which may include restitution, demonstration of leadership or

other individualized options. Once a “fix it” plan is completed the student is able to return to a green card. Vale encourages students to advocate for themselves, repair damaged relationships, and build conflict management skills.

### **DISCRIMINATION/HARASSMENT/ VIOLENCE/BULLYING (Policy JBC, JFCF)**

According to district policy, all students have a right to work and learn in an environment free from harassment and violence. District 191 will not tolerate any form of discrimination, harassment or violence. This also includes students who bully other students. Students will be informed of these policies and the procedures for reporting violations. Copies of the policy will be posted in the main office and all classrooms. All district policies are posted on the district website: [www.isd191.org](http://www.isd191.org)

### **DRESS CODE**

Dress attire that violates the rights of others will not be allowed. Clothing which advertises alcohol or other items which are illegal, when used by minors, or attire which is sexually explicit, sexually suggestive, or could constitute harassment, is inappropriate and disruptive in the school setting. Students are prohibited from any manner of dress or personal grooming that presents a danger to another student’s health or safety, causes an interference with school, or creates classroom or school disorder. Such attire includes, but is not limited to, gang insignia and colors, clothing with drug, alcohol, or tobacco advertising, print or graphics which are sexually explicit, representations which are inappropriate or demeaning to any group, and clothing which is inadequate in covering. Chains or paraphernalia that may be used as a weapon are prohibited. For health and safety reasons students may not wear jackets in school.

### **DRUGS and ALCOHOL (JECH-R)**

District 191 will not tolerate any form of consuming, using, possessing, or furnishing alcohol or mood-altering substances or drug paraphernalia on school grounds or at school activities. The same penalties apply regardless of the amount consumed or where the consumption took place.

### **EARLY DEPARTURE/LATE ARRIVAL**

Students must have parental consent to leave school during school hours. Parents who wish to pick their child up early must report to the office. When a student arrives late, the parent needs to

check him/her into school by accompanying the child to the office.

### **E-FORMANT**

E-Formant is the district's e-mail news service. To subscribe, just go online to <http://www.isd191.org>. Look under “Sign Up for Electronic News” (on the left-hand side of the page) and click on the eFormant link for instructions. Then select from the following information options:

- **News Releases** - Meet the people, mark the progress and take pride in the performance of District 191. Frequency – Once per week.
- **Calendars** – Check dates; plan your schedules, etc. Frequency – As needs arise.

### **ELECTRONIC DEVICES**

Students are not allowed to have or use cell phones during school hours. Upon entering the building, all students will turn in cell phones and/or other electronic devices. Items turned in will be securely locked and returned to the student at the end of the school day.

### **EMERGENCY NUMBERS**

A Health Office Emergency Information form is sent home with each child. All emergency forms need to be filled out completely, returned to school immediately, and updated when changes occur. Records of parent phone numbers and the phone number of a friend or neighbor who may be contacted in case of an emergency are kept in the Health Office and should be updated if changes occur during the school year.

### **EMERGENCY SCHOOL CLOSINGS**

It may be necessary to close school due to severe weather or for other reasons. Closings will be announced for **the Burnsville-Eagan-Savage Schools** using the following media:

*Radio on WCCO AM 830*

*Television on KARE Channel 11, WCCO Channel 4, KSTP Channel 5*

*ISD 191 Website at [www.isd191.org](http://www.isd191.org)*

It may not be possible to provide advance notice to parents in the event the schools need to close early. Parents should be alert to such a possibility, particularly during severe weather, and inform the child of a plan in such emergencies.

### **EMERGENCY INFORMATION**

All students are required to have a health card on file at school. This card will have the emergency

telephone numbers where an adult can be reached during the school day. An emergency card is sent home for each child. All emergency cards need to be filled out completely, returned to school immediately, and updated when changes occur.

### **EMERGENCY PROCEDURES**

Schools are required by law to conduct fire drills during the school year so students learn to vacate the building in a quick and orderly manner in case of emergency. Unannounced drills take place in order to reinforce safety practices to reduce anxiety in emergency situations. In the unlikely event of a bomb threat, the proper officials will determine if the building is to be evacuated. Specific procedures also will be followed for severe weather drills and other emergencies.

### **FOOD POLICY**

The State Department of Health requires that the food served in schools be obtained from the appropriate sources. Food prepared in a home shall not be used in school during the school day. Baked goods for parties, birthday treats, etc., must be purchased from a store. **No open bottles of liquid will be allowed upon entering the building.**

### **FREE/REDUCED MEAL PROGRAM**

This program is offered to families that meet the established income guidelines of the program. While not mandatory, this process can lead to a reduced financial burden on families throughout the school year. Schools receive additional funding based on their free or reduced lunch population. Applications are available through the school office or by contacting the Food Service Department at 952-707-2031 or 952-707-2032.

### **HAZING**

Hazing activities are not acceptable behavior and are prohibited by the Burnsville-Eagan-Savage Schools. Hazing means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization or for any other purpose. Any student involved in or present at an incident where a student is hazed may receive disciplinary consequences as outlined in Board policy. This includes observers and willing victims as well as those aggressively hazing other students.

### **HEALTH SERVICES (Policy JLCD)**

Vale has a full-time registered school nurse. The Health Service is available to care for the health needs of students while at school. First aid care is for minor accidents; parents will be notified in case of major accidents or illnesses. Emergency forms are needed on every student so that parents can be contacted in an emergency or illness. These forms will be sent home with your student the first week of school.

Please inform the school nurse of any specific health conditions your child may have. This is extremely important so that we can communicate any potential emergency situation. Students must have permission from their case manager to be admitted into the health office unless it is an emergency. A student who becomes ill during the school day may not leave the building until he or she has permission from the nurse and a parent/guardian.

If a student becomes ill and it interferes with the student's ability to fully participate in school activities, the parent will be contacted to transport the student home. If a student becomes injured while at school, we will attempt to contact the parent. If we feel the injury is severe, we will contact emergency service (911) and then proceed to contact the parent.

*Contagious Conditions* – It is important to notify the school of any contagious conditions such as strep throat, head lice or scabies, to which a student is exposed. In this way, the health office staff will be able to take appropriate measures to help protect the other students. Where public health is concerned, everyone's cooperation is essential.

*Immunization Records* – In order for students to enroll or remain enrolled in elementary or secondary school, Minnesota State Law requires documentation of required immunization or written proof of exemption. Students are required to be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella (chickenpox). Your child will not be allowed to start school until this information or an appropriately signed legal exemption is provided. The entire ISD #191 policy (JHCB) and immunization forms are available in the school health office or on your school website as follows: Go to the "Schools" tab, click on your child's school, click on "The Office", click on "Health" or "Nurse's Office" and then click on "Health Forms".

*Health Records* – As required by State Law, a health record is kept for each child. Please report any additional immunizations, significant health condition or medications your child receives to the school nurse to be recorded in your child’s health record. Growth results, vision and hearing screening, immunizations, findings from health assessments and care given related to illness and injuries while at school will be entered in your child’s health record.

*Medications* – – If your child needs to take medicine at school, please contact the school nurse. Teachers should not be asked to be responsible for a child’s medication. Medications must be sent to school in the original prescription bottle along with a note from the parent/guardian providing permission for the medication to be administered during the school day. Any long-term medications (10 days and over) and controlled substances administered for any length of time require a written order from a person licensed to prescribe medication.

If you are sending an “over-the-counter” or non-prescription medication to school for your child, please write a permission note giving your child’s name, the reason for the medication, time it is to be administered, dose and duration. All over-the-counter medications must come in the original container. The container should also be clearly marked with your child’s name. Please refer to the District website for the medication policy and authorization form.

### **HOMEWORK**

Homework is not regularly assigned to students. This practice varies based on individual classroom teachers, students, subject, and situation. Parents who wish their child to have regularly assigned homework should contact the child’s classroom teacher early in the school year to arrange homework. Generally, students are permitted to take work home if they have not completed it during the school day or within a designated period.

### **INTERNET/COMPUTER MISUSE**

The Internet is a powerful educational tool. In accordance with ISD #191 policy, computers must be used in a **responsible, ethical, and legal manner**. Inappropriate use will lead to the loss of computer privileges and possible disciplinary action. The complete Internet policy is available in each office and on the district website ([www.isd191.org](http://www.isd191.org)).

### **LEAVING THE BUILDING**

Students cannot leave the school building during the school day without permission from parent/guardian or teacher. Leaving school without permission will result in an unexcused absence.

Efforts will be made to maintain the student within the building. A parent/guardian will be notified prior to student leaving. Upon returning to school, students are responsible for missed work.

### **LUNCH PRICES**

Daily hot lunches are served at Vale. Prices are as follows:

Elementary Lunch	\$2.30
Secondary Lunch	\$2.40
Milk	.40
Breakfast	\$1.40

### **LOCKERS (Policy JIHA)**

School lockers are the property of the school district. Inspection of the interior lockers/storage areas may be conducted by school district authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

### **PARKING LOT SAFETY**

It is important to keep our parking lots and driveways safe. Cautious driving and proper safety precautions are expected.

### **PERSONAL ITEMS**

Personal items that distract from students’ learning or hinder students’ safety are not allowed in the school and will be collected at the beginning of the day, stored and returned to the student at the end of the school day.

### **POLICE INTERVENTION**

Police will be called by the Program Administrator or designee whenever laws have been broken or a student’s behavior is so out of control that police intervention is necessary. If this occurs, parents will be notified.

### **REGISTRATION**

Our district uses a central registration process. **All new students in grades K-12 need to register at the Welcome Center at 200 West Burnsville Parkway in Burnsville.** The office is in the lower level of Diamondhead, on the east side of the building when you drive on Pillsbury Drive. Please contact the Welcome Center at (952) 707-4180 to schedule an appointment and to find out

the hours of service. You will be required to provide information when registering your child.

You may download registration forms by selecting the links found on the district's website, [www.isd191.org](http://www.isd191.org) or by calling the Welcome Center to request registration materials be mailed to you. Registration forms are also available at all school sites. After completing registration at the Welcome Center, an appointment with your child's school will be scheduled. **Students cannot begin classes on the day they enroll.**

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

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

### **REPORTING STUDENT PROGRESS**

Student achievement is reported in many ways. Whereas daily work is one of the best methods used to determine student progress, report cards and progress reports are also valuable tools used by the school.

### **SCHOOL BOARD**

The ISD #191 School Board sets educational policies and budgets for all district schools. School Board members like to have input from district residents. The board meets twice monthly, and the public is welcome to attend.

### **SCHOOL PICTURES**

School pictures are taken each year. Information will be sent home prior to Picture Day. This activity is provided as a service to families. No one should feel obligated to purchase school pictures.

### **SOCIAL WORKER SERVICES**

Social worker services are designed to help the student gain self-understanding, to set attainable goals, to provide information in meeting those goals, and to address mental health needs. Support services may take place in one-to-one situations or in groups.

### **STUDENT RECORDS**

District 191 complies with state and federal laws governing the release of student record information. These laws permit us to release directory information: a student's name, address and telephone number, gender, dates of attendance,

and similar information. Directory information does not include individual grades, test results, race, religion, social position or other personal facts. Parents can request that part or all of this information not be disclosed without prior written consent, except to school officials or as provided under federal law. For more information regarding student records, contact the Planning and Technology Office at 952-707-2065.

### **TELEPHONE CALLS**

Calls to teachers and students during the day are discouraged. Contact with teachers prior to or after classes is encouraged. Staff contacts parents on a regular basis regarding their students' programs. In case of an emergency, calls should be made to 952-707-4000 and a message will be delivered to the student. **Students will not be permitted to use the phones during the day without permission from the student's homeroom teacher/IEP manager.**

### **VEHICLES**

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

### **VIOLENCE**

Violence includes, but is not limited to:

1. Assault—an act with intent to cause fear or immediate bodily harm to another,
2. Aggravated assault—committing an assault upon the person of another with a dangerous weapon or assault which inflicts great bodily harm upon another person,
3. Fighting—mutual combat in which both parties have contributed to the situation by verbal and/or physical action.
4. Self-inflicted Injury—conduct which results in an intentional self-inflicted injury or creation of an abnormal physical or mental condition.
5. Robbery/Extortion/Theft—the obtaining of property from another where his/her consent was induced by use of force, threat of force, or under the cover of official right.
6. Willful Damage to Property of School or Others—Willful cutting, defacing, or otherwise injuring in any way property belonging to the school district or others.

## **VISITORS**

All visitors are required by state law to check in at the office. Guests will be issued a visitor badge if they are permitted beyond the office.

For the safety of the students and staff, doors are locked. A staff member will let visitors' into the building. This allows staff to identify unauthorized persons who may attempt to enter the building. This is for the safety of students and staff.

## **WEAPONS (Policy JFC, JFC-R)**

Students are forbidden to knowingly and voluntarily possess any instrument in school, on school grounds, or at a school-sponsored activity that is a weapon. The district takes a position of "Zero Tolerance" on weapons.

A complete copy of this policy is available in the school office and on the district website.

## **WEB SITE**

Vale Educational Center has a web site for your reference. Please refer to the school's newsletter for the specific address. The district web site is [www.isd191.org](http://www.isd191.org).

## **DISTRICT STUDENT POLICIES**

**District 191's Student Policies and Procedures are summarized here to meet the federal requirement that parents are notified of the policies. The complete policies are available in the principal's office or online at the district website.**

## **RESPECTFUL BEHAVIOR POLICY**

We recognize the contributions of all individuals in achieving our mission of providing an exceptional education for every student. We also believe that creating a positive climate for students, staff, and community is critical to the achievement of the District's mission. To create this positive climate, every individual must act with respect.

## **SCHOOL DISCIPLINE POLICY**

The School Discipline Policy summarized here is intended to comply with the Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Act, and current School Board policies. Written rules governing student conduct, prepared by the administration and consistent with School Board policy, shall be published and distributed annually to each student.

## **BEHAVIORAL MANAGEMENT POLICY**

All students at Vale have an Individual Education Plan (IEP). This plan addresses individual needs of each student with specific goals and objectives. All students have a BEHAVIOR SUPPORT PLAN (BSP). The BSP is part of the Individual Education Plan (IEP). The purpose is to address individual needs of each student for improving positive behavior and decreasing negative behaviors. A BSP provides specific behavioral strategies that are used in meeting social emotional needs.

In addition, a Behavior Reflection Sheet is completed each day by staff to track progress on measurable behavioral IEP goals. This progress assists in the development of quarterly Progress Reports.

## **CHEMICAL AWARENESS POLICY**

The School Board of District 191 believes that the health and wellbeing of students is of vital importance. It also recognizes its responsibility and role in responding to chemical health issues and problems. The School Board believes that the school environment is adversely affected by the presence of alcohol, tobacco, and other harmful chemicals.

The School District staff will cooperate with the student's family and the police to prohibit the use, sale or possession of illegal chemicals. Students will be encouraged and expected to seek assistance for their chemical health and dependency issues.

## **CODE OF CONDUCT FOR STUDENTS**

*The School Board of District 191 believes that all students have the right to a learning environment that is conducive to the learning process and safe for students and staff members. Our mission is to provide students with a free, appropriate public education. Because children learn best in a school that is safe and orderly, ISD 191 is committed to the goal of responsible student behavior and to the belief that open, honest communication with parents is the best way to achieve that goal. Students, parents, and the school staff must share the responsibility for creating the best possible learning environment. The school must provide highly qualified teachers and programs to help students succeed. Parents/guardians must foster positive conduct in students and students must accept responsibility for conducting themselves in a way that will encourage their own education and allow for the orderly operation of the school and the education of others.*

## **DISCIPLINE- PHYSICAL RESTRAINT**

1. If in danger of injury to self or others, it may be necessary for staff to physically restrain a student in order to provide a safe environment. Mandt procedures may be used on a student without his/her consent, in an emergency, when used by an administrator, teacher, or general staff member. Parents will be notified immediately.
2. Physical restraint shall be defined as the physical force necessary, but in no greater measure than is necessary, to prevent the adverse actions of one or more students from affecting other students or staff members.
3. Physical restraint may be used by staff members when students are in danger of harming themselves or others. Such acts shall not be construed to constitute corporal punishment within the meaning and intention of this policy.
4. Mandt Behavior Management training is mandatory for staff on an annual basis. Staff members are required to utilize de-escalation techniques to minimize the need for restraint.
5. If physical restraint becomes necessary, an incident report must be completed and parents will be notified, as soon as possible but not later than the end of the school day.

## **EQUALITY of OPPORTUNITY**

The district shall provide programs based on equality for all students. No person shall, based on age, handicap, marital status, natural origin, race, religion, or sex be subjected to discrimination under any educational program administered or authorized by the board.

The following section identifies a partial list of recommended consequences for behavioral offenses. These offenses may include but are not limited to: verbal inappropriateness; walk outs; unexcused absences; sexual, racial or other forms of harassment; fighting or property damage; or other types of violations. Each offense listed may result in any or several of the following consequences depending upon all of the circumstances, including the student's prior disciplinary record and the seriousness of the offense:

- Redirected as specified in the student's Behavior Support Plan
- Directed to problem solving room

- In-school suspension
- IEP meeting to revise the student's behavior support plan and/or class schedule
- Restitution
- Referral to police or other law enforcement agencies if behavior is illegal
- Out-of-school suspension only in extreme and/or dangerous situations

## **STUDENT CONTACT PROCEDURES**

Procedures for reporting and documenting inappropriate student-to-student or student-to-staff contact:

If a special education student verbally or physically threatens (i.e. abusive language or language threatening to harm and/or inappropriate touch such as spitting, hair pulling, kicking, hitting with an opened or closed hand, or pushing) another student or staff, the following procedures will be followed:

1. The special education student's Individualized Education Plan (IEP) team will consider developing a Behavioral Intervention Plan approved by the parent for dealing with such inappropriate behavior and
  - a. The Behavioral Intervention Plan will be reviewed as appropriate by the teacher and program supervisor to evaluate its effectiveness; and further,
  - b. If progress cannot be documented, a conference will be held to revise the plan accordingly.
2. Such behavior will be charted on a daily log by school staff. Critical incidents or change in patterns will be brought to the attention of the program supervisor.
3. A weekly log summarizing the daily data will be compiled by the case manager.
4. If an injury occurs as a result of physical contact, the student must be seen by the school nurse. An "Incident Report of Student Injury" also must be completed and discussed with the program administrator.
5. Parents of both parties (student offender and victim) will be informed of all such incidents (whether or not physical harm occurs) on a daily or weekly basis, depending on the frequency of such incidents, and the parental contacts will be documented on a log.

## **TOBACCO POLICY**

It is illegal for anyone under the age of 18 to possess tobacco products. Additionally, ISD 191 is a tobacco free district, which means no tobacco products are permitted on school grounds. Any student under the age of 18 found using any tobacco product might be reported to the police for violation of the law. Any student, regardless of age, found using or in possession of a tobacco product on school property will receive an automatic level drop to the previous level.

### *Violations of Tobacco Policy*

Students who violate the policy by using or possessing tobacco:

1. Need to give up the tobacco product to staff. Refusal to give up tobacco may result in further consequences.
2. Will relinquish matches or lighters to staff. Refusal to give up matches or lighters may result in further consequences
3. May be referred to a diversion program.
4. May be referred to police.

To: Members of the Board of Education  
Superintendent Randy Clegg

From: Sue Grissom  
Executive Director of Human Resources

Date: June 17, 2010

RE: **Approve 2009 - 2011 Community Education Employment Policy**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE  
THE 2009 - 2011 COMMUNITY EDUCATION EMPLOYMENT POLICY**

**Discussion:**

Director of Community Education Tom Umhoeffer and his staff continue to offer high quality programming across the lifespan of residents in the district. The economy and changing needs of the community have made expansion and growth difficult. Yet they continue to run a self-sustaining program.

The attached agreement will be in effect from July 1, 2009 through June 30, 2011. Wages have been improved by 1% in each year of the agreement. Staff will not move on step for the 2009 - 2010 year but will advance on step for the 2010 - 2011 year. Cost of the step movement is offset by the decrease in health insurance during the second year of the policy.

In addition Community Education has some long term, non-contracted employees that are currently being paid at a higher rate. This rate is based on past contract language. Their pay grade and step is listed in an addendum at the back of the policy.

# **Community Education Contracted Employee Policy**

**July 1, 2009 – June 30, 2011**

**This employment policy, adopted by the ISD 191 Board of Education to be  
effective**

**July 1, 2009, supersedes all previous employment policies,  
written or spoken.**

**COVERED EMPLOYEES**

This Employment Policy outlines the wages and benefits for contracted community education employees. All other employees are considered to non-contracted employees. Non-contracted employees are not eligible for any of the provisions listed in this policy. Their wage schedule is located in Appendix A.

**FAMILY FRIENDLY OPTIONS**

Community Education supports its employees and their families. Contracted full-time employees (as defined by the Benefits Eligibility Chart) may exercise one of the following cost-saving options:

- A. Elect to receive a 20% discount on childcare provided by Community Education through Preschool Project Kids, Ready to Learn or School Age Project Kids.

OR

- B. Receive tuition reimbursement up to \$400.00 for college level coursework that is germane to each employee's assignment. In order to receive reimbursement the coursework must be preapproved in writing by the Director of Community Education. Tuition will be reimbursed upon submission of an official transcript indicating satisfactory completion of the course (earning a grade of C or higher or earning a Passing Grade for coursework taken Pass/No Pass) and a paid fee statement.

**SALARY DETERMINATION**

Persons hired to work in Community Education are paid an hourly rate according to the pay schedule in this policy. The Executive Director of Human Resources will place the employee at step one on the pay schedule. The Community Education Director or designee may recommend credit for experience and training for initial placement.

**PROBATIONARY PERIOD**

All employees working under this agreement shall have a one-year probationary period. An employee may be released at will during the probationary period.

**WORK YEAR**

Community Education employs personnel in three (3) different categories:

- A. Contracted full year employees (52 weeks per year)  
B. Contracted employees working in programs with a defined number of program weeks  
C. Non-contract employees

The Community Education Director or designee will assign the number of hours and weeks to be worked the first day of employment and at the start of each fiscal year or each school year. The District retains the right to establish or modify individual work schedules according to the needs of the program.

**COMPENSATORY TIME**

An employee who is directed to work more than forty (40) hours per week shall be paid one and one-half (1.5) times the employee's regular hourly rate or shall take compensatory time equal to one and one-half (1.5) times the period worked in excess of forty (40) hours. Compensatory time must have the approval of the Director or designee and must not interfere with the normal operation of the program.

**FLEXIBLE BENEFIT PLAN**

The school district will establish a Flexible Benefit Plan under IRS Code 125. Contracted community education employees are eligible to participate.

**TAX SHELTERED ANNUITY AND DEFERRED COMPENSATION PLANS**

Contracted community education employees are eligible to participate in the district approved 403(b) plan(s) effective January 1, 2009. Such contributions must be made consistent with IRS Code 403(b) rules and regulations. Information and forms are available in Human Resources.

**EMERGENCY DISMISSAL**

If a twelve (12) month employee is notified not to report for work, or, if after arriving for work, the employee is dismissed by authority of the Executive Director of Human Resources, the day's wages shall be paid for the first day of each occurrence. An announcement that school is canceled or delayed *for children* is **NOT** notification that adults are not to report to work.

**BENEFIT ELIGIBILITY:**

All employees who meet the criteria below are contracted employees and are eligible for insurance benefits. All employees hired into a contracted position after July 1, 2008 must meet the criteria below in order to be eligible for benefits. Contracted employees hired prior to July 1, 2008 are eligible for benefits based on the eligibility requirements in the 2007 – 2008 contract. Their appointment will be recommended by the Community Education Director or designee and approved by the Board of Education.

**Employees who do not meet the threshold described below are not eligible for insurance benefits.**

<b>Program</b>	<b>Weeks per year</b>	<b>Hours per Week</b>
<b>Year Round Preschool Project Kids</b>	52	30
<b>Year Round School Age Project Kids</b>	52	30
<b>Year Round ABE</b>	34	30
<b>Year Round Tiny Tots</b>	43	30
<b>Year Round ECFE</b>	36	30
<b>Aquatics</b>	52	30
<b>Youth Services</b>	<i>187 contract days</i>	30

- A. **Single Health Insurance:** The District will contribute 90% of the monthly premium towards individual coverage in the lowest cost health insurance plan offered by the district for each contracted employee who meets the eligibility requirements as listed in the programs above. The remainder shall be paid by the employee. Any additional cost for any other plan shall be borne by the employee and paid via payroll deduction. Eligible employees must enroll in the plan.
- B. **Family Health Insurance:**
1. Contracted part-time employees: Under the same conditions as set forth above, contracted employees who work at least 30 hours per week in a school year program will receive a District contribution equivalent to 65% of the monthly premium in the lowest cost health insurance plan offered by the district. The balance of the premium for dependent coverage shall be paid by the employee.

2. Contracted full time employees: (52 weeks per year, 40 hours per week):  
Contracted full-time employees will receive a District contribution of 70% of the monthly premium for dependent coverage for the lowest cost health insurance plan offered by the district. The balance of the premium for dependent coverage shall be paid by the employee via payroll deduction.

- C. For all contracted employees hired after July 1, 2002, the district will contribute 90% of the premium for individual coverage for towards health insurance. The balance of the premium for single or dependent coverage shall be paid by the employee via payroll deduction.

### **DENTAL INSURANCE**

The District will provide single-coverage dental insurance in the lowest-cost plan offered by the District for eligible contracted employees who meet the program criteria described above. Dependent coverage may be purchased at the employee's expense.

### **LIFE INSURANCE**

The District will provide \$20,000 in term life insurance for eligible contracted employees who meet the program criteria described above.

### **LONG-TERM DISABILITY INSURANCE**

The District will provide long-term disability insurance eligible contracted employees who meet the program criteria described above.

### **VACATION:**

1. *Contracted full-time Employees: (52 weeks per year, 40 hours per week) employees shall be credited with eighty (80) hours of vacation time on July 1.*
2. *Contracted full- year, part-time employees (52 weeks per year, work at least 20 hours per week but less than 40), shall have vacation hours prorated according to annual hours assigned.*
3. *Contracted school year employees are not eligible for vacation.*

Vacation must be taken during that fiscal year or within the following seven (7) months or be forfeited. All vacation times are subject to the approval of the employee's supervisor.

Upon termination of employment, any use of vacation time in excess of that earned shall be deducted from the employee's final paycheck or any earned but unused vacation shall be compensated at the earned rate.

Contracted full- year, full-time employees at Pay Grade 4 and above shall receive an additional eight hours of vacation for each year of service up to a maximum of 18 days or 144 hours in a fiscal year. Contract, full- year, part-time employees who work at least 20 hours per week but less than 40 hours per week, shall receive an additional day of vacation, pro-rated for the assignment, for each year of service up to a maximum of 15 days.

### **HOLIDAYS**

Holiday pay is available only to contracted employees who would normally be scheduled to work on the day on which a holiday falls. For example, if Thursday is an employee's regular work day, then the employee is paid for Thanksgiving Day, which is a regular holiday. The employee must be scheduled to work during the week of the holiday to earn holiday pay. For example, if a program is not in session the day

before Thanksgiving, employees who do not work on that day do not get paid for the Thanksgiving holiday.

1. Full – Year, Contracted Employees: Full- year, contracted employees who work at least 20 hours per week shall receive (10) paid holidays: Independence Day, Labor Day, Thanksgiving and the Friday following, Christmas Eve Day, Christmas Day, New Year’s Eve Day, New Year’s Day, Memorial Day, and (1) day determined annually consistent with the school calendar. Holiday pay shall be pro-rated for those employees who work less than 8 hours per day.
2. Contracted school year employees: Contracted school year employees who work at least 20 hours per week will receive 8 ~~7~~ paid holidays; Memorial Day, Thanksgiving Day and the day following, Christmas Eve, Christmas Day, New Year’s Eve and New Year’s Day, and ~~Labor Day~~, provided they would normally be scheduled to work on the day on which a holiday falls. For example, if Thursday is an employee’s regular work day, then the employee is paid for Thanksgiving Day, which is a regular holiday. The employee must be scheduled to work during the week of the holiday to earn holiday pay. For example, if a program is not in session the day before Thanksgiving, employees who do not work on that day do not get paid for the Thanksgiving holiday.

### **PERSONAL ILLNESS LEAVE**

*Contracted, full-time, full year* employees shall be credited with 10 days of sick leave July 1 of each year, accumulative to sixty days. Leave will be pro-rated for contracted, full- year employees who work at least 20 hours per week but less than 40 hours per week.

Contracted school year employees who work at least 20 hours per week will receive 8 personal illness days at the start of the school year work year. Personal illness leave will be pro-rated for school year employees who work less than 8 hours per day.

### **FAMILY ILLNESS LEAVE**

Contracted, full-time, full year employees shall be credited each July 1 with twenty-four (24) hours per year for illness in the immediate family: a) parent or former guardian of employee, b) spouse of employee, c) parent of spouse, or d) child of employee. These hours do not accumulate. Family illness leave will be pro-rated for contracted, full year employees who work at least 20 hours per week but less than 40 hours per week.

Contracted school year employees, shall be credited each July 1 with 16 hours per year for illness in the immediate family: a) parent or former guardian of employee, b) spouse of employee, c) parent of spouse, or d) child of employee. These hours do not accumulate. Family illness leave will be pro-rated for contracted school year employees who work at least 30 hours per week but less than 40 hours per week.

### **SICK OR INJURED CHILD CARE LEAVE**

Employees who have exhausted their family illness leave may use personal illness leave for absences due to an illness of the employee’s child for such reasonable periods as the employee’s attendance with the child may be necessary on the same terms the employee is able to use sick leave benefits for the employee’s own illness. A “child” means an individual under eighteen (18) years of age or an individual under age twenty (20) who is still attending secondary school. [MN Statute 181.9413]

### **BEREAVEMENT LEAVE**

Each full year, *contracted* employee who meets the eligibility standard above, may take a

maximum of three (3) days for bereavement. An additional two work days may be permitted for travel at the discretion of and upon the approval of the Executive Director of Human Resources. Contracted, school year employees who meet the criteria above may take (1) day of bereavement leave. An additional two work days may be permitted for travel at the discretion of and upon the approval of the Executive Director of Human Resources.

### **GENERAL LEAVE**

A general leave is defined as any employee-requested absence without pay for any time period greater than two weeks or ten work days, whichever is greater. A leave of up to one (1) year may be granted without pay or benefits upon recommendation of the Executive Director of Human Resources and approval by the Board of Education. Insurance may be continued at the expense of the employee subject to the rules of COBRA. At the time the leave is granted, a date will be established for tentative return. Upon return, the employee shall have all benefits applicable to this agreement reinstated subject to completion of enrollment forms. An employee is limited to no more than three (3) general leaves. Leaves do not count towards longevity.

### **FAMILY AND MEDICAL LEAVE**

An employee may be allowed up to 12 weeks of leave with no loss of health benefits under certain conditions allowed by the FMLA. Generally speaking an employee must have worked at least 1250 during the previous fiscal year in order to be eligible for FMLA. Contact Human Resources for specifics of this Act. An employee may use personal illness leave for physical disability due to pregnancy as certified by a physician.

### **PARENTAL LEAVE**

Parental leave of absence shall be available to employees for the purpose of caring for a child for whom the applicant has the legal responsibility for care and/or support of said child. Such leave shall be immediately subsequent to the birth of the employee's child or, in the case of adoption, when the child is physically turned over to the employee/parent.

At least two (2) calendar months prior to the estimated delivery date of the child, the employee shall be required to notify the employer whether or not the employee intends to take parental leave. The estimated commencement date shall be the date following the physician's estimated date of cessation of disability, or, in the case of an adoption, the estimated date when the child will be turned over to the parent. A total of up to two (2) years shall be granted for a parental leave. Parental leaves shall be without pay or benefits. Leaves do not count towards longevity.

### **LEAVE WITHOUT PAY**

Employees who have used all of their paid leave may request time off without pay. Employees may request time off without pay only once during a fiscal year for time periods not to exceed 5 consecutive workdays. All leave without pay requires prior approval.

### **VACANCIES**

#### **Interim Positions**

In order to maintain proper staff to child ratios at a given site, an employee who meets or exceeds the qualifications for a position that is equivalent to or a higher pay grade than the employee is currently in, may be placed in that position on an interim basis. Individuals who assume a higher pay grade position for more than 30 consecutive days shall be paid at the higher rate, retroactive to the first day of the assignment.

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#### **Permanent Positions**

All vacancies for contracted positions will be posted.

### **STAFF REDUCTIONS**

Staff reductions caused by budget constraints, declining enrollment or other factors shall be managed at each site rather than across the District. A contracted employee whose position is eliminated at one (1) site shall not have the right to displace an employee holding a similar position at another site. Seniority by job classification shall be used to determine the order of layoff. (In this case, seniority shall be determined by the District date of hire in that job classification for that site.)

For programs in which employee site assignments may vary, the District may reduce staff according to seniority by job classification within a specific program.

If employees share equal seniority, staff reduction decisions will be based on the judgement of the program administrator.

Non-contracted, seasonal and temporary/casual employees do not have seniority rights and are not covered by this provision.

### **REORGANIZATION**

In the event of reorganization, (programmatic changes that impact more than one site) all employees in the affected program will be laid off. Following reorganization, positions will be reposted. Positions will be filled based on performance and ability, and seniority. Administration reserves the right to make appointments.

### **FLEXIBLE BENEFIT PLAN**

Permanent employees may participate in the District's Flexible Benefit Plan in accordance with regulations and procedures developed by the District's Human Resources Office.

### **COMPENSATION**

Basic Rates of Pay: All contracted Community Education employees were placed on the schedule below at the start of the 2008-2009 school year. They were placed at step 1, 2, 3, or 4. They will remain at the new combined steps of 1-2, 3-4, 5-6, or 7 for the 2009-2010 school year. Employees will advance on step as appropriate for the 2010 - 2011 school year. The following salary schedule is hereby adopted by the Employer and shall govern compensation, effective July 1, 2009.

Pay Grade	Title	Step 1- 2	Step 3 - 4	Step 5-6	Step 7
9	<b>Coordinator III</b> Youth Services Coordinator	\$20.07	\$21.48	\$23.17	\$23.91
8	<b>Coordinator II</b> Child Care Site Coordinator	\$18.97	\$20.29	\$22.51	\$23.24
7	<b>Coordinator I</b> Pool Coordinator Tiny Tots Clsrn.Lead Teacher Childcare Clsrn. Coordinator	\$16.23	\$17.36	\$19.70	\$20.36
6	<b>Program Supervisor</b> Childcare D.H.S. Lead Teacher (BS/BA) ECFE Program Supervisor	\$13.46	\$14.40	\$15.63	\$16.23
4	<b>Program Associate</b> Child Care Associate D.H.S. (2yr/AA) ECFE Associate Tiny Tots Associate	\$11.27	\$12.06	\$12.74	\$13.25
3	<b>Program Assistant</b> Youth Programs Childcare D.H.S. Aide	\$9.34	\$9.99	\$10.42	\$10.91
2	<b>Program Aide</b> Childcare General Aide	\$7.32	\$7.66	\$7.71	\$8.13

**2010 - 2011 Wage Schedule (1% salary schedule improvement)**

Pay Grade	Title	Step 1- 2	Step 3 - 4	Step 4- 5	Step 6
9	<b>Coordinator III</b> Youth Services Coordinator	\$20.27	\$21.70	\$23.40	\$24.15
8	<b>Coordinator II</b> Child Care Site Coordinator	\$19.16	\$20.49	\$22.74	\$23.47
7	<b>Coordinator I</b> Pool Coordinator Tiny Tots Clsm.Lead Teacher Childcare Clsm. Coordinator	\$16.39	\$17.54	\$19.89	\$20.57
6	<b>Program Supervisor</b> Childcare D.H.S. Lead Teacher (BS/BA) ECFE Program Supervisor	\$13.60	\$14.55	\$15.79	\$16.39
4	<b>Program Associate</b> Child Care Associate D.H.S. (2yr/AA) ECFE Associate Tiny Tots Associate	\$11.38	\$12.18	\$12.86	\$13.38
3	<b>Program Assistant</b> Youth Programs Childcare D.H.S. Aide	\$9.44	\$10.09	\$10.53	\$11.02
2	<b>Program Aide</b> Childcare General Aide	\$7.22	\$7.73	\$7.78	\$8.21

**CONTRACTED STEP ADVANCEMENT GUIDE:**

**In order to advance on step, employees must work the required hours per week for the specified number of weeks as listed below.**

Program	Weeks per year	Hours per Week	
<b>Year Round Preschool Project Kids</b>	52	30	1560
<b>Year Round School Age Project Kids</b>	52	30	1560
<b>Year Round ABE</b>	34	30	1020
<b>Year Round Tiny Tots</b>	41	30	1230
<b>Year Round ECFE</b>	36	30	1080
<b>Aquatics</b>	52	30	1560
<b>Youth Services</b>	<i>187 contract days</i>	35	1309

**LONGEVITY:** After successfully completing 10 years of service, employees will earn an additional \$1.00 per hour. After completing (15) years of service, employees will earn an

additional \$.50 per hour. Community Education will continue to track years of service for purpose of calculating longevity in the future. .

Effective July 1, 2000, when an employee is selected for a contracted position through Board action, all employment subsequent to that action counts toward the years of service requirement for purposes of longevity. A “year of service” is as defined by the hourly requirements specified for step advancement under the Compensation section.

### **Notes Regarding Implementation**

- A. When an employee is selected for a new position in a higher pay grade or when the District implements a new salary schedule, an employee moves to the salary, which is greater than but closest to their current salary without regard to step.
- B. Contracted employees who meet the minimums described above shall advance on step
- C. Step advancement is granted at the beginning of the fiscal year for contracted, full year employees and at the start of the academic year for contracted, school year employees provided they have worked at least .75 the previous year.
- D. Contracted staff who work three-fourths or more of satisfactory service shall advance each year. Contracted staff who work less than .75 shall advance when experience earned in a contracted position equals three-fourths (3/4) year or more and is in consecutive years. All fractions over three-fourths (3/4) are dropped in calculating cumulative experience.

**APPENDIX A  
2009 - 2010 WAGE SCHEDULE  
FOR NON-CONTRACT COMMUNITY EDUCATION EMPLOYEES**

**The following wages become effective July 1, 2009**

Pay Grade	Title	Hourly Wage
9	<b>Coordinator III</b> Youth Services Coordinator	\$20.07
8	<b>Coordinator II</b> Child Care Site Coordinator GED Examiner	\$18.97
7	<b>Coordinator I</b> Pool Coordinator Tiny Tots Clsrn. Lead Teacher Childcare Clsrn. Coordinator Computer Lab Facilitator ABE Assessment Coordinator	\$16.23
6	<b>Program Supervisor</b> Childcare D.H.S. Lead Teacher (BS/BA) ECFE Program Supervisor Water Safety Instructors Youth Services Program Supervisor	\$13.46
4	<b>Program Associate</b> Child Care Associate D.H.S. (2yr/AA) ECFE Associate Tiny Tots Associate Building Attendant	\$11.27
3	<b>Program Assistant</b> Youth Programs Childcare D.H.S. Aide Water Safety Aide Lifeguard	\$9.34
2	<b>Program Aide</b> Childcare General Aide Deck Guard	\$7.32

**APPENDIX B  
2010 - 2011 WAGE SCHEDULE  
FOR NON-CONTRACT COMMUNITY EDUCATION EMPLOYEES  
The following wages become effective July 1, 2010**

Pay Grade	Title	Hourly Wage
9	<b>Coordinator III</b> Youth Services Coordinator	\$20.27
8	<b>Coordinator II</b> Child Care Site Coordinator GED Examiner	\$19.16
7	<b>Coordinator I</b> Pool Coordinator Tiny Tots Clsrn. Lead Teacher Childcare Clsrn. Coordinator Computer Lab Facilitator ABE Assessment Coordinator	\$16.39
6	<b>Program Supervisor</b> Childcare D.H.S. Lead Teacher (BS/BA) ECFE Program Supervisor Water Safety Instructors Youth Services Program Supervisor	\$13.60
4	<b>Program Associate</b> Child Care Associate D.H.S. (2yr/AA) ECFE Associate Tiny Tots Associate Building Attendant	\$11.38
3	<b>Program Assistant</b> Youth Programs Childcare D.H.S. Aide Water Safety Aide Lifeguard	\$9.44
2	<b>Program Aide</b> Childcare General Aide Deck Guard	\$7.39

**Community Education 2009 - 2011 Non-Contract Employees  
Grandfathered in at the following Pay Rates**

<b>Name</b>	<b>Pay</b>	<b>Step</b>	
	<b>Grade</b>		<b>Longevity</b>
		<b>2009 - 2010</b>	
		<b>2010 - 2011</b>	
Rivard, Judy	<b>4</b>	<b>4</b>	<b>\$1.50</b>
Schiffman, Sue	<b>7</b>	<b>\$21.06</b>	<b>\$1.50</b>
Graca, Kathy	<b>7</b>	<b>\$21.06</b>	<b>\$1.00</b>
Haggerty, Lori	<b>7</b>	<b>\$21.06</b>	<b>\$1.00</b>

To: Members of the Board of Education  
Superintendent Randy Clegg

From: Sue Grissom  
Executive Director of Human Resources

Date: June 17, 2010

RE: **Approve Amendment to 2009 - 2011 Operations and Maintenance Supervisors  
Employment Agreement**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE A  
SALARY OF \$61,253 FOR 2009 - 2010 AND A SALARY OF \$61,855 FOR 2010-  
2011 FOR THE DISTRICTWIDE PROJECT MANAGER POSITION**

There are five Operations and Maintenance Supervisors in this unit. The Director of Operations and Properties, Jon Deutsch created a specialized position (Districtwide Project Manager) within the unit and all employees had the opportunity to apply for it.

Mr. Glenn Simon was the successful candidate and has held that position since March 9, 2009. After he was in the position for about six months and the duties and responsibilities were fully known, he was asked to complete a job position evaluation.

The position was determined to be a pay grade 9 and the others are a pay grade 8. It is recommended that the board modify the two year agreement and include a salary for pay grade 9. This salary is commensurate with other positions at pay grade 9.

Attachment: Operations and Maintenance Employment Agreement

**EMPLOYMENT AGREEMENT**  
**July 1, 2009 - June 30, 2011**

**BOARD OF EDUCATION**  
**DISTRICT 191**  
**AND**  
**OPERATIONS AND MAINTENANCE**  
**SUPERVISORS**

## **PREAMBLE**

This agreement, entered into on the 1st day of July 2009 between Independent School District 191 and the Operations and Maintenance Supervisors, hereinafter called the Association.

## **ARTICLE I - PURPOSE**

The School District and the Association agree that the purpose for entering into this Agreement is to:

Section 1. Establish the foundation for an effective and productive relationship.

Section 2. Provide for a means to peacefully resolve disputes concerning the application or interpretation of this contract.

Section 3. Place in written form the agreed-upon "terms and conditions" of employment for the duration of this Agreement.

## **ARTICLE II - RECOGNITION**

Section 1: The employer recognizes the Association as the exclusive representative, under Minnesota Statutes, Section 179.71, Subd. 3, for all Operations and Maintenance Supervisors in the Buildings and Grounds Department of Independent School District 191, Burnsville, Minnesota, who are employed for more than fourteen (14) hours per week and more than sixty-seven (67) work days per year, excluding confidential employees and all other employees. The unit is made up of supervisory employees as defined in PELRA.

Section 2. In the event the employer and the Association are unable to agree as to the inclusion or exclusion of a present, new or modified job position, the issue shall be submitted to the Bureau of Mediation Services for determination.

## **ARTICLE III - DEFINITIONS**

Section 1. *Terms and conditions of employment* shall, hereinafter in the Agreement, mean the hours of employment, the compensation therefore including fringe benefits, and the School District's personnel policies affecting the working conditions of employees, subject to the provisions of PELRA of 1971, as amended, insofar as these conditions are not in conflict with other provisions of this contract.

Section 2. *Employee* shall, hereinafter in the Agreement, mean personnel included within the appropriate unit established by Article II, Section 1, and covered by this Agreement.

Section 3. *School District* shall, hereinafter in the Agreement, mean Independent School District 191, or its designated representative.

Section 4. *Superintendent* shall, hereinafter in the Agreement, mean the Superintendent of Independent School District 191 or a designated representative.

## **ARTICLE IV - SCHOOL DISTRICT RIGHTS**

Section 1. Inherent Managerial Rights: The Association recognizes that the School District is not required to meet and confer on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the school District, its overall budget, utilization of technology, the organizational structure, and section and direction and number of personnel.

Section 2. Management Responsibilities: The Association recognizes the right and obligation of the School District to efficiently manage and conduct the operation of the School District to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide education and opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The Association recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time, as deemed necessary by the School District, insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement. The Association further recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to applicable laws. Any provision of this Agreement found to be in violation of any such laws rules, regulations, directives or order shall be null and void and without force and effect.

## **ARTICLE V - ASSOCIATION RIGHTS**

Section 1. Dues Deduction: Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the School District an assignment authorizing deduction of the Association membership dues. Upon receipt of a properly executed authorization card of the employee involved, the School District will deduct from the employee's paycheck an amount necessary to equal the authorized dues deduction.

Section 2. Right to join: Employees shall have the right to join the Association and the right not to join the Association.

Section 3. Right to views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or a representative of the employee to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the Association

## **ARTICLE VI - COMPENSATION**

Section 1. Salary Schedule: Effective July 1, 2009, through June 30, 2011, and until a successor Agreement is reached, annual salaries will be as follows:

	<u>2009-2010</u>	<u>2010-2011</u>
Maintenance Supervisor Chief Engineer, BHS Elementary/Junior High School Cluster Supervisor	\$57,253	\$57,826
<b><u>Districtwide Project Manager</u></b> <b><u>Effective July 1, 2009</u></b>	<b>2009 - 2010</b> <b><u>\$61,253</u></b>	<b>2010 - 2011</b> <b><u>\$61,866</u></b>

Section 2. Longevity: Effective July 1, 2009 Operation and Maintenance Supervisors that have completed ten (10) years of District service are eligible for a \$900 stipend; after twenty (20) years, an additional \$900 stipend. Effective July 1, 2010 Operation and Maintenance Supervisors that have completed ten (10) years of District service are eligible for a \$1,000 stipend; after twenty (20) years, an additional \$1,000 stipend.

Section 3. Mileage: Reimbursement, on job-related activities according to District policy, will be paid upon submission of proper forms.

Section 4. Performance Incentive Pay: Effective July 1, 2009 through June 30, 2011, Operation and Maintenance Supervisors who successfully complete a series of (7) training sessions on selected supervisory/managerial topics and implement the strategies will receive \$500.00 in each year of the contract.

## **ARTICLE VII - PAID ABSENCES**

Section 1. Sick Leave: All employees shall earn sick leave at the rate of one (1) day for each month of employment or portion of a month of employment. *Day* shall be defined as the employee's normal workday.

Subd. 1. Sick leave may be used only in cases of necessity when the employee is unable to perform job duties and responsibilities because of illness or injury.

Subd. 2. Earned sick leave, which is unused, may be accumulated to a maximum of one hundred (100) days.

Section 2. Bereavement: Employees may be absent to a maximum of three (3) normal work days for each occurrence, if necessary, to attend and make arrangements in the event of a death in the employee's immediate family. A maximum of two (2) additional days may be permitted at the discretion of and upon the approval of the Executive Director of Human Resources.

Subd. 1. Immediate family shall be defined as the employee's parents or former guardian, spouse, parents of spouse, brother or sister and in-laws of a similar degree, children, son-in-law, daughter-in-law, grandchildren, grandparents of employee or spouse, or a dependent living in the immediate household.

Section 3. Family Illness: A maximum of three (3) days per year (not cumulative) for illness or injury in the immediate family, which includes: spouse, children, or a dependent living in the immediate household.

Sick or Injured Child Care Leave (MS 181.943): Employees who have exhausted their family illness absences may use personal illness absence provided by the employer for absences due to an illness of the employee's child for such reasonable periods as the employee's attendance

with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. This section applies only to the sick leave benefits payable to the employee from the employer's general assets. A *child* means an individual under eighteen (18) years of age or an individual under age twenty (20) who is still attending secondary school.

Section 4. Personal Business Absence: Full-time employees may be granted a maximum of two (2) normal workdays per year to conduct personal business, which cannot otherwise be performed outside of the normal workday. Such days are cumulative to three (3) days.

ARTICLE VII, SECTION 4 CONTINUED

Subd. 1. Examples of the use of this absence are court appearance, estate settlements, and funerals not covered by Section 2 of this Article.

Subd. 2. Employees using this absence shall notify the Director of Operations at least twenty-four (24) hours in advance of the absence, except in the event of an emergency.

Section 5. Jury Duty: An employee required to appear for jury duty will be paid the difference between the employee's daily income and jury duty fees, excluding mileage and expenses, for day(s) on which the employee is at the court site. The employee is required to provide a signed attendance form from the court before payment for jury duty.

Subd. 1. Employees selected for jury duty shall notify the Director of Operations as soon as practicable after being notified of their selection.

Subd. 2. Employees shall report for work on the normal workday immediately prior to and the workday immediately following the last day of jury duty.

Subd. 3. Employees shall notify their supervisor when they are available for duty after completing jury duty.

Section 6. Professional Absence: Employees may be allowed to attend professional meetings and other activities of a professional nature with full pay. Wherein employees attend meetings on behalf of the District and upon the instruction of Central Administration, expenses shall be paid by the District. Such authorization should be obtained ahead of time. Wherein Employees attend meetings or visitations, etc., of a professional nature at the expense of the School District, a written report, suitable for publication or distribution among the staff, is expected, so that all may benefit from the professional experience.

Section 7. Injury on Duty.

Subd. 1. Upon request of an employee who is absent from work as a result of a compensable injury as covered under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received by the employee pursuant to the Workers' Compensation Act and the employee's daily income to the extent of the employee's accumulated sick leave.

Subd. 2. Employees not electing to supplement Workers' Compensation benefits by a sick leave deduction shall receive only the Workers' Compensation benefit and shall not be deducted sick leave for the period of absence.

Subd. 3. In no event shall the additional compensation paid to the employee, by virtue

of the sick leave deduction, result in the payment of a total daily, weekly or monthly compensation that exceeds the normal income of the employee.

## **ARTICLE VIII - GROUP INSURANCE**

### **Section 1. Health and Hospitalization**

**Subd. 1. Single Coverage:** The School District shall contribute 95% of the full amount of individual coverage beginning July 1, 2009, or upon effective date of an individual's employment and continue monthly until June 30, 2011. The employee shall pay the balance.

**Subd. 2. Dependent Coverage:** The District contribution for full-time employee dependent coverage shall be based upon the rate for the office visit co-pay HMO/PPO program. The district shall contribute 80% of the total premium for dependent coverage. The balance of the premium shall be the responsibility of the employee.

**Subd. 3. Husband/Wife Employee Coverage:** When both an operations and maintenance supervisor and his/her spouse are employed by the district and are eligible for insurance, the operations and maintenance supervisor shall contribute an amount equal to 5% of the single premium towards family coverage. The district shall pay the remainder of the premium.

### **Section 2. Dental:**

**Subd. 1.** The School District shall provide individual dental coverage for each full-time employee who enrolls in the plan. Benefits shall be in accordance with the insurance policy purchased by the School District.

**Subd. 2.** Dependent coverage shall be available to each employee eligible for single coverage. The cost of dependent coverage shall be paid by the employee via payroll deduction. Employees eligible for dependent coverage must enroll before the inception day or within thirty (30) days of becoming eligible for dependent coverage. Failure to apply for coverage on the inception date or upon becoming eligible shall result in the forfeiting of future rights to dependent coverage.

**Section 3. Long-term Disability:** During the term of this Agreement, the School District shall contribute the monthly premium cost, on behalf of eligible and enrolled full time employees of the group income protection plan, adopted by the School District.

### **Section 4. Life Insurance:**

**Subd. 1.** The School District will provide \$50,000 term life insurance for each employee.

**Subd. 2.** Pursuant to the terms of the policy purchased by the District, unit members will purchase through payroll deduction an additional \$100,000 in term life insurance.

### **Section 5. Duration of Coverage:**

**Subd. 1.** Full-time employees who are employed for a normal work year shall be covered by the insurance programs established by this Article of the period defined as the policy year.

**Subd. 2.** Upon separation from employment, all School District contributions shall cease as of the employee's last paid work day except as otherwise provided in this agreement.

Section 6. Eligibility: To be eligible to participate in the insurance programs established by this Article, an employee must be scheduled to a normal work week of twenty (20) hours or more.

Section 7. Flexible Benefit Plan: The School District will establish a Flexible Benefit Plan under IRS Code 125. Regulations and procedures will be available in the Human Resources Office. A Board policy and accompanying regulations will be developed and updated annually to comply with IRS Regulations.

Section 8. Tax Sheltered Annuity and Deferred Compensation Plans:

Subd. 1: Tax-sheltered annuities and deferred compensation plans, either variable or fixed, shall be made available to Operation and Maintenance Supervisors. Regulations and procedures are available in the Human Resources Offices. The Board policy and regulations will be updated annually for compliance with State and Federal laws.

Subd. 2. The District will match up to \$750.00 per year to an approved Minnesota deferred compensation program, which becomes accepted when it is adopted by at least ten (10) participating employees. The District will authorize up to \$750.00 salary reduction per year payable to a Minnesota deferred compensation program. Effective July 1, 2009 all employee and employer contributions to a deferred compensation plan must go into the district approved program.

#### **ARTICLE IX - HOLIDAYS**

Section 1. Employees shall receive ten (10) paid holidays: Labor Day, Thanksgiving and the day following, Christmas Eve Day, Christmas, New Year's Eve Day, New Year's Day, Memorial Day, and Independence Day, and one floating holiday to be scheduled consistent with the school calendar and with the approval of the supervisor.

Section 2. If any paid holiday falls during a full-time employee's vacation period, the day shall not be deducted from earned vacation.

Section 3. To be eligible for paid holidays, an employee must be full-time as defined by Article VI, Section 1.

#### **ARTICLE X - WORK YEAR & VACATION**

Section 1. Employees receive twenty-eight (28) days paid vacation, prorated for part day or part-year.

Section 2. Employees who terminate their employment in good standing are entitled to paid vacation days earned since the prior July 1, less any vacation days taken off from that earning period.

Section 3. Employees shall take vacation within twelve (12) months of the fiscal year in which it is earned. Vacation not taken within that time frame shall be forfeited.

Section 4. As exempt employees, employees are expected to fulfill job responsibilities for an agreed-upon salary. While exempt employees neither complete time sheets nor are eligible for overtime benefits, exempt employees may independently manage their time in a way that best allows them to fulfill job responsibilities.

## **ARTICLE XI - REDUCTION OF THE WORK FORCE**

Section 1. In the event conditions necessitate a reduction of bargaining unit employees, the following procedure will be used: 1) Voluntary separations will be accepted; 2) Seniority shall determine any further reductions. Seniority is defined as continuous employment in any position in the District. An employee may not bump into a higher paying job classification.

Section 2. In the event reduction occurs, and subsequently the force is again enlarged, the last employee laid off will be the first one hired. The rehiring will be the reverse order of the reduction procedure. If any employee refuses an offer to re-employment up to two (2) years after being laid off, the employee will lose any rights to preferential re-employment.

Section 3. In the event a reduction occurs, eligible members will receive severance pay upon separation from employment, provided they have at least ten (10) years of experience in the district. Members who receive severance due to a reduction in force and are then recalled, will receive a district match consistent with Article XIII Section 2.

## **ARTICLE XII - JUST CAUSE**

No member of this unit will be suspended without pay or reduced in rank without just cause.

## **ARTICLE XIII - SEVERANCE PAY**

Section 1. A member of this unit, whose employment ceases in ISD 191 for reasons other than cause, who has ten (10) years or more of District service, and who began employment with ISD 191 prior to July 1, 1988, shall receive severance pay equal to \$250.00 plus three (3) days pay at the current rate for each year of District service. Upon retirement from the district, one hundred percent (100%) of the severance amount for which a member is eligible will be placed in the Minnesota Retirement System's, Post Retirement Healthcare Savings Plan.

Section 2. A member of this unit hired after July 1, 1988, shall receive a District match of up to \$500 per year to an approved Minnesota deferred compensation program, which becomes accepted when it is adopted by at least ten (10) participating employees. The District will authorize up to \$500 salary reduction per year payable to a Minnesota deferred compensation program. This is in addition to the match defined in Article VIII, Section 2.

Section 3. Employees who retire from the district shall be eligible to remain in the existing group health and hospitalization insurance programs. Employees hired prior to July 1, 1988, shall be eligible for a District contribution of fifty percent (50%) toward single or dependent coverage until the employee is eligible for Medicare or until the death of the employee, whichever is earlier.

## **ARTICLE XIV - Leaves of Absence**

Section 1. Employees who have at least ten (10) years of service in the district may request up to a one-year leave of absence. Employees retain their right to return to their former position,

provided they return at the designated time. Employees, who fail to return on the designated date, shall be terminated from employment.

#### **ARTICLE XIV - GRIEVANCE PROCEDURE**

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

Section 2. In the event that an employee or the Association believes there is a basis for a grievance, the grievant shall invoke the grievance procedure by submitting a written copy of the grievance to the grievor within thirty (30) working days of the occurrence of the grievance. The grievor shall meet with the grievant within ten (10) working days of receipt of the written grievance and render a written decision within five (5) working days of the meeting.

Section 3. If the Association or the employee is not satisfied with the disposition of the grievance at Level 1, or if no disposition has been made within Level 1 timeliness, the grievant may submit the grievance within ten (10) working days of the written disposition at Level 1 to the Superintendent. Within ten (10) working days of the receipt of the grievance, the Superintendent or designee shall meet with the grievant and shall respond in writing within fifteen (15) working days of the meeting.

Section 4. If the Association or the employee is not satisfied with the disposition of the grievance at Level II or if no disposition has been made within Level 2 time lines, the Association or the employee may submit the grievance to binding arbitration. Notification of dissatisfaction shall be made in writing to the Superintendent within fifteen (15) working days of the Level 2 decision. PELRA rules shall be followed.

#### **ARTICLE XV - DURATION**

Section 1. This agreement shall become effective as of July 1, 2009, unless specified otherwise herein, and shall continue in full force and effect through June 30, 2011, and shall renew itself for annual periods thereafter, except as modified or terminated in accordance with the provisions of this Article.

Section 2. Any and all prior contracts, resolutions, practices, policies, rules or regulations inconsistent with the provision of this Agreement are hereby superseded.

Section 3. The Association and the School District mutually acknowledge that during the meet and confer which resulted in this Agreement each had the opportunity to make demands and proposals regarding the terms and conditions of employment for employees covered under this Agreement. All understandings and agreements arrived at by the Association and the School District during their negotiations are fully and completely set forth in this Agreement. The parties may, by mutual agreement, amend this Agreement during its term.

Section 4. Between ninety (90) and one hundred twenty (120) calendar days prior to the expiration of this Agreement, either the School District or the Association may serve written notice to modify or terminate this Agreement. A party which gives notice of a desire to modify this Agreement shall within sixty (60) calendar days set forth proposed modifications sought to the party, as inclusive as possible. Negotiations may commence at any time after written notice of termination or modification has been given.

Section 5. In the event that any provision or provisions of this Agreement is declared to be

contrary to law by proper judicial authority from whose finding, determination, or decree have no appeal, such provision shall be null and void and have no force or effect. All other provisions of this Agreement shall continue in full force and effect.

## **GENERAL NOTICE OF COBRA CONTINUATION COVERAGE RIGHTS**

### **\*\* CONTINUATION COVERAGE RIGHTS UNDER COBRA \*\***

#### **Introduction**

You are receiving this notice because you have recently become covered under a group health plan (the Plan). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.**

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

#### **What is COBRA Continuation Coverage?**

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

### **When is COBRA Coverage Available?**

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, or the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

### **You Must Give Notice of Some Qualifying Events**

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to the Human Resources Department. You will be required to provide documentation to substantiate the qualifying event.

### **How is COBRA Coverage Provided?**

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

#### ***Disability extension of 18-month period of continuation coverage***

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. The documentation to substantiate the disability must be provided to the Human Resources Department no later than 30 days after it has been received from the Social Security Administration.

#### ***Second qualifying event extension of 18-month period of continuation coverage***

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

#### **If You Have Questions**

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at [www.dol.gov/ebsa](http://www.dol.gov/ebsa). (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)

### **Keep Your Plan Informed of Address Changes**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

### **Plan Contact Information**

Additional information about the insurance plan and COBRA continuation coverage can be requested by contacting the Human Resources Department, Administrative Services Center, 100 River Ridge Court, Burnsville, MN 55337, (952) 707-2009.

To: Members of the Board of Education  
Superintendent Randy Clegg

From: Sue Grissom  
Executive Director of Human Resources

Date: June 17, 2010

RE: **2009 – 2011 Collective Bargaining Agreement with Districtwide Administrators**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2009 - 2011 MASTER AGREEMENT WITH THE DISTRICTWIDE ADMINISTRATORS**

Independent School District #191 reached a tentative agreement with Districtwide Administrators on June 14, 2010. Districtwide Administrators ratified the Agreement on Wednesday, June 16, 2010.

The two- year agreement, effective July 1, 2009 through June 30, 2011 includes a 1% salary increase for step 2 of the agreement in 2009 and a 1% increase for step 2, effective 2010. \$600.00 was also placed on step 2 in the second year of the agreement. Step 1 was not improved in either year. Staff hired during the term of this agreement will receive a lower rate of pay their first year of work.

Highlights of the agreement include:

1. Districtwide Administrators with single coverage will contribute 5% to the monthly premium for health insurance.
2. Districtwide Administrators with family health coverage will increase their contribution from 13% to 17% effective July 1, 2010.
3. Siblings will be covered by bereavement and family illness conditional use paid time off leave.
4. Effective for the 2010 - 2011 year, Districtwide Administrators will be able to exchange up to (2) days of vacation leave for cash to be deposited into the post-retirement healthcare savings plan.
5. The district will cease making contributions to insurance for retirees when they become eligible for Medicare. No employee hired after July 1, 1998 is eligible for this benefit.

Attachment:  
DWA Agreement



# **MASTER AGREEMENT**

**July 1, 2009 – June 30, 2011**

**BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT 191  
BURNSVILLE, MINNESOTA**

**and**

**DISTRICTWIDE ADMINISTRATORS  
ASSOCIATION**

**ARTICLE I - GENERAL INFORMATION**

## **Section 1. RECOGNITION**

This agreement between Independent School District 191 and ISD 191 Districtwide Administrators Association covers the year July 1, 2009 – June 30, 2011. In the event that a new agreement has not been mutually adopted by July 1, 2011, this agreement will remain in effect; individual salaries for 2011 – 2012 will remain at the 2010-2011 amounts until a new agreement is reached, and the new agreement will determine salaries for 2011-2012.

The ISD 191 Districtwide Administrators Association is recognized as the exclusive representative of this unit. Duly authorized representatives of the Association are permitted to conduct Association business on school property during regular business hours with notification of supervisor so long as it does not interfere with normal District operations.

## **Section 2. INITIAL PLACEMENT**

In the event of a change in personnel, initial salary determination is the responsibility of the Superintendent of Schools or designate. Prior to making the determination, the Superintendent or designate shall consult with the supervisor of the position to determine the initial salary and the length of time the individual will be paid at the initial rate. Experience, training, past performance and other factors may be considered in initial placement. In no case shall the initial salary be less than 90% of the stated salary, nor shall the individual be paid the initial salary, if less than the stated salary for more than six (6) months.

## **Section 3. PROBATIONARY PERIOD**

All Districtwide Administrators selected to work in a position for which an educational license is not required shall serve a one year probationary period. A Districtwide Administrator selected to work in a position for which an educational license is required will serve a probationary period consistent with MN. Statute 122A.40. A Districtwide Administrator can be released or removed during probation, provided his/her performance has been reviewed three times.

## **Section 4. SALARY INCREASES**

A salary increase under this contract shall be conditional, based upon a year of satisfactory service to the District.

An Administrator shall be deemed to have had a year of satisfactory service unless the Administrator has been notified to the contrary in writing by January 15<sup>th</sup> of that year, and prior to March 15 the Administrator has had the opportunity to have consulted and worked with the Administrator's immediate supervisor in raising the level of job performance.

After the procedures set forth in the preceding paragraph have been followed, and assuming dismissal proceedings have not been instituted, an Administrator who has had a year of unsatisfactory service will not be granted a salary increase.

## **Section 5. PERSONNEL FILES**

An Administrator shall have access to his or her own personnel file. The Administrator may copy material in the file at the Administrator's own expense. Administrators shall have the opportunity to read and sign all formal personal performance evaluations before they are entered in the personnel file. An

Administrator may attach a signed explanation, rebuttal or amplification to any material entered in the Administrator's personnel file.

## **Section 6. POSITION ELIMINATION**

An Administrator who leaves the District because of a discontinued position shall receive seven (7) days pay at the current rate for each year of service in the District to a maximum of 130 days pay.

## **ARTICLE II - CALENDAR**

### **Section 1. BASIC WORK YEAR**

The normal work year for Administrators is 12 months. When the work year is less than 12 months or less than eight hours per day, leave benefits will be prorated.

When applicable, prorated salaries shall be computed by dividing the annual salary by the number of days in the work year; i.e., 261 days for full time 12 month employees.

If an Administrator is dismissed from work or told not to report by order of the Superintendent because of an emergency situation, a full day's wages shall be paid.

### **Section 2. VACATION**

A. Each full-time administrator shall have twenty vacation days their first year of employment, twenty-four their second year, and twenty-eight days thereafter.

B. All vacation time must be taken within 24 months of the start of the fiscal year in which it is received or be forfeited.

**C. Effective July 1, 2010, Districtwide Administrators can exchange up to two (2) days of vacation for cash which will be deposited into the Minnesota State Retirement System's Post-Retirement Healthcare Savings Plan. The value of each day shall be 1/261 of the annual salary if the employee is a 12-month employee. Employees must notify Human Resources of the election in writing by June 15th of the previous fiscal year.**

D. An Administrator who terminates employment during a fiscal year is entitled to vacation benefits earned during that fiscal year. The Administrator may elect to take the earned vacation days before the date of termination or to accept a lump sum payment at the current rate for unused days. An Administrator who uses unearned vacation must reimburse the District at the time of termination.

### **Section 3. HOLIDAYS**

Administrators will have ten holidays each year: Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, Memorial Day, and one (1) additional holiday as determined consistent with the academic calendar. Effective July 1, 2004, Districtwide Administrators may select one of the following days as the holiday that is consistent with the academic calendar; Education Minnesota Conferences (the third Thursday or Friday in October), Martin Luther King Day, Good Friday/Passover.

## ARTICLE III - ABSENCES

### **Section 1. PERSONAL ILLNESS ABSENCE**

Administrators will be granted twelve (12) days annual personal illness absence at the beginning of each contract year. Unused days may accumulate to 180 days.

If an Administrator is absent for more than 30 consecutive working days, income protection insurance will take effect according to the terms of the existing LTD insurance policy. Any excess days will be available upon return.

Doctor and dental appointments may be considered as personal illness absence.

Upon terminations of employment, the District will be reimbursed for personal illness absences taken but not earned.

### **Section 2. CONDITIONAL USE FAMILY ILLNESS AND BEREAVEMENT ABSENCE**

~~Effective July 1, 2008,~~ Districtwide Administrators will have (10) days of conditional use, paid time off days. These days will not accrue. These days are to be used exclusively for the purpose of family illness and/or bereavement. Family is defined as parent or former guardian, spouse, **siblings**, parent of spouse, child, or dependent living in the immediate household and those who dwell under the same roof and comprise a family or domestic establishment.

In the event a second death occurs in a fiscal year, the Executive Director of Human Resources can grant additional, reasonable time off.

### **Section 3. SICK OR INJURED CHILD CARE LEAVE (§ 181.9413)**

Administrators who have exhausted their family illness absences may use personal illness absence provided by the employer for absences due to an illness of the employee's child for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use personal illness benefits for the employee's own illness. This section applies only to personal illness benefits payable to the employee from the employer's general assets.

A "child" means an individual under 18 years of age or an individual under age 20 who is still attending secondary school.

### **Section 4. PERSONAL BUSINESS ABSENCE**

Administrators will receive two (2) days each contract year for personal business activities that cannot be handled outside the normal work day. These days may not accumulate beyond the year in which they are received.

### **Section 5. PROFESSIONAL ABSENCE**

Administrators may be allowed to attend professional meetings and other activities of a professional nature with full pay. Advance authorization must be obtained.

### **Section 6. RELIGIOUS ABSENCE**

Administrators may use two (2) days of sick absence or personal absence per year as religious absence for religious observance of a sacred holiday when such observance cannot take place outside the normal work day. Written application must be made to the Executive Director for Human Resources at least ten (10) days in advance.

### **Section 7. JURY DUTY**

Administrators will receive their regular pay from the District while on Jury Duty. Any money paid to the Administrator for Jury Duty service will be turned over to the District. Any money paid to the Administrator for travel expense will be retained by the Administrator.

### **Section 8. EMERGENCY CLOSINGS**

**In the event the Superintendent closes schools for a snow day or another emergency, Districtwide Administrators can take a vacation day, personal day, or telecommute for the day.**

## **ARTICLE IV - LEAVES**

### **Section 1. PROFESSIONAL ACTIVITY LEAVE**

A professional activity leave to pursue a prescribed course of study may be granted for a period of up to one year at the sole discretion of the School Board. Applications shall include a description of the benefit to the District.

A committee of one Board member, the Superintendent of Schools and one Administrator named by the Association shall interview applicants within 30 days of the deadline date and make a recommendation to the Board of Education within 30 days of the conclusion of the interview.

Applicants awarded such leave shall be compensated at 70 percent of the current salary computed on the number of working days involved.

To be eligible for such leave, an Administrator must have been an Administrator in the District's employ for at least five (5) years. Administrators granted such leave shall pledge themselves to two (2) years, or prorated for leaves of less than one (1) year, service in the District following termination of the leave or pay back a prorated portion of the monies paid while on leave if early release is requested. This item is not subject to the grievance procedure.

### **Section 2. GENERAL LEAVE**

A leave may be granted for up to two (2) years without pay or fringe benefits upon recommendation of the Superintendent and approval of the Board. Insurance may be continued subject to the rules of COBRA and at the expense of the employee.

At the time a leave is granted, a date will be established for tentative return to the position in the District insofar as is possible. Upon return, the employee shall have all benefits applicable to this agreement reinstated subject to completion of enrollment forms.

This item is not subject to the grievance procedure.

### **Section 3. MATERNITY LEAVE**

Maternity disability absence shall be treated as any other temporary disability.

#### **Section 4. PARENTAL LEAVE**

An unpaid parental leave of up to a maximum of one (1) year shall be available to Administrators for the purpose of caring for a child for which the Administrator has legal responsibility. The request for parental leave shall include an estimated commencement date and return date. The estimated commencement date shall be following the physician's estimated date of cessation of disability. For an adoption, the commencement date shall be immediately following when the child is turned over to the parent. Insurance benefits may be continued at the employee's expense per COBRA.

### **ARTICLE V - MATCHING CONTRIBUTION & SEVERANCE PAY**

#### **Section 1. Matching Contribution**

The District will match up to \$1,500 per year to an approved Minnesota deferred compensation program as permitted by M.S. 356.24. After a Districtwide Administrator has completed one year of service, the District will match up to \$2,000 per year to an approved Minnesota deferred compensation program. This matching contribution is available to all Districtwide Administrators. Employees who work less than full-time shall receive a pro-rated contribution to a Minnesota deferred compensation program based on their F.T.E. equivalency as of July 1<sup>st</sup>. The contribution will remain in effect for the duration of the fiscal year.

### **ARTICLE VI - CONTINUATION OF BENEFITS**

#### **Section 1. TERMINATION**

Upon termination of employment, all District contributions shall cease. An employee may continue to participate in health and accident group plans pursuant to law and/or carrier conversion provisions, if any.

#### **Section 2. LEAVES OF ABSENCE**

An employee on a District approved unpaid leave of absence shall be permitted to participate in group insurance programs, to the extent permitted by the carrier, but shall pay all premiums during the term of the leave.

#### **Section 3. DISABLED EMPLOYEE**

An employee who becomes eligible for long term disability shall retain such benefits as are provided by the carrier, and the District shall make normal contractual contributions for health and accident insurance for the period of three years from the time he/she qualifies for LTD benefits. When a districtwide administrator becomes eligible for long-term disability benefits (31<sup>st</sup> day of disability), vacation, personal days, sick leave, bereavement, and family illness leave shall be pro-rated based upon time worked.

#### **Section 4. DEATH OF AN EMPLOYEE**

The family of a deceased employee may continue to participate in the group health and hospitalization insurance plan for up to 36 months following the death of the employee by paying the total cost of the premium.

### **Section 5. EARLY RETIREMENT**

An Administrator who has reached age 55 and who has at least ten (10) years of continuous service in the District shall be eligible to continue participation in the District group medical/hospitalization insurance plan. Group determination will be as per MN Statute 471.61. The administrator will pay the premium.

For Administrators ranked at 14 and above who were hired before July 1, 1998, the District shall contribute 75% of the dollar amount of the premium in effect at the time of the Administrator's retirement until the Administrator is eligible for Medicare. The portion of the premium not paid by the District shall be paid by the Administrator. ~~In the event the above language is determined to be discriminatory, the provision outlined below will prevail.~~

~~Effective July 1, 2000, Administrators ranked at 14 or above who were hired before July 1, 1998 shall receive the following benefit:~~

~~Employees who are at least 55 years of age and have more than thirty (30) years of service in the District will receive 75% of the premium in effect at the time of the Administrator's retirement for a period of eight (8) years. The portion of the premium not paid by the District shall be paid by the Administrator.~~

~~Employees, who are at least 55 years of age and have at least twenty (20) years of service in the District through thirty (30) years of service in the District, will receive 75% of the premium in effect at the time of retirement for a period of seven (7) years. The portion the premium not paid by the District shall be paid by the Administrator.~~

~~Employees who are at least 55 years of age and have at least ten (10) years of service in the District but less than twenty (20) years of service will receive 75% of the premium in effect at the time of the Administrator's retirement for a period of five (5) years. The portion the premium not paid by the District shall be paid by the Administrator.~~

## **ARTICLE VII - INSURANCE BENEFITS**

### **Section 1. HEALTH AND ACCIDENT COVERAGE**

For all Districtwide Administrators who have a full-time assignment, who are employed by the District, who qualify and are enrolled in the District base plan, the District contribution for individual or dependent coverage shall be as follows:

- A. For individual coverage, it shall be equal to the rate for the highest cost HMO/PPO program offering choices among a number of health care providers and an office visit co-payment provision. The balance of the premium for any other plan shall be paid by the employee. **Effective July 1, 2010, the district shall contribute 95% of the monthly premium. The remainder shall be paid by the employee via payroll deduction.**
- B. For dependent coverage, it shall be equal to the rate for the highest cost HMO/PPO program offering choices among a number of health care providers and an office visit co-

payment provision. Effective July 1, 2007, the District will contribute 87% of the premium for dependent health insurance. The remainder of the premium will be paid by the employee. **Effective July 1, 2010, the district shall contribute 83% of the monthly premium. The remainder shall be paid by the employee via payroll deduction.**

**C. Effective July 1, 2010, when a districtwide administrator and his/her spouse are employed by the district and are both eligible for insurance, either the husband or the wife will contribute an amount equal to 5% of the single premium towards family coverage.**

## **Section 2. LIFE INSURANCE**

The District shall pay for \$50,000 term life insurance for all Administrators who enroll in the term life program. Effective January 1, 2009, pursuant to the terms of the policy purchased by the District, all Districtwide Administrators shall pay for an additional \$200,000 of life insurance via pay roll deduction.

## **Section 3. LONG TERM DISABILITY INSURANCE**

Administrators shall be covered by the District policy in effect for Long Term Disability insurance. The conditions of the carrier shall be controlling.

At the Administrator's request, and upon qualifying for Long Term Disability payments, the District will pay to Administrators who have accumulated over 30 days of personal illness leave the remaining fraction of regular income with 1/3 or 1/4 day subtracted from the total number of remaining personal illness leave days. This supplement will continue until remaining personal illness leave is exhausted or until the employee has been disabled for six (6) months.

For purposes of qualifying for retirement benefits after a disability absence of six (6) months, the eligible Administrator will be returned to personal illness until such leave is exhausted. Accumulated personal illness leave must be exhausted before the employee may reapply for LTD benefits.

## **Section 4. DENTAL INSURANCE**

For each Administrator, the District shall contribute the total cost of the premium for individual and dependent coverage as set forth under the policy in effect in the District.

## **Section 5. LIABILITY INSURANCE**

The District will provide liability insurance coverage for each Administrator.

# **ARTICLE VIII - MISCELLANEOUS BENEFITS**

## **Section 1. MILEAGE AND EXPENSE**

The District will reimburse Administrators for mileage and expenses of job related activities pursuant to School Board Policy upon submission of proper forms.

## **Section 2. TAX SHELTERED ANNUITY AND DEFERRED COMPENSATION PLANS**

Tax sheltered annuities and deferred compensation plans, either variable or fixed, shall be made available to Administrators. Regulations and procedures are available in the Human Resources Office. **The District's 403(b) Committee, comprised of members from every bargaining unit will review board policy and regulations will be updated annually for compliance with State and Federal laws.**

**The Districtwide Administrators shall appoint a member to represent the unit on the District's 403(b) Committee. The committee recommended the following 403(b) vendors: Fidelity, Fidelity via Educators Financial Services (E.S.I.), AXA (Equitable) and Lincoln Financial Services. All bargaining units approved the plans in November, 2008 for implementation January 1, 2009.**

**All deposits including employee elections and employer matches will be deposited into one of the above plans. Any employee hired after January 1, 2009 who elects to defer compensation in to a 403(b) account will be automatically enrolled in Fidelity unless they affirmatively opt out and select one of the other approved vendors.**

**The District will institute a standing 403(b) Committee comprised of representatives from each bargaining unit with representation determined by the size of each group**

## **Section 3. FLEXIBLE BENEFIT PLAN**

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

## **Section 4. PROFESSIONAL MEMBERSHIPS**

The District will fund memberships in not more than two state organizations and not more than one national organization for each Administrator. All such memberships must be consistent with the Administrator's assignment and subject to advance approval of the immediate supervisor. Exceptions may be granted by the Superintendent.

## **Section 5. TUITION REIMBURSEMENT**

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

## **Section 6. PROFESSIONAL DEVELOPMENT**

The District supports continuous improvement and development of all personnel. Administrators are encouraged to attend professional meetings and other activities of a professional nature. The District will pay expenses associated with authorized professional meetings and activities. The District will fund each administrator's attendance at one national professional event during the period of this contract. The event must be germane to the administrator's assignment. The administrator's immediate supervisor must approve the activity.

## **Section 7. EXCEPTIONAL SERVICE PAY**

Subd. 1. When Districtwide Administrators teach courses through the District Staff Development Department or Community Education, they will be compensated at the rate normally used to compensate other professional instructors.

Subd. 2. When Districtwide Administrators render special services that both the Association and the District deem well beyond the scope of their normal job description, Association leaders and District administration shall meet and confer on terms and conditions for the special service performed.

## **Section 8. INDEMNIFICATION**

Subject to the limitations on liability set forth in the Minnesota Statutes, the District shall defend and indemnify Administrators for damages, including punitive damages, claimed or levied against the Administrator, provided that the Administrator: (1) was acting in the performance of the duties of the position, and (2) was not guilty of malfeasance in office, willful neglect of duty, or bad faith. Indemnification of Administrators provided under this section shall be modified in accordance with any amendments to Section 466.07 of the Minnesota Statutes.

## **Section 9. JOB EVALUATIONS**

A Districtwide Administrator shall have the right to request a position re-evaluation if he or she feels that their duties and responsibilities have changed significantly over time. The Director of Human Resources shall share the results with the Administrator via a summary conference.

# **ARTICLE IX - GRIEVANCE PROCEDURE**

## **Section 1.**

A claim by an Administrator that there has been a violation, misinterpretation or misapplication of any provision of this agreement may be processed as a grievance as hereinafter provided.

## **Section 2. LEVEL I**

In the event that an Administrator or the Association believes there is a basis for a grievance, the Administrator shall complete the District grievance form and submit a copy to the Executive Director of Human Resources within twenty (20) days of the alleged grievance. A District representative shall meet with the grievant within ten (10) working days of the receipt of the grievance and render a written decision within five (5) working days of the meeting. A copy of the decision will be placed in the grievant's personnel file.

## **Section 3. LEVEL II**

In the event the grievant or the Association is not satisfied with the decision rendered at Level I, the grievant may appeal, in writing, to the Superintendent of Schools within five (5) working days after the decision at Level I has been rendered and disseminated. Within ten (10) working days upon receipt of the appeal, the Superintendent of Schools shall meet with the grievant. The Superintendent of Schools shall respond, in writing, within fifteen (15) working days of the meeting.

## **Section 4. LEVEL III**

If the grievant or the Association is not satisfied with the disposition of the grievance by the Superintendent of Schools, the alleged grievance may be submitted to arbitration. Notification of

dissatisfaction shall be made, in writing, to the Superintendent of Schools within ten (10) working days after the decision has been rendered.

The dispute will be submitted to an arbitrator selected and agreed upon by both parties. The arbitrator shall have no power to alter, add or subtract from the expressed terms of the contract. Both parties agree to be bound by the award of the arbitrator. The fees and expenses of the arbitrator shall be shared equally by the parties.

**Section 5.**

The grievant may have an Association representative either join or represent the grievant at any level and at the grievant's discretion.

**Section 6.**

If a grievance is not responded to at Levels I and /or II within the time limits and the limits have not been mutually waived, the alleged grievance is viewed to have been denied and the grievant has the right to move to the next level.

**Section 7.**

If the grievance is not presented or transmitted by the grievant within the time limits set forth above, it shall be considered dropped. The time limit in each step may be extended by mutual written agreement of the parties.

**Section 8.**

Notwithstanding the expiration of this agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

**Section 9.**

No reprisals of any kind will be taken by the Board or the School Administration against any Administrator because of participation in this grievance procedure.

**Section 10.**

The Superintendent of Schools may appoint a designee to act in the Superintendent's behalf at Level II.

**Salary Schedule**  
**July 1, 2009 – June 30, 2011**

<b>Grade</b>	<b>Position</b>	<b>2009-2010</b>	<b>2010-2011</b>
<b>18</b>	<b>Director of Individualized Student Services</b>		
17	Director of Community Education		
<b>Step 1</b>		<b>\$109,999</b>	<b>\$109,999</b>
<b>Step 2</b>		<b>\$111,099</b>	<b>\$112,810</b>
15	Director of Planning & Technology		
15	Assistant Director of Special Education		
15	Director of Accounting Services		
15	Director of Professional Development – Pro		
15	Director of Curriculum		
15	Director of Athletics		
<b>Step 1</b>		<b>\$100,544</b>	<b>\$100,544</b>
<b>Step 2</b>		<b>\$101,549</b>	<b>\$103,164</b>
14	Director of Food Services		
14	Director of Operations & Properties		
14	Director of Purchasing and Transportation		
14	Director of Health Services		
14	Director of Communications		
<b>Step 1</b>		<b>\$92,057</b>	<b>\$92,057</b>
<b>Step 2</b>		<b>\$92,978</b>	<b>\$94,508</b>

12	Assistant Director of Food Service		
<b>Step 1</b>		<b>\$68,749</b>	<b>\$68,749</b>
<b>Step 2</b>		<b>\$69,436</b>	<b>\$70,730</b>
11	Adult Basic Education Coordinator		
11	Senior Citizen Programs Coordinator		
11	Youth and Family Education Coordinator		
11	Adult Programs Continuing Education Coordinator		
11	Preschool and School – Age Project KIDS Coordinator		
11	Early Childhood Learning Programs Coordinator		
<b>Step 1</b>		<b>\$62,771</b>	<b>\$62,771</b>
<b>Step 2</b>		<b>\$63,399</b>	<b>\$64,633</b>
10	Partnerships and Volunteer Coordinator (position eliminated)		
<b>Step 1</b>		<b>\$59,781</b>	<b>\$59,781</b>
<b>Step 2</b>		<b>\$60,379</b>	<b>\$61,583</b>

**STEP MOVEMENT**

**Districtwide Administrators will move on step provided they have started in the position by December 15th of the prior year or completed 6 1/2 months in the position.**

**LONGEVITY**

After ten years of District service, Districtwide Administrators are eligible for a \$500 stipend; after fifteen (15) years of District service, Districtwide Administrators are eligible for a \$1,000 stipend; after twenty years, a \$2,000 stipend.

In the event a new Master Agreement is not in place by July 1, 2011, salaries in this agreement will remain in effect until salaries for 2011-2012 and 2012-2013 have been negotiated.

**ARTICLE X**

**WITNESS WHEREOF**, the parties have executed this agreement as follows:

**FOR DISTRICTWIDE ADMINISTRATORS FOR INDEPENDENT SCHOOL DISTRICT 191**

\_\_\_\_\_  
 Connie Erickson  
 Chief Negotiator

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

\_\_\_\_\_

\_\_\_\_\_  
 Clerk

**Memorandum of Understanding**  
**Between**  
**Districtwide Administrators and the**  
**School Board of Independent School District #191**

**Effective July 1, 2010, the district will discuss the placement of any new positions in the Districtwide Administrators unit with the President of the organization, prior to placement.**

**Memorandum of Understanding  
Between  
Districtwide Administrators and the  
School Board of Independent School District #191**

WHEREAS the District #191 403(b) Committee was charged with the responsibility of reviewing and recommending approved 403(b) plan(s)

and

WHEREAS the District #191 403(b) Committee recommended the following 403(b) companies; Fidelity, Educators Financial Services (E.S.I.), AXA (Equitable) and Lincoln Financial Services

and

WHEREAS a majority of the union members voted to approve the plans, all deferred compensation described in the 2007-2009 Master Agreement will be deposited into one of the above approved 403(b) plans as per provisions in the Master Agreement. Such deposits include employee elections and employer matches. Any employee hired after January 1, 2009 who elects to defer compensation in to a 403(b) account will be automatically enrolled in Fidelity unless they affirmatively opt out and select one of the other approved vendors.

In addition the District will:

- ~~Institute a standing 403(b) Committee comprised of representatives from each bargaining unit with representation determined by the size of each group~~
- ~~Union members of the 403(b) Committee shall be appointed by each bargaining group.~~

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Signature of Union President

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Signature of Chief Negotiator

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Signature of Board of Education

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Signature of Executive Director of H.R.

## APPENDIX A

### **NOTICE OF RIGHT TO CONTINUATION COVERAGE (COBRA)**

Continuation coverage must be offered for each group health plan offered by the District under which health benefits are provided; i.e., health insurance, dental insurance and life insurance.

Continuation coverage generally must consist of coverage which, as of the time it is being provided, is identical to the coverage provided under the group health plan to similarly situated employees or dependents that have not experienced a qualifying event. If coverage does not have value to an individual (e.g., a region-specific HMO plan) he/she must be given an opportunity to continue COBRA under an alternate plan if a different plan covers similarly situated active employees or to change during open enrollment.

#### **TIMELINES**

Minnesota law requires coverage be provided through the last day of the month in which a termination of employment occurs. The continuation period runs from the date coverage would otherwise have ended.

A qualified individual must be provided an election period of at least 60 days measured from the later of (1) the date the individual would otherwise lose coverage under the plan as a result of a qualifying event; or (2) the date the notice is sent informing the individual of his/her rights to elect coverage.

An individual who waives COBRA coverage can revoke the waiver and elect COBRA any time before the end of the election period. The decision of the individual as of the last day of the election period is the binding decision. Elections, waivers and revocations of waivers are all considered to have been made on the date they are sent to the Assistant Superintendent for Human Resources.

If an individual has not waived his/her right to continuation coverage by the sixtieth day, the Assistant Superintendent, HR, shall notify the individual by first class, return receipt requested to the last known address or addresses that the election time line has expired.

A qualified individual has 45 days from the date on which he or she elects (date on which he/she sends the election to the Assistant Superintendent for Human Resources) continuation coverage to submit any premiums. The individual is not covered until insurance is paid.

If COBRA coverage is initially waived and then the individual changes his/her mind within the election period, the effective date of coverage is the date on which the election is made (i.e., there will be a gap in coverage).

Following the initial payment, there is a grace period of 30 days. Failure to make a timely payment of premium will result in loss of coverage. When the employee through which coverage is received dies, failure of the survivor to make premium or fee payments within 90 days after notice of the requirement to pay the premiums or fees shall be a basis for the termination of the coverage without written consent. In event of termination by reason of the survivor's failure to make required premium or fee contributions, written notice of cancellation must be mailed to the survivor's last known address at least 30 days before the cancellation.

## **PREMIUMS**

The District may pay all or part of the premium in all or specified circumstances for all or part of the period of continuation coverage as provided by FMLA or the applicable Master Agreement or Employment Policy in effect at the time of a qualifying event.

Except for the additional 11 months available in cases of disability, the premium may not exceed 102% of the "applicable premium" under a group plan. "Applicable premium" is the cost to the plan for coverage provided to similarly situated active employees who have not experienced the qualifying event.

Premium amounts are guaranteed until the end of a plan year, September 30. That is, someone who becomes eligible in June will be subject to a rate increase four months late.

## **OPTIONS**

### **Conversion**

The option for conversion shall be available to individuals who have exercised their right to continue coverage. The Assistant Superintendent for Human Resources shall provide notice of the right to convert to an individual policy within 180 days prior to the expiration of the 18, 29 or 36 month period of continuation coverage.

### **Disability**

An additional eleven (11) months of coverage is available if an eligible employee and/or dependent receives a social security disability determination which relates back to the time of a qualifying event. The individual eligible for continuation benefits (or a representative) must notify the Assistant Superintendent for Human Resources within 30 days of receiving the determination and prior to the expiration of the 18-month Period of Continuation Coverage.

Minnesota law provides in part that, "No employer or insurer of that employer shall terminate, suspend or otherwise restrict the participation in or receipt of benefits otherwise payable under any program or policy of group insurance to any covered employee who becomes totally disabled while employed by the employer solely on account of absence caused by such total disability."

"Total disability" is defined as, "(a) the inability of an injured or ill employee to engage in or perform the duties of the employee's regular occupation or employment within the first two years of such disability and (b) after the first two years of such disability, the inability of the employee to engage in any paid employment or work for which the employee may, by education and training, including rehabilitative training, be or reasonably become qualified."

Disability may result in higher benefits; the 2% administrative fee may not be charged.

### **Death or Divorce**

When the employee through which coverage is received dies or is divorced or legally separated from a spouse, coverage is continued until the earlier of (a) the date the surviving spouse becomes covered under another group health plan, or (b) the date coverage would otherwise have ended had the employee lived or the marriage continued.

### **Leave**

An approved leave is a qualifying event in that the District shifts the entire cost of coverage to the employee during the leave. Such a cost shift is a change in the "terms and conditions" and, therefore, is a loss of coverage and, thus, is a qualifying event.

### **Medicare/Medicaid**

Medicare does not impact an individual's entitlement to COBRA.

### **Pre-existing Coverage**

COBRA is available without regard to other coverage.

### **Retirement**

Benefits provided by a Master Agreement or Employment Policy in effect at the time of retirement apply towards satisfying the maximum period of continuation coverage. Any qualified dependent shall be given the opportunity to elect COBRA or reject COBRA and receive alternate coverage instead. Electing alternative coverage under alternative coverage provided by a Master Agreement or Employment Policy removes the obligation for the District to provide a COBRA election at the end of alternative coverage. There is a limited exception in cases where a qualifying event occurs during the period of alternative coverage which would result in a spouse and/or dependent child(ren) losing the alternative coverage.