

# BOARD AGENDA

## INDEPENDENT SCHOOL DISTRICT 191

Burnsville High School Senior Campus  
Diamondhead Education Center  
Regular Meeting  
December 20, 2012  
6:30 PM

- I. Call to Order
  - A. Welcome Public
  - B. Pledge of Allegiance
- II. Truth in Taxation Hearing
  - A. Introduction and Public Comment Protocol (Hill)
  - B. Budget and Property Tax Presentation (Rider)
  - C. Public Comment
  - D. Conclude the Truth in Taxation portion of the meeting (Hill)
- III. 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 6
    - 3. Donations: No donations to report.
    - 4. Approve Payroll, Expenditures, Receipts, and Investments 8
    - 5. Budget Analysis 44
    - 6. Receive 2012-2013 American Indian Advisory Committee Resolution 55
    - 7. Change Order #6 for the 2011-2012 Burnsville High School Deferred Maintenance Project 57
- IV. Unfinished Business
- V. New Business
  - A. Award Bid for Phase II Burnsville High School Alternative Facility Project (5 minutes) (Rider) 60
  - B. Award Bid for Diamondhead Alternative Facility Project (5 minutes) (Rider) 65
  - C. Approve Final Certification of Property Tax Levy Payable in 2013 (5 minutes) (Rider) 70
  - D. Approve Scheduling of Teacher Collaboration and Professional Development (30 minutes) (Lindholm) 78
  - E. Approve on Second Reading Basis, Board Policy 202; *School Board Officers* (5 minutes) (Clegg) 103
  - F. Approve on Second Reading Basis, Board Policy 203.1: *Governing Rules - Rules of Order* (5 minutes) (Clegg) 106

- G. Approve on First Reading Basis, Board Policy 208; *Development, Adoption, and Implementation of Policies* (5 minutes) (Clegg) 109
  - H. Approve Proposed Revisions and Re-adopt the Unchanged Language in the 2012-2013 Terms and Conditions of Employment for Unaffiliated Employees (5 minutes) (Sovine) 113
  - I. Approve Proposed Language in the 2011-2013 Master Agreement with the Information Technology Specialists (5 minutes) (Sovine) 123
  - J. Approve Proposed Revisions and Re-adopt the Unchanged Language in the 2011-2013 Master Agreement with the Burnsville Principal Association (5 minutes) (Sovine) 140
- VI. Adjourn to Board Workshop for Elementary School Improvement Plans

School Board Minutes  
INDEPENDENT SCHOOL DISTRICT 191  
December 6, 2012

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

Call to Order

Members present: Directors Currier, Luth, Schmid, Sweep, Teiken, VandenBoom and Chair Hill. Others in attendance were Superintendent Randall Clegg, administrators, staff and public.

Attendance

Chair Hill welcomed the audience and asked Director Teiken to lead the Pledge of Allegiance.

Pledge of Allegiance

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

Agenda

Moved by Director Teiken, seconded by Director Currier, to approve the consent agenda as follows:

Consent  
Agenda  
Minutes

- Minutes of the November 15, 2012, Board meeting and Closed Session; and minutes of the November 29, 2012, Special Session Board meeting.
- Personnel changes for S. Ethen, S. Jorgenson, J. Klatte, A. Berra, D. Gormley, M. Jatko, C. Robasse, T. Smith, L. Lake, K. Theiler, A. Pond, K. Barzee, and V. Marquardt.
- Donation of \$538.44 from William Haugan through Wells Fargo Community Support Campaign to Sioux Trail Elementary School; \$100.00 from Mr. and Mrs. John Laughlin III, D.D.S. for students at Sky Oaks Elementary School; and a 2002 KIA Spectra from Bryan and Lois Baker for the consumer auto and/or auto body classes at Burnsville High School.
- Approve delegated authority for transportation bus stops
- Approve extended field trip for Sky Oaks Elementary sixth grade students to go to the Eagle Bluff Environmental Learning Center on December 12-14, 2012.

Human  
Resources

Donations

Bus Stops  
Field Trip

Chair Hill made special mention of donations to the District. Motion carried unanimously (7,0).

Moved by Director Currier, seconded by Director Schmid, to approve the 2012-13 Revised Budget providing revenues and expenditures in all funds as follows:

Budget  
Revisions

Fund	Revenue	Expenditure
General	\$ 109,511,368	\$ 111,732,524
Food Service	4,441,168	4,607,055
Community Service	5,041,462	5,033,159
Capital Projects	25,000	6,142,095
Debt Service	9,016,014	<u>9,187,656</u>
 Total Government	 128,035,012	 136,702.49
Trust & Agency	878,250	890,025
Internal Service	18,511,800	19,668,800
 All Funds	 <u>\$ 147,425,062</u>	 <u>\$ 157,261,314</u>

Moved by Director Luth, seconded by Director Sweep, to approve the resolution authorizing the issuance, awarding the sale, prescribing the form and details and providing for the payment of \$16,910,000 General Obligation Alternative Facilities Bonds, Series 2012A. Motion carried unanimously (7,0).

Sale of Bonds

Moved by Director Sweep, seconded by Director VandenBoom, to approve revisions to the 2013-14 Burnsville High School Registration Guide. Motion carried unanimously (7,0).

BHS  
Registration  
Guide

Moved by Director Luth, seconded by Director VandenBoom, to approve on first reading basis, Board Policy 202: *School Board Officers*. Motion carried unanimously (7,0).

Board Policy  
202

Moved by Director Schmid, seconded by Director Sweep, to approve on first reading basis, Board Policy 203.1: *Governing Rules - Rules of Order*. Motion carried unanimously (7,0).

Board Policy  
203.1

Student Advisor Alex Jensen reported that a Quiz Bowl was being hosted at Burnsville High School tonight. Last week BHS had an international banquet which was sponsored by the Diversity and PROUD club. Next Friday is the 27th annual blood drive sponsored by the Red Cross and BHS. She also reported the Senior Center sponsored a bake sale at the Senior Campus.

Student  
Advisor  
Report

Dr. Clegg reported that the Burnsville High School theater is opening their current run of the classic comedy "The Odd Couple." The District held its 29th annual district spelling bee competition. Molly Olander, a seventh-grader at Nicollet Junior High, took first place, and Hibah

Sup't Report

Hassan, an eighth-grader at Eagle Ridge Junior High was the runner up. A multitude of holiday concerts will be starting next week at Burnsville High School. By proclamation of Governor Dayton this is "Inclusive Schools Week." Lastly, Director Currier will receive the director's award for 2012- 2013 for completing 100 hours of MSBA sponsored meetings over the past four years. She will be recognized at a luncheon on January 17.

Director VandenBoom noted that he and Director Currier will be representing the District at the annual MSBA's delegate assembly this weekend. Director Schmid attended the Spelling Bee and also announced that the Nicollet Junior High Singers and Swingers will be performing at the MOA on December 17, at 2:00 p.m. Director Luth reported that he will be attending the TIES conference on Monday. Director Teiken and Director VandenBoom attended the unveiling of the mosaic at Rahn Elementary. Director Teiken and Director Currier attended a music program at William Byrne Elementary. Chair Hill announced that the Board will be meeting with legislators and also spoke about the College in Schools program.

Moved by Director Luth to adjourn to the Board Workshop at 7:56 p.m.

Board Report

Adjourn to workshop

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Jim Schmid, Clerk

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

TO: Members, Board of Education  
Randall Clegg, Superintendent

FROM: Stacey Sovine, Director of Labor Relations

DATE: December 20, 2012

RE: Recommended Personnel Changes

**Administrative  
Retirement**

Doug Steele

\*Principal, Districtwide, after 16 years in the District,  
effective 3/31/13

**Certified  
Appointment**

Jennifer Lee

-Replacement-Reading Interventionist, .625 FTE, VV,  
effective 12/17/12

**Resignation**

Antwan Harris

-Dean, BHS, effective 11/30/12

**Retirement**

Kathryn Estes

-Teacher, Neill, after 32 years in the District, effective  
1/18/13

Judy Thone

-Teacher, NJH, after 15 years in the District, effective  
12/31/12

**Classified  
Appointment**

Jennifer Babiash

-Replacement-TLT Coordinator, Districtwide, 8 hrs/day,  
effective 1/2/13

Beth Behme

\*New-MEA, 6.75 hrs/day, BEST, effective 1/3/13

**Change in Assignment**

Kristen Scheuneman

\*Assignment changes to MEA, MWS, 6.5 hrs/day,  
effective 1/3/13

Katie Theiler

-Assignment changes to 2nd Cook, NJH, 3 hrs/day,  
effective 12/10/12

\*added to original report  
Burnsville-Eagan-Savage #191  
Board Meeting – 12/20/2012

**Resignation**

Amy Borchert

-2nd Cook, MJH, effective 12/21/12

Sherry Thompson

-2nd Cook, Rahn, effective 11/21/12

**Retirement**

Paulette Kruger

-Secretary, MJH, after 15 years in the District, effective 12/31/12



**Agenda III.B.4  
December 20, 2012**

**TO: Dr. Randall Clegg, Superintendent**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: December 20, 2012**  
**RE: November Payroll, Claims and Receipts**

**RECOMMENDATION:** That the Board approves November payroll checks numbered 716878-716929, and Direct Deposit notices numbered 483492-486298, in the net amount of \$3,609,051.20. November & December claims to date represented by checks numbered 420536-421305, 1006229-1006464, and 100748-100759 and wire transfers and adjustments totaling \$6,292,855.05. Also, that the Board accepts November receipts of \$7,787,027.45 and investments for the General Fund, Alt. Facilities, and OPEB of \$43,850,302.95 as of November 30, 2012.

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

LKR/mw

INDEPENDENT SCHOOL DISTRICT 191  
FINANCIAL REPORT  
November 30, 2012

**Cash Receipts**

Receipts 79925-80202	\$7,787,027.45
Miscellaneous Adjustments	

<b>TOTAL NOVEMBER CASH RECEIVED</b>	<b>7,787,027.45</b>
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**CASH DISBURSEMENTS**

November

Regular Payroll Checks	716878-716929	\$3,609,051.20
Direct Deposit Notices	483492-486298	
Oct Payables previously approved		\$527,548.26
Nov Claims Previously Approved:		\$340,265.62
Nov Claims:	420536-420815	
	420937-421028	
	1006229-1006411	
	100748-100755	\$1,517,767.79
Nov Wire Transfers		\$3,652,653.99
Miscellaneous Adjustments		\$53,196.55

<b>TOTAL NOVEMBER CASH DISBURSED</b>	<b>9,700,483.41</b>
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**TOTAL EXPENSES TO BE APPROVED**

Nov Cash Disbursed		\$9,700,483.41
Less: Items Previously Approved		-\$867,813.88
Plus: Nov Payables	420816-420936	
Checks	421165-421305	\$626,543.51
Dec Claims:		
Checks	421029-421164	
	1006412-1006464	
	100756-100759	\$442,693.21

<b>TOTAL TO BE APPROVED</b>	<b>9,901,906.25</b>
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	<u>Money Market</u>	<u>(Original Cost)</u> <u>Investments</u>	<u>Total 11/30/12</u>
GENERAL FUND	\$487,994.76	\$24,149,018.97	\$24,637,013.73
OPEB	\$84,861.04	\$15,585,180.39	\$15,670,041.43
ALT FACILITIES	\$451,752.90	\$3,091,494.89	\$3,543,247.79
	\$1,024,608.70	\$42,825,694.25	\$43,850,302.95

Note: The attached investment reports are provided by our investment advisor, PMA Financial Network, Inc. These reports include our investment and money market balances.



# Total Portfolio Report CAR

As of: 11/30/12

PMA Financial Network, Inc.

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

## BURNSVILLE ISD 191 / GENERAL FUND

2960

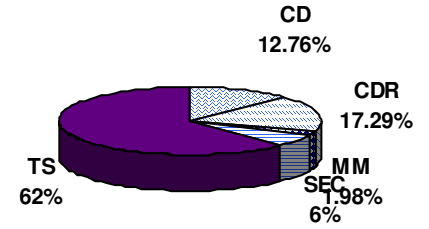
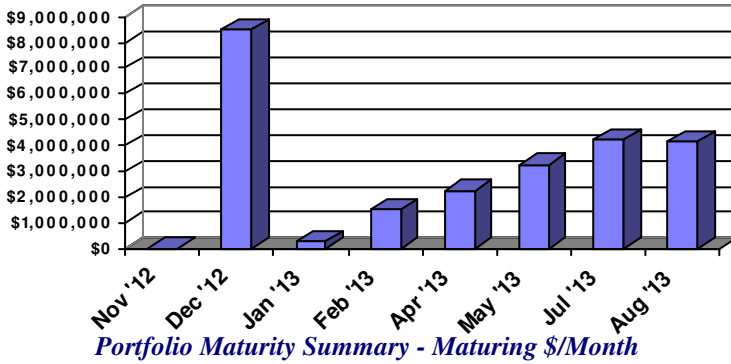
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$487,994.76	\$487,994.76	
TS	179676	1	10/4/12	12/31/12	MN TRUST TERM SERIES	\$8,503,598.81	\$8,501,139.30	0.120
SEC	27532	1	7/27/12	1/28/13	State Bank Of India (Chicago) Certificate of Deposit	\$249,000.00	\$249,000.00	0.348
CDR	177841	1	8/23/12	2/21/13	Banco Popular de Puerto Rico	\$244,865.30	\$244,694.00	0.140
CDR	177841	2	8/23/12	2/21/13	Citizens Business Bank	\$244,865.30	\$244,694.00	0.140
CDR	177841	3	8/23/12	2/21/13	First NBC Bank	\$244,865.30	\$244,694.00	0.140
CDR	177841	4	8/23/12	2/21/13	Glacier Bank / Western Security Bank	\$244,865.30	\$244,694.00	0.140
CDR	177841	5	8/23/12	2/21/13	MB Financial Bank, N.A.	\$244,865.30	\$244,694.00	0.140
CDR	177841	6	8/23/12	2/21/13	F&M Bank and Trust Company	\$158,111.07	\$158,000.46	0.140
CDR	177841	7	8/23/12	2/21/13	Mechanics & Farmers Bank	\$118,612.56	\$118,529.54	0.140
CD	179719	1	10/4/12	4/10/13	BANK OF EAST ASIA	\$249,920.46	\$249,600.00	0.249
CD	179720	1	10/4/12	4/10/13	FINANCIAL FEDERAL SAVINGS BANK	\$249,980.78	\$249,800.00	0.141
SEC	28302	1	10/16/12	4/16/13	Bank Of Baroda Certificate of Deposit	\$249,000.00	\$249,000.00	0.251
TS	178433	1	9/7/12	4/29/13	MN TRUST TERM SERIES	\$1,501,346.31	\$1,500,000.01	0.140
TS	177717	1	8/17/12	5/14/13	MN TRUST TERM SERIES	\$3,257,810.83	\$3,254,200.00	0.150
CD	177630	1	8/17/12	7/10/13	ONEWEST BANK FSB	\$249,979.69	\$249,400.00	0.259
CD	177631	1	8/17/12	7/10/13	BANCO POPULAR NORTH AMERICA	\$249,957.79	\$249,600.00	0.160
CD	177632	1	8/17/12	7/10/13	ASSOCIATED BANK, NA (N)	\$249,656.45	\$249,300.00	0.160
CD	177633	1	8/17/12	7/10/13	FIRST AMERICAN BANK	\$249,762.24	\$249,400.00	0.162
CD	177634	1	8/17/12	7/10/13	CITIBANK	\$249,657.35	\$249,300.00	0.160
CD	177635	1	8/17/12	7/10/13	MERCHANTS BANK OF INDIANA	\$249,656.47	\$249,300.00	0.160
CD	177636	1	8/17/12	7/10/13	THE FIRST, NA	\$249,863.48	\$249,500.00	0.163
CD	176981	1	7/26/12	7/29/13	EAST WEST BANK	\$249,986.61	\$249,000.00	0.393
TS	177119	1	7/31/12	7/29/13	MN TRUST TERM SERIES	\$2,003,978.08	\$2,000,000.00	0.200
SEC	27545	1	7/30/12	7/30/13	Doral Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.351
CDR	177219	1	8/2/12	8/1/13	Amalgamated Bank	\$244,959.69	\$244,352.04	0.249
CDR	177219	10	8/2/12	8/1/13	Tristate Capital Bank	\$244,959.69	\$244,352.04	0.249
CDR	177219	11	8/2/12	8/1/13	Alliance Bank of Arizona	\$244,959.69	\$244,352.04	0.249
CDR	177219	12	8/2/12	8/1/13	Cecil Bank	\$71,384.34	\$71,207.22	0.249
CDR	177219	2	8/2/12	8/1/13	Amarillo National Bank	\$244,959.69	\$244,352.04	0.249
CDR	177219	3	8/2/12	8/1/13	Central Bank of Lake of the Ozarks	\$244,959.69	\$244,352.04	0.249
CDR	177219	4	8/2/12	8/1/13	Everbank	\$244,959.69	\$244,352.04	0.249
CDR	177219	5	8/2/12	8/1/13	FirstCapital Bank of Texas, N.A. / First National Bank of Mi	\$244,959.69	\$244,352.04	0.249
CDR	177219	6	8/2/12	8/1/13	Flagstar Bank, FSB	\$244,959.69	\$244,352.04	0.249
CDR	177219	7	8/2/12	8/1/13	HeritageBank of the South	\$244,959.69	\$244,352.04	0.249
CDR	177219	8	8/2/12	8/1/13	Southwest National Bank	\$244,959.69	\$244,352.04	0.249
CDR	177219	9	8/2/12	8/1/13	Biltmore Bank of Arizona	\$244,959.69	\$244,352.04	0.249
SEC	27534	1	8/1/12	8/1/13	Sovereign Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.451
SEC	27554	1	8/1/12	8/1/13	Mizuho Corporate Bank (USA) Certificate of Deposit	\$248,000.00	\$248,000.00	0.301
SEC	27559	1	8/1/12	8/1/13	Discover Bank Certificate of Deposit	\$248,000.00	\$248,000.00	0.401
CD	179716	1	10/4/12	8/12/13	PRIVATE BANK - MI	\$249,939.88	\$249,500.00	0.206
CD	179717	1	10/4/12	8/12/13	PLAINSCAPITAL BANK	\$249,998.82	\$249,700.00	0.140
CD	179718	1	10/4/12	8/12/13	BANK OF COMMERCE	\$151,382.00	\$151,200.00	0.141

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield &amp; Weighted Average Portfolio Maturity are calculated only on the CD, CP, &amp; SEC desk.</i>						<b>Total Amount --&gt;</b>	<b>\$24,661,461.87</b>	<b>\$24,637,013.73</b>

**Time and Dollar Weighted Portfolio Yield: 0.202 %**

**Weighted Average Portfolio Maturity: 132.91 Days**

**MM: 1.98%**  
**CD's: 12.76%**  
**CP: 0.00%**  
**SEC: 6.05%**



*Portfolio Allocation by Transaction Type*



# Total Portfolio Report CAR

As of: 11/30/12

PMA Financial Network, Inc.

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

## BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$84,861.04	\$84,861.04	
CD	170722	1	12/23/11	12/24/12	FIFTH THIRD BANK	\$99,927.89	\$99,500.00	0.428
CD	170723	1	12/23/11	12/24/12	CITIZENS B&TC OF JACKSON	\$249,926.67	\$249,300.00	0.250
SEC	22666	1	8/3/09	2/1/13	Olmsted Cnty Minn	\$100,000.00	\$100,000.00	2.640
SEC	22887	1	10/19/09	2/1/13	St Paul Minn Cap Impt Ref-Taxable-Tax Increment-H	\$800,000.00	\$800,000.00	2.100
CD	161178	1	2/15/11	2/15/13	UNITED CENTRAL BANK	\$249,906.38	\$245,200.00	0.962
CD	161179	1	2/15/11	2/15/13	FIFTH THIRD BANK	\$149,930.44	\$147,000.00	0.995
SEC	26416	1	4/11/12	4/10/13	Bank Of India Certificate of Deposit	\$248,000.00	\$248,000.00	0.402
CD	173341	1	4/11/12	4/11/13	FIRST CAPITAL BANK	\$249,999.05	\$249,500.00	0.200
CD	140799	1	9/2/09	6/3/13	FOUNDERS BANK & TRUST	\$249,948.08	\$227,500.00	2.550
CD	141055	1	9/4/09	6/5/13	HERSHEY STATE BANK - HERSHEY, NE	\$249,968.28	\$227,500.00	2.558
CD	141056	1	9/4/09	6/5/13	TRADITIONAL BANK, INC.	\$248,956.99	\$227,600.00	2.500
CD	170864	1	1/4/12	6/27/13	FIRST FREEDOM BANK	\$249,975.72	\$248,900.00	0.298
CD	170865	1	1/4/12	6/27/13	FIRST STATE BANK OF BLOOMINGTON	\$249,937.66	\$249,000.00	0.255
CD	153690	2	7/26/12	7/26/13	CITY NATIONAL BANK CA	\$246,154.82	\$243,318.39	1.166
SEC	23568	1	8/23/10	8/23/13	Plains State Bank Certificate of Deposit	\$240,000.00	\$240,000.00	1.300
CD	173178	1	4/3/12	9/30/13	BANK OF AMERICA, NA	\$249,999.71	\$248,700.00	0.350
SEC	22918	1	10/1/09	12/30/13	First Nb - Fox Valley Certificate of Deposit	\$245,000.00	\$245,000.00	2.650
CD	170862	1	1/4/12	1/6/14	FIRST INTERSTATE BANK	\$249,903.13	\$248,200.00	0.342
CD	170863	1	1/4/12	1/6/14	BANK OF NORTH CAROLINA	\$249,993.09	\$248,500.00	0.299
SEC	22877	1	10/15/09	2/1/14	Anoka-Hennepin Minn Indpt Sch Dist #11	\$935,000.00	\$935,000.00	2.880
SEC	22894	1	10/13/09	2/1/14	Duluth Minn Indpt Sch Dist #709 Cdfs Partn	\$385,000.00	\$385,000.00	2.880
SEC	23424	1	6/8/10	2/1/14	Big Lake Minn Indpt Sch Dist # 727 Ref- Ser A	\$345,000.00	\$345,000.00	2.400
SEC	23776	1	12/20/10	2/1/14	Woodridge Illinois Taxable	\$250,000.00	\$250,000.00	1.900
SEC	22749	1	9/1/09	3/1/14	Metropolitan Council Minn BABS Taxable	\$720,000.00	\$720,000.00	2.980
CD	173340	1	4/11/12	4/11/14	MINNESOTA BANK & TRUST	\$249,995.77	\$248,500.00	0.301
SEC	26442	1	4/25/12	4/25/14	Apple Bank For Savings Certificate of Deposit	\$249,000.00	\$249,000.00	0.376
SEC	25430	1	11/16/11	11/17/14	Goldman Sachs Bank USA Certificate of Deposit	\$248,000.00	\$248,000.00	1.500
SEC	25431	1	11/16/11	11/17/14	Ally Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.355
SEC	25434	1	11/17/11	11/17/14	American Express Centurion Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.506
SEC	25437	1	11/16/11	11/17/14	GE Capital Financial Inc Certificate of Deposit	\$248,000.00	\$248,000.00	1.506
SEC	25439	1	11/16/11	11/17/14	GE Capital Retail Bank / GE Money Bank Certificate of Deposit	\$248,000.00	\$248,000.00	1.506
CD	170720	1	12/23/11	12/22/14	BANK LEUMI USA	\$249,814.02	\$242,900.00	0.949
CD	170721	1	12/23/11	12/22/14	SAFRA NATIONAL BANK OF NEW YORK	\$249,895.82	\$244,100.00	0.791
CD	170858	1	1/4/12	1/5/15	AMERASIA BANK	\$249,881.55	\$245,100.00	0.649
CD	170859	1	1/4/12	1/5/15	WESBANCO BANK INC	\$249,953.71	\$245,900.00	0.549
CD	170860	1	1/4/12	1/5/15	FIRST NATIONAL BANK IN SIOUX FALLS	\$249,913.19	\$246,200.00	0.502
CD	170861	1	1/4/12	1/5/15	DOLLAR BANK, FEDERAL SAVINGS BANK	\$249,930.19	\$246,600.00	0.449
SEC	22642	1	7/15/09	2/1/15	Bemidji Minn Indpt Sch Dist No 031	\$310,000.00	\$310,000.00	3.800
SEC	23423	1	6/8/10	2/1/15	Big Lake Minn Indpt Sch Dist # 727 Ref- Ser A	\$210,000.00	\$210,000.00	2.750
SEC	23103	1	11/12/09	3/1/15	Red Wing Minn Indpt Sch Dist #256 Taxable OPEB	\$1,000,000.00	\$1,000,000.00	3.000
CD	173316	1	4/9/12	4/9/15	IDB BANK- NY	\$148,009.36	\$145,000.00	0.692

**BURNSVILLE ISD 191 / 2009 OPEB TRUST**

**3596**

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SEC	22574	1	6/29/09	6/1/15	CEDAR RAPIDS IOWA REF TAXABLE CAP	\$470,000.00	\$470,000.00	3.250
SEC	23783	1	12/20/10	2/1/17	Woodridge Illinois Taxable	\$150,000.00	\$150,000.00	3.350
SEC	28287	1	10/9/12	1/15/19	Lakewood Township NJ Ref	\$630,000.00	\$630,000.00	1.580
SEC	28397	1	11/15/12	8/15/19	DENTON TX INDEP SCH DIST TXBL -REF -SER C	\$1,000,000.00	\$1,000,000.00	1.520
SEC	28355	1	10/19/12	10/1/19	COOK CNTY IL HIGH SCH DIST #205 THORNTON TWP	\$350,000.00	\$350,000.00	1.939
SEC	28316	1	10/15/12	10/15/19	ABERDEEN TWP NJ REF	\$390,000.00	\$390,000.00	1.570
SEC	28317	1	10/16/12	12/1/19	FAIRFIELD & UNION OH LOCAL SCH DIST	\$330,000.00	\$294,162.00	1.620

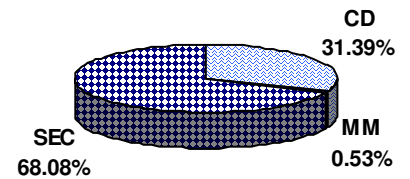
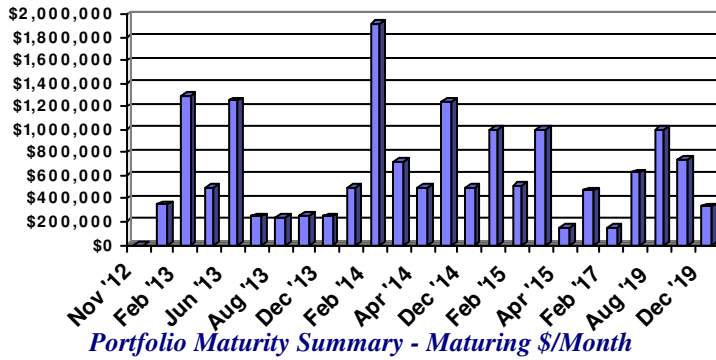
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

**Total Amount --> \$15,823,782.56 \$15,670,041.43**

**Time and Dollar Weighted Portfolio Yield: 1.786 %**

**Weighted Average Portfolio Maturity: 815.06 Days**

**MM: 0.54%**  
**CD's: 32.06%**  
**CP: 0.00%**  
**SEC: 67.40%**





# Total Portfolio Report CAR

As of: 11/30/12

PMA Financial Network, Inc.

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

## BURNSVILLE ISD 191 / 2011 ALT FACILITY

4476

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$451,752.90	\$451,752.90	
SDA					Savings Deposit Account - CITIBANK SDA	\$1,004,294.89	\$1,004,294.89	
CD	162672	1	4/12/11	12/7/12	ENTERPRISE BANK & TRUST	\$249,956.06	\$247,500.00	0.599
CD	162671	1	4/12/11	1/4/13	ORRSTOWN BANK	\$249,979.82	\$247,200.00	0.648
CD	175444	1	6/15/12	1/4/13	CITIBANK	\$500,478.19	\$500,200.00	0.100
CD	175445	1	6/15/12	1/4/13	CAPITAL BANK NA	\$249,940.32	\$249,800.00	0.101
CD	170897	1	1/6/12	1/7/13	BANK OF THE WEST	\$249,950.06	\$248,800.00	0.460
CD	163793	1	5/25/11	3/8/13	BAR HARBOR BANK & TRUST	\$249,989.00	\$247,100.00	0.659
CD	163794	1	5/25/11	3/8/13	IDB BANK- NY	\$100,789.60	\$100,000.00	0.441
CD	163795	1	5/25/11	3/8/13	STERLING NATIONAL BANK	\$248,364.71	\$246,600.00	0.400

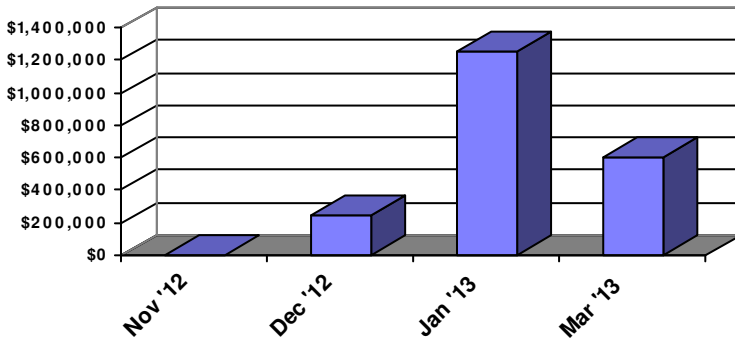
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> **\$3,555,495.55**    **\$3,543,247.79**

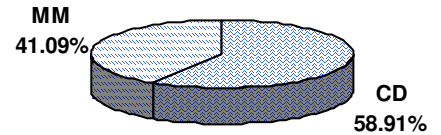
Time and Dollar Weighted Portfolio Yield: **0.408 %**

Weighted Average Portfolio Maturity: **30.28 Days**

**MM: 41.09%**  
**CD's: 58.91%**  
**CP: 0.00%**  
**SEC: 0.00%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



# Total Portfolio Report CAR

As of: 11/30/12

PMA Financial Network, Inc.

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

## BURNSVILLE ISD 191 / BOND PROCEEDS DISBURSEMENT

3129

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$131,697.68	\$131,697.68	
<b>Total Amount --&gt;</b>						<b>\$131,697.68</b>	<b>\$131,697.68</b>	

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

Time and Dollar Weighted Portfolio Yield: 0.000 %

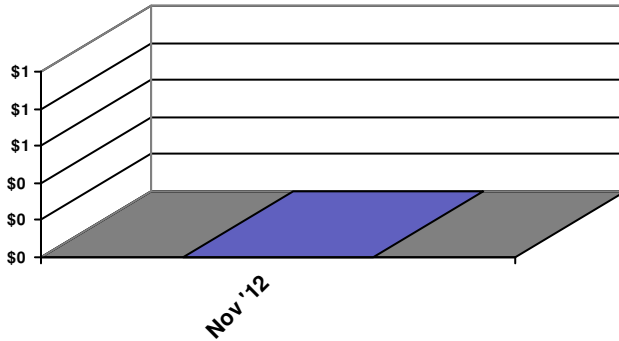
Weighted Average Portfolio Maturity: 0.00 Days

MM: 100.00%

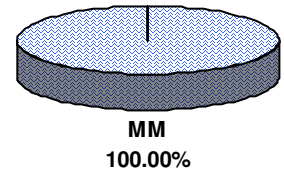
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

November 2012

Wire Transfers

110112	MSDLAF	Internal Revenue Service	639,136.63	October 31, 2012 Federal Payroll Taxes
110112	MSDLAF	State of Minnesota	116,706.00	October 31, 2012 State Payroll Taxes
110112	MSDLAF	Teacher Federated Credit Union	33,940.16	Teacher Dues
110112	MSDLAF	State of Minnesota	2,598.29	October 31, 2012 Payroll - Child Support
110112	MSDLAF	State of Minnesota	502.00	October 31, 2012 Payroll - Levies
110112	MSDLAF	Medica	805,777.20	Health Insurance
110212	Dakota County	MSDLAF	5,185,000.00	Tax Settlement
110212	MSDLAF	State of Minnesota	300.00	October 31, 2012 Payroll - Retiree
110112	Scott County	MSDLAF	1,560,780.90	Tax Settlement
110512	MSDLAF	Delta Dental	13,069.08	Dental Insurance
110712	State of Minnesota	MSDLAF	20,050.49	State Wire Payment
110712	MSDLAF	Delta Dental	7,106.79	Dental Insurance
110812	MSDLAF	Internal Revenue Service	666.25	October 31, 2012 Payroll - 3rd Party Sick
110912	MSDLAF	TRA	275,785.26	October 31, 2012 Payroll - TRA
110912	MSDLAF	PERA	88,911.13	October 31, 2012 Payroll - PERA
111412	MSDLAF	State of Minnesota	1,191.00	Sales Tax
111512	MSDLAF	People's Bank	138,908.22	November 15, 2012 Payroll - TSA Deductions
111512	MSDLAF	Teacher Federated Credit Union	35,128.67	November 15, 2012 Payroll - Dues
111512	MSDLAF	Delta Dental	13,940.97	Dental Insurance
111612	MSDLAF	Internal Revenue Service	604,484.22	November 15, 2012 Federal Payroll Taxes
111612	MSDLAF	State of Minnesota	111,466.18	November 15, 2012 State Payroll Taxes
111612	MSDLAF	State of Minnesota	55.09	November 15, 2012 Payroll - Retirees
111612	MSDLAF	State of Minnesota	514.00	November 15, 2012 Payroll - Levies
111612	MSDLAF	State of Minnesota	2,568.79	November 15, 2012 Payroll - Child Support
112012	MSDLAF	Wells Fargo	42,843.45	BHS Athletic Field Lease
112112	State of Minnesota	MSDLAF	338,259.42	State Wire Payment
112112	State of Minnesota	MSDLAF	4,041.65	State Wire Payment
112112	MSDLAF	Delta Dental	10,754.45	Dental Insurance
112312	State of Minnesota	MSDLAF	224.49	State Wire Payment
112612	MSDLAF	TRA	274,121.23	November 15, 2012 Payroll - TRA
112612	MSDLAF	PERA	88,254.25	November 15, 2012 Payroll - PERA
112712	State of Minnesota	MSDLAF	1,256.00	State Wire Payment

112712	MSDLAF	Wells Fargo	400.00	General Obligation 2004A Registrar Fee
112812	MSDLAF	Delta Dental	7,149.55	Dental Insurance
112912	MSDLAF	State of Minnesota	64,091.12	Unemployment Insurance
113012	MSDLAF	Peoples' Bank	139,945.83	November 30, 2012 Payroll - TSA Deductions
113012	MSDLAF	Teachers Federated Credit Union	35,233.64	November 30, 2012 Payroll - Dues

## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	420536	Clear	\$812.35	11/08/12	00016	2471	BRADY HOFFMAN
4	420537	Clear	\$2,803.70	11/08/12	27343	0	ACCURATE HOME CARE, LLC
4	420538	Clear	\$20,502.01	11/08/12	21261	0	ANDERSON BUS COMPANY, INC.
4	420539	Clear	\$33.93	11/08/12	00016	1690	BALLARD, EILEEN
4	420540	Clear	\$1,455.00	11/08/12	27623	0	BROWN, ALASTAIR
4	420541	Clear	\$567.11	11/08/12	24762	0	CEDAR CREST ICE CREAM
4	420542	Clear	\$266.02	11/08/12	02781	5	CENTURYLINK
4	420543	Clear	\$285.00	11/08/12	28260	0	CHOY, SERGIO R.
4	420544	Clear	\$490.00	11/08/12	25513	1	CHURCH OFFSET PRINTING, INC.
4	420545	Clear	\$512.00	11/08/12	27484	0	CLARK, KATHLEEN
4	420546	Clear	\$700.00	11/08/12	28255	0	COLEMAN CONSULTING SERVICES, LLC
4	420547	Clear	\$525.00	11/08/12	25919	0	CORDOVA-MORALES, LETICIA
4	420548	Clear	\$11.37	11/08/12	00645	0	CUB FOODS
4	420549	Clear	\$30.40	11/08/12	00645	2	CUB FOODS
4	420550	Clear	\$11,517.63	11/08/12	00641	0	DICK'S/LAKEVILLE SANITATION, INC.
4	420551	Void	\$73.15	11/08/12	26331	0	EDUCATION TO GO
4	420552	Clear	\$89.94	11/08/12	27261	0	EDUCATION WEEK
4	420553	Clear	\$910.00	11/08/12	08011	0	FLANAGAN SALES, INC.
4	420554	Clear	\$91.42	11/08/12	01231	0	FLINN SCIENTIFIC, INC.
4	420555	Clear	\$135.00	11/08/12	24673	0	FORD/AAA STUDENT AUTO SKILLS
4	420556	Clear	\$435.00	11/08/12	26554	0	GANADO, CESAR
4	420557	Clear	\$62.00	11/08/12	28258	0	GEURINK, KEVIN
4	420558	Clear	\$195.00	11/08/12	01792	1	HAL LEONARD CORPORATION
4	420559	Clear	\$1,803.67	11/08/12	07139	0	HASTINGS BUS COMPANY
4	420560	Clear	\$962.00	11/08/12	25408	0	HISTORY THEATRE, INC.
4	420561	Clear	\$60.00	11/08/12	27363	0	HOANG, CONG
4	420562	Clear	\$465.00	11/08/12	27442	0	IBARRA, HILIANA
4	420563	Clear	\$995.00	11/08/12	01965	1	IDEAS UNLIMITED
4	420564	Clear	\$500.00	11/08/12	28254	0	IDEASTREAM
4	420565		\$612.63	11/08/12	26918	0	IMB DISTRIBUTION
4	420566	Clear	\$80.00	11/08/12	26825	0	ITH, VANHUON
4	420567	Clear	\$480.00	11/08/12	22010	0	JASSO OSTGARD, SEVERA E.
4	420568	Clear	\$160.00	11/08/12	00016	2477	JOHNSON, LYNDSEY
4	420569	Clear	\$103.27	11/08/12	06157	0	JONES SCHOOL SUPPLY COMPANY, INC.
4	420570	Clear	\$20.00	11/08/12	26151	0	LIGHTSPEED TECHNOLOGIES, INC.
4	420571	Clear	\$60.00	11/08/12	25421	0	MEDINA de SMITH, MARIA
4	420572	Clear	\$6,500.00	11/08/12	22948	0	METRO DINING CLUB
4	420573		\$265.00	11/08/12	28256	0	MINNESOTA READING ASSOCIATION
4	420574	Clear	\$390.00	11/08/12	00624	0	MN HISTORICAL SOCIETY
4	420575	Clear	\$450.00	11/08/12	25874	0	NUR, ABDIRIZAK
4	420576	Clear	\$43.50	11/08/12	28217	0	PAHL, MICHAEL
4	420577	Clear	\$315.00	11/08/12	24879	0	PEREZ, MELISSA M.

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	420578	Clear	\$1,500.00	11/08/12	28259	0	PODIUMWEAR CUSTOM SPORTS APPAREL
4	420579	Clear	\$58.00	11/08/12	02404	3	PRESIDENT'S EDUC AWARDS PROGRAM
4	420580		\$60.00	11/08/12	21343	0	RAMACHER, THUY
4	420581	Clear	\$450.00	11/08/12	27421	0	SANBORN EDUCATION ASSOCIATES, INC.
4	420582	Clear	\$11,108.91	11/08/12	09588	0	SAVAGE, CITY OF
4	420583	Clear	\$8.39	11/08/12	03532	2	SCHMITT MUSIC
4	420584	Clear	\$8,813.22	11/08/12	09331	0	SCHMITTY & SONS SCHOOL BUSES, INC.
4	420585	Clear	\$3,426.48	11/08/12	03369	0	SEXTON PRINTING
4	420586	Clear	\$15,361.63	11/08/12	23848	0	SFM
4	420587	Clear	\$724.50	11/08/12	25227	0	SHAW, STACY
4	420588	Clear	\$1,480.00	11/08/12	27462	1	SOLIANT HEALTH
4	420589	Clear	\$97.00	11/08/12	01076	1	SOUTHWEST NEWSPAPERS
4	420590	Clear	\$224.00	11/08/12	26874	0	SWAGGER, CHE
4	420591	Clear	\$330.00	11/08/12	24968	0	TRANG, KRISTINE
4	420592	Clear	\$2,090.22	11/08/12	27429	0	TRANSWORLD SYSTEMS, INC.
4	420593	Clear	\$292.33	11/08/12	04417	1	US FOODS INC
4	420594	Void	\$0.01	11/08/12	04243	1	VIKING ELECTRIC SUPPLY, INC.
4	420595	Clear	\$700.00	11/08/12	28257	0	WALLS & ASSOCIATES
4	420596	Clear	\$150.00	11/08/12	25560	0	WARSAME, KADRA
4	420597	Clear	\$144.25	11/08/12	20007	0	WASTE MANAGEMENT
4	420598	Clear	\$15.00	11/13/12	06215	0	AIRPORT TAXI, INC.
4	420599	Clear	\$112.50	11/13/12	23909	0	ALEMENY-JONES, AUREA
4	420600	Clear	\$195.00	11/13/12	27129	0	ALI, AMAAL
4	420601	Clear	\$1,350.00	11/13/12	26795	1	ALLIED PROFESSIONALS, INC.
4	420602	Clear	\$703.23	11/13/12	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	420603		\$360.00	11/13/12	22108	0	AYAQUICA, SHERI
4	420604	Clear	\$15.00	11/13/12	09987	1	BEARCOM
4	420605	Clear	\$18,900.64	11/13/12	04226	0	BURNSVILLE, CITY OF
4	420606	Unissued	\$0.00	11/13/12	04226	0	BURNSVILLE, CITY OF
4	420607	Clear	\$81.84	11/13/12	27533	0	HENDERSON, JUDY M.
4	420608	Clear	\$18,142.79	11/13/12	28261	0	HILTON-SAN DIEGO GASLAMP QUARTER
4	420609	Clear	\$91.20	11/13/12	02235	2	HM RECEIVABLES CO LLC
4	420610	Clear	\$5,957.97	11/13/12	24274	1	INNOVATIVE OFFICE SOLUTIONS
4	420611	Clear	\$8,820.18	11/13/12	28262	0	INSTRUCTIONAL COACHING GROUP
4	420612	Clear	\$110.19	11/13/12	02483	0	INTEGRA TELECOM
4	420613	Clear	\$558.36	11/13/12	01390	0	INTERMEDIATE SCHOOL DISTRICT 287
4	420614	Clear	\$7,748.08	11/13/12	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	420615	Clear	\$80.00	11/13/12	26825	0	ITH, VANHUON
4	420616	Clear	\$73.15	11/13/12	27633	0	KELLY SERVICES, INC.
4	420617	Clear	\$297.10	11/13/12	27932	1	MATHESON TRI-GAS, INC.
4	420618	Clear	\$1,652.40	11/13/12	06559	0	MATRIX COMMUNICATIONS, INC.

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	420619	Clear	\$525.00	11/13/12	08865	14	METRO ECSU
4	420620	Clear	\$14.00	11/13/12	28234	0	MOORE, LYNN
4	420621	Clear	\$60.00	11/13/12	24243	0	MUNOZ, MARIBEL
4	420622	Clear	\$127.33	11/13/12	03519	0	NAPA AUTO PARTS
4	420623	Clear	\$20.00	11/13/12	12711	0	NGO, BACHMAI THI
4	420624	Clear	\$100.00	11/13/12	28264	0	OBSIYE, AMAN H.D
4	420625	Clear	\$1,223.76	11/13/12	26086	0	ORKIN COMMERCIAL SERVICES
4	420626	Clear	\$135.00	11/13/12	03508	4	PARK NICOLLET HEALTH SERVICES
4	420627	Clear	\$360.00	11/13/12	24879	0	PEREZ, MELISSA M.
4	420628	Clear	\$60.00	11/13/12	22793	0	RABINOWICZ, JACK
4	420629		\$375.00	11/13/12	21343	0	RAMACHER, THUY
4	420630	Clear	\$3,334.70	11/13/12	28185	0	RANDSTAD WORK SOLUTIONS
4	420631	Clear	\$4,500.00	11/13/12	28263	1	RECOVER HEALTH
4	420632	Clear	\$2,370.00	11/13/12	26796	0	SAFEWAY DRIVING SCHOOL
4	420633	Clear	\$265.00	11/13/12	03619	0	SAVAGE CHAMBER OF COMMERCE
4	420634	Clear	\$240.00	11/13/12	24047	0	SCHMIDT, ANA
4	420635	Clear	\$371.42	11/13/12	03196	0	SCHOLASTIC
4	420636	Clear	\$93.50	11/13/12	03196	6	SCHOLASTIC INC.
4	420637	Clear	\$29.95	11/13/12	02978	0	SOLUTION TREE
4	420638	Clear	\$330.00	11/13/12	25420	0	STODDARD, MARIA
4	420639	Void	\$1,368.00	11/13/12	08203	2	TIES
4	420640	Clear	\$2,115.00	11/13/12	21008	0	TLC SPECIAL TRANSPORTATION
4	420641	Clear	\$5,158.09	11/13/12	26380	0	TYLER TECHNOLOGIES INC
4	420642	Clear	\$37.60	11/13/12	05900	0	UNIQUE SOFTWARE CORPORATION
4	420643	Clear	\$2,997.87	11/13/12	04417	1	US FOODS INC
4	420644	Clear	\$94.50	11/13/12	24743	0	WALBRAN, SHARON
4	420645	Clear	\$150.00	11/13/12	25560	0	WARSAME, KADRA
4	420646	Clear	\$3,055.00	11/13/12	24793	0	WATCH ME DRAW! LLC
4	420647	Clear	\$12,512.56	11/13/12	02776	0	XCEL ENERGY
4	420648	Clear	\$8,731.88	11/13/12	04451	11	XEROX CORPORATION
4	420649	Unissued	\$0.00	11/13/12	04451	11	XEROX CORPORATION
4	420650	Unissued	\$0.00	11/13/12	04451	11	XEROX CORPORATION
4	420651	Clear	\$780.00	11/13/12	04566	0	ZIEGLER INC.
4	420652	Clear	\$12.81	11/16/12	00001	1345	ABARCA, DICARB
4	420653	Clear	\$631.25	11/16/12	27573	0	AKERBERG, DARCY
4	420654	Clear	\$240.00	11/16/12	27129	0	ALI, AMAAL
4	420655	Clear	\$155.00	11/16/12	22103	0	ALL HANDS INTERPRETING SERVICE, INC
4	420656	Clear	\$410,050.95	11/16/12	27335	0	AMERICAN HEALTH RESOURCES
4	420657		\$10.20	11/16/12	00001	1344	ANDREASEN, SHAWN
4	420658	Clear	\$925.93	11/16/12	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
4	420659		\$486.00	11/16/12	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	420660	Clear	\$50.00	11/16/12	00281	0	ASSOCIATION OF METROPOLITAN SCHOOL DIST
4	420661	Clear	\$200.00	11/16/12	07257	0	AUTISM SOCIETY OF MN (AUSM)
4	420662	Clear	\$1,096.47	11/16/12	09987	1	BEARCOM
4	420663	Clear	\$834.75	11/16/12	06473	1	BRAUN INTERTEC CORP.
4	420664		\$11.32	11/16/12	00001	1347	BURALE, SULEKA
4	420665	Clear	\$22,927.60	11/16/12	00435	0	BURNSVILLE ICE CENTER
4	420666	Clear	\$56.00	11/16/12	00000	684	COLE, DEANNA
4	420667		\$62.00	11/16/12	28269	0	CUPERSMITH, FRANK
4	420668	Clear	\$18.00	11/16/12	25506	0	DAKOTA AWARDS & ENGRAVING
4	420669	Clear	\$67,938.55	11/16/12	00809	0	DAKOTA ELECTRIC ASSOCIATION
4	420670	Clear	\$378.00	11/16/12	26702	0	DELTA MANAGEMENT ASSOCIATES, INC.
4	420671	Clear	\$21.00	11/16/12	28051	0	DO GOOD DIAPERS LLC
4	420672	Clear	\$133.00	11/16/12	27334	0	DS ERICKSON
4	420673	Clear	\$2,839.44	11/16/12	02333	1	EARTHGRAINS CO.
4	420674	Clear	\$251.00	11/16/12	27974	0	ECMC
4	420675	Clear	\$83.00	11/16/12	28267	0	ELLIOTT, DAVID
4	420676		\$84.55	11/16/12	00001	1352	FAGRE, SUSAN
4	420677	Clear	\$131,077.05	11/16/12	03328	0	FIRST STUDENT, INC.
4	420678	Unissued	\$0.00	11/16/12	03328	0	FIRST STUDENT, INC.
4	420679	Unissued	\$0.00	11/16/12	03328	0	FIRST STUDENT, INC.
4	420680	Unissued	\$0.00	11/16/12	03328	0	FIRST STUDENT, INC.
4	420681	Unissued	\$0.00	11/16/12	03328	0	FIRST STUDENT, INC.
4	420682	Unissued	\$0.00	11/16/12	03328	0	FIRST STUDENT, INC.
4	420683	Unissued	\$0.00	11/16/12	03328	0	FIRST STUDENT, INC.
4	420684	Unissued	\$0.00	11/16/12	03328	0	FIRST STUDENT, INC.
4	420685	Clear	\$450.32	11/16/12	03328	1	FIRST STUDENT, INC.
4	420686		\$118.69	11/16/12	28202	0	FOUNDATION 191
4	420687		\$11.15	11/16/12	00001	1348	GOMEZ, MARCOS
4	420688	Clear	\$228.00	11/16/12	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATIO
4	420689	Clear	\$424.07	11/16/12	07390	0	GREATER TWIN CITIES UNITED WAY
4	420690		\$10.20	11/16/12	00001	1350	HARDT, ROMNEY
4	420691		\$22.49	11/16/12	00001	1351	HEGRE, CHARLENE
4	420692	Clear	\$97.18	11/16/12	27533	0	HENDERSON, JUDY M.
4	420693		\$60.00	11/16/12	06408	2	HENRY SIBLEY DEBATE BOOSTERS
4	420694	Clear	\$15,696.68	11/16/12	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	420695	Clear	\$19.20	11/16/12	00001	1346	JAMES, ERICA
4	420696	Clear	\$49.00	11/16/12	00000	683	JOHNSON, ELVIRA
4	420697	Clear	\$36,185.90	11/16/12	27633	0	KELLY SERVICES, INC.
4	420698	Clear	\$287.81	11/16/12	28265	0	LASER GRAPHICS, INC.
4	420699		\$20.15	11/16/12	00001	1349	LOVELY, TERRY
4	420700		\$22.70	11/16/12	00001	1341	MELIN, TIMOTHY

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4	420701	Clear	\$670.00	11/16/12	23866	0	MESSERLI & KRAMER PA
4	420702	Clear	\$12.00	11/16/12	08865	5	METRO ECSU
4	420703	Clear	\$57.00	11/16/12	08539	0	MEUWISSEN, ROSE MARIE
4	420704	Clear	\$144.00	11/16/12	27757	0	MINNEAPOLIS GUN CLUB
4	420705	Clear	\$193.00	11/16/12	27547	1	MINNESOTA OFFICE TECHNOLOGY GROUP
4	420706	Clear	\$6,182.00	11/16/12	02445	0	MN STATE HIGH SCHOOL LEAGUE
4	420707	Clear	\$650.00	11/16/12	02445	0	MN STATE HIGH SCHOOL LEAGUE
4	420708		\$24.40	11/16/12	00001	1342	MOHAMED, NAIMO
4	420709	Clear	\$12.15	11/16/12	00001	1343	MORGAN, ALFRED
4	420710	Clear	\$280.00	11/16/12	22324	0	MULTILINGUAL WORD, INC.
4	420711	Clear	\$1,890.00	11/16/12	00421	0	MUSIC THEATRE INTERNATIONAL
4	420712		\$19.00	11/16/12	00000	9183	NGUYEN, ANDY D
4	420713	Clear	\$120.00	11/16/12	02440	3	NORTHEAST METRO INTERMEDIATE DIST. 916
4	420714	Clear	\$29.00	11/16/12	28217	0	PAHL, MICHAEL
4	420715	Clear	\$535.60	11/16/12	03219	1	PEPSI-COLA COMPANY
4	420716		\$480.00	11/16/12	24879	0	PEREZ, MELISSA M.
4	420717	Clear	\$90.00	11/16/12	08653	3	PHI DELTA KAPPA INTERNATIONAL
4	420718	Clear	\$858.18	11/16/12	03196	6	SCHOLASTIC INC.
4	420719	Clear	\$31.20	11/16/12	27563	0	SHRED RIGHT
4	420720	Clear	\$1,480.00	11/16/12	27462	1	SOLIANT HEALTH
4	420721	Clear	\$2,400.00	11/16/12	02978	0	SOLUTION TREE
4	420722	Clear	\$50.00	11/16/12	21898	0	STINGER, ELLEN
4	420723		\$1,176.52	11/16/12	24234	0	TEAMWORKS INTERNATIONAL, INC.
4	420724	Clear	\$844.87	11/16/12	08203	1	TIES
4	420725		\$1,026.00	11/16/12	08203	2	TIES
4	420726	Clear	\$3,068.68	11/16/12	28268	0	TITAN MACHINERY INC.
4	420727	Clear	\$341.48	11/16/12	23463	16	UNITED STATES TREASURY
4	420728	Clear	\$870.00	11/16/12	08595	0	UNIVERSITY OF MINNESOTA-TUITION
4	420729	Clear	\$2,000.00	11/16/12	26654	0	UPSTREAM ARTS, INC.
4	420730	Clear	\$110.00	11/16/12	27819	0	US BANK EQUIPMENT FINANCE
4	420731	Clear	\$10,950.65	11/16/12	04417	1	US FOODS INC
4	420732		\$49.00	11/16/12	00000	682	WEIBEL, JILL
4	420733		\$34.66	11/16/12	00014	1275	WHITTENBURG, DAWN OR MARK
4	420734	Clear	\$18,460.66	11/16/12	27490	0	XEROX FINANCIAL SERVICES LLC
4	420735		\$25.00	11/16/12	07737	0	YOUTH FRONTIERS, INC.
4	420736	Clear	\$163.00	11/16/12	28266	0	ZEROREZ
4	420737	Clear	\$3,726.00	11/21/12	06890	2	ADVANTAGE EDUCATIONAL PROGRAMS LLC
4	420738	Clear	\$159.50	11/21/12	27125	0	ALLEN, DARIEL J.
4	420739		\$150.00	11/21/12	00016	2474	ANDERSON, JENNIFER
4	420740	Clear	\$81.95	11/21/12	00551	1	APPERSON
4	420741	Clear	\$1,505.09	11/21/12	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN

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							INC.
4	420742	Clear	\$2,750.00	11/21/12	27473	0	ASPEX SOLUTIONS
4	420743		\$400.00	11/21/12	22108	0	AYAQUICA, SHERI
4	420744	Clear	\$72.72	11/21/12	00386	1	BARNES & NOBLE INC
4	420745	Clear	\$370.02	11/21/12	09987	1	BEARCOM
4	420746	Clear	\$130.00	11/21/12	00016	1890	BIRKHOLZ, CATHY
4	420747	Clear	\$12.00	11/21/12	00000	686	BLOCK, KATHERINE
4	420748		\$637.07	11/21/12	24731	0	BOX OFFICE GUYS
4	420749	Clear	\$100.00	11/21/12	05368	0	BURGESON, NANCY
4	420750		\$2,286.62	11/21/12	06201	1	C L BENSEN COMPANY, INC.
4	420751	Clear	\$17,828.72	11/21/12	02519	0	CENTERPOINT ENERGY
4	420752	Clear	\$538.20	11/21/12	02519	3	CENTERPOINT ENERGY SERVICES, INC.
4	420753	Clear	\$612.70	11/21/12	02781	5	CENTURYLINK
4	420754	Clear	\$65.00	11/21/12	09839	0	CERSINE, ROGER
4	420755		\$280.00	11/21/12	07014	4	CHASKA DANCE TEAM
4	420756	Clear	\$877.00	11/21/12	25513	1	CHURCH OFFSET PRINTING, INC.
4	420757		\$73.45	11/21/12	27761	0	CONRAD PUBLISHING COMPANY
4	420758	Clear	\$853.00	11/21/12	00502	0	CORNERSTONE COPY CENTER
4	420759	Clear	\$112.00	11/21/12	22013	0	CUSTOM WATER WORKS
4	420760		\$80.00	11/21/12	08124	0	DEANNAS2HANDS
4	420761	Clear	\$1,144.69	11/21/12	27732	0	DIALOG ONE LLC
4	420762	Clear	\$25.00	11/21/12	08316	1	DYNAVOX/MAYER-JOHNSON
4	420763		\$320.00	11/21/12	06734	2	EASTVIEW LDT BOOSTER CLUB
4	420764		\$119.95	11/21/12	27250	1	ESPECIAL NEEDS, LLC
4	420765	Clear	\$213.10	11/21/12	01541	1	GENERAL PARTS, LLC
4	420766	Clear	\$130.00	11/21/12	21290	0	GORMLEY, DAN
4	420767	Clear	\$332.48	11/21/12	00575	0	GROTH MUSIC COMPANY
4	420768	Clear	\$217.00	11/21/12	21252	0	HARMER, MARY
4	420769	Clear	\$45.00	11/21/12	00000	9308	HASSLER, JOYCE
4	420770		\$75.00	11/21/12	28273	0	HEDDING, RHENNA
4	420771	Clear	\$38.25	11/21/12	00862	3	HERFF JONES, INC.
4	420772	Clear	\$58.50	11/21/12	00052	0	IKI INC.
4	420773		\$80.00	11/21/12	26825	0	ITH, VANTHUON
4	420774	Clear	\$130.00	11/21/12	01034	0	JEFFREY ACKERMAN
4	420775	Clear	\$62.00	11/21/12	00000	672	KEENES-BALFUL, PHYLICIA
4	420776	Clear	\$150.00	11/21/12	00016	2004	LAFAVRE, JEFFREY
4	420777		\$64.00	11/21/12	00000	687	LARSON, ADAM
4	420778	Clear	\$24.00	11/21/12	26902	0	LEHNER, ANDREW
4	420779		\$150.00	11/21/12	00016	2478	LESTER, HOLLY
4	420780		\$105.00	11/21/12	28236	0	LINARES, HERTY
4	420781	Clear	\$539.34	11/21/12	24253	0	LOFFLER COMPANIES, INC.
4	420782	Clear	\$65.00	11/21/12	08647	0	MARSHALL, JAMES

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	420783	Clear	\$477.40	11/21/12	08118	0	METRO ATHLETIC SUPPLY
4	420784	Clear	\$30.00	11/21/12	09509	2	MINITEX
4	420785	Clear	\$1,850.55	11/21/12	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	420786	Clear	\$7,585.98	11/21/12	27547	1	MINNESOTA OFFICE TECHNOLOGY GROUP
4	420787	Clear	\$370.75	11/21/12	09215	0	MN CHILDREN'S MUSEUM
4	420788		\$642.00	11/21/12	02538	0	MN ELEMENTARY SCHOOL PRINCIPALS ASSOC (MESPA)
4	420789		\$285.00	11/21/12	00624	0	MN HISTORICAL SOCIETY
4	420790	Clear	\$48.00	11/21/12	28274	0	MOSIER, CHRIS
4	420791	Clear	\$238.20	11/21/12	25300	1	ORANGE TREE EMPLOYMENT SCREENING
4	420792	Clear	\$29.00	11/21/12	28217	0	PAHL, MICHAEL
4	420793	Clear	\$355.00	11/21/12	02475	3	PCS REVENUE CONTROL SYSTEMS, INC.
4	420794		\$120.00	11/21/12	24879	0	PEREZ, MELISSA M.
4	420795	Clear	\$3,439.80	11/21/12	28185	0	RANDSTAD WORK SOLUTIONS
4	420796		\$1,528.80	11/21/12	07711	0	ROLANDO, NORMAN
4	420797	Clear	\$62.00	11/21/12	00016	1407	SAVAGE, AMBER
4	420798	Clear	\$477.00	11/21/12	01882	0	SCORE - SOUTH METRO CHAPTER
4	420799	Clear	\$564.00	11/21/12	20185	0	SHIRTY SOMETHING
4	420800	Clear	\$112.96	11/21/12	02978	0	SOLUTION TREE
4	420801	Clear	\$29.80	11/21/12	03640	1	STAPLES ADVANTAGE
4	420802	Unissued	\$0.00	11/21/12	03640	1	STAPLES ADVANTAGE
4	420803	Unissued	\$0.00	11/21/12	03640	1	STAPLES ADVANTAGE
4	420804	Clear	\$2,000.00	11/21/12	25234	0	STEINBERG-BOHN, JANET
4	420805	Clear	\$718.02	11/21/12	02434	0	SUCCESS BY DESIGN
4	420806		\$19,325.00	11/21/12	25893	0	THINKING MAPS, INC.
4	420807		\$62.00	11/21/12	00016	992	TINDER, PATRICIA
4	420808	Clear	\$14.00	11/21/12	21190	0	TROUSIL, WANDA
4	420809	Clear	\$1,972.00	11/21/12	27819	0	US BANK EQUIPMENT FINANCE
4	420810	Clear	\$55.00	11/21/12	15510	0	VARA, THOMAS A
4	420811	Clear	\$59.91	11/21/12	22656	0	WINGFOOT COMMERCIAL TIRE
4	420812	Clear	\$9.94	11/21/12	02776	0	XCEL ENERGY
4	420813	Clear	\$178.99	11/21/12	04451	11	XEROX CORPORATION
4	420814	Clear	\$1,122.74	11/21/12	27490	0	XEROX FINANCIAL SERVICES LLC
4	420815	Clear	\$150.00	11/21/12	28275	0	ZAVALA, HANAN
4	420816		\$7.96	12/01/12	05588	0	ACE HARDWARE & PAINT
4	420817		\$15,948.69	12/01/12	28147	1	AGROPUR
4	420818	Unissued	\$0.00	12/01/12	28147	1	AGROPUR
4	420819	Unissued	\$0.00	12/01/12	28147	1	AGROPUR
4	420820	Unissued	\$0.00	12/01/12	28147	1	AGROPUR
4	420821	Unissued	\$0.00	12/01/12	28147	1	AGROPUR
4	420822	Unissued	\$0.00	12/01/12	28147	1	AGROPUR
4	420823	Unissued	\$0.00	12/01/12	28147	1	AGROPUR

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4	420824	Unissued	\$0.00	12/01/12	28147	1	AGROPUR
4	420825		\$201.60	12/01/12	00216	1	ALPHA VIDEO & AUDIO, INC.
4	420826		\$576.45	12/01/12	03503	0	AMERICAN TIME & SIGNAL
4	420827		\$348.10	12/01/12	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	420828	Unissued	\$0.00	12/01/12	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	420829		\$50,389.00	12/01/12	00249	1	APPLE COMPUTER INC.
4	420830		\$2,075.00	12/01/12	00106	0	AQUA ENGINEERING, INC.
4	420831		\$900.00	12/01/12	05941	1	ASPEN EQUIPMENT CO.
4	420832		\$1,946.92	12/01/12	00386	1	BARNES & NOBLE INC
4	420833		\$399.00	12/01/12	25425	0	BERRY BLENDZ
4	420834		\$162.45	12/01/12	03931	0	BERRY COFFEE COMPANY
4	420835		\$14,663.89	12/01/12	00477	0	BIX PRODUCE COMPANY
4	420836	Unissued	\$0.00	12/01/12	00477	0	BIX PRODUCE COMPANY
4	420837	Unissued	\$0.00	12/01/12	00477	0	BIX PRODUCE COMPANY
4	420838	Unissued	\$0.00	12/01/12	00477	0	BIX PRODUCE COMPANY
4	420839	Unissued	\$0.00	12/01/12	00477	0	BIX PRODUCE COMPANY
4	420840	Unissued	\$0.00	12/01/12	00477	0	BIX PRODUCE COMPANY
4	420841		\$303.62	12/01/12	00172	1	BLICK ART MATERIALS
4	420842		\$2,926.72	12/01/12	26720	0	BLUE BELL ENTERPRISES, INC.
4	420843		\$490.85	12/01/12	00529	1	CAROLINA BIOLOGICAL SUPPLY COMPANY
4	420844		\$5,831.10	12/01/12	20289	1	CDW GOVERNMENT, INC.
4	420845	Unissued	\$0.00	12/01/12	20289	1	CDW GOVERNMENT, INC.
4	420846		\$175.90	12/01/12	27279	1	COLE PAPERS INC.
4	420847		\$1,649.00	12/01/12	06510	1	COMMITTEE FOR CHILDREN
4	420848		\$281.60	12/01/12	00647	0	CROWN RENTAL, INC.
4	420849		\$172.26	12/01/12	00645	0	CUB FOODS
4	420850		\$8.92	12/01/12	00645	2	CUB FOODS
4	420851		\$35.94	12/01/12	02444	0	CYNMAR CORPORATION
4	420852		\$1,578.25	12/01/12	00279	0	D.S.D., INC.
4	420853	Unissued	\$0.00	12/01/12	00279	0	D.S.D., INC.
4	420854		\$175.85	12/01/12	00576	1	DELTA
4	420855		\$247.50	12/01/12	28016	0	DESCON, INC
4	420856		\$39.72	12/01/12	27584	0	DIVINE LIGHTING
4	420857		\$2,346.88	12/01/12	01078	0	ELECTRO WATCHMAN, INC.
4	420858		\$135.00	12/01/12	23953	0	ELECTRONIC COMMUNICATION SYSTEMS, INC.
4	420859		\$844.00	12/01/12	23645	0	ESTR PUBLICATIONS
4	420860		\$256.09	12/01/12	06795	1	EVERBIND/MARCO BOOK BINDERY
4	420861		\$97.55	12/01/12	23054	1	FASTENAL
4	420862		\$178.90	12/01/12	06690	1	FIRST TECH COMPUTER
4	420863		\$898.50	12/01/12	04527	1	FOLLETT EDUCATIONAL SERVICES

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4	420864		\$60.36	12/01/12	01541	1	GENERAL PARTS, LLC
4	420865		\$1,030.07	12/01/12	01458	1	GOPHER
4	420866		\$3,210.00	12/01/12	01641	0	H&B SPECIALIZED PRODUCTS, INC.
4	420867		\$227.96	12/01/12	28176	0	HARDCANDY CASES/GUMDROP CASES
4	420868		\$60.00	12/01/12	24154	0	HEALTH COUNSELING SERVICES
4	420869		\$1,138.12	12/01/12	09046	0	HI TECH REFRIGERATION
4	420870		\$51.80	12/01/12	01729	1	HIGHSMITH INC.
4	420871		\$5,715.00	12/01/12	09318	1	HILLYARD INC - MINNEAPOLIS
4	420872		\$1,064.81	12/01/12	04818	0	HORIZON COMMERCIAL POOL SUPPLY
4	420873		\$876.43	12/01/12	24274	1	INNOVATIVE OFFICE SOLUTIONS
4	420874		\$250.00	12/01/12	01994	0	J&R SCHOOL SUPPLIES, INC.
4	420875		\$3,388.48	12/01/12	27942	0	J.H. LARSON COMPANY
4	420876		\$14.86	12/01/12	01576	0	JAYTECH, INC.
4	420877		\$28.09	12/01/12	01134	0	JIM COOPERS TIRE & AUTO STORES
4	420878		\$1,056.56	12/01/12	05816	0	JOHN A. DALSIN & SON, INC.
4	420879		\$1,412.48	12/01/12	02058	1	JOHN HENRY FOSTER MINNESOTA, INC.
4	420880		\$318.50	12/01/12	08955	0	KELLEHER, HELMRICH AND ASSOCIATES
4	420881		\$17,593.00	12/01/12	27253	0	LANDS BEST FOODS LLC
4	420882		\$12,988.55	12/01/12	28232	0	LITCONN, INC.
4	420883		\$245.20	12/01/12	05077	0	LOCKSAFE, INC.
4	420884		\$676.71	12/01/12	02196	0	MACKIN EDUCATIONAL RESOURCES
4	420885		\$264.98	12/01/12	02375	1	MARSHALL CAVENDISH, CORP
4	420886		\$1,543.00	12/01/12	08315	0	MEADOW GREEN LAWN & LANDSCAPE
4	420887		\$437.50	12/01/12	22385	0	METRO TRANSIT
4	420888		\$5,872.52	12/01/12	07752	0	MILLER ELECTRIC, INC.
4	420889		\$1,970.00	12/01/12	09509	2	MINITEX
4	420890		\$929.30	12/01/12	08999	1	MINNESOTA ELEVATOR INC
4	420891		\$713.23	12/01/12	04961	0	MINVALCO, INC.
4	420892		\$182.00	12/01/12	28041	0	MIXMI BRANDS INC.
4	420893		\$454.11	12/01/12	02526	0	MN CLAY USA
4	420894		\$820.00	12/01/12	01596	22	MN DEPARTMENT OF EDUCATION
4	420895		\$14,989.00	12/01/12	08543	9	MN DEPT OF HEALTH
4	420896	Unissued	\$0.00	12/01/12	08543	9	MN DEPT OF HEALTH
4	420897		\$11.58	12/01/12	27342	0	MONOPRICE
4	420898		\$472.96	12/01/12	03519	0	NAPA AUTO PARTS
4	420899		\$175.72	12/01/12	04940	1	NATIONAL SCHOOL PRODUCTS
4	420900		\$344.29	12/01/12	25372	4	NCS PEARSON INC
4	420901		\$5,767.00	12/01/12	02765	0	NORCOSTCO, INC.
4	420902		\$678.63	12/01/12	20320	0	NORTHERN AIR CORPORATION
4	420903		\$51.70	12/01/12	28146	1	ODWALLA
4	420904		\$727.64	12/01/12	02489	1	OFFICE DEPOT COMPANY
4	420905	Unissued	\$0.00	12/01/12	02489	1	OFFICE DEPOT COMPANY

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4	420906		\$335.00	12/01/12	27103	0	POWELL, APRYL
4	420907		\$121.00	12/01/12	03073	1	PRO-ED
4	420908		\$241.99	12/01/12	05511	0	RED WING SHOE STORE
4	420909		\$775.00	12/01/12	25729	0	RENT N' SAVE PORTABLE SERVICES
4	420910		\$100.25	12/01/12	03808	1	SCANTRON CORPORATION
4	420911		\$60.83	12/01/12	03532	2	SCHMITT MUSIC
4	420912		\$768.90	12/01/12	03534	1	SCHOLASTIC INC.
4	420913		\$80.45	12/01/12	03537	1	SCHOOL HEALTH SUPPLY CO., INC.
4	420914		\$54.65	12/01/12	27518	1	SCHOOL SPECIALTY
4	420915		\$318.99	12/01/12	25097	1	SCHOOL SPECIALTY INC
4	420916		\$100.65	12/01/12	03472	2	SHIFFLER EQUIPMENT SALES INC
4	420917		\$1,690.00	12/01/12	02217	1	SIEMENS INDUSTRY, INC.
4	420918		\$1,655.62	12/01/12	03587	1	SIMPLEX GRINNELL
4	420919		\$908.87	12/01/12	28241	0	SOCIAL THINKING
4	420920		\$319.30	12/01/12	03640	1	STAPLES ADVANTAGE
4	420921		\$496.32	12/01/12	03689	0	STATE SUPPLY CO., INC.
4	420922		\$396.00	12/01/12	20034	0	TEAM MATES, INC
4	420923		\$1,414.00	12/01/12	00826	1	TIERNEY BROTHERS, INC.
4	420924		\$21,832.02	12/01/12	08203	1	TIES
4	420925		\$632.82	12/01/12	00497	1	TIME FOR KIDS
4	420926		\$7.71	12/01/12	22123	1	TOTAL FILTRATION SERVICES, INC.
4	420927		\$7,755.48	12/01/12	04045	1	TRANE U.S. INC.
4	420928		\$74.44	12/01/12	04037	1	TRIARCO ARTS & CRAFTS
4	420929		\$6,623.56	12/01/12	03802	0	TRIO SUPPLY
4	420930	Unissued	\$0.00	12/01/12	03802	0	TRIO SUPPLY
4	420931		\$62.83	12/01/12	03438	0	TWIN CITY HARDWARE
4	420932		\$384.00	12/01/12	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	420933		\$1,985.00	12/01/12	04278	0	VALLEY BAND INSTRUMENT REPAIR
4	420934		\$2,421.39	12/01/12	04284	0	W.W. GOETSCH & ASSOC.
4	420935		\$3,882.55	12/01/12	04563	0	WENZEL PLYMOUTH PLUMBING
4	420936		\$799.92	12/01/12	28127	0	ZAGG, INC.
4	420937	Clear	\$60.00	11/27/12	27129	0	ALI, AMAAL
4	420938	Clear	\$1,305.00	11/27/12	26795	1	ALLIED PROFESSIONALS, INC.
4	420939		\$24.00	11/27/12	26960	0	ANDREWS, BEN
4	420940		\$250.00	11/27/12	00014	520	BANYARD, NANCY
4	420941		\$4,359.00	11/27/12	00712	1	BUREAU OF EDUCATION & RESEARCH
4	420942		\$300.00	11/27/12	27894	0	BURNSVILLE NORDIC SKI TEAM BOOSTERS
4	420943		\$2,660.00	11/27/12	00673	0	BURNSVILLE, CITY OF
4	420944	Clear	\$2,455.09	11/27/12	00854	0	CARVER-SCOTT ED CO-OP ISD 930
4	420945	Clear	\$360.00	11/27/12	25919	0	CORDOVA-MORALES, LETICIA
4	420946		\$435.00	11/27/12	20524	0	DEWALD, RINA C.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	420947		\$958.50	11/27/12	03539	1	H & A ADMINISTRATORS
4	420948	Clear	\$2,229.04	11/27/12	07139	0	HASTINGS BUS COMPANY
4	420949	Clear	\$37.96	11/27/12	02483	0	INTEGRA TELECOM
4	420950	Clear	\$10,256.50	11/27/12	01390	0	INTERMEDIATE SCHOOL DISTRICT 287
4	420951		\$479.00	11/27/12	02043	11	JOSTENS
4	420952		\$40,133.00	11/27/12	27633	0	KELLY SERVICES, INC.
4	420953	Clear	\$12,876.89	11/27/12	08356	1	KENNEDY & GRAVEN, CHARTERED
4	420954		\$693.75	11/27/12	03042	0	KNUTSON FLYNN & DEANS, P.A.
4	420955		\$946.91	11/27/12	28265	0	LASER GRAPHICS, INC.
4	420956		\$170.00	11/27/12	09951	0	MATH MASTERS OF MN
4	420957		\$15.00	11/27/12	03936	0	MINNETONKA SENIOR HIGH
4	420958		\$250.00	11/27/12	09181	1	MN ADMINISTRATOR FOR SPECIAL EDUCATION (MASE)
4	420959		\$40.00	11/27/12	08014	0	MN ASSOC OF SECRETARIES TO THE PRINCIPA(MASP)
4	420960		\$69.00	11/27/12	27926	0	NSPA MEMBERSHIP
4	420961		\$120.00	11/27/12	24879	0	PEREZ, MELISSA M.
4	420962	Clear	\$206.00	11/27/12	26529	0	PLAIN, SUSAN
4	420963		\$2,723.18	11/27/12	28185	0	RANDSTAD WORK SOLUTIONS
4	420964		\$45,941.87	11/27/12	20099	0	RELIASTAR LIFE INSURANCE COMPANY
4	420965		\$617.51	11/27/12	20099	1	RELIASTAR LIFE INSURANCE COMPANY
4	420966		\$2,485.74	11/27/12	09588	4	SAVAGE, CITY OF
4	420967		\$5,195.00	11/27/12	27010	1	SCHOOLEDUDE.COM, INC.
4	420968		\$1,480.00	11/27/12	27462	1	SOLIANT HEALTH
4	420969	Clear	\$580.00	11/27/12	25672	0	SPECIAL DELIVERY OF MINNESOTA, INC
4	420970		\$1,095.00	11/27/12	08203	2	TIES
4	420971		\$159.60	11/27/12	26170	0	TUMBLEWEED PRESS, INC.
4	420972		\$190.00	11/27/12	04153	0	U.S. POSTMASTER
4	420973		\$1,215.69	11/27/12	27819	0	US BANK EQUIPMENT FINANCE
4	420974	Clear	\$42,230.28	11/27/12	04417	1	US FOODS INC
4	420975	Unissued	\$0.00	11/27/12	04417	1	US FOODS INC
4	420976	Unissued	\$0.00	11/27/12	04417	1	US FOODS INC
4	420977		\$595.00	11/27/12	26391	1	WORLD SAVVY
4	420978		\$993.01	11/27/12	04451	11	XEROX CORPORATION
4	420979		\$60.00	11/29/12	27525	0	AHMED, SOFIA
4	420980		\$120.00	11/29/12	27129	0	ALI, AMAAL
4	420981		\$155.00	11/29/12	22103	0	ALL HANDS INTERPRETING SERVICE, INC
4	420982		\$1,305.00	11/29/12	26795	1	ALLIED PROFESSIONALS, INC.
4	420983		\$4,900.00	11/29/12	28280	0	ARNOLD, LISA
4	420984		\$105.00	11/29/12	26374	0	ARTISAN CREATIVE
4	420985		\$486.00	11/29/12	04895	0	ASSOCIATION OF CLERICAL EMPLOYEES
4	420986		\$1,960.00	11/29/12	09991	0	BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSTS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	420987		\$337.50	11/29/12	21336	0	COMMUNICATION SERVICE FOR THE DEAF, INC
4	420988		\$384.00	11/29/12	26702	0	DELTA MANAGEMENT ASSOCIATES, INC.
4	420989		\$422.50	11/29/12	20524	0	DEWALD, RINA C.
4	420990		\$133.00	11/29/12	27334	0	DS ERICKSON
4	420991		\$7.95	11/29/12	00016	2479	DUCE, BLAIR
4	420992		\$127.20	11/29/12	03981	1	ECKROTH MUSIC
4	420993		\$821.70	11/29/12	09272	2	ECM PUBLISHERS, INC.
4	420994		\$256.00	11/29/12	27974	0	ECMC
4	420995		\$12,000.00	11/29/12	28279	0	ELECTRIC CITIZEN
4	420996		\$228.00	11/29/12	27604	0	GREAT LAKES HIGHER EDUCATION CORPORATIO
4	420997		\$424.07	11/29/12	07390	0	GREATER TWIN CITIES UNITED WAY
4	420998		\$150.00	11/29/12	00000	5495	GROSSOEHME, KAREN
4	420999		\$176.50	11/29/12	08391	1	GROUP HEALTH INC.-WORKSITE
4	421000		\$173.91	11/29/12	27533	0	HENDERSON, JUDY M.
4	421001		\$3,025.85	11/29/12	02483	0	INTEGRA TELECOM
4	421002		\$36,654.14	11/29/12	27633	0	KELLY SERVICES, INC.
4	421003		\$2,739.00	11/29/12	28098	0	KIRB APPAREL LLC
4	421004		\$225.00	11/29/12	07356	2	MARSHALL PUBLIC SCHOOLS
4	421005		\$657.00	11/29/12	23866	0	MESSERLI & KRAMER PA
4	421006		\$115.00	11/29/12	02491	0	MIDWEST BAND INSTRUMENT SERV.
4	421007		\$250.00	11/29/12	09181	1	MN ADMINISTRATOR FOR SPECIAL EDUCATION (MASE)
4	421008		\$90.00	11/29/12	25316	0	MN-NAME
4	421009		\$144.00	11/29/12	08769	0	NCPERS MINNESOTA
4	421010		\$34.68	11/29/12	21596	0	ORIGINS
4	421011		\$480.00	11/29/12	24879	0	PEREZ, MELISSA M.
4	421012		\$120.00	11/29/12	21343	0	RAMACHER, THUY
4	421013		\$20.00	11/29/12	09588	4	SAVAGE, CITY OF
4	421014		\$46.20	11/29/12	00000	9525	SCHAUBACH, JENNIFER
4	421015		\$86.38	11/29/12	03532	2	SCHMITT MUSIC
4	421016		\$164.18	11/29/12	03196	6	SCHOLASTIC INC.
4	421017		\$7,249.83	11/29/12	07382	0	SCHOOL SERVICES EMPLOYEES LOCAL 284
4	421018		\$118.00	11/29/12	28281	1	SECURITAS SECURITY SERVICES USA, INC
4	421019		\$1,480.00	11/29/12	27462	1	SOLIANT HEALTH
4	421020		\$714.00	11/29/12	03413	0	SOUTH METRO SPORTS
4	421021		\$105.00	11/29/12	08894	0	SOUTH ST. PAUL SCHOOLS
4	421022		\$189.00	11/29/12	28283	0	SOUTHERN DUTCHESS NEWS
4	421023		\$75.00	11/29/12	28282	0	STUDENT TELEVISION NETWORK, INC.
4	421024		\$112.00	11/29/12	00321	0	SUN NEWSPAPERS
4	421025		\$15.20	11/29/12	00001	1353	TESEMMA, TIGIST

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	421026		\$341.87	11/29/12	23463	16	UNITED STATES TREASURY
4	421027		\$48,720.00	11/29/12	08595	0	UNIVERSITY OF MINNESOTA-TUITION
4	421028		\$867.34	11/29/12	27490	0	XEROX FINANCIAL SERVICES LLC
4	421029		\$60.00	12/04/12	27129	0	ALI, AMAAL
4	421030		\$79.96	12/04/12	01253	1	BATTERIES PLUS
4	421031		\$12.00	12/04/12	00000	686	BLOCK, KATHERINE
4	421032		\$998.33	12/04/12	00016	2471	BRADY HOFFMAN
4	421033		\$380.00	12/04/12	24024	0	BRIH DESIGN, LLC
4	421034		\$2,143.61	12/04/12	02519	0	CENTERPOINT ENERGY
4	421035		\$8,900.00	12/04/12	27322	0	CLIFTONLARSONALLEN, LLP
4	421036		\$124.57	12/04/12	28202	0	FOUNDATION 191
4	421037		\$1,180.00	12/04/12	26922	0	GAME WORLD
4	421038		\$87,500.00	12/04/12	27811	0	HEADWAY EMOTIONAL HEALTH SERVICES
4	421039		\$837.17	12/04/12	28262	0	INSTRUCTIONAL COACHING GROUP
4	421040		\$122.00	12/04/12	03003	2	J.W. PEPPER & SON INC.
4	421041		\$20,316.00	12/04/12	02102	0	KRAUS-ANDERSON INS. AGENCY, INC.
4	421042		\$3,438.82	12/04/12	27751	0	LABRECHE
4	421043		\$15.00	12/04/12	00000	699	LARSEN, DARREL
4	421044		\$4,622.80	12/04/12	26241	0	M&E REALTY COMPANY
4	421045		\$14.00	12/04/12	00000	679	MAHAMED, YASMIN
4	421046		\$15.00	12/04/12	00016	2482	MARTIN, PAULA
4	421047		\$224.80	12/04/12	25512	0	MAYER ARTS, INC.
4	421048		\$2,000.00	12/04/12	02491	0	MIDWEST BAND INSTRUMENT SERV.
4	421049		\$584.05	12/04/12	28105	0	MINNESOTA COACHES, INC.
4	421050		\$3,728.43	12/04/12	27547	1	MINNESOTA OFFICE TECHNOLOGY GROUP
4	421051		\$795.00	12/04/12	28020	0	MURPHY MANAGEMENT CONSULTANTS
4	421052		\$4,857.13	12/04/12	22639	1	NEXTEL
4	421053		\$83.00	12/04/12	28242	0	OASTER, WILLIAM
4	421054		\$45.00	12/04/12	00016	2480	PARRENT, RANDY
4	421055		\$79.11	12/04/12	03055	1	PITNEY BOWES INC.
4	421056		\$1,668.30	12/04/12	28185	0	RANDSTAD WORK SOLUTIONS
4	421057		\$69.00	12/04/12	00000	736	REDMOND, EMMA
4	421058		\$17.95	12/04/12	00016	2481	REITAN, JENNIFER
4	421059		\$203.00	12/04/12	25562	0	SACHS, ALICE
4	421060		\$8,958.33	12/04/12	09588	1	SAVAGE, CITY OF
4	421061		\$46.42	12/04/12	00000	688	SCHIPRETT, JIM
4	421062		\$345.00	12/04/12	27951	0	SONIC SOUND ENTERTAINMENT
4	421063		\$3,204.00	12/04/12	26921	0	SOUTH SUBURBAN CONFERENCE
4	421064		\$464.00	12/04/12	25672	0	SPECIAL DELIVERY OF MINNESOTA, INC
4	421065		\$62.00	12/04/12	00000	750	STENDEL, MARY
4	421066		\$4,650.00	12/04/12	27742	1	STRATEGIC SOURCE INC
4	421067		\$180.00	12/04/12	08203	2	TIES

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	421068		\$9,128.00	12/04/12	21008	0	TLC SPECIAL TRANSPORTATION
4	421069	Unissued	\$0.00	12/04/12	21008	0	TLC SPECIAL TRANSPORTATION
4	421070	Unissued	\$0.00	12/04/12	21008	0	TLC SPECIAL TRANSPORTATION
4	421071		\$148.24	12/04/12	20007	0	WASTE MANAGEMENT
4	421072		\$60.00	12/04/12	25837	0	WILLIAMS, REBECCA
4	421073		\$1,863.18	12/04/12	04451	11	XEROX CORPORATION
4	421074	Unissued	\$0.00	12/04/12	04451	11	XEROX CORPORATION
4	421075		\$450.00	12/07/12	04483	2	MN HIGH SCHOOL QUIZ BOWL, INC
4	421076		\$5,936.53	12/07/12	27343	0	ACCURATE HOME CARE, LLC
4	421077		\$200.00	12/07/12	00111	3	ACT
4	421078		\$133.00	12/07/12	23555	0	AHLVERS, STEVE
4	421079		\$60.00	12/07/12	27129	0	ALI, AMAAL
4	421080		\$1,233.00	12/07/12	26795	1	ALLIED PROFESSIONALS, INC.
4	421081		\$135.00	12/07/12	27958	0	AMERICAN INSTITUTES FOR RESEARCH
4	421082		\$310.00	12/07/12	27905	0	ANDERSON, JASMINE
4	421083		\$133.00	12/07/12	22218	0	ANDERSON, JESSE
4	421084		\$306.68	12/07/12	00106	0	AQUA ENGINEERING, INC.
4	421085		\$340.00	12/07/12	09426	0	ARNESON, AL
4	421086		\$680.00	12/07/12	07257	0	AUTISM SOCIETY OF MN (AUSM)
4	421087		\$4.00	12/07/12	09987	1	BEARCOM
4	421088		\$64.00	12/07/12	26265	0	BEECHER, JOHN
4	421089		\$3,320.00	12/07/12	27679	0	BENEFITFOCUS.COM, INC.
4	421090		\$75.00	12/07/12	03690	0	BURNSVILLE BLAZE WRESTLING BOOSTER CLUB
4	421091		\$20.00	12/07/12	00706	0	BURNSVILLE CHAMBER OF COMMERCE
4	421092		\$27,367.35	12/07/12	00435	0	BURNSVILLE ICE CENTER
4	421093		\$266.02	12/07/12	02781	5	CENTURYLINK
4	421094		\$124,399.00	12/07/12	22015	0	CM CONSTRUCTION COMPANY, INC.
4	421095		\$54.00	12/07/12	25928	0	DALE, CARL
4	421096		\$3,490.00	12/07/12	27788	3	DISTRICT 2 DECA
4	421097		\$644.00	12/07/12	27882	0	DX JUDGES ASSOCIATION
4	421098		\$96.00	12/07/12	28284	0	EKEREKE, OTORO
4	421099		\$1,404.00	12/07/12	25882	1	ENTERTAINMENT PUBLICATIONS LLC
4	421100		\$187.50	12/07/12	04416	0	FAIRVIEW
4	421101		\$3,125.00	12/07/12	26710	1	FESTIVAL SOUND & LIGHTING
4	421102		\$100.00	12/07/12	28238	0	FLADMARK, MIKE
4	421103		\$396.75	12/07/12	00001	1356	FRAZIER, WENDY
4	421104		\$133.00	12/07/12	20644	0	FREY, DAVE
4	421105		\$17.98	12/07/12	00575	0	GROTH MUSIC COMPANY
4	421106		\$2,170.24	12/07/12	28176	0	HARDCANDY CASES/GUMDROP CASES
4	421107		\$95.00	12/07/12	01111	1	HARVARD UNIVERSITY
4	421108		\$732.00	12/07/12	04763	0	HIRSCH, JAMES A.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	421109		\$23,562.42	12/07/12	09327	0	INTERMEDIATE SCHOOL DISTRICT 917
4	421110		\$235.68	12/07/12	00000	3769	JARNAGIN, KATHY
4	421111		\$60.00	12/07/12	22010	0	JASSO OSTGARD, SEVERA E.
4	421112		\$150.00	12/07/12	22921	0	JOHNSON, AYRLAHN
4	421113		\$350.00	12/07/12	27466	0	KAMENOV, MICHELLE
4	421114		\$258.40	12/07/12	08356	1	KENNEDY & GRAVEN, CHARTERED
4	421115		\$133.00	12/07/12	23607	0	KENNEY, PATRICK
4	421116		\$1,058.20	12/07/12	28228	0	KIDZ GEAR
4	421117		\$75.00	12/07/12	00000	6459	KLEIN, KAREN
4	421118		\$133.00	12/07/12	26493	0	LIKES, TIMOTHY
4	421119		\$150.00	12/07/12	24960	0	MCCABE, ED
4	421120		\$100.00	12/07/12	26315	1	METRO COMMUNITY ED. DIRECTORS ASSN.
4	421121		\$480.00	12/07/12	08865	2	METRO ECSU
4	421122		\$80.00	12/07/12	08865	10	METRO ECSU-REGION 11 ISD#920
4	421123		\$90.00	12/07/12	02491	0	MIDWEST BAND INSTRUMENT SERV.
4	421124		\$4,255.01	12/07/12	03029	1	MINNESOTA ENERGY RESOURCES CORPORATION
4	421125		\$11,213.19	12/07/12	07448	0	MINNESOTA VALLEY ELECTRIC COOPERATIVE
4	421126		\$450.00	12/07/12	09029	0	MN ACADEMY OF SCIENCE
4	421127		\$158.00	12/07/12	01265	0	MN ASSOC. FOR CHILDRENS MENTAL HEALTH
4	421128		\$75.00	12/07/12	22397	0	MN BOARD OF SCHOOL ADMINISTRATORS
4	421129		\$1,360.00	12/07/12	03814	0	MN COMMUNITY EDUCATION ASSOCIATION
4	421130		\$1,121.00	12/07/12	09615	0	MN RIVER VALLEY SPECIAL
4	421131		\$218.75	12/07/12	22324	0	MULTILINGUAL WORD, INC.
4	421132		\$5.35	12/07/12	00001	1355	MUSTON, SANDRA
4	421133		\$59.97	12/07/12	27289	0	NETWORK CORPORATION
4	421134		\$2,377.35	12/07/12	05335	1	OFFICE MAX INC.
4	421135		\$120.00	12/07/12	26894	0	OFFICE OF THE SECRETARY OF STATE
4	421136		\$310.90	12/07/12	25300	1	ORANGE TREE EMPLOYMENT SCREENING
4	421137		\$180.00	12/07/12	24879	0	PEREZ, MELISSA M.
4	421138		\$100.00	12/07/12	00024	0	PLYMOUTH PLAYHOUSE
4	421139		\$60.00	12/07/12	21343	0	RAMACHER, THUY
4	421140		\$313.60	12/07/12	28168	0	ROARK, RICHARD JEFFREY
4	421141		\$462.00	12/07/12	27421	0	SANBORN EDUCATION ASSOCIATES, INC.
4	421142		\$5,831.37	12/07/12	09588	0	SAVAGE, CITY OF
4	421143		\$173.20	12/07/12	09588	4	SAVAGE, CITY OF
4	421144		\$100.00	12/07/12	28250	0	SCHAFFER, BRAD
4	421145		\$141.20	12/07/12	00001	1354	SCHAUF, KEN
4	421146		\$187.62	12/07/12	03532	2	SCHMITT MUSIC
4	421147		\$2,208.00	12/07/12	09331	0	SCHMITTY & SONS SCHOOL BUSES, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	421148		\$133.00	12/07/12	25990	0	SCHUBERT, ZACHARY
4	421149		\$616.00	12/07/12	03609	0	SCIENCE MUSEUM OF MINN.
4	421150		\$160.00	12/07/12	00016	2483	SHADICK, LISA
4	421151		\$87.60	12/07/12	20185	0	SHIRTY SOMETHING
4	421152		\$1,480.00	12/07/12	27462	1	SOLIANT HEALTH
4	421153		\$58.20	12/07/12	01076	1	SOUTHWEST NEWSPAPERS
4	421154		\$100.00	12/07/12	27913	0	SPANGLER, ANNA
4	421155		\$75.00	12/07/12	00016	2484	THURNAU, NATALIE
4	421156		\$569.34	12/07/12	00826	1	TIERNEY BROTHERS, INC.
4	421157		\$32.20	12/07/12	04060	0	TRANS-MISSISSIPPI BIOLOGICAL SUPPLY
4	421158		\$652.00	12/07/12	27819	0	US BANK EQUIPMENT FINANCE
4	421159		\$209.41	12/07/12	04417	1	US FOODS INC
4	421160		\$1,000.00	12/07/12	26514	0	WALLACE, MATT
4	421161		\$75.00	12/07/12	00016	2485	WEBSTER, PAIGE
4	421162		\$80.00	12/07/12	00000	7033	WERNESSE, MORLEY
4	421163		\$3,407.79	12/07/12	04451	11	XEROX CORPORATION
4	421164	Unissued	\$0.00	12/07/12	04451	11	XEROX CORPORATION
4	421165		\$2,894.50	12/14/12	01118	0	ABLENET, INC.
4	421166		\$19,176.30	12/14/12	28147	1	AGROPUR
4	421167	Unissued	\$0.00	12/14/12	28147	1	AGROPUR
4	421168	Unissued	\$0.00	12/14/12	28147	1	AGROPUR
4	421169	Unissued	\$0.00	12/14/12	28147	1	AGROPUR
4	421170	Unissued	\$0.00	12/14/12	28147	1	AGROPUR
4	421171	Unissued	\$0.00	12/14/12	28147	1	AGROPUR
4	421172	Unissued	\$0.00	12/14/12	28147	1	AGROPUR
4	421173	Unissued	\$0.00	12/14/12	28147	1	AGROPUR
4	421174	Unissued	\$0.00	12/14/12	28147	1	AGROPUR
4	421175	Unissued	\$0.00	12/14/12	28147	1	AGROPUR
4	421176		\$81.95	12/14/12	03503	0	AMERICAN TIME & SIGNAL
4	421177		\$581.35	12/14/12	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	421178	Unissued	\$0.00	12/14/12	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	421179	Unissued	\$0.00	12/14/12	01365	0	AMERIPRIDE LINEN AND APPAREL SERVICES
4	421180		\$4,798.00	12/14/12	00249	1	APPLE COMPUTER INC.
4	421181		\$71.63	12/14/12	00428	0	ARAMARK
4	421182		\$290.50	12/14/12	25449	2	AUTOMATED LOGIC CORPORATION
4	421183		\$10,670.00	12/14/12	27223	1	AVID CENTER
4	421184		\$999.00	12/14/12	25720	0	B.L. DALVIN ROOFING COMPANY
4	421185		\$576.55	12/14/12	00386	1	BARNES & NOBLE INC
4	421186		\$6,042.07	12/14/12	09987	1	BEARCOM
4	421187		\$523.95	12/14/12	09893	0	BERGWALL PRODUCTIONS, INC.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	421188		\$285.00	12/14/12	25425	0	BERRY BLENDZ
4	421189		\$162.45	12/14/12	03931	0	BERRY COFFEE COMPANY
4	421190		\$12,540.00	12/14/12	00477	0	BIX PRODUCE COMPANY
4	421191	Unissued	\$0.00	12/14/12	00477	0	BIX PRODUCE COMPANY
4	421192	Unissued	\$0.00	12/14/12	00477	0	BIX PRODUCE COMPANY
4	421193	Unissued	\$0.00	12/14/12	00477	0	BIX PRODUCE COMPANY
4	421194	Unissued	\$0.00	12/14/12	00477	0	BIX PRODUCE COMPANY
4	421195	Unissued	\$0.00	12/14/12	00477	0	BIX PRODUCE COMPANY
4	421196	Unissued	\$0.00	12/14/12	00477	0	BIX PRODUCE COMPANY
4	421197		\$2,700.77	12/14/12	26720	0	BLUE BELL ENTERPRISES, INC.
4	421198		\$4,738.70	12/14/12	23784	0	BOYER TRUCKS SAVAGE
4	421199		\$279.82	12/14/12	28124	0	BRIN NORTHWESTERN GLASS COMPANY
4	421200		\$166.95	12/14/12	20289	1	CDW GOVERNMENT, INC.
4	421201		\$15,000.00	12/14/12	25888	0	CENTER FOR EFFICIENT SCHOOL OPERATIONS,
4	421202		\$781.80	12/14/12	05251	1	CHANNING BETE COMPANY, INC.
4	421203		\$229.23	12/14/12	03866	0	CONTINENTAL CLAY COMPANY
4	421204		\$42.65	12/14/12	00502	0	CORNERSTONE COPY CENTER
4	421205		\$236.36	12/14/12	24563	0	CRYSTAL BROOK DIRECT
4	421206		\$222.27	12/14/12	00645	0	CUB FOODS
4	421207		\$646.08	12/14/12	00279	0	D.S.D., INC.
4	421208		\$4,798.97	12/14/12	00576	1	DELTA
4	421209		\$73.55	12/14/12	00837	1	DEMCO, INC.
4	421210		\$166.18	12/14/12	01143	1	EBSCO
4	421211		\$214.39	12/14/12	01078	0	ELECTRO WATCHMAN, INC.
4	421212		\$325.00	12/14/12	23953	0	ELECTRONIC COMMUNICATION SYSTEMS, INC.
4	421213		\$765.00	12/14/12	27321	0	ELLIOTT'S PAINTING & DECORATING, INC.
4	421214		\$27.50	12/14/12	02995	0	FAST SIGNS
4	421215		\$175.93	12/14/12	23054	1	FASTENAL
4	421216		\$191.10	12/14/12	01231	0	FLINN SCIENTIFIC, INC.
4	421217		\$1,850.00	12/14/12	01475	0	FRIEDGES LANDSCAPING, INC.
4	421218		\$979.76	12/14/12	01458	1	GOPHER
4	421219		\$875.37	12/14/12	04387	1	GRAINGER
4	421220		\$162.71	12/14/12	01729	1	HIGHSMITH INC.
4	421221		\$34,859.04	12/14/12	09318	1	HILLYARD INC - MINNEAPOLIS
4	421222	Unissued	\$0.00	12/14/12	09318	1	HILLYARD INC - MINNEAPOLIS
4	421223		\$232.05	12/14/12	02527	2	HM RECEIVABLES CO LLC
4	421224		\$837.25	12/14/12	23838	2	HM RECEIVABLES CO, LLC
4	421225		\$304.70	12/14/12	01622	0	HOBART SERVICE
4	421226		\$220.00	12/14/12	01866	1	INDEPENDENT BLACK DIRT CO.
4	421227		\$28.00	12/14/12	24274	1	INNOVATIVE OFFICE SOLUTIONS

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	421228		\$300.00	12/14/12	01994	0	J&R SCHOOL SUPPLIES, INC.
4	421229		\$151.78	12/14/12	03834	1	J.A. SEXAUER, INC.
4	421230		\$889.56	12/14/12	27942	0	J.H. LARSON COMPANY
4	421231		\$548.90	12/14/12	01591	1	JAMES STANFIELD COMPANY, INC.
4	421232		\$2,000.86	12/14/12	01576	0	JAYTECH, INC.
4	421233		\$299.11	12/14/12	05816	0	JOHN A. DAL SIN & SON, INC.
4	421234		\$389.85	12/14/12	02203	0	LAKESHORE LEARNING MATERIALS
4	421235		\$1,404.18	12/14/12	05077	0	LOCKSAFE, INC.
4	421236		\$232.00	12/14/12	04999	0	LRP PUBLICATIONS
4	421237		\$4,567.26	12/14/12	02196	0	MACKIN EDUCATIONAL RESOURCES
4	421238		\$29,343.40	12/14/12	06559	0	MATRIX COMMUNICATIONS, INC.
4	421239		\$3,193.03	12/14/12	07752	0	MILLER ELECTRIC, INC.
4	421240		\$3,100.00	12/14/12	28240	0	MINNESOTA SUPPLY
4	421241		\$189.55	12/14/12	04961	0	MINVALCO, INC.
4	421242		\$182.00	12/14/12	28041	0	MIXMI BRANDS INC.
4	421243		\$29.88	12/14/12	27342	0	MONOPRICE
4	421244		\$50.00	12/14/12	03770	3	MPCA
4	421245		\$739.47	12/14/12	03519	0	NAPA AUTO PARTS
4	421246	Unissued	\$0.00	12/14/12	03519	0	NAPA AUTO PARTS
4	421247		\$334.00	12/14/12	02704	0	NASCO
4	421248		\$46.17	12/14/12	28276	0	NATURE'S CLASSROOM
4	421249		\$2,352.00	12/14/12	03091	4	NCS PEARSON INC
4	421250		\$101.40	12/14/12	25372	4	NCS PEARSON INC
4	421251		\$247.50	12/14/12	20381	0	NHA HEATING & AIR CONDITIONING, INC.
4	421252		\$1,522.87	12/14/12	20320	0	NORTHERN AIR CORPORATION
4	421253		\$354.90	12/14/12	28146	1	ODWALLA
4	421254		\$2,804.44	12/14/12	02489	1	OFFICE DEPOT COMPANY
4	421255	Unissued	\$0.00	12/14/12	02489	1	OFFICE DEPOT COMPANY
4	421256		\$282.35	12/14/12	03123	0	PAPCO
4	421257		\$324.33	12/14/12	26290	0	PERFORMANCE APPAREL, LLC
4	421258		\$176.53	12/14/12	03415	3	PITSCO EDUCATION
4	421259		\$864.00	12/14/12	03058	0	PSYCHOLOGICAL ASSESS. RESOURCES INC
4	421260		\$1,884.00	12/14/12	21744	0	QUALITY AIR MECHANICAL, INC.
4	421261		\$469.96	12/14/12	21851	0	RED WING SHOE STORE
4	421262		\$111.30	12/14/12	03808	1	SCANTRON CORPORATION
4	421263		\$47.05	12/14/12	03532	2	SCHMITT MUSIC
4	421264		\$74.70	12/14/12	27518	1	SCHOOL SPECIALTY
4	421265		\$389.13	12/14/12	25097	1	SCHOOL SPECIALTY INC
4	421266		\$278.00	12/14/12	27772	0	SEWER DAWGS PLUMBING & DRAINS LLC
4	421267		\$49.49	12/14/12	03745	2	SHERWIN-WILLIAMS
4	421268		\$102.46	12/14/12	03472	2	SHIFFLER EQUIPMENT SALES INC

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
4	421269		\$31.20	12/14/12	27563	0	SHRED RIGHT
4	421270		\$1,771.72	12/14/12	02217	1	SIEMENS INDUSTRY, INC.
4	421271		\$2,817.33	12/14/12	03587	1	SIMPLEX GRINNELL
4	421272		\$706.65	12/14/12	23998	2	SUMMIT FACILITY & KITCHEN SERVICE
4	421273		\$255.00	12/14/12	28204	0	SUMMIT PAINTING & HOME IMPROVEMENT
4	421274		\$831.50	12/14/12	22319	0	TEMPLE ELECTRIC MOTOR SERVICE INC.
4	421275		\$3,780.00	12/14/12	28253	0	THE TUBA EXCHANGE
4	421276		\$164.34	12/14/12	01377	0	THERAPY SHOPPE
4	421277		\$7,211.00	12/14/12	00826	1	TIERNEY BROTHERS, INC.
4	421278		\$6,350.00	12/14/12	08203	1	TIES
4	421279		\$19,680.00	12/14/12	21008	0	TLC SPECIAL TRANSPORTATION
4	421280	Unissued	\$0.00	12/14/12	21008	0	TLC SPECIAL TRANSPORTATION
4	421281	Unissued	\$0.00	12/14/12	21008	0	TLC SPECIAL TRANSPORTATION
4	421282	Unissued	\$0.00	12/14/12	21008	0	TLC SPECIAL TRANSPORTATION
4	421283	Unissued	\$0.00	12/14/12	21008	0	TLC SPECIAL TRANSPORTATION
4	421284	Unissued	\$0.00	12/14/12	21008	0	TLC SPECIAL TRANSPORTATION
4	421285		\$187.68	12/14/12	04060	0	TRANS-MISSISSIPPI BIOLOGICAL SUPPLY
4	421286		\$466.40	12/14/12	04037	1	TRIARCO ARTS & CRAFTS
4	421287		\$7,159.89	12/14/12	03802	0	TRIO SUPPLY
4	421288	Unissued	\$0.00	12/14/12	03802	0	TRIO SUPPLY
4	421289		\$374.95	12/14/12	03986	0	TROPHY HOUSE, INC.
4	421290		\$10,693.70	12/14/12	04498	2	TRUGREEN PROCESSING CENTER
4	421291		\$70.15	12/14/12	03438	0	TWIN CITY HARDWARE
4	421292		\$279.58	12/14/12	01197	1	US FOODS CULINARY EQUIPMENT & SUPPLIES LLC
4	421293		\$93,286.22	12/14/12	04417	1	US FOODS INC
4	421294	Unissued	\$0.00	12/14/12	04417	1	US FOODS INC
4	421295	Unissued	\$0.00	12/14/12	04417	1	US FOODS INC
4	421296	Unissued	\$0.00	12/14/12	04417	1	US FOODS INC
4	421297	Unissued	\$0.00	12/14/12	04417	1	US FOODS INC
4	421298	Unissued	\$0.00	12/14/12	04417	1	US FOODS INC
4	421299	Unissued	\$0.00	12/14/12	04417	1	US FOODS INC
4	421300	Unissued	\$0.00	12/14/12	04417	1	US FOODS INC
4	421301	Unissued	\$0.00	12/14/12	04417	1	US FOODS INC
4	421302		\$82.67	12/14/12	04296	1	VICTORY CORPS
4	421303		\$193.00	12/14/12	04563	0	WENZEL PLYMOUTH PLUMBING
4	421304		\$14,300.00	12/14/12	26801	0	XTREME TREE TEAM, INC.
4	421305		\$13,193.85	12/14/12	26238	0	YOCUM OIL COMPANY
<b>Check Count</b>	<b>770</b>	<b>Grand Total</b>	<b>\$2,414,636.51</b>				

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1006229		\$15.27	11/07/12	88888	8188	ANDERSON, SUZANNE E
1	1006230		\$30.01	11/07/12	88888	9569	ANDREWS, DONNA
1	1006231		\$25.48	11/07/12	88888	4467	BARLAGE, SUSAN
1	1006232		\$15.32	11/07/12	88888	11018	BARRETT, MARY LU
1	1006233		\$221.45	11/07/12	88888	7269	BARTH, TAMI RAE
1	1006234		\$52.43	11/07/12	88888	8233	BIELECK, DEBORAH D
1	1006235		\$30.87	11/07/12	88888	12947	BLOM, ANNE E
1	1006236		\$49.67	11/07/12	88888	7298	BRENNAN, CAROL ANN
1	1006237		\$19.70	11/07/12	88888	17292	CALNON, JENNIFER
1	1006238		\$169.83	11/07/12	88888	12806	CORBAY, STEPHANIE A
1	1006239		\$124.04	11/07/12	88888	17322	CZAPAR, KELLY N
1	1006240		\$15.12	11/07/12	88888	13256	FANDRICH, KARI M
1	1006241		\$165.00	11/07/12	88888	9689	FINN, FAY E
1	1006242		\$33.00	11/07/12	88888	11913	FOLEY, COLLEEN CHARLOTTE
1	1006243		\$95.02	11/07/12	88888	4110	GOETZ, DEBORAH E
1	1006244		\$228.75	11/07/12	88888	15682	GONZALEZ, MEGAN
1	1006245		\$36.80	11/07/12	88888	14219	GRIES, BRENDA J
1	1006246		\$64.44	11/07/12	88888	8737	HAMMES, TIMOTHY
1	1006247		\$26.14	11/07/12	88888	14112	HARTL, ARAN J
1	1006248		\$176.49	11/07/12	88888	7255	HAUER, PAMELA A
1	1006249		\$75.00	11/07/12	88888	6687	HILL, GWEN LOUISE
1	1006250		\$125.65	11/07/12	88888	8255	HILL, KARI L
1	1006251		\$9.60	11/07/12	88888	14613	JOHNSON, RONNA E
1	1006252		\$42.62	11/07/12	88888	14479	KIBLER, JEANNE
1	1006253		\$123.94	11/07/12	88888	16188	KLOECKL, SARAH ANN
1	1006254		\$39.20	11/07/12	88888	6810	KNUDSEN, EVYENIA
1	1006255		\$86.55	11/07/12	88888	16167	KNUTSON, CHRISTINE
1	1006256		\$24.54	11/07/12	88888	7847	KOLSTAD, MICHELE M
1	1006257		\$47.46	11/07/12	88888	17786	LARSON, KATIE
1	1006258		\$37.37	11/07/12	88888	9773	LEHNER, TIMOTHY
1	1006259		\$213.12	11/07/12	88888	17168	LINDHOLM, CHRISTOPHER D
1	1006260		\$51.95	11/07/12	88888	14836	MACDONALD, POLLY G
1	1006261		\$75.00	11/07/12	88888	14194	MAYERHOFER, TAMERA K
1	1006262		\$72.36	11/07/12	88888	12023	MCCARTHY, BRIGID M
1	1006263		\$75.00	11/07/12	88888	14292	NEHER, TAMALA SUE
1	1006264		\$10.86	11/07/12	88888	16645	PAVEK, BROOKE C
1	1006265		\$37.06	11/07/12	88888	16589	PLANTE, MARY TRACEY
1	1006266		\$75.00	11/07/12	88888	17813	RACETTE, MARCIA A
1	1006267		\$75.00	11/07/12	88888	15406	REUDER, ROXANNA
1	1006268		\$14.00	11/07/12	88888	12209	RYKKEN, MEGAN M
1	1006269		\$29.00	11/07/12	88888	6655	SHOGREN, CATHERINE J
1	1006270		\$270.73	11/07/12	88888	4356	SIMON, GLENN D.

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Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1006271		\$6.00	11/07/12	88888	14619	SLATTERY, CARA
1	1006272		\$117.84	11/07/12	88888	6968	SODERHOLM, WM ERIC
1	1006273		\$143.19	11/07/12	88888	14961	SPRY, KARIE
1	1006274		\$25.67	11/07/12	88888	14137	STAFFA, CARLA A
1	1006275		\$38.85	11/07/12	88888	3613	STEPHES, JANET
1	1006276		\$289.43	11/07/12	88888	6851	STEPHES, THOMAS J
1	1006277		\$19.03	11/07/12	88888	13437	SULLIVAN, JODI L
1	1006278		\$75.00	11/07/12	88888	17736	THEILER, KATIE J
1	1006279		\$39.27	11/07/12	88888	8543	TOLLERUD, TERESA JO
1	1006280		\$25.25	11/07/12	88888	16345	WALCZAK, CHERYL M
1	1006281		\$75.00	11/07/12	88888	17453	WALLACE, JOY M
1	1006282		\$14.76	11/07/12	88888	9669	WALLS, JENNIFER A
1	1006283		\$39.30	11/07/12	88888	11858	WALTER, VERONICA
1	1006284		\$15.98	11/07/12	88888	11966	WEAR, LISA
1	1006285		\$29.98	11/07/12	88888	11966	WEAR, LISA
1	1006286		\$69.89	11/07/12	88888	11966	WEAR, LISA
1	1006287		\$29.14	11/07/12	88888	17161	WEATHERFORD, ANDREA M
1	1006288		\$133.71	11/14/12	88888	3696	BERG, CAROL K
1	1006289		\$39.85	11/14/12	88888	9749	BLAIR, MICHAEL E.
1	1006290		\$18.54	11/14/12	88888	11821	BLANDIN, MELISSA
1	1006291		\$28.48	11/14/12	88888	8189	BRAUN, JEAN C
1	1006292		\$121.50	11/14/12	88888	6842	CHALLGREN, MARGARET TEN BROEK
1	1006293		\$212.49	11/14/12	88888	6842	CHALLGREN, MARGARET TEN BROEK
1	1006294		\$202.00	11/14/12	88888	6842	CHALLGREN, MARGARET TEN BROEK
1	1006295		\$39.96	11/14/12	88888	9786	COLLINS, LEANNE
1	1006296		\$71.71	11/14/12	88888	12806	CORBAY, STEPHANIE A
1	1006297		\$22.70	11/14/12	88888	9750	CORONIS, ANTHONY L
1	1006298		\$110.39	11/14/12	88888	8297	GALLAND, JOHN
1	1006299		\$25.54	11/14/12	88888	7314	GAMBUCCI, ANN MARIE
1	1006300		\$8.00	11/14/12	88888	12609	HAMEL, AMY
1	1006301		\$107.45	11/14/12	88888	17782	HANDLEY, CHRISTOPHER W
1	1006302		\$392.14	11/14/12	88888	6429	HART, CYNTHIA K.
1	1006303		\$46.75	11/14/12	88888	14710	HARTOG, KARRA L
1	1006304		\$7.33	11/14/12	88888	9777	HENRY, JOEL E
1	1006305		\$27.75	11/14/12	88888	10142	HOLCOMBE, SARA J
1	1006306		\$593.64	11/14/12	88888	13202	HRIMNAK, SANDI J
1	1006307		\$134.66	11/14/12	88888	17755	JOHNSON, CORY CHARLES
1	1006308		\$97.80	11/14/12	88888	16004	JORGENSEN, SHANNON E
1	1006309		\$13.99	11/14/12	88888	10810	JOROENSEN, KATHLEEN A
1	1006310		\$75.00	11/14/12	88888	10524	KAISER, DEBRA

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1006311		\$4.98	11/14/12	88888	274	KLATTE, JEAN H
1	1006312		\$94.29	11/14/12	88888	16789	KRONABETTER, JULIE R
1	1006313		\$33.88	11/14/12	88888	10637	KUGLER, JULIE
1	1006314		\$23.09	11/14/12	88888	5087	LEON, STEVEN F
1	1006315		\$66.64	11/14/12	88888	17168	LINDHOLM, CHRISTOPHER D
1	1006316		\$44.91	11/14/12	88888	12875	MATHEWS, STEPHANIE A
1	1006317		\$28.32	11/14/12	88888	14130	MCCROSKEY, SHARI
1	1006318		\$45.01	11/14/12	88888	12283	NELSON, MICHELLE L
1	1006319		\$94.91	11/14/12	88888	15112	NELSON, TARA A
1	1006320		\$48.51	11/14/12	88888	6326	NEPSUND, CYNTHIA J
1	1006321		\$48.23	11/14/12	88888	16740	NURMELA, CRYSTAL
1	1006322		\$38.96	11/14/12	88888	7569	O'REILLY, GINA
1	1006323		\$107.46	11/14/12	88888	8627	ORTH, STEVEN D. R.
1	1006324		\$90.92	11/14/12	88888	17730	RICHARDS, JOO REE
1	1006325		\$133.20	11/14/12	88888	9670	ROBOLE, VICKI M
1	1006326		\$94.35	11/14/12	88888	9670	ROBOLE, VICKI M
1	1006327		\$29.14	11/14/12	88888	8937	SAMPERS, CYNTHIA
1	1006328		\$45.02	11/14/12	88888	17775	SASSAMAN, TYLER
1	1006329		\$31.41	11/14/12	88888	8729	SCHWARTZHOFF, HELEN
1	1006330		\$28.75	11/14/12	88888	11808	SPODEN, ANNEMARIE
1	1006331		\$472.64	11/14/12	88888	11235	STEELE, DOUGLAS
1	1006332		\$48.97	11/14/12	88888	16046	STRAHOTA, SARA J
1	1006333		\$13.38	11/14/12	88888	16021	STREET, CHERYL K
1	1006334		\$233.49	11/14/12	88888	16543	WILLIAMS, ROXANNE J
1	1006335		\$13.77	11/14/12	88888	15662	WILSON, MICHELE L
1	1006336		\$18.72	11/14/12	88888	9586	WOLF, NICHOLAS
1	1006337		\$40.04	11/14/12	88888	17297	WRIGHT, LEA A
1	1006338		\$13.43	11/14/12	88888	15940	ZELLMER, JULIE A
1	1006339		\$58.28	11/21/12	88888	9390	ANDERSON, BARBARA JEAN
1	1006340		\$56.34	11/21/12	88888	16318	ANDERSON, SARAH R
1	1006341		\$14.09	11/21/12	88888	7839	BARNES, CHERISE C
1	1006342		\$167.40	11/21/12	88888	13666	BECKER, SARAH J
1	1006343		\$1,815.00	11/21/12	88888	14183	BELLMONT, CHRISTOPHER
1	1006344		\$25.20	11/21/12	88888	6452	BERG, JANET
1	1006345		\$43.79	11/21/12	88888	4032	BIAGINI, LAURIE
1	1006346		\$33.19	11/21/12	88888	9960	BOEKHOFF, LYNETTE
1	1006347		\$58.01	11/21/12	88888	9302	BOHR, JENNIFER L
1	1006348		\$82.14	11/21/12	88888	8725	BORNE, SUSAN R
1	1006349		\$15.00	11/21/12	88888	10851	BURNS, POLLYANNA M
1	1006350		\$7.00	11/21/12	88888	10851	BURNS, POLLYANNA M
1	1006351		\$9.60	11/21/12	88888	8461	CARLSON, COLETTE
1	1006352		\$36.63	11/21/12	88888	15074	CHAMERLIK, KAREN

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1006353		\$63.72	11/21/12	88888	17216	CHOUANARD, MARY E
1	1006354		\$10.00	11/21/12	88888	16356	CODDINGTON, LAURIE
1	1006355		\$10.83	11/21/12	88888	5747	CORDAHL, AMBER
1	1006356		\$16.65	11/21/12	88888	16608	DITMARSEN, SANDRA L
1	1006357		\$75.00	11/21/12	88888	17682	DOKKEN, JANELLE A
1	1006358		\$12.10	11/21/12	88888	15993	FAUST, DANIELLE M
1	1006359		\$948.84	11/21/12	88888	10909	GIBBONS, WILLIAM T
1	1006360		\$31.05	11/21/12	88888	16244	GILBERTSON, SHERRY A
1	1006361		\$18.99	11/21/12	88888	11361	HARROLD, STACEY L
1	1006362		\$338.79	11/21/12	88888	14710	HARTOG, KARRA L
1	1006363		\$64.28	11/21/12	88888	14710	HARTOG, KARRA L
1	1006364		\$22.00	11/21/12	88888	17771	HELWIG, KRISTINE K
1	1006365		\$34.71	11/21/12	88888	17771	HELWIG, KRISTINE K
1	1006366		\$12.90	11/21/12	88888	17771	HELWIG, KRISTINE K
1	1006367		\$77.70	11/21/12	88888	8309	HENDRIX, EUGENIA M
1	1006368		\$75.00	11/21/12	88888	17831	HESS, STACEY R
1	1006369		\$59.07	11/21/12	88888	8255	HILL, KARI L
1	1006370		\$78.84	11/21/12	88888	14751	KELLER, KATIE
1	1006372		\$20.31	11/21/12	88888	14147	KLINNERT, ELIZABETH
1	1006373		\$68.36	11/21/12	88888	17547	MERKEL-JACOBS, SARA A
1	1006374		\$15.00	11/21/12	88888	14675	NEISEN, LUANN M
1	1006375		\$48.37	11/21/12	88888	709	NORGAARD, PATRICIA
1	1006376		\$75.00	11/21/12	88888	17813	RACETTE, MARCIA A
1	1006377		\$7.00	11/21/12	88888	12413	SANDBERG, ANN
1	1006378		\$9.77	11/21/12	88888	6855	SCHILLING, PAM A
1	1006379		\$32.44	11/21/12	88888	11867	SCHLINK, JOANNE
1	1006380		\$197.90	11/21/12	88888	5031	SHELERUD, SHARON
1	1006381		\$144.91	11/21/12	88888	6874	STEAD, AMY JO
1	1006382		\$12.76	11/21/12	88888	12312	STROH, CAROL
1	1006383		\$75.00	11/21/12	88888	17736	THEILER, KATIE J
1	1006384		\$26.31	11/21/12	88888	17246	TRASK, EMILIE J
1	1006385		\$43.05	11/21/12	88888	7858	WARMKA, CHERI R
1	1006386		\$39.66	11/21/12	88888	184	WOLF, PATRICIA ANNE
1	1006387		\$150.33	11/21/12	88888	17247	WOOD, KIMBERLY R
1	1006388		\$34.25	11/28/12	88888	13406	ALLEN, SUSAN M
1	1006389		\$200.00	11/28/12	88888	7269	BARTH, TAMI RAE
1	1006390		\$151.16	11/28/12	88888	10150	BARTON, DUANE
1	1006391		\$400.00	11/28/12	88888	16560	CLEGG, RANDALL B
1	1006392		\$41.98	11/28/12	88888	12400	DYBVIG, JOAN E
1	1006393		\$247.76	11/28/12	88888	17781	EGGERS, SHEANA
1	1006394		\$18.98	11/28/12	88888	11913	FOLEY, COLLEEN CHARLOTTE
1	1006395		\$43.58	11/28/12	88888	17175	FUNSTON, KATHY L

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1006396		\$35.25	11/28/12	88888	7314	GAMBUCCI, ANN MARIE
1	1006397		\$18.32	11/28/12	88888	7399	GILES, SHARI M THEIS
1	1006398		\$393.19	11/28/12	88888	6429	HART, CYNTHIA K.
1	1006399		\$18.32	11/28/12	88888	14594	HEWETT, THOMAS
1	1006400		\$48.29	11/28/12	88888	9267	HOLDEN, MATTHEW J
1	1006401		\$43.18	11/28/12	88888	9267	HOLDEN, MATTHEW J
1	1006402		\$55.06	11/28/12	88888	3547	HUGSTAD-VAA, JENNIFER JO
1	1006403		\$59.90	11/28/12	88888	274	KLATTE, JEAN H
1	1006404		\$109.99	11/28/12	88888	10819	MAIDMENT, LORI
1	1006405		\$91.46	11/28/12	88888	12023	MCCARTHY, BRIGID M
1	1006406		\$53.44	11/28/12	88888	12647	MCDEVITT, JENNIFER
1	1006407		\$89.95	11/28/12	88888	17798	NIELSEN, BRITTNEY
1	1006408		\$25.98	11/28/12	88888	11481	STEENSGARD, ANN M
1	1006409		\$36.06	11/28/12	88888	17289	THOMPSON, LINDEE G
1	1006410		\$117.66	11/28/12	88888	15911	WILLSON, DAWN M
1	1006411		\$88.00	11/28/12	88888	11601	ZEIMET, EDWARD
1	1006412		\$71.04	12/05/12	88888	17902	AMUNDSON, CORTNEY
1	1006413		\$26.33	12/05/12	88888	9569	ANDREWS, DONNA
1	1006414		\$200.00	12/05/12	88888	16826	BARR, BARBARA M
1	1006415		\$18.04	12/05/12	88888	8461	CARLSON, COLETTE
1	1006416		\$291.49	12/05/12	88888	15717	COPELAND, ERIN C
1	1006417		\$83.25	12/05/12	88888	17322	CZAPAR, KELLY N
1	1006418		\$98.13	12/05/12	88888	16946	DAHL, SABRINA LYNN
1	1006419		\$82.97	12/05/12	88888	17829	DENOW, SONJA
1	1006420		\$80.49	12/05/12	88888	14970	DEUTSCH, MATTHEW R
1	1006421		\$11.99	12/05/12	88888	16608	DITMARSEN, SANDRA L
1	1006422		\$33.88	12/05/12	88888	17545	DONAHUE, KARA
1	1006423		\$13.18	12/05/12	88888	17752	DRIFKA, KAITLIN
1	1006424		\$22.20	12/05/12	88888	15922	DUNN, RUTH C
1	1006425		\$8.96	12/05/12	88888	8217	DWIRE, MELINDA
1	1006426		\$20.25	12/05/12	88888	13256	FANDRICH, KARI M
1	1006427		\$67.80	12/05/12	88888	11357	GANDRUD, JENNIFER L
1	1006428		\$24.98	12/05/12	88888	16244	GILBERTSON, SHERRY A
1	1006429		\$44.68	12/05/12	88888	4110	GOETZ, DEBORAH E
1	1006430		\$13.99	12/05/12	88888	16614	HAGEN, AIMEE E
1	1006431		\$182.50	12/05/12	88888	14710	HARTOG, KARRA L
1	1006432		\$32.00	12/05/12	88888	14710	HARTOG, KARRA L
1	1006433		\$71.39	12/05/12	88888	17771	HELWIG, KRISTINE K
1	1006434		\$4.44	12/05/12	88888	9777	HENRY, JOEL E
1	1006435		\$18.89	12/05/12	88888	14751	KELLER, KATIE
1	1006436		\$40.33	12/05/12	88888	8797	KNOTT, KELLY S
1	1006437		\$32.91	12/05/12	88888	16789	KRONABETTER, JULIE R

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
1	1006438		\$36.29	12/05/12	88888	7431	LANDMARK, SHARON K
1	1006439		\$7.00	12/05/12	88888	10140	MACKEY, GALE M
1	1006440		\$30.21	12/05/12	88888	10819	MAIDMENT, LORI
1	1006441		\$12.41	12/05/12	88888	17824	MARBLE, JILL L
1	1006442		\$29.49	12/05/12	88888	12875	MATHEWS, STEPHANIE A
1	1006443		\$10.06	12/05/12	88888	12875	MATHEWS, STEPHANIE A
1	1006444		\$101.01	12/05/12	88888	16501	NESS, KAREN M
1	1006445		\$150.41	12/05/12	88888	13692	NIEMIEC, ALICIA
1	1006446		\$200.00	12/05/12	88888	15962	NIESEN, ELIZABETH A
1	1006447		\$24.48	12/05/12	88888	5209	PAHULA, JACQUELINE L.
1	1006448		\$44.87	12/05/12	88888	17586	PERLICH, SHAWN
1	1006449		\$5.00	12/05/12	88888	17586	PERLICH, SHAWN
1	1006450		\$7.38	12/05/12	88888	16669	PETTINELLI, STEPHEN M
1	1006451		\$1,755.00	12/05/12	88888	12351	PORTER, JANICE
1	1006452		\$25.00	12/05/12	88888	17638	POWERS, DANIEL
1	1006453		\$101.01	12/05/12	88888	16574	ROBASSE, CHRISTINE M
1	1006454		\$97.68	12/05/12	88888	16574	ROBASSE, CHRISTINE M
1	1006455		\$94.57	12/05/12	88888	17725	ROMANSKY, ROBERT J
1	1006456		\$66.67	12/05/12	88888	11689	SCHWAB, ANGELA M
1	1006457		\$207.79	12/05/12	88888	4356	SIMON, GLENN D.
1	1006458		\$200.00	12/05/12	88888	14961	SPRY, KARIE
1	1006459		\$190.56	12/05/12	88888	13441	TESMER, RUSSELL
1	1006460		\$21.15	12/05/12	88888	15856	TOUSIGNANT, HOLLY
1	1006461		\$183.98	12/05/12	88888	17169	VAUGHT, ELIZABETH C
1	1006462		\$74.54	12/05/12	88888	11462	VAURIO, SONYA
1	1006463		\$360.00	12/05/12	88888	9295	WAGNER-SMITH, SHERRY
1	1006464		\$154.85	12/05/12	88888	13905	WENDLING, PAULA L
<b>Check Count</b>	<b>235</b>	<b>Grand Total</b>	<b>\$22,324.81</b>				

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## Check Register Report

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Address Number	Vendor Name
3	100748		\$2,262.00	11/15/12	08999	1	MINNESOTA ELEVATOR INC
3	100749		\$3,840.00	11/15/12	27745	0	PLADSON ENVIRONMENTAL, INC.
3	100750		\$2,850.00	11/15/12	21743	0	SCHWAB VOLLHABER LUBRATT SERVICE, INC
3	100751		\$83,776.05	11/29/12	26500	0	ARMSTRONG TORSETH SKOLD & RYDEEN INC.
3	100752		\$4,892.00	11/29/12	20320	0	NORTHERN AIR CORPORATION
3	100753		\$26,690.00	11/29/12	28078	0	SMB OF MINNESOTA
3	100754		\$6,100.00	11/29/12	27619	1	SRI CONSULTANTS, INC.
3	100755		\$2,161.45	11/29/12	28141	0	TITAN ENVIRONMENTAL, INC.
3	100756		\$386.10	12/07/12	09272	2	ECM PUBLISHERS, INC.
3	100757		\$3,728.00	12/07/12	01641	0	H&B SPECIALIZED PRODUCTS, INC.
3	100758		\$4,100.00	12/07/12	26325	0	JULEE QUARVE-PETERSON, INC.
3	100759		\$9,257.59	12/07/12	27651	1	TRUSTEES OF THE SHEET METAL LOCAL #10
<b>Check Count</b>	<b>12</b>	<b>Grand Total</b>	<b>\$150,043.19</b>				



**Agenda III.B.5  
Dec 20, 2012**

**TO: Dr. Randall Clegg, Superintendent**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: Dec 20, 2012**  
**RE: Budget Analysis for the Month Ending November, 2012**

**RECOMMENDATION:** That the Board accept the Budget Analysis for the month ending November 30, 2012

The November Budget Reports are presented for Board information and review. The reports indicate that year-to-date expenditures plus encumbrances in all funds total \$42,920,496 or 27.29% of the Revised Budget. Year-to-date revenue in all funds total \$42,858,383 or 29.07% of the Revised Budget.

Summary financial reports are provided to allow monthly monitoring of the budget as follows:

Revenue Summary By Fund  
Expenditure Summary By Fund

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 upon request.

To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, a graph has 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 Expenditures 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 11/01/12 TO 11/30/12

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 YEAR ACTUAL	REVENUE BUDGET	11/01/12 TO 11/30/12	FISCAL YEAR 201207 RECEIVED THRU 11/30/12	REMAINING ON 11/30/12	PERCENT REMAINING
01 GENERAL	110,203,095.16	109,396,368	14,370,479.16-	35,201,636.44	74,194,731.56	67.82 %
02 FOOD SERVICE	4,625,263.62	4,441,168	227,547.64	1,342,697.65	3,098,470.35	69.76 %
04 COMMUNITY SERVICE	5,915,111.94	5,041,462	184,084.50-	1,677,402.44	3,364,059.56	66.72 %
06 CAPITAL PROJECTS	28,233.26	25,000	25.75	14,229.84	10,770.16	43.08 %
07 DEBT SERVICE	7,343,410.85	7,354,494	3,159,983.65	3,335,768.17	4,018,725.83	54.64 %
08 FLEX BENEFIT FUND	760,731.16	850,000	65,263.65	186,949.66	663,050.34	78.00 %
09 SCHOLARSHIP FUND	42,317.23	28,250	0.00	7,000.00	21,250.00	75.22 %
11 RHEAUME EDUCATIONAL FUND	1.57	0	0.00	1.57-	1.57	0.00 %
12 K ROGERS SCHOLARSHIP	2.69	0	0.00	2.69-	2.69	0.00 %
15 CAMPUS CUP	117,547.53	115,000	8,911.19	34,198.16	80,801.84	70.26 %
20 ISF - DENTAL	900,769.61	980,300	0.00	0.00	980,300.00	100.00 %
21 ISF - POST RETIREMENT BENEFITS	1,005,230.65	603,500	0.00	0.00	603,500.00	100.00 %
22 ISF - HEALTH SELECT 105	14,407,690.26	16,003,000	0.00	0.00	16,003,000.00	100.00 %
25 OPEB REVOCABLE TRUST	936,951.76	925,000	46,757.47	317,587.61	607,412.39	65.66 %
47 POST EMPLOYMENT BENEFITS	1,655,377.98	1,661,520	712,177.00	740,914.78	920,605.22	55.40 %

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STATEMENT OF REVENUE

DIST 0191 Burnsville-Eagan-Savage ISD191 ACCOUNTING PERIOD 11/01/12 TO 11/30/12

FD	PRIOR YEAR ACTUAL	REVIS	BUDGET	11/01/12	RECEIVED	FISCAL YEAR 201207	THRU 11/30/12	REMAINING ON 11/30/12	PERCENT REMAINING
50	0.00	0	0.49	2.59			2.59-	0.00 %	
*** REPORT TOTALS:		147,941,735.27	147,425,062	10,333,896.82-	42,858,383.08		104,566,678.92	70.92 %	

STATEMENT OF EXPENDITURES

DIST 0191 Burnsville-Eagan-Savage ISD191 ACCOUNTING PERIOD 11/01/12 TO 11/30/12

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>

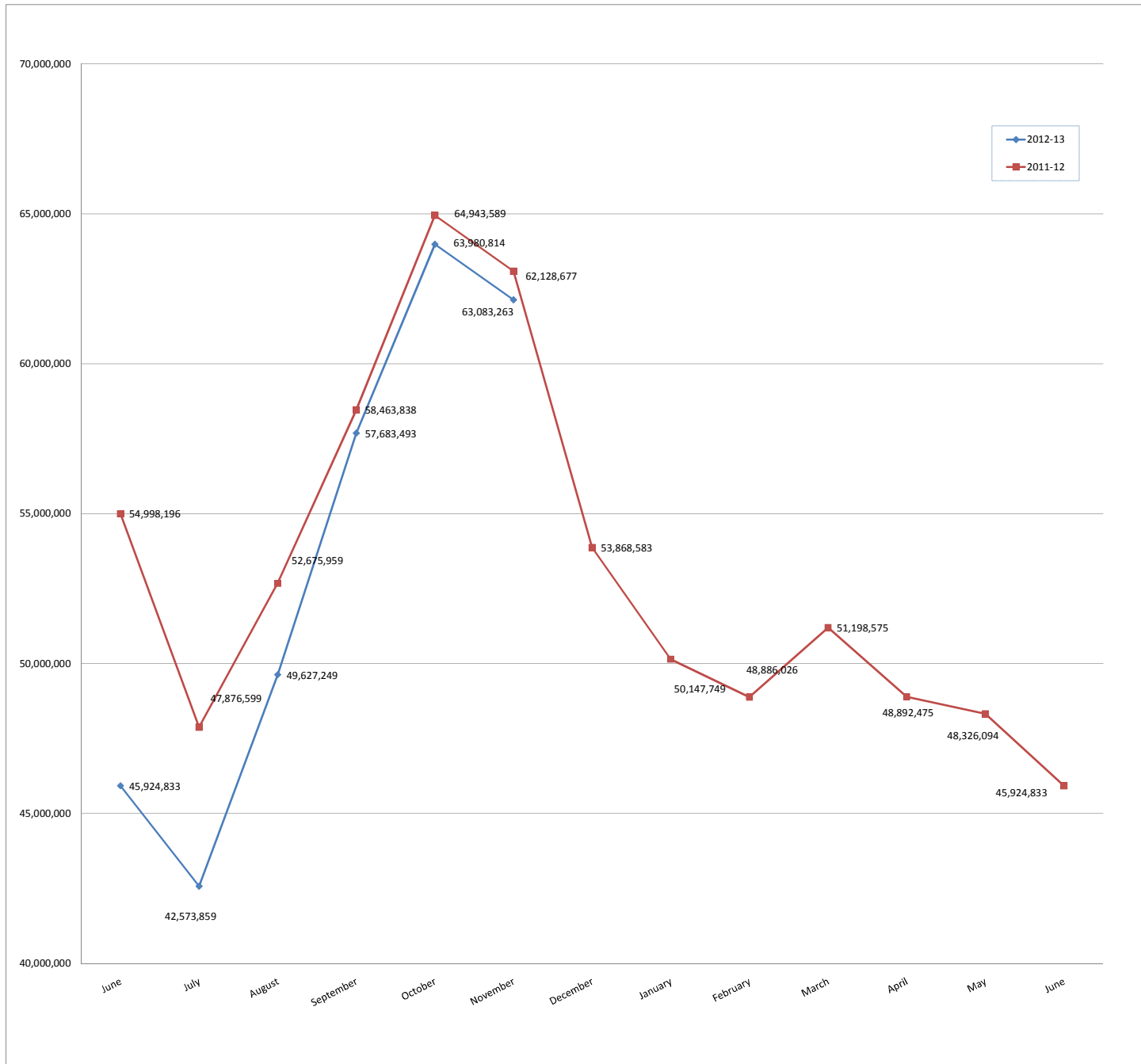
FD	PRIOR YEAR	ACTUAL	REVISED BUDGET	11/01/12	EXPENDED THRU 11/30/12	FISCAL YEAR 201207 ENCUMBERED THRU 11/30/12	REMAINING ON 11/30/12	PERCENT REMAINING
01 GENERAL	99,627,408.73	105,335,660	8,110,644.46	32,511,320.26	373,668.83	72,450,671.91	68.78 %	
02 FOOD SERVICE	4,424,905.33	4,607,055	425,559.54	1,596,861.52	7,918.76	3,002,274.72	65.16 %	
03 TRANSPORTATION	6,388,943.57	6,286,600	210,880.60	376,906.74		5,909,693.26	94.00 %	
04 COMMUNITY SERVICE	5,345,786.62	5,033,159	364,329.38	1,908,403.65	38,346.47	3,086,408.88	61.32 %	
06 CAPITAL PROJECTS	10,002,487.70	6,142,095	266,788.89	2,595,150.61	144,524.88	3,402,419.51	55.39 %	
07 DEBT SERVICE	7,486,230.69	7,603,256	400.00	1,714,728.76		5,888,527.24	77.44 %	
08 FLEX BENEFIT FUND	774,210.32	860,025	45,476.32	252,704.61		607,320.39	70.61 %	
09 SCHOLARSHIP FUND	46,978.83	30,000	0.00	4,500.00		25,500.00	85.00 %	
11 RHEAUME EDUCATIONAL FUND	3,441.30	0	0.00	0.00		0.00	0.00 %	
12 KATHY ROGERS SCHOLARSHIP FUND	5,899.57	0	0.00	0.00		0.00	0.00 %	
15 CAFE	123,416.06	110,264	7,292.56	26,912.44		83,351.56	75.59 %	
20 ISF - DENTAL	922,119.04	980,300	52,020.84	372,083.33		608,216.67	62.04 %	
21 ISF - POST RETIREMENT BENEFITS	310,790.19-	1,460,500	0.02	22,301.69		1,438,198.31	98.47 %	
22 ISF - HEALTH SELECT 105	14,931,683.49	16,000,000	0.00	0.00		16,000,000.00	100.00 %	
25 OPEB REVOCABLE TRUST	1,593,791.20	1,228,000	97,515.23	510,373.36		717,626.64	58.43 %	

47

FD	PRIOR	FISCAL YEAR 201207						PERCENT
47	YEAR	REVIS	11/01/12	EXPEN	ENCUM	REMAIN	REMAIN	
	ACTUAL	BUDGET	11/30/12	THRU 11/30/12	THRU 11/30/12	ON 11/30/12	REMAINING	
47 POST EMPLOYMENT BENEFITS	1,578,850.00	1,584,400	0.00	463,700.00		1,120,700.00	70.73 %	
50 STUDENT FUND	0.00	0	20.65	90.53		90.53-	0.00 %	
*** REPORT TOTALS:	152,945,362.26	157,261,314	9,580,928.49	42,356,037.50	564,458.94	114,340,817.56	72.71 %	

48

ALL FUNDS CASH AND INVESTMENTS  
2011-12 2012-13

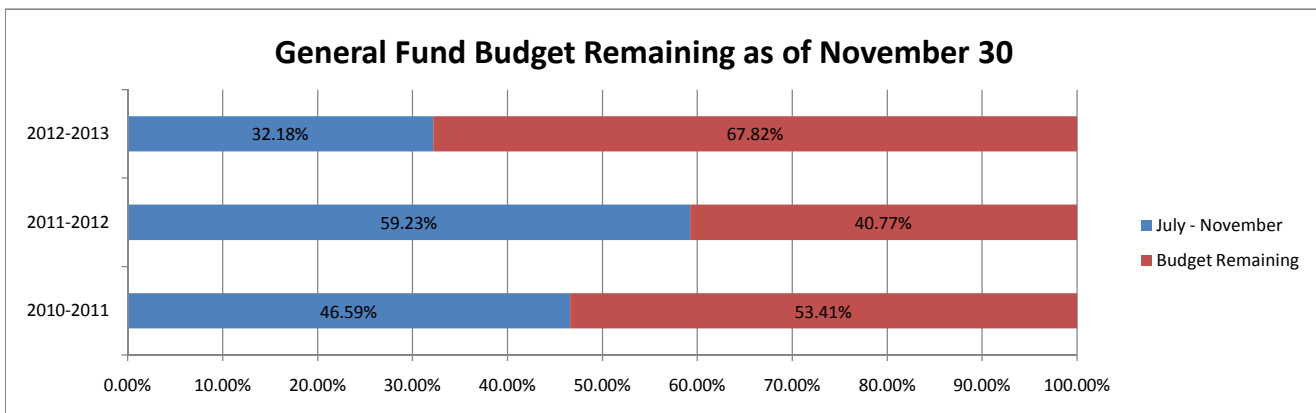
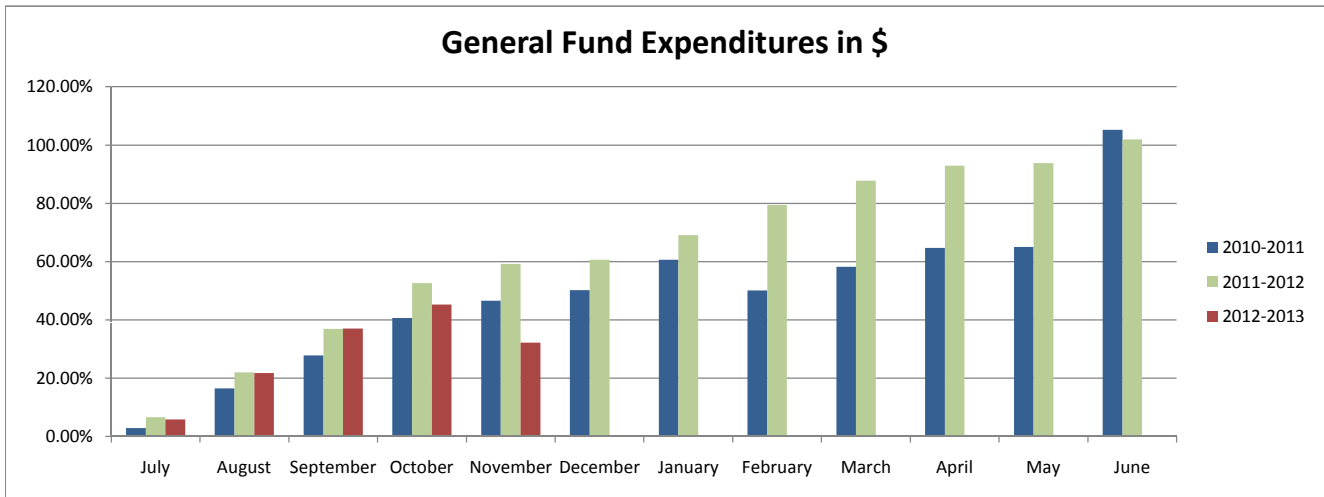


GENERAL FUND CASH AND INVESTMENTS  
2011-12 2012-13



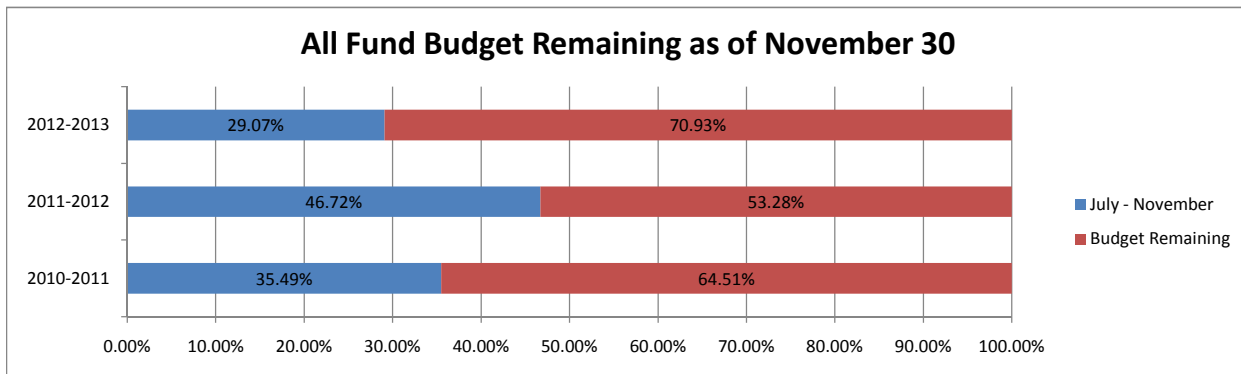
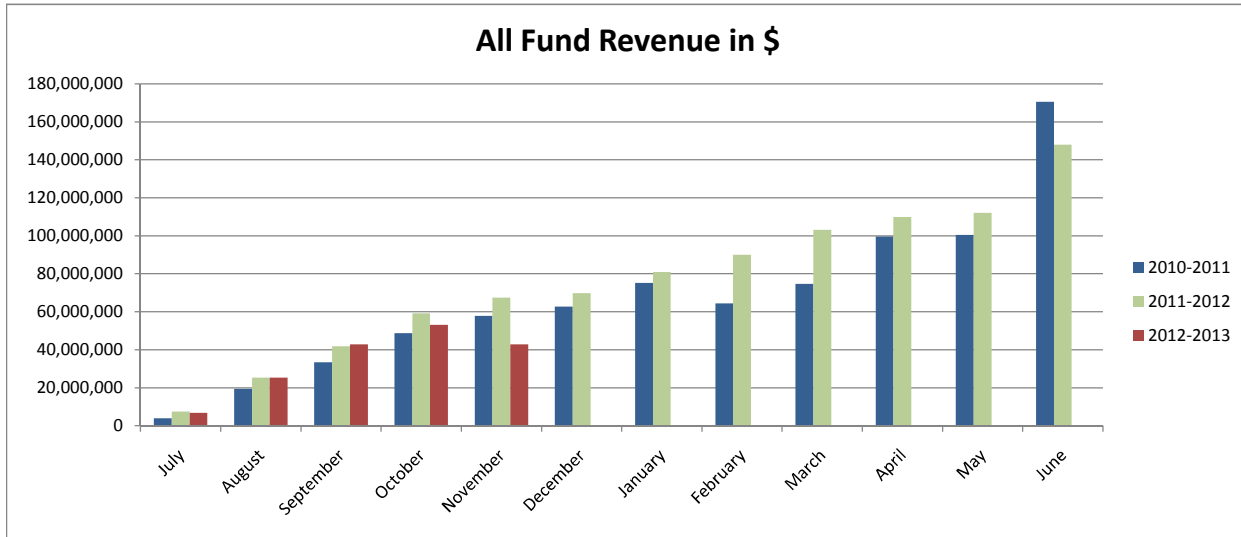
**REVENUE COMPARISON  
GENERAL FUND**

	2010-2011		2011-2012		2012-2013	
	\$	%	\$	%	\$	%
July	3,122,179	2.86%	7,093,997	6.62%	6,416,600	5.86%
August	17,936,449	16.44%	23,532,598	21.96%	23,874,618	21.80%
September	30,322,237	27.78%	39,551,743	36.91%	40,538,045	37.02%
October	44,402,827	40.69%	56,355,393	52.59%	49,597,402	45.29%
November	50,842,027	46.59%	63,472,487	59.23%	35,235,834	32.18%
December	54,770,566	50.19%	65,012,573	60.67%		
January	66,187,965	60.65%	74,806,802	69.13%		
February	54,620,881	50.05%	82,739,097	79.46%		
March	63,578,814	58.26%	94,960,790	87.76%		
April	70,584,775	64.68%	100,543,940	92.91%		
May	71,023,409	65.08%	101,530,967	93.82%		
June	114,885,450	105.27%	110,320,643	101.95%		
<b>BUDGET</b>	<b>109,133,898</b>	<b>100.00%</b>	<b>108,215,137</b>	<b>100.00%</b>	<b>109,511,368</b>	<b>100.00%</b>



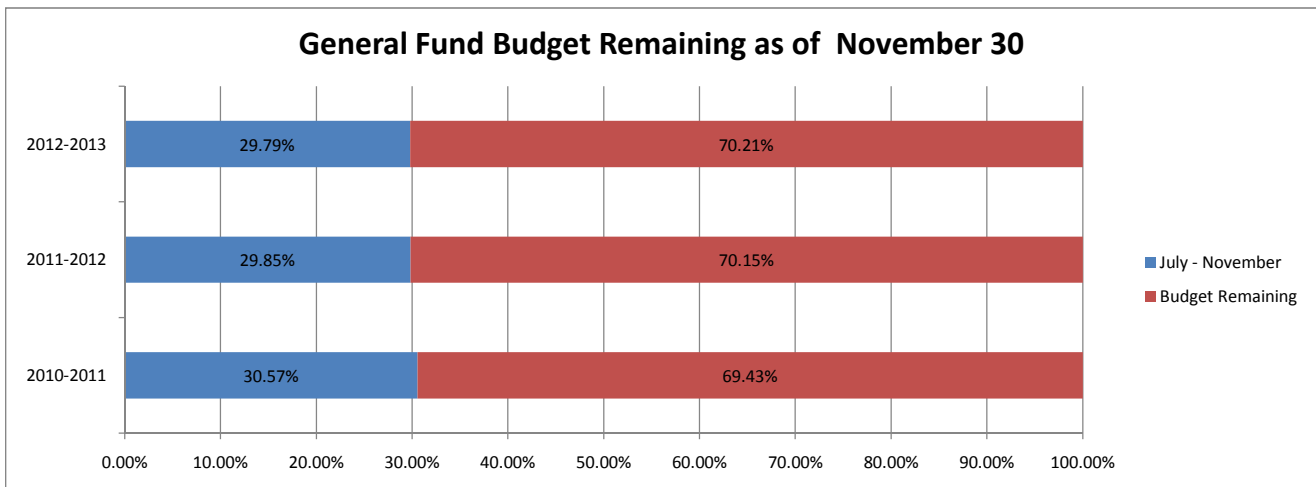
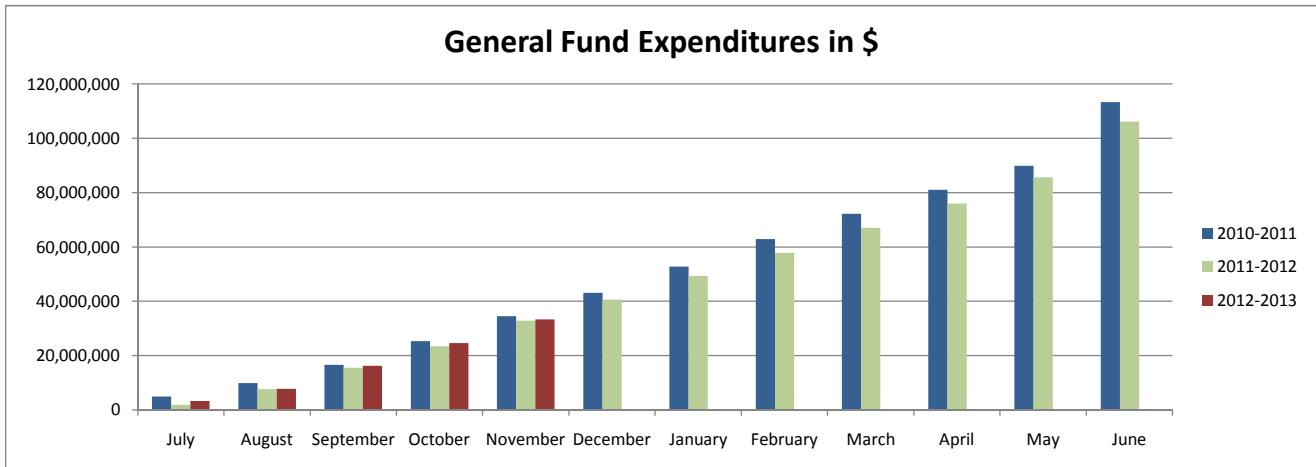
**REVENUE COMPARISON  
ALL FUNDS**

	2010-2011		2011-2012		2012-2013	
	\$	%	\$	%	\$	%
July	3,960,044	2.43%	7,383,166	5.12%	6,717,367	4.56%
August	19,404,774	11.90%	25,261,709	17.51%	25,348,903	17.19%
September	33,360,592	20.49%	41,882,133	29.02%	42,917,836	29.11%
October	48,751,886	29.94%	59,133,007	40.97%	53,192,279	36.08%
November	57,799,789	35.49%	67,424,877	46.72%	42,858,383	29.07%
December	62,794,901	38.56%	69,852,511	48.40%		
January	75,192,383	46.17%	80,977,156	54.91%		
February	64,338,993	39.51%	90,046,599	61.06%		
March	74,733,309	45.89%	103,238,821	70.01%		
April	99,609,270	61.17%	109,880,526	74.51%		
May	100,463,856	61.69%	112,034,809	75.97%		
June	170,589,680	104.76%	147,941,735	100.32%		
<b>BUDGET</b>	<b>162,845,064</b>	<b>100.00%</b>	<b>147,471,770</b>	<b>100.00%</b>	<b>147,425,062</b>	<b>100.00%</b>



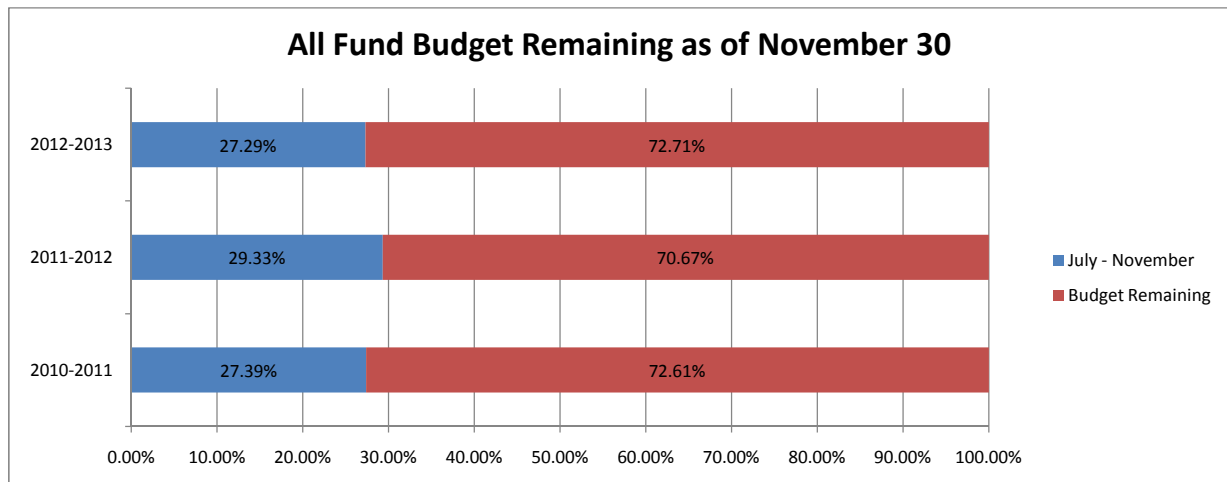
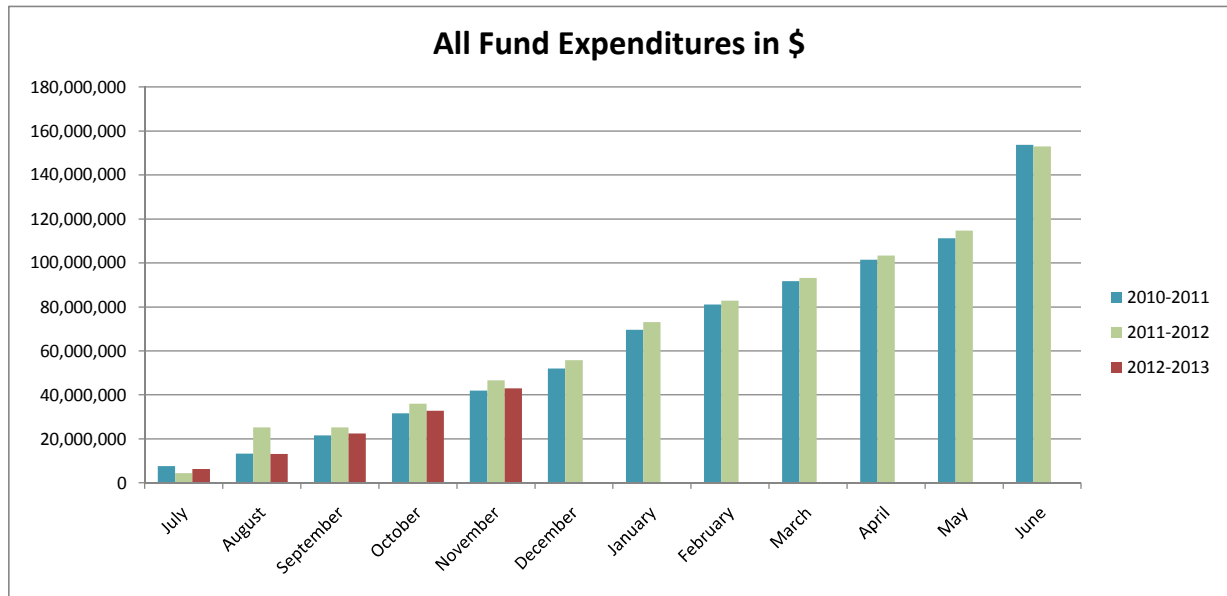
**EXPENDITURE COMPARISON  
GENERAL FUND**

	2010-2011		2011-2012		2012-2013	
	\$	%	\$	%	\$	%
July	4,922,278	4.36%	1,920,659	1.75%	3,291,612	2.95%
August	9,854,424	8.74%	7,602,157	6.91%	7,718,161	6.91%
September	16,577,212	14.70%	15,549,941	14.13%	16,257,842	14.55%
October	25,373,519	22.49%	23,463,345	21.32%	24,586,322	22.00%
November	34,477,970	30.57%	32,846,900	29.85%	33,288,809	29.79%
December	43,159,365	38.26%	40,659,617	36.95%		
January	52,790,539	46.80%	49,371,206	44.87%		
February	62,902,754	55.76%	57,853,489	52.58%		
March	72,217,528	64.02%	67,054,177	60.94%		
April	81,095,423	71.89%	75,967,418	69.04%		
May	89,930,101	79.72%	85,694,257	77.88%		
June	113,377,017	100.51%	106,139,768	96.46%		
<b>BUDGET</b>	<b>112,801,550</b>	<b>100.00%</b>	<b>110,032,711</b>	<b>100.00%</b>	<b>111,732,524</b>	<b>100.00%</b>



**EXPENDITURE COMPARISON  
ALL FUNDS**

	2010-2011		2011-2012		2012-2013	
	\$	%	\$	%	\$	%
July	7,653,209	4.99%	4,443,384	2.80%	6,237,592	3.97%
August	13,296,265	8.68%	25,261,709	17.51%	13,194,220	8.39%
September	21,612,757	14.10%	25,168,247	15.85%	22,408,191	14.25%
October	31,685,546	20.68%	35,939,090	22.64%	32,775,109	20.84%
November	41,975,355	27.39%	46,557,513	29.33%	42,920,496	27.29%
December	51,987,145	33.92%	55,841,757	35.17%		
January	69,667,002	45.46%	73,137,729	45.38%		
February	81,081,869	52.91%	82,827,435	51.39%		
March	91,721,194	59.85%	93,227,208	58.70%		
April	101,449,986	66.20%	103,394,820	64.16%		
May	111,236,213	72.59%	114,729,069	71.19%		
June	153,708,757	100.30%	152,945,362	94.91%		
<b>BUDGET</b>	<b>153,243,891</b>	<b>100.00%</b>	<b>161,149,725</b>	<b>100.00%</b>	<b>157,261,314</b>	<b>100.00%</b>





**AGENDA III.B.6  
December 20, 2012**

TO: Members, Board of Education  
Dr. Randall Clegg, Superintendent

FROM: Chris Lindholm

DATE: December 20, 2012

RE: 2012-2013 American Indian Parent Advisory Committee Resolution

**Recommendation:** That the Board of Education accept the 2012-2013 American Indian Parent Advisory Committee Resolution.

State law and School Board Policy require the establishment of an American Indian Parent Advisory Committee. Members present at the meeting held on December 11, 2012, were Frank Smith, Beth Tepper, and Chris Lindholm. The Chairperson of American Indian Parent Committee is Beth Tepper, a parent in the school district.



**2012-13 Parent Committee Resolution**

**WHEREAS**, the Burnsville-Eagan-Savage School District #191 provides an opportunity for all of its citizens to participate in district program communities, and

**WHEREAS**, the Indian Education Parent Committee of the Burnsville-Eagan-Savage School District #191 is the duly elected and established Parent Committee comprised of parents of children eligible to be enrolled in American Indian programs, secondary students, representatives from community groups, school administrators, and

**WHEREAS**, the Parent Committee's current responsibilities are addressed in district practices and apply to programs specifically designed for American Indian learners, and

**WHEREAS**, the Parent Committee's responsibilities have been expanded to include involvement in and advisement of all educational programs, programs for elementary and secondary grades, special education programs and support services, and

**WHEREAS**, the Indian Education Parent Committee of the Burnsville-Eagan-Savage School District #191 did meet on December 11, 2012 to review, recommend and approve this Resolution, and

**WHEREAS**, the Parent Committee had found most of the District's educational programs to be adequate in meeting the needs of American Indian students.

**THEREFORE BE IT RESOLVED**, the Parent Committee of the Burnsville-Eagan-Savage School District #191 does concur that the district's programs meet American Indian student needs.

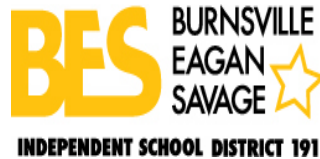
In favor of Resolution   2  

Not in favor of Resolution   0  

  Beth Tepper    
Chairperson of American Indian Parent Committee

  12/12/12    
Date

*If the committee does not concur with the Resolution, the reasons for the non-concurrence and recommendations shall be submitted with this Resolution. By resolution, the Board must respond, to each recommendation made by the committee and state its reasons for not implementing the recommendation. (MN Statute 124D.78 Subd. 1)*



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TO: Members, Board of Education  
Randy Clegg, Superintendent

Agenda Item III.B.7  
December 20, 2012

FROM: Lisa Rider, Executive Director of Business Services

DATE: December 20, 2012

RE: Change Order #6 for the 2011-2012 Burnsville High School Deferred Maintenance Project

**Recommendation:** That the Board of Education approve change order #6 for the 2011-2012 Burnsville High School Deferred Maintenance Project.

On March 17, 2011 the School Board approved the bids for the 2011-12 Deferred Maintenance Project at Burnsville High School. Change Order #6 is an addition of \$61,507.00 to the original contract. The majority of these changes were unforeseen conditions that were only uncovered during the demolition work.

The items on this change order have been reviewed and validated by ATS&R Architects and Engineers.



# AIA Document G701™ - 2001

JORGENSEN CONSTRUCTION INC.

AUG 30 2012

Received

## Change Order

**PROJECT (Name and address):**  
Burnsville High School  
2011/2012 Deferred Maintenance  
600 East Highway 13  
Burnsville, Minnesota

**CHANGE ORDER NUMBER:** 006  
**DATE:** August 14, 2012

**OWNER:**   
**ARCHITECT:**   
**CONTRACTOR:**   
**FIELD:**   
**OTHER:**

**TO CONTRACTOR (Name and address):**  
Jorgenson Construction, Inc.  
9255 East River Road Northwest  
Coon Rapids, MN 55433

**ARCHITECT'S PROJECT NUMBER:** 09064  
**CONTRACT DATE:** March 17, 2011  
**CONTRACT FOR:** General Construction

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

1. Per RFCOP #71R, dated 5/31/12, deleting transfer grilles.	DEDUCT (-\$2,424)
2. Per RFCOP #87, dated 6/1/12, add elevator disconnect.	ADD \$302
3. Per RFCOP #90, dated 7/12/12, changes to folding grille pocket areas.	ADD \$1,260
4. Per RFCOP #91, dated 7/12/12, terrazzo changes in bathrooms.	ADD \$12,000
5. Per RFCOP #92, dated 7/16/12, modify handrail at ramp.	ADD \$1,069
6. Per RFCOP #93, dated 7/27/12, miscellaneous low voltage work.	ADD \$2,267
7. Per RFCOP #94, dated 7/27/12, add D2 openings.	ADD \$3,595
8. Per GCPR #51R, dated 8/6/12, repair laminate countertop in room 4-D201.	ADD \$742
9. Per GCPR #54, dated 7/27/12, furnish access panels.	ADD \$236
10. Per GCPR #56, dated 7/12/12, additional drywall framing per RFI #159.	ADD \$1,103
11. Per GCPR #58, dated 7/16/12, sloped metal sidewalls at elevator.	ADD \$4,044
12. Per GCPR #59, dated 7/16/12, add break metal in Room 5-202.	ADD \$180
13. Per GCPR #60, dated 7/16/12, cut off plaster from existing soffit per RFI #160.	ADD \$789
14. Per GCPR #61, dated 7/16/12, remove markerboard, chalkboard, rail, etc. per RFI #172.	ADD \$979
15. Per GCPR #62, dated 7/16/12, relocating existing sprinkler line per RFI #177.	ADD \$1,251
16. Per GCPR #63, dated 7/16/12, add soffit area per RFI #157.	ADD \$1,444
17. Per GCPR #64, dated 7/16/12, relocate VAV per RFI #179.	ADD \$1,970
18. Per GCPR #65R, dated 7/27/12, add floor and wall patching per RFI #176.	ADD \$2,835
19. Per GCPR #66 part 1, dated 7/30/12, modify elevator lobbies per RFI #174.	ADD \$5,252
20. Per GCPR #66 part 2, dated 7/30/12, modify elevator lobbies per RFI #174.	ADD \$3,275
21. Per GCPR #67R, dated 7/27/12, changes to ductwork per RFI #180.	ADD \$1,736
22. Per GCPR #68R, dated 7/27/12, changes to wall surfaces in media center per RFI #171.	ADD \$8,433
23. Per GCPR #70, dated 7/23/12, add three access panels.	ADD \$719
24. Per GCPR #71, dated 7/27/12, remove and patch electrical floor boxes per RFI #184.	ADD \$492
25. Per GCPR #72, dated 7/27/12, remove and relocated existing electrical conduits at cut our area.	ADD \$2,670
26. Per GCPR #74, dated 8/6/12, reroute vent line per RFI #181.	ADD \$2,647
27. Per GCPR #75, dated 8/10/12, add elevator phone line.	ADD \$255
28. Per GCPR #77, dated 8/10/12, additional floor prep.	ADD \$2,386

### TOTAL ADD THIS CHANGE ORDER \$61,507.00

The original Contract Sum was	\$ 8,245,000.00
The net change by previously authorized Change Orders	\$ 1,194,358.00
The Contract Sum prior to this Change Order was	\$ 9,439,358.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 61,507.00
The new Contract Sum including this Change Order will be	\$ 9,500,865.00

The Contract Time will be unchanged by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and

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Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Armstrong, Torseth, Skold & Rydeen, Inc.

ARCHITECT (Firm name)

8501 Golden Valley Road, Suite 300  
Minneapolis, MN 55427

ADDRESS

BY (Signature)

Mark G. Hayes, AIA, Partner  
(Typed name)

AWG 12/10/12  
DATE

Jorgenson Construction, Inc.

CONTRACTOR (Firm name)

9255 East River Road Northwest  
Coon Rapids, MN 55433

ADDRESS

BY (Signature)

Dwaine Kanne  
(Typed name)

12/10/12  
DATE

Burnsville-Eagan-Savage Public Schools  
OWNER (Firm name)

Independent School District No. 191  
100 River Ridge Court  
Burnsville, MN 55337-1613

ADDRESS

BY (Signature)

(Typed name)

DATE

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User Notes:



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TO: Members, Board of Education  
Randy Clegg, Superintendent

Agenda Item V.A.  
December 20, 2012

FROM: Lisa Rider, Executive Director of Business Services

DATE: December 20, 2012

RE: 2013 – 2014 Deferred Maintenance for Burnsville High School

**Recommendation:** That the Board of Education award the base bid and Alternates 2, 3, 4, 5, 5A, 7, 8, 9, 11, and 12 to CM Construction in the amount of \$8,558,995.00.

On Wednesday Dec 5, 2012 bids for the 2013 – 2014 Deferred Maintenance for the Burnsville High School project were opened and publicly read aloud. Six bids were submitted; all were favorable in that they are less than currently budgeted. Attached are the bid tabulation results as well as ATS&R's recommendation letter.

All costs have been reviewed and validated by ATS&R Architects and Engineers.

Att: ATS&R Recommendation Letter  
Bid Tabulation

December 12, 2012

Mr. Glenn Simon  
Burnsville-Eagan-Savage Public Schools  
Independent School District No. 191  
Administrative Services Center  
100 River Ridge Court  
Burnsville, MN 55337

Re: Bid Results and Recommendation for Award of Contract for:  
Burnsville High School 2013 – 2014 Deferred Maintenance Project  
ATS&R Project No. 09064.4

Dear Mr. Simon,

On Wednesday, December 5, 2012 bids were received for the Burnsville High School – 2013 – 2014 Deferred Maintenance Project. Six (6) bidders submitted bids for the work. All bids were complete and responsive. Please refer to the attached Bid Tabulation for a summary of the bid results.

The apparent low, responsible bidder for this work is C.M. Construction Company with a Base Bid of \$6,818,600.00.

This amount is below the construction cost that was estimated for this project.

The project included twelve Bid Alternates as follows:

- Alternate 1 – Vinyl Enhanced Tile (VT) Flooring (in lieu of epoxy terrazzo)
- Alternate 2 – Roof Replacement
- Alternate 3 – Water Softener Room
- Alternate 4 – Energy Recovery Units with no controls
- Alternate 5 – Energy Management and Control System by NAC
- Alternate 5A - Controls by NAC for Energy Recovery Units
- Alternate 6 - Energy Management and Control System by DDC
- Alternate 6A - Controls by DDC for Energy Recovery Units
- Alternate 7 - Duct Cleaning
- Alternate 8 - Cooling Electronics Classroom
- Alternate 9 - Crestron Lighting Control Replacement
- Alternate 10 - Elevator Modernization
- Alternate 11 - Food Service Serving Equipment
- Alternate 12 - Food Service Equipment

After review of the Bid Alternates with district administration it is the recommendation that Alternates 2, 3, 4, 5, 5A, 7, 8, 9, 11 and 12 be awarded.

Mr. Glenn Simon  
December 12, 2012  
Page 2 of 3

It is the recommendation of ATS&R for the Burnsville-Eagan-Savage Public School District to award the contract for General Construction to:

C.M. Construction Company  
12215 Nicollet Avenue South  
Burnsville, MN 55337  
Phone: 952-895-8223  
Fax: 952-895-8183  
Email: [www.cmconstructionco.com](http://www.cmconstructionco.com)

for the following amounts:

Base Bid	\$6,818,600.00
Alternate 2 – Roof Replacement	\$647,000.00
Alternate 3 – Water Softener Room	\$37,750.00
Alternate 4 – Energy Recovery Units with no controls	\$148,310.00
Alternate 5 - Energy Management and Control System by NAC	\$478,310.00
Alternate 5A - Controls by NAC for Energy Recovery Units	\$20,850.00
Alternate 7 - Duct Cleaning	\$26,460.00
Alternate 8 - Cooling Electronics Classroom	\$23,800.00
Alternate 9 - Crestron Lighting Control Replacement	\$32,860.00
Alternate 11 - Food Service Serving Equipment	\$273,555.00
Alternate 12 - Food Service Equipment	<u>\$51,500.00</u>
<b>Total construction contract amount:</b>	<b>\$8,558,995.00</b>

Thank you for your consideration in this matter and look forward to a very successful second phase of Burnsville High School.

Sincerely,

Mark G. Hayes, AIA  
Project Manager / Partner

MGH:kjr

Attachment: Bid Tabulation

Cc: James Lange, ATS&R  
Steve Keller, ATS&R  
Debbie Erickson, ATS&R

Mr. Glenn Simon  
December 12, 2012  
Page 3 of 3

**2013 - 2014 DEFERRED MAINTENANCE  
BURNSVILLE HIGH SCHOOL  
BID DATE: December 5, 2012 @ 3:00 P.M.**

CONTRACTOR	BID BOND CHECK	BASE BID	Alternate 1 Vinyl Enhanced Tile (VT) Flooring	Alternate 2 Roof Replacement	Alternate 3 Water Softener Room	Alternate 4 Energy Recovery Units With No Controls	Alternate 5 Energy Management and Control System by NAC	Alternate 5A Controls by NAC for Energy Recovery Units	Alternate 6 Energy Management and Control System by DDC	Alternate 6A Controls by DDC for Energy Recovery Units	Alternate 7 Duct Cleaning	Alternate 8 Cooling Electronics Classroom	Alternate 9 Crestron Lighting Control Replacement	Alternate 10 Elevator Modernization	Alternate 11 Food Service Serving Equipment	Alternate 12 Food Service Equipment	Addendums 1 and 2	Base Bid plus Alternates 2, 3, 4, 5, 5A, 7, 8, 9, 11 and 12
<b>CM CONSTRUCTION</b>	YES	\$6,818,600.00	(\$91,000.00)	\$647,000.00	\$37,750.00	\$148,310.00	\$478,310.00	\$20,850.00	\$498,461.00	\$20,895.00	\$26,460.00	\$23,800.00	\$32,860.00	\$150,500.00	\$273,555.00	\$51,500.00	YES	\$8,558,995.00
<b>SHEEHY CONSTRUCTION</b>	YES	\$6,901,300.00	(\$84,400.00)	\$635,900.00	\$40,800.00	\$152,800.00	\$474,400.00	\$20,100.00	\$492,100.00	\$20,100.00	\$25,100.00	\$18,900.00	\$38,300.00	\$101,000.00	\$262,200.00	\$50,400.00	YES	\$8,620,200.00
<b>JORGENSON CONSTRUCTION</b>	YES	\$6,978,000.00	(\$92,000.00)	\$633,000.00	\$39,000.00	\$151,000.00	\$479,000.00	\$20,000.00	\$498,000.00	\$20,400.00	\$28,600.00	\$20,000.00	\$40,000.00	\$117,500.00	\$265,000.00	\$49,000.00	YES	\$8,702,600.00
<b>BLACK &amp; DEW LLC</b>	YES	\$6,988,000.00	(\$85,200.00)	\$667,000.00	\$42,000.00	\$165,000.00	\$475,000.00	\$22,000.00	\$490,000.00	\$22,000.00	\$29,000.00	\$20,000.00	\$35,000.00	\$110,000.00	\$264,000.00	\$50,000.00	YES	\$8,757,000.00
<b>MORCON CONSTRUCTION</b>	YES	\$7,270,381.00	(\$74,150.00)	\$683,122.00	\$41,341.00	\$174,839.00	\$476,354.00	\$20,889.00	\$497,414.00	\$20,935.00	\$26,763.00	\$27,972.00	\$39,302.00	\$124,665.00	\$267,785.00	\$51,498.00	YES	\$9,080,246.00
<b>EBERT CONSTRUCTION</b>	YES	\$7,521,000.00	(\$117,600.00)	\$635,400.00	\$48,200.00	\$151,000.00	\$472,500.00	\$20,100.00	NO BID	NO BID	\$28,300.00	\$18,800.00	\$32,900.00	\$108,800.00	\$262,300.00	\$50,500.00	YES	\$9,241,000.00

0000-END BID TABULATIONS



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TO: Members, Board of Education  
Randy Clegg, Superintendent

Agenda Item V.B.  
December 20, 2012

FROM: Lisa Rider, Executive Director of Business Services

DATE: December 20, 2012

RE: Diamondhead Education Center Alterations and Mechanical Upgrades Phase 2

**Recommendation:** That the Board of Education award the bid and Alternates 1B, 1B.1, 1B.2, 1B.3, 1B.5 and 2 for the Diamondhead Education Center and Mechanical Upgrades Project to Cool Air Mechanical, Inc. for the cost of \$1,270,700.00.

On Wednesday Dec 5, 2012 bids for the Diamondhead Education Center Alterations and Mechanical Upgrades were opened and publicly read aloud. Fourteen bids were received and analyzed. As noted in ATS&R's letter the apparent low bidder withdrew their bid. It is common practice after bids have been opened for ATS&R to contact the apparent low bidder to interview and ask the question if they are comfortable with their numbers.

The next apparent low bidder is Cool Air Mechanical, Inc.

Cool Air Mechanical did the work on the first phase of this deferred Maintenance project; this is a benefit to the school district because Cool Air is already familiar with the work that still needs to be completed. Attached are the bid tabulation results as well as ATS&R's recommendation letter.

All costs have been reviewed and validated by ATS&R Architects and Engineers.

Att: ATS&R Recommendation Letter  
Bid Tabulation



ARMSTRONG TORSETH SKOLD & RYDEEN INC

December 13, 2012

Mr. Glenn Simon  
Burnsville-Eagan-Savage Public Schools  
Independent School District No. 191  
Administrative Services Center  
100 River Ridge Court  
Burnsville, MN 55337

Re: Bid Results and Recommendation for Award of Contract for:  
Diamondhead Education Center – Phase 2 Alterations and Mechanical Upgrades Project  
ATS&R Project Number 11006.702

Dear Mr. Simon:

On Wednesday, December 5, 2012, bids were received for the Diamondhead Education Center, Phase 2 Alterations and Mechanical Upgrades Project. Fourteen (14) bidders submitted bids for the work. Please refer to the attached Bid Tabulation for a summary of the bid results.

The apparent low bidder for this work was C. M. Construction Company with a Base Bid of \$862,800.00. After the bid opening, we received a letter from C. M. Construction stating that they made a clerical error and request that their bid be withdrawn. A copy of the letter from C.M. Construction is attached.

The next low responsible bidder for this work is Cool Air Mechanical, Inc. with a Base Bid of \$968,000.00.

To ensure that we received competitive Energy Management System bids (as indicated on the attached Bid Tabulation), we approved three control contractors that can provide the School District with approved Energy Management Systems (Automated Logic and Alerton). The three approved control contractors were DDC, ALC, and NAC. The Alternate Bids were based on these control contractors. There is a newer Energy Management System installed by Automated Logic (ALC) in the south wing of Diamondhead Education Center. To avoid having two different manufacturers in the same building and encountering potential control issues between the systems, we recommend that Automated Logic controls be installed for the Phase 2 HVAC Upgrades. This will provide a more efficient understanding of the new controls and the most energy efficient operation of the HVAC systems since it will be the same manufacturer.

After review of the Bid Alternates with District administration, it is the recommendation that Alternates 1B, 1B.1, 1B.2, 1B.3, 1B.5, and 2 be awarded. This amount is below the estimated construction cost for this project.

In summary, it is the recommendation of ATS&R for the Burnsville-Eagan-Savage Public School District to award the contract for General Construction to:

Cool Air Mechanical, Inc.  
1441 Rice Street  
St. Paul, MN 55117  
Phone: 651-489-8821  
Fax: 651-489-6763  
Email: rod@coolairmechanical.com

for the following construction cost:

Base Bid:	\$968,000.00
Alternate 1B – EMCS Provided by Automated Logic Controls (ALC):	\$105,000.00
Alternate 1B.1 – Replace Upper Level Terminal Unit Controllers by ALC:	\$37,000.00
Alternate 1B.2 – Replace Upper Level Unit Controllers by ALC:	\$32,000.00
Alternate 1B.3 – Provide Controls by ALC for Two Energy Recovery Units:	\$21,500.00
Alternate 1B.5 – Occupancy Sensors by ALC:	\$9,200.00
Alternate 2 – Provide Two Energy Recovery Units:	<u>\$98,000.00</u>
<b>Total Construction Cost:</b>	<b>\$1,270,700.00</b>

Thank you for your consideration in this matter; we look forward to a very successful second phase of the Diamondhead Education Center project.

Sincerely,



Mark G. Haver, AIA  
Partner / Project Manager

MGH:kjr

Attachment: Letter from C.M. Construction Co.  
Bid Tabulation

cc: James Lange, ATS&R  
Steve Keller, ATS&R  
Debbie Erickson, ATS&R

PHASE 2  
DIAMONDHEAD EDUCATION CENTER  
ALTERATIONS AND MECHANICAL UPGRADES  
BID DATE: December 5, 2012 @ 1:00 P.M.

CONTRACTOR	GOPHER STATE CONTRACTORS	COOL AIR MECHANICAL	ROCHON CORPORATION	MORCON CONSTRUCTION	MCFARLAND CONSTRUCTION	KUE CONTRACTORS	BLACK & DEW LLC
BID BOND - CHECK	YES	YES	YES	YES	YES	YES	YES
BASE BID	\$959,910.00	\$968,000.00	\$973,000.00	\$977,196.00	\$996,300.00	\$1,013,059.00	\$1,031,500.00
Alternate 1A	\$104,700.00	\$100,000.00	\$102,700.00	\$102,739.00	\$103,000.00	\$103,717.00	\$104,000.00
Alternate 1A.1	\$31,000.00	\$31,000.00	\$30,400.00	\$30,447.00	\$30,700.00	\$30,736.00	\$31,000.00
Alternate 1A.2	\$22,000.00	\$22,000.00	\$21,600.00	\$21,606.00	\$21,800.00	\$21,811.00	\$22,000.00
Alternate 1A.3	\$9,125.00	\$9,500.00	\$8,900.00	\$8,947.00	\$9,000.00	\$9,032.00	\$9,000.00
Alternate 1A.4	\$3,575.00	\$4,000.00	\$3,500.00	\$3,508.00	\$3,540.00	\$3,541.00	\$3,600.00
Alternate 1A.5	\$14,900.00	\$15,200.00	\$14,600.00	\$14,609.00	\$14,700.00	\$14,747.00	\$14,800.00
Alternate 1A.6	\$11,750.00	\$12,000.00	\$11,500.00	\$11,530.00	\$11,600.00	\$11,639.00	\$11,700.00
Alternate 1B	\$109,400.00	\$105,000.00	\$107,300.00	\$107,363.00	\$108,000.00	\$108,385.00	\$109,000.00
Alternate 1B.1	\$37,450.00	\$37,000.00	\$36,700.00	\$36,750.00	\$38,000.00	\$37,100.00	\$38,500.00
Alternate 1B.2	\$31,600.00	\$32,000.00	\$31,000.00	\$31,028.00	\$31,300.00	\$31,323.00	\$31,600.00
Alternate 1B.3	\$20,850.00	\$21,500.00	\$20,400.00	\$20,449.00	\$20,600.00	\$20,643.00	\$21,000.00
Alternate 1B.4	\$6,850.00	\$7,200.00	\$6,700.00	\$6,720.00	\$6,700.00	\$6,784.00	\$6,800.00
Alternate 1B.5	\$9,100.00	\$9,200.00	\$8,900.00	\$8,925.00	\$9,000.00	\$9,010.00	\$9,000.00
Alternate 1B.6	\$4,175.00	\$4,500.00	\$4,000.00	\$4,095.00	\$4,100.00	\$4,134.00	\$4,100.00
Alternate 1C	\$87,700.00	\$83,000.00	\$86,000.00	\$86,069.00	\$86,800.00	\$86,888.00	\$88,000.00
Alternate 1C.1	\$46,000.00	\$45,000.00	\$45,100.00	\$45,129.00	\$45,500.00	\$45,558.00	\$46,000.00
Alternate 1C.2	\$19,950.00	\$20,000.00	\$19,500.00	\$19,593.00	\$19,700.00	\$19,779.00	\$20,000.00
Alternate 1C.3	\$7,400.00	\$7,800.00	\$7,200.00	\$7,245.00	\$7,300.00	\$7,314.00	\$7,400.00
Alternate 1C.4	\$4,200.00	\$4,600.00	\$4,100.00	\$4,116.00	\$4,150.00	\$4,155.00	\$4,200.00
Alternate 1C.5	\$21,275.00	\$22,000.00	\$20,800.00	\$20,874.00	\$21,000.00	\$21,072.00	\$21,000.00
Alternate 1C.6	\$16,250.00	\$16,500.00	\$15,900.00	\$15,939.00	\$16,000.00	\$16,090.00	\$16,000.00
Alternate 2	\$138,900.00	\$98,000.00	\$95,000.00	\$100,000.00	\$124,500.00	\$100,000.00	\$138,500.00
Alternate 3	\$25,700.00	\$28,000.00	\$26,000.00	\$26,000.00	\$26,400.00	\$25,467.00	\$25,600.00
Addendums 1 & 2	YES	YES	YES	YES	YES	YES	YES
Total with using DDC and alternates 1A, 1A.1, 1A.2, 1A.3, 1A.5, 1A.6 & 2	\$1,292,285.00	\$1,255,700.00	\$1,257,700.00	\$1,267,074.00	\$1,311,600.00	\$1,304,741.00	\$1,362,500.00
Total with using ALC and alternates 1B, 1B.1, 1B.2, 1B.3, 1B.5 & 2 (gateway not required)	\$1,307,210.00	\$1,270,700.00	\$1,272,300.00	\$1,281,711.00	\$1,327,700.00	\$1,319,520.00	\$1,379,100.00
Total with using NAC and alternates 1C, 1C.1, 1C.2, 1C.3, 1C.5, 1C.6 & 2	\$1,297,385.00	\$1,260,300.00	\$1,262,500.00	\$1,272,045.00	\$1,317,100.00	\$1,309,760.00	\$1,368,400.00

PHASE 2  
DIAMONDHEAD EDUCATION CENTER  
ALTERATIONS AND MECHANICAL UPGRADES  
BID DATE: December 5, 2012 @ 1:00 P.M.

CONTRACTOR	A & L CONSTRUCTION	J.S. CATES CONSTRUCTION	PARKOS CONSTRUCTION	MERRIMAC CONSTRUCTION	CPMI CONSTRUCTION	MEISINGER CONSTRUCTION	*** <u>CM</u> <u>CONSTRUCTION</u> <u>CM Const.</u> <u>withdrew their Bid</u>
BID BOND - CHECK	YES	YES	YES	YES	YES	YES	YES
BASE BID	\$1,108,000.00	\$1,135,000.00	\$1,176,200.00	\$1,219,495.00	\$1,225,000.00	\$1,633,000.00	\$862,800.00
Alternate 1A	\$104,000.00	\$117,000.00	\$107,700.00	\$105,605.00	\$101,497.00	NO BID	\$102,584.00
Alternate 1A.1	\$31,000.00	\$35,000.00	\$31,800.00	\$31,296.00	\$30,079.00	NO BID	\$30,401.00
Alternate 1A.2	\$22,000.00	\$25,000.00	\$22,600.00	\$22,208.00	\$21,345.00	NO BID	\$21,573.00
Alternate 1A.3	\$20,000.00	\$13,000.00	\$9,300.00	\$9,196.00	\$8,559.00	NO BID	\$8,934.00
Alternate 1A.4	\$4,000.00	\$8,000.00	\$3,700.00	\$9,196.00	\$3,466.00	NO BID	\$3,503.00
Alternate 1A.5	\$16,000.00	\$18,000.00	\$15,300.00	\$15,016.00	\$14,432.00	NO BID	\$14,587.00
Alternate 1A.6	\$12,000.00	\$15,000.00	\$12,000.00	\$11,851.00	\$11,391.00	NO BID	\$11,513.00
Alternate 1B	\$109,500.00	\$112,000.00	\$102,500.00	\$110,357.00	\$106,064.00	\$112,500.00	\$107,200.00
Alternate 1B.1	\$38,500.00	\$40,000.00	\$38,500.00	37,775.00	\$36,306.00	\$38,500.00	\$36,695.00
Alternate 1B.2	\$31,700.00	\$35,000.00	\$32,500.00	\$31,893.00	\$30,653.00	\$32,500.00	\$30,981.00
Alternate 1B.3	\$21,000.00	\$25,000.00	\$21,400.00	\$21,019.00	\$20,201.00	\$21,400.00	\$20,418.00
Alternate 1B.4	\$7,000.00	\$10,000.00	\$7,050.00	\$6,907.00	\$6,640.00	\$7,000.00	\$6,710.00
Alternate 1B.5	\$10,000.00	\$15,000.00	\$9,350.00	\$9,174.00	\$8,818.00	\$9,400.00	\$8,912.00
Alternate 1B.6	\$4,200.00	\$8,000.00	\$4,290.00	\$4,209.00	\$4,050.00	\$4,300.00	\$4,089.00
Alternate 1C	\$88,000.00	\$100,000.00	\$90,100.00	\$88,469.00	\$85,028.00	\$90,100.00	\$85,939.00
Alternate 1C.1	\$46,000.00	\$55,000.00	\$47,200.00	\$46,388.00	\$44,584.00	\$47,200.00	\$45,061.00
Alternate 1C.2	\$20,000.00	\$28,000.00	\$20,500.00	\$20,139.00	\$19,358.00	\$20,500.00	\$19,563.00
Alternate 1C.3	\$7,400.00	\$15,000.00	\$7,500.00	\$7,447.00	\$7,158.00	\$7,600.00	\$7,234.00
Alternate 1C.4	\$4,500.00	\$10,000.00	\$4,300.00	\$4,230.00	\$4,067.00	\$4,300.00	\$4,110.00
Alternate 1C.5	\$22,000.00	\$30,000.00	\$21,800.00	\$21,456.00	\$20,622.00	\$22,000.00	\$20,843.00
Alternate 1C.6	\$16,500.00	\$25,000.00	\$16,700.00	\$16,383.00	\$15,747.00	\$17,000.00	\$15,915.00
Alternate 2	\$120,000.00	\$100,000.00	\$102,900.00	90,000.00	\$102,251.00	\$153,000.00	\$97,180.00
Alternate 3	\$27,000.00	\$40,000.00	\$31,800.00	\$24,000.00	\$28,470.00	\$29,000.00	\$25,187.00
Addendums 1 & 2	YES	YES	YES	YES	NO	YES	YES
Total with using DDC and alternates 1A, 1A.1, 1A.2, 1A.3, 1A.5, 1A.6 & 2	\$1,433,000.00	\$1,458,000.00	\$1,477,800.00	\$1,504,667.00	\$1,514,554.00	\$1,786,000.00	\$1,149,572.00
Total with using ALC and alternates 1B, 1B.1, 1B.2, 1B.3, 1B.5 & 2 (gateway not required)	\$1,438,700.00	\$1,462,000.00	\$1,474,000.00	\$1,519,713.00	\$1,529,293.00	\$2,000,300.00	\$1,164,186.00
Total with using NAC and alternates 1C, 1C.1, 1C.2, 1C.3, 1C.5, 1C.6 & 2	\$1,427,900.00	\$1,488,000.00	\$1,482,900.00	\$1,509,777.00	\$1,519,748.00	\$1,990,400.00	\$1,154,535.00



**Agenda V.C.  
December 20, 2012**

**To: Members, Board of Education**

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

**Date: December 20, 2012**

**Re: Certification of Final Property Tax Levy Payable 2013**

**RECOMMENDATION: That the Board of Education certify the final property tax levy for taxes payable in 2013 as follows:**

<b>General RMV Voter Approval</b>	<b>\$17,718,581.31</b>
<b>General RMV Other</b>	<b>1,077,189.38</b>
<b>General NTC Other</b>	<b>5,053,306.46</b>
<b>Community Service</b>	<b>970,554.99</b>
<b>General Debt Voter Approved</b>	<b>4,559,443.92</b>
<b>General Debt Other</b>	<b>3,283,678.09</b>
<b>OPEB/Pension Other</b>	<b><u>1,670,073.92</u></b>
<b>Total</b>	<b>\$34,332,828.07</b>

The final levy recommended for approval this evening is in the amount of \$34,332,828.07. This represents the District's maximum levy authority and reflects a 4.20% increase over the 2012 property tax levy.

I recommend approval of the final levy for taxes payable in 2013 of \$34,332,828.07.

Attachment: Final Levy Comparison Payable 2013 and 2012

Levy Limitation and Certification 2012 Payable 2013, pg 24 and 25

**Independent School District 191**  
**Levy Certification Summary**  
**2012 Payable 2013**  
**For the Fiscal Year 2013/2014**

	2011 Payable 2012	2012 Payable 2013	Increase/ (Decrease)
	<hr/>	<hr/>	<hr/>
<b>General Levies:</b>			
Referendum Levy	\$17,484,293	\$17,425,171	(\$59,122)
Equity Revenue Levy	750,422	741,185	(9,237)
Operating Capital Levy	1,359,795	1,329,682	(30,113)
Safe Schools	324,040	322,021	(2,019)
Safe Schools - District 917	41,045	42,507	1,462
Career & Technical Levy	242,452	207,923	(34,529)
Health & Safety Levy	538,069	488,559	(49,510)
Transition Revenue Levy	343,698	341,557	(2,141)
Integration Levy	416,235	416,235	0
Reemployment Insurance Levy	300,000	500,000	200,000
Lease Levy	776,996	787,380	10,384
Alternative Facilities Levy	0	0	0
Alternative Compensation Levy	891,856	869,447	(22,409)
	<hr/>	<hr/>	<hr/>
<b>Total General Levies</b>	<b>23,468,901</b>	<b>23,471,667</b>	<b>2,766</b>
<b>Levy Adjustments</b>	<b>(540,887)</b>	<b>377,410</b>	<b>918,297</b>
	<hr/>	<hr/>	<hr/>
<b>Net General Levies</b>	<b>\$22,928,014</b>	<b>\$23,849,077</b>	<b>\$921,063</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Independent School District 191  
 Levy Certification Summary  
 2012 Payable 2013  
 For the Fiscal Year 2013/2014**

	<b>2011 Payable 2012</b>	<b>2012 Payable 2013</b>	<b>Increase/ (Decrease)</b>
	<hr/>	<hr/>	<hr/>
<b>Community Service Fund:</b>			
<b>General Community Education</b>	<b>\$475,684</b>	<b>\$475,684</b>	<b>\$0</b>
<b>Early Childhood Family Education</b>	<b>257,420</b>	<b>256,266</b>	<b>(1,154)</b>
<b>Disabled Adults</b>	<b>3,062</b>	<b>3,062</b>	<b>0</b>
<b>School Age Care</b>	<b>250,000</b>	<b>250,000</b>	<b>0</b>
<b>Home Visiting</b>	<b>6,112</b>	<b>5,968</b>	<b>(144)</b>
	<hr/>	<hr/>	<hr/>
<b>Total Levies</b>	<b>992,278</b>	<b>990,980</b>	<b>(1,298)</b>
<b>Levy Adjustments</b>	<b>13,885</b>	<b>(20,425)</b>	<b>(34,310)</b>
	<hr/>	<hr/>	<hr/>
<b>Community Service Levies</b>	<b>\$1,006,163</b>	<b>\$970,555</b>	<b>(\$35,608)</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Independent School District 191  
 Levy Certification Summary  
 2012 Payable 2013  
 For the Fiscal Year 2013/2014**

	<b>2011 Payable 2012</b>	<b>2012 Payable 2013</b>	<b>Increase/ (Decrease)</b>
	<hr/>	<hr/>	<hr/>
<b>General Debt Service Fund:</b>			
<b>Voter Approved Levy</b>	<b>\$4,576,650</b>	<b>\$4,695,510</b>	<b>\$118,860</b>
<b>Alternative Facilities Levy Revenue</b>	<b>\$3,400,999</b>	<b>\$3,400,999</b>	<b>\$0</b>
	<hr/>	<hr/>	<hr/>
<b>Total Levies</b>	<b>7,977,649</b>	<b>8,096,509</b>	<b>118,860</b>
<b>Levy Adjustments</b>	<b>(623,155)</b>	<b>(253,387)</b>	<b>369,768</b>
	<hr/>	<hr/>	<hr/>
<b>Debt Service Levy</b>	<b>\$7,354,494</b>	<b>\$7,843,122</b>	<b>\$488,628</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Independent School District 191  
 Levy Certification Summary  
 2012 Payable 2013  
 For the Fiscal Year 2013/2014**

	<b>2011 Payable 2012</b>	<b>2012 Payable 2013</b>	<b>Increase/ (Decrease)</b>
	<hr/>	<hr/>	<hr/>
<b>OPEB Levy - Non-Voter Approved</b>	<b>1,661,520</b>	<b>1,663,883</b>	<b>2,363</b>
<b>Levy Adjustments</b>	<b>0</b>	<b>6,191</b>	<b>6,191</b>
	<hr/>	<hr/>	<hr/>
<b>OPEB Levy</b>	<b>1,661,520</b>	<b>1,670,074</b>	<b>8,554</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Independent School District 191  
 Levy Certification Summary  
 2012 Payable 2013  
 For the Fiscal Year 2013/2014**

	<b>2011 Payable 2012</b>	<b>2012 Payable 2013</b>	<b>Increase/ (Decrease)</b>
	<hr/>	<hr/>	<hr/>
<b>Summary of All Levies:</b>			
<b>General Levy</b>	<b>\$22,928,014</b>	<b>\$23,849,077</b>	<b>\$921,063</b>
<b>Community Service Levy</b>	<b>1,006,163</b>	<b>970,555</b>	<b>(35,608)</b>
<b>General Debt Service Levy</b>	<b>7,354,494</b>	<b>7,843,122</b>	<b>488,628</b>
<b>OPEB Levy</b>	<b>1,661,520</b>	<b>1,670,074</b>	<b>8,554</b>
	<hr/>	<hr/>	<hr/>
<b>Total - All Levies</b>	<b>\$32,950,191</b>	<b>\$34,332,828</b>	<b>\$1,382,637</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Percentage Increase</b>			<b>4.20%</b>

I. COMPUTATION OF 2012 PAYABLE 2013 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENTS	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TACONITE ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN-RMV VOTER-EXEMP	17,425,171.80	293,409.51	N/A			17,718,581.31
GEN-RMV OTHER-EXEMP	1,082,742.61	5,553.23-	N/A			1,077,189.38
GEN-NTC VOTER-EXEMP			N/A			
GEN-NTC OTHER-EXEMP	4,963,753.60	4,219.56	85,333.30			5,053,306.46
TOTAL GENERAL	23,471,668.01	292,075.84	85,333.30			23,849,077.15
COM SERV-EXEMP	990,980.58	23,157.87-	2,732.28			970,554.99
DEBT-VOTER-NONEXEMP	4,695,510.00	161,976.38-	25,910.30			4,559,443.92
DEBT-OTHER-NONEXEMP	3,400,999.00	117,320.91-				3,283,678.09
TOTAL DEBT SERV	8,096,509.00	279,297.29-	25,910.30			7,843,122.01
OPEB-VOTER-NONEXEMP						
OPEB-OTHER-NONEXEMP	1,663,883.00		6,190.92			1,670,073.92
TOTAL OPEB/PENSION	1,663,883.00		6,190.92			1,670,073.92
TOTAL	34,223,040.59	10,379.32-	120,166.80			34,332,828.07

II. COMPARISON OF 2011 PAYABLE 2012 LEVY LIMITATION WITH 2012 PAYABLE 2013 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	2011 PAY 2012 LIMITATION	2012 PAY 2013 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	22,928,014.11	23,849,077.15	921,063.04	4.02 %
COMMUNITY SERVICE	1,006,162.69	970,554.99	35,607.70-	3.54-
GENERAL DEBT SERVICE *1	7,354,494.34	7,843,122.01	488,627.67	6.64
OPEB DEBT SERVICE *1	1,661,520.00	1,670,073.92	8,553.92	.51
TOTAL	32,950,191.14	34,332,828.07	1,382,636.93	4.20 %

III. COMPARISON OF 2011 PAYABLE 2012 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2011 PAYABLE 2012 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

FUND	2011 PAY 2012 CERTIFIED LEVY + ADJUSTMENTS	2012 PAY 2013 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	22,928,014.11			%
COMMUNITY SERVICE	1,006,162.69			
GENERAL DEBT SERVICE 1	7,354,494.34			
OPEB DEBT SERVICE *1	1,661,520.00			
TOTAL AFTER ADJUSTMENTS	32,950,191.14			%

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LINE #	LIMITATION COMPONENTS	2011 PAY 2012 LIMITATION	2011 PAY 2012 CERTIFIED LEVY	2012 PAY 2013 LIMITATION	2012 PAY 2013 PROPOSED LEVY	2012 PAY 2013 CERTIFIED LEVY NOTES
SUBTOTALS BY LEVY CATEGORY						
(5001)	GENERAL-RMV VOTER-JOBZ EXEMPT	17,904,124.89	17,904,124.89	17,718,581.31	17,718,581.31	
(5002)	GENERAL-RMV OTHER-JOBZ EXEMPT	1,042,726.57	1,042,726.57	1,077,189.38	1,077,189.38	
(5003)	GENERAL-NTC VOTER-JOBZ EXEMPT					
(5004)	GENERAL-NTC OTHER-JOBZ EXEMPT	3,981,162.65	3,981,162.65	5,053,306.46	5,053,306.46	
(5009)	COMMUNITY SERV-NTC OTHER-EXEMPT	1,006,162.69	1,006,162.69	970,554.99	970,554.99	
(5013)	GENL DEBT-NTC VOTER-NONEXEMPT	4,224,863.03	4,224,863.03	4,559,443.92	4,559,443.92	
(5014)	GENL DEBT-NTC OTHER-NONEXEMPT	3,129,631.31	3,129,631.31	3,283,678.09	3,283,678.09	
(5019)	OPEB DEBT-NTC VOTER-NONEXEMPT					
(5020)	OPEB DEBT-NTC OTHER-NONEXEMPT	1,661,520.00	1,661,520.00	1,670,073.92	1,670,073.92	
SUBTOTALS BY FUND						
(5005)	GENERAL FUND	22,928,014.11	22,928,014.11	23,849,077.15	23,849,077.15	
(5009)	COMMUNITY SERVICES FUND	1,006,162.69	1,006,162.69	970,554.99	970,554.99	
(5015)	GENERAL DEBT SERVICE FUND	7,354,494.34	7,354,494.34	7,843,122.01	7,843,122.01	
(5021)	OPEB/PENSION DEBT SERVICE FUND	1,661,520.00	1,661,520.00	1,670,073.92	1,670,073.92	
SUBTOTALS BY TAX BASE						
	REFERENDUM MARKET VALUE	18,946,851.46	18,946,851.46	18,795,770.69	18,795,770.69	
	NET TAX CAPACITY	14,003,339.68	14,003,339.68	15,537,057.38	15,537,057.38	
SUBTOTALS BY TRUTH IN TAXATION CATEGORY						
	VOTER APPROVED	22,128,987.92	22,128,987.92	22,278,025.23	22,278,025.23	
	OTHER	10,821,203.22	10,821,203.22	12,054,802.84	12,054,802.84	
TOTAL LEVY						
	TOTAL LEVY	32,950,191.14	32,950,191.14	34,332,828.07	34,332,828.07	

NOTE: SCHOOL DISTRICTS MUST CERTIFY PROPOSED AND FINAL LEVIES VIA THE WEB-BASED LEVY CERTIFICATION SYSTEM AVAILABLE ON THE MDE WEBSITE, [HTTP://EDUCATION.STATE.MN.US](http://education.state.mn.us).



TO: Board of Education  
Dr. Randall Clegg

AGENDA V.D  
December 20, 2012

FROM: Chris Lindholm

DATE: December 20, 2012

RE: Late Starts and Professional Development

**RECOMMENDATION:** The Board of Education approve the task force recommendation to discontinue scheduling 5 two hour late starts each year, to implement a 170 student contact day academic calendar, and to add a professional day in both November and February.

Discussions about how to best schedule time for meaningful staff collaboration and professional development have become more frequent and robust as our district has moved into implementation of the strategic plan and embraced the work of a Professional Learning Community. Last June the Board of Education requested that district administration study the possibility of discontinuing our practice of scheduling 5 two-hour late starts each year. Because staff time for doing continuous improvement work is a critical resource for principals and Building Leadership Teams, a collaborative task force of key stakeholders was established to study the issue. The team used the TeamWorks International frameworks on Decision Making and Guiding Change to drive the process, and the task force was charged with developing viable options for scheduling this work, gathering input from stakeholders, and developing a recommendation for the School Board.

Embracing the premise of the Decision Making framework, the task force/design team assembled included people with expertise in leading our continuous improvement work and professional development along with expertise in the BEA contract. The team included 3 principals, 3 teachers from the District Leadership Team, 2 executive officers from the Burnsville Education Association, 2 leaders in our Special Education department, and the assistant superintendent serving as facilitator. The attached PDF called "4 options for calendar" is a one page document shared with staff that includes the names of those on the team.

Also included in board packets is the initial one page "Guiding Change" document shared with the task force and a much longer, more detailed document shared with the task force, administrators, and the parents on our Student Achievement and Systems Improvement Advisory Council in October. A link to

this document was also embedded in the "4 options for calendar" document so all staff could access it if they wanted more detailed information.

The task force engaged in rich debate and dialogue regarding many, many ideas and options for scheduling collaboration and professional development. The impact on parents, on student learning, on the quality of collaboration time, on the quality of learning during our current late start days, and on alignment to our strategic plan are just a handful of the issues and concerns worked through. Charged with establishing just a few viable options to bring to the board, the team gathered input from BLTs and finally settled on 4 options to gather input on from all staff at their November 19 meeting. A survey was conducted during the first week of December and the team met on December 10 to review the input and finalize a recommendation. The recommendation aligns with the most preferred option of our district staff and is unanimously supported by the task force. The survey questions, summary data, and comment data is included in the board packet as background information.

The presentation of background information for this recommendation on December 20 will include Sky Oaks District Leadership Team member Diane Black, Metcalf Junior High Assistant Principal Bill Heim, and Gideon Pond Principal Kristine Black.

**Overview - Scheduling time for collaboration and professional development:**

Last spring the school board requested that we lead a conversation regarding our current practice of implementing 5, two hour late starts during months when we do not have a professional day (Sept, Nov, Feb, March, May). A task force was established and has met several times during October and November to lead this conversation. Our charge is to create viable options for scheduling our collaboration work and ultimately to make a recommendation to our school board. The task force includes the following people:

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| Andrew Gehrke (DLT - BHS)            | Kristine Black (Principal - GP) |
| Bill Heim (Asst Principal - MJH)     | Libby Duethman (BEA - HV)       |
| Diane Black (DLT - SO)               | Michelle Lindelle (DLT - MWS)   |
| Don Leake (Principal - ERJH)         | Mike Huemoeller (BEA - BHS)     |
| Kari Komar (DLT - SpEd)              | Stephanie Corbey (DLT - SpEd)   |
| Chris Lindholm (Asst Superintendent) |                                 |

It is clear that our staff values collaborative time spent on meeting student needs, curriculum, aligning instruction, analyzing student work, etc..., but how we schedule this work is the key question we are working on. At this point in the process we need input from our faculty to inform what we bring to the board as a recommendation. We will email all staff on **Dec. 3rd** with a link to a very brief survey that asks each person to rank 4 options in order of preference. The survey will close on **Dec. 7th**. You can find more background information in this [Guiding Change document](#) and can direct clarifying questions to your school principal. The 4 options are still quite conceptual/big picture as we are intentionally seeking staff input early in the process. *Please note this is not a vote to select an option, but rather an input process to inform the team and the board.*

*Thank you in advance for offering your input as we work towards bringing a solid recommendation to our school board!*

**Option descriptions:**

- Maintain current structure of 5 two hour late starts which are scheduled during the months without a professional day. This time is facilitated by Building Leadership Teams.
- Convert the 5 late starts to 5 professional days (167 student contact days). The additional professional time would be split between district collaborative teams and building time lead by BLTs. This option may include extending the current school day for students by a few minutes to make sure we meet the required number of instructional hours for students.
- Discontinue the two hour late starts and schedule a one hour late start or early release every week. This would be a consistent day/time all year and may include Comm Ed programming at elementary sites (Project Kids, extended day services, etc...). This option may include extending the current school day for students by a few minutes to make sure we meet the required number of instructional hours for students.
- Discontinue the 5 late starts and change our calendar to reflect 170 student contact days instead of 172. Place a professional day in both November and February (attach to current breaks). The professional days during the year will be split between teacher planning time, district CT time, and building time to work on collaboration and school improvement. This option may include extending the current school day for students by a couple of minutes to make sure we meet the required number of instructional hours for students. Here is an example of how the time might be split up:

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
<b>Dist CT (Curr. Leads)</b>	4 hrs			4 hrs		4 hrs	4 hrs				Ldrshp Team	
<b>Building (BLT)</b>	8-12 hrs		4 hrs	4 hrs			4 hrs		4 hrs		Ldrshp Team	
<b>Planning Time</b>	16 hrs		4 hrs			4 hrs			4 hrs		8 hrs	

Guiding Change Document  
**Scheduling PD and Collaboration Time**



<b>Why/Current Reality:</b>	<b>Not-How:</b>	<b>What/Expected Results:</b>
<ul style="list-style-type: none"> <li>● Perception of dissatisfaction with current structure - 5 two hour late starts</li> <li>● Our Strategic Plan calls for the development of aligned district curriculum, assessment, and instructional practices. Accomplishing this requires significant, regular collaboration time for all instructional staff.</li> <li>● Teachers overwhelmingly want more time to collaborate (feedback from Oct 15 indicates a strong desire for more time to collaborate focused on the questions of a PLC)</li> <li>● Our Strategic Plan calls for implementation of continuous improvement practices. This work includes time dedicated to measuring, documenting evidence, analyzing results, studying, and creating improvement plans collaboratively.</li> </ul>	<ul style="list-style-type: none"> <li>● Continuation of 5 two hour late starts</li> <li>● Adding additional costs</li> </ul>	<ul style="list-style-type: none"> <li>● A system/schedule for effective teacher collaboration that supports the district strategic plan</li> <li>● Elimination of the 5 two hour late starts</li> </ul>

## **Overview:**

ISD 191 facilitated stakeholder input processes related to district finances and budget development during the spring of 2012. During that process, parents and staff shared feedback regarding our practice of scheduling 5 late starts each year for professional development and the work of collaborative teams. ISD 191 is responding to that feedback by developing a Guiding Change process to address how we schedule professional development, continuous improvement work, and the ongoing work of collaborative teams. The Guiding Change process is designed to provide the Board of Education with information for decision making related to the academic calendar and the scheduling of staff collaboration time. Input from key stakeholders will be gathered to inform options created by the Design Team (Option Creators). The Design Team consists of teacher leaders from all levels, several principals, officers of the Burnsville Education Association, and district leaders. The team is charged with developing viable options and a recommendation for the Board of Education to consider that will lead to a decision supporting the implementation of our Strategic Roadmap.

## **Purpose:**

District leaders are using the Guiding Change process to collect stakeholder input and to design options for the Board of Education to consider. These deliberations will lead to purposeful decisions regarding the academic calendar and the scheduling of staff collaboration time to implement the Strategic Roadmap.

## **Context and Reality:**

### ***Shift in expectations***

Expectations for public schools have never been greater. The past 40 years have ushered in a seismic shift from a public expecting schools to offer opportunities for motivated students to extend their education beyond high school to a public that expects all schools to ensure that every student is prepared for post-secondary success. While appearing rather simple on paper, this fundamental shift in purpose requires education leaders to realign structures, systems, and processes to create results and to ensure efficient operations. Most valuable among the resources that school districts must consider realigning is the work time of teachers/educators.

ISD 191 has been actively engaged in the work of realigning district structures and systems to this new reality for the past several years. A key step in that process was the adoption of the ISD 191 Strategic Roadmap in March, 2012 that articulates clear, rigorous expectations focused on results.

ISD 191 Strategic Roadmap March 1, 2012			
<b>Mission</b>	<i>Our Core Purpose</i>	<b>District Core Values</b>	<i>Drivers of our Words and Actions</i>
<p style="text-align: center;"><i>Our Schools will Empower Learning, Energize Achievement, Embrace Community</i></p> <p style="text-align: center;"><b>Each Student Real-World-Ready</b></p>		<p><i>Expectations: I will set a high bar for myself and others in learning, behavior, commitment to do one's best and service to others and community</i></p> <p><i>Respect: I will honor the uniqueness of myself and others</i></p> <p><i>Integrity: I will do the right thing...even when no one is looking</i></p> <p><i>Partnership: I will engage in relationships and action which empowers learning for ALL</i></p>	
<b>Vision 2015</b>	<i>What We Intend to Create and Experience</i>	<b>Strategic Directions</b>	<i>Focused Allocation of Resources</i>
<p>ISD 191 will become the leading and preferred source of learning and education for its students and adult learners because we:</p> <ul style="list-style-type: none"> <li>• Serve the unique needs of our students, families and communities first and foremost</li> <li>• Provide relevant and engaging student learning and enrichment leading to college and career readiness for all</li> <li>• Develop innovative, attractive and aligned academic programs, support services, and opportunities</li> <li>• Invest and engage in real partnership across those with differing interests, talents, assets and opportunities aligned with district mission and core values</li> <li>• Energize and leverage our community diversity in all forms as unique and valued assets for developing true real-world-ready learners and citizens</li> <li>• Attract, value, retain and develop the very best employees in education and operations to serve our students and families</li> </ul>		<ul style="list-style-type: none"> <li>A. Increase student engagement and learning, dramatically reduce the achievement gap and improve the process of teaching and learning based on relevancy to students and results</li> <li>B. Redesign for equitable allocation of district human, financial, and physical resources based on meeting specific student needs for learning, support, services and development</li> <li>C. Develop staff capacity to engage in the Mission and Vision work of the District through professional development and professional evaluation / feedback</li> <li>D. Implement continuous improvement across all aspects of District programming, operations and services through the development and use of leading data, analysis, feedback and application systems and practices</li> <li>E. Fast-track the development of a compelling and competitive District brand and message increasingly backed by student, staff and family experience and performance</li> <li>F. Reframe and redefine the district partnership practices, preferences and performance across those who govern, those who manage and those who consult.</li> </ul>	

With the Strategic Roadmap in place, district leaders are now actively engaged in the work of developing operational plans and vision cards with clear benchmarks. Improvement plans for each school and department aligned to the Strategic Roadmap are currently being developed and implemented.

***Current structure for collaboration and continuous improvement work***

The current team and meeting structure driving the work of continuous improvement was launched in 2011-12. Since then, all schools are required to have a Building Leadership Team (BLT) responsible for creating, implementing, and evaluating a School Improvement Plan (SIP) supported by a site based Professional Development plan. Embracing years of district work around Professional Learning Communities (PLCs), all licensed staff are part of a grade level, department or job alike collaborative team (CT) that aligns its efforts to the school improvement plan. All licensed staff are also part of a district-wide collaborative team that focuses on district-wide alignment of curriculum and instruction

(job alike groups). The district collaborative teams are facilitated by teachers serving as Curriculum Leads along with assigned administrators and convene 3 - 4 times each year during district professional days. Some teams convene more frequently due to being in a more intense part of the curriculum writing cycle. Here is a simple graphic of the current meeting structure involving all licensed staff:

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
<b>District CT</b>	3.5 hrs		3.5 hrs			3.5 hrs			3.5 hrs		Ldrshp Team	
<b>Building CT</b>	8-12 hrs	2 hr LS		2 hr LS			2 hr LS	2 hr LS		2 hr LS	Ldrshp Team	
<b>Grade/ Dept/ Team CT</b>	2-8 hrs as needed	modified weekly	modified weekly	modified weekly	modified weekly	modified weekly	modified weekly	modified weekly	modified weekly	modified weekly		
<b>Other Mtgs &amp; PD</b>												

Frequency and "rhythm" are important variables to consider for meaningful collaboration. Weekly department or grade level CT work is critical and well supported by research on Professional Learning Communities to facilitate the ongoing focus on using common assessment results to drive instructional planning. Likewise, the school team must convene periodically to measure/evaluate and modify the School Improvement Plan, and the district wide CT must convene periodically to evaluate and realign curriculum, assessments, and instruction. While the heavy lifting on some curriculum and professional development work can be done during the summer, ongoing meetings or work sessions to evaluate and modify curriculum and instructional plans is the heart of Professional Learning Community work. This alignment work must be done in the "rhythm" of the regular work week.

***Need for adult collaboration time***

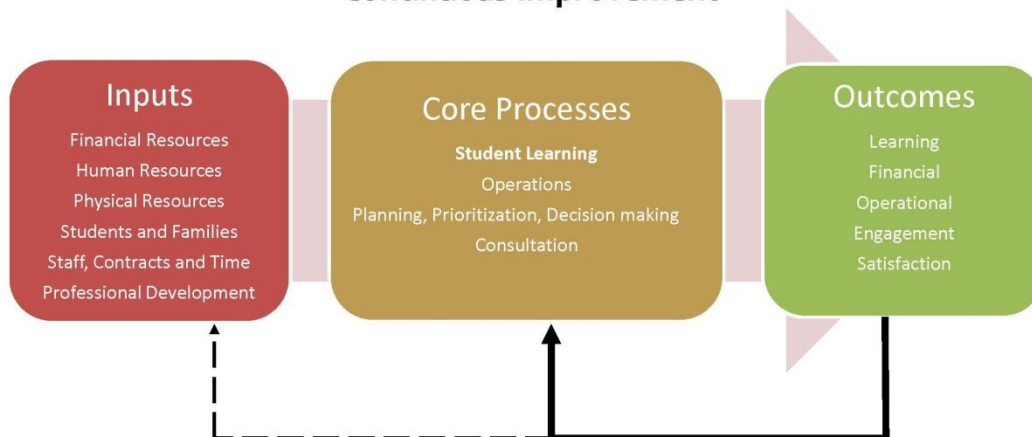
Current professional literature and research on effective schools reveals a high level of consensus around the notion that meaningful adult collaboration is critical for improving student achievement results. A February 2012 Grattan Institute report called "Catching up: Learning from the best school systems in East Asia" shows that teachers in the US are in front of students teaching and average of 30 hours each week while teachers in Shanghai are in front of students teaching an average of 10-12 hours each week. The same data table reflects 15 hours for teachers in Korea, 17 hour in Hong Kong, and 19 hours in England. For US teachers, simply responding to correspondence and correcting student work consumes more than the remaining time in the professional work week leaving no time allocated to the real work of a Professional Learning Community. Here are several reports or resources supporting this notion:

- *Catching up: Learning from the best school systems in East Asia*; February 2012. Grattan Institute Report (<http://grattan.edu.au/publications/reports/post/catching-up-learning-from-the-best-school-systems-in-east-asia/>)
- *The Missing Link in School Reform* by Carrie Leana; Fall 2011. Stanford Social Innovation Review ([http://www.ssireview.org/articles/entry/the\\_missing\\_link\\_in\\_school\\_reform](http://www.ssireview.org/articles/entry/the_missing_link_in_school_reform))
- *Choosing the wrong drivers for whole system reform* by Michael Fullan; April 2011. Centre for Strategic Education (<http://www.michaelfullan.com/media/13396088160.pdf>)
- *How the world's most improved school systems keep getting better*; November 2010. McKinsey & Company (<http://mckinseysociety.com/how-the-worlds-most-improved-school-systems-keep-getting-better/>)
- "All Things PLC" website (<http://www.allthingsplc.info/evidence/evidence.php>)
- *Leaders of Learning; How District, School, and Classroom Leaders Improve Student Achievement* (2011) by DuFour and Marzano. (<http://www.solution-tree.com/products/books/leaders-of-learning.html>)

Our strong focus on creating an organizational culture focused on continuous improvement has been assisted by the expertise of TeamWorks International. The following graphic outlines the process - and the need to work collaboratively in adult teams to refine our inputs and our core processes to create improved results or outcomes.

Key Images for Review, Reflection and Discussion

### Continuous Improvement



1. Classrooms are *dynamic* on a daily basis with continuously changing "Inputs" which need to be seen, understood and responded to by teachers and staff.
2. "Outcomes" such as a E -12 Readiness Pathway or State and Federal standards are fairly rigid and consistent.
3. Thus robust "Process," such as the core process of learning, are the only effective strategy for schools.
4. The Continuous Improvement of using the Outcomes to improve the core Processes and management of Inputs is the primary responsibility of the PLCs with the guidance and coaching of the Principal as the Instructional Leader.
5. The PLCs need to drive the School Improvement Plans aligned to the District Operational Plan and Strategic Roadmap. Their needs also drive Just-In-Time Professional Development and Intervention / Student Services

## Current Parameters and Calendar

In ISD 191, our professional educators are compensated for 184 work days of which 172 are student contact days. State statute calls for the following amount of instruction for MN students:

- 425 hours for kindergarten
- 935 hours for grades 1 - 6
- 1020 hours of instruction for grades 7 - 12

The calendar here shows the current year 12 professional days shaded with a P or C. The days marked with a "C" are for parent/teacher conferences. A half day of district collaborative team work is scheduled for 8/28, 10/15, 1/21, and 4/15 (marked with a P). The remaining professional days are for staff to plan instruction, report grades, and work at the team or building level. The 5 late starts (marked with LS) facilitate school-wide work driven by School Improvement Plans.

### ISD #191 School Calendar 2012 – 2013 – Late Starts

T=4 AUGUST					T=15 DECEMBER S=15					T=22 APRIL S=21				
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
		1	2	3	3	4	5	6	7	1	2	3	4	5
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
27	28	29	30	31	H	H	H	H	H	29	30			
P	P	P	P		31									
					H									
T=19 SEPTEMBER S=19					T=21 JANUARY S=20					T=22 MAY S=22				
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
3	4	5	6	7		1	2	3	4			1	2	3
H					H	H				6	7	8	9	10
10	11	12	13	14	7	8	9	10	11	13	14	15	16	17
17	18	19	20	21	14	15	16	17	18	20	21	22	23	24
24	25	26	27	28	21	22	23	24	25	27	28	29	30	31
		LS			P	S2				H				
					28	29	30	31						
T=21 OCTOBER S=18					T=19 FEBRUARY S=19					T=5 JUNE S=4				
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
1	2	3	4	5					1	3	4	5	6	7
8	9	10	11	12	4	5	6	7	8					P
15	16	17	18	19	11	12	13	14	15					
P/C	C	C	H	H	18	19	20	21	22					
22	23	24	25	26	H									
29	30	31			25	26	27	28						
T=20 NOVEMBER S=20					T=16 MARCH S=14									
M	T	W	R	F	M	T	W	R	F					
			1	2					1					
5	6	7	8	9	4	5	6	7	8					
12	13	14	15	16	11	12	13	14	15					
		LS			18	19	20	21	22					
19	20	21	22	23	H	C	C	C						
			H	H	25	26	27	28	29					
26	27	28	29	30	H	H	H	H	H					

172 Student Contact Days  
 1<sup>st</sup> Semester = 84 Days (Ends 1/18/13)  
 2<sup>nd</sup> Semester = 88 Days

Semester 1 = 91 Days (Teachers)  
 Semester 2 = 93 Days (Teachers)  
 (Teachers)=184

MLK is a professional day  
 President's Day 2-18 holiday for students and staff

## Desired Results:

- A carefully articulated schedule for continuous improvement work, professional development, and the work of collaborative teams to drive implementation of the district Strategic Roadmap

## Unacceptable Means:

- Adding additional expense to the district
- A decision making process that does not incorporate input from stakeholders
- Conflicting with statute, rule or contractual parameters







**Meeting Schedule/Decision Making Map:**

<b>Choice Makers:</b>	<b>Design Team: (Knowledge/Expertise)</b>	<b>Input Teams (Representative Stakeholders)</b>
School Board	Task Force with BEA, DLT teachers, sped, principals	Principals BLTs All Teachers Parents







<b><u>Design Team (Option Creators):</u></b>	<b><u>Input Team/Processes (Stakeholders):</u></b>
<b>10/8 4-5:30pm</b> Learn framework /brainstorm options and input processes  <b>10/29: 4-5:30pm</b> Identify options and plans for feedback loops	<b>Spring 2011-12</b> Input from BLTs through principals
<b>11/12: 4 - 5:30pm</b> Establish feedback loops	<b>Nov 13:</b> SASIAC Mtg (parents) 5 - 6:30pm (what questions?)
<b>11/19: 4 - 5:30pm</b> Weigh inputs and refine options	<b>11/19:</b>
	<b>Week of 12/3:</b> Teacher survey  <b>12/13:</b> DLT Meeting
<b>12/10: Meet to write recommendation</b>	

**Choice Deadline:      December School Board Meeting (12/20)**

# Scheduling Collaboration Time Input

1. What best describes the majority of your work in our district (check all that apply)?			
		Response Percent	Response Count
Administrator (Principal, Director, Coordinator, Assistant Principal, etc...)		4.3%	23
ESL, SpEd, Interventionist, Counselor, Enrichment, Nurse		32.8%	176
<b>Core Subject or Core Classroom</b>		<b>43.7%</b>	<b>234</b>
Elective Area or Specialist		11.2%	60
Support staff (Clerical, EA, Custodian/Operations, Tech, etc...)		9.1%	49
Building Leadership Team member		6.5%	35
		<b>answered question</b>	<b>536</b>
		<b>skipped question</b>	<b>0</b>

## 2. What grade/age level(s) do you work with for the majority of your time?

		Response Percent	Response Count
Early Childhood		5.0%	27
<b>Elementary</b>		<b>59.3%</b>	<b>318</b>
Junior High		19.6%	105
High School		14.4%	77
k-12		3.4%	18
Other		1.9%	10
<b>answered question</b>			<b>536</b>
<b>skipped question</b>			<b>0</b>

**3. Please rank the following 4 options for scheduling staff time dedicated to meaningful collaboration, school improvement work, and professional development (1 = best option 4 = worst option). Please note the words/descriptions will move as you rank them and the numbers will stay in order.**

	1	2	3	4	Rating Average	Response Count
Maintain our current structure of 5 two hour late starts scheduled during the months when we do not have a professional day.	21.3% (114)	<b>29.7% (159)</b>	25.6% (137)	23.5% (126)	2.51	536
Convert the 5 late start days to 5 professional days. This would change our calendar to 167 student contact days.	20.9% (112)	<b>29.1% (156)</b>	27.1% (145)	22.9% (123)	2.52	536
Schedule a one hour early release or late start every week through the school year. This would be scheduled for the same time/day every week.	9.5% (51)	17.0% (91)	32.3% (173)	<b>41.2% (221)</b>	3.05	536
Discontinue the 5 late starts and add a professional day in November and February. This would change our calendar to 170 student contact days.	<b>48.3% (259)</b>	24.3% (130)	15.1% (81)	12.3% (66)	1.91	536
<b>answered question</b>						<b>536</b>
<b>skipped question</b>						<b>0</b>

**4. Other suggestions or input:**

	Response Count
	125
<b>answered question</b>	<b>125</b>
<b>skipped question</b>	<b>411</b>



#### Q4. Other suggestions or input:

1	<p>Before-and-after-school time is already so tight. Even with our current system we are not able to fit in all legally-required Special Education meetings within timelines nor teacher contract. By eroding the amount of time staff have before and after school to attend any meetings (Pro-Pay, staff meetings, SAT meetings, committee meetings, special ed. meetings...), this further limits scheduling. Special Education meetings are required and are tied to very tight timelines. I am not in favor of extending the current school day, as the trade is never fair to those involved in special education meetings (we would never get that time back, it would go directly to PD). At the junior high and high school level, staff have only 30 minutes before and after the student day - this is hardly enough time to hold a meeting. If this 30 minutes is eroded any more, it will officially NOT be enough time to hold an meeting at all. These are legally-required meetings that must be able to be held within the contracted day. I am attend an average of 8 before-and-after school meetings each week. Meetings alone already extend far beyond my contract. If the current school day is extended, staff must be provided ample time to attend/facilitate special education meetings - without a change to our contract, I do not see how this is possible. THANKS</p>	Dec 7, 2012 3:22 PM
2	<p>Make the 5 late start days, 5 early release days. There best hours of learning are in the morning. They come in 2 hours late and are all wound up from video games, etc...that they have been doing at home all morning.</p>	Dec 7, 2012 2:17 PM
3	<p>Change the 5 Late Start day to regular student contact days would be the best for kids and classroom teacher. Add staff development during Aug. workshop or before and after school.</p>	Dec 7, 2012 1:26 PM
4	<p>It would be beneficial to have more time with our Grade Level Teams planning, discussing progress and talking about what is and isn't working within our classrooms.</p>	Dec 7, 2012 1:16 PM
5	<p>Please - really think about what the plan is for these professional days. I have spent the last three years in meetings where all we do is chit chat because NOTHING was planned!!!! I can be back in my room and be more productive then those meeting have been.</p>	Dec 7, 2012 11:02 AM
6	<p>It should have been more clear how the 167 student contact days option would affect the typical day. Would this make each day longer?</p>	Dec 7, 2012 10:29 AM
7	<p>Why not include no late starts? Professional Development time is not worth the time taken from students.</p>	Dec 7, 2012 10:15 AM
8	<p>Provide more time for CTs, not large group presentations, top-down style. In order to have true PLCs, we've got to have more time to work as CTs/grade-level/department groups. This work should be highly focused on standards, scope and sequence, curriculum and its delivery, and student achievement. This time is especially important when there is new curriculum or paradigm shifts in teaching that are being adopted, or even just tested. Another way to do the one-hour release would be to have the students stay in school, but have an extra specialist time to free up the grade level to meet as a CT. Or the students at that level could have some extra entertainment, study hall, or simply have roving subs to cover classrooms. We should not be reducing student contact days when other districts are increasing contact days unless we can combat the image that will project.</p>	Dec 7, 2012 9:35 AM

#### Q4. Other suggestions or input:

9	Weekly one hour early release/late start doesn't work well for part time or traveling teachers. It is also a burden for parents. Adding extra minutes to a school day has many issues associated with it.	Dec 7, 2012 6:02 AM
10	This survey does not work, the option I think is best is to convert the 5 late start days to 5 professional days. The worst one is schedule a one hour early release or late start every week. Better tech is needed here.	Dec 7, 2012 6:01 AM
11	How about maintain the current schedule and let the people work in PLC teams like we want to instead of saying "BLT" will lead it. Then we get some nonsense like is happening now. They are no different than the rest of us, just given this power to have to make up pointless meetings. And they are pretty much pointless.	Dec 7, 2012 5:24 AM
12	I value the time we spend as a district ESL team and that is currently on late start days. Regardless of the schedule that is chosen, I hope to continue to have the PD time as a district team as well as building teams.	Dec 6, 2012 7:37 PM
13	I like the one hour early release but I'm at a late start school so I'm assuming we would have a late start weekly schedule and I don't think that is beneficial for the students. I would want the weekly schedule if it was an early release only.	Dec 6, 2012 5:00 PM
14	not having a full calendar description of how everything would look for each option on this survey was confusing. The descriptions moving was also very confusing.	Dec 6, 2012 3:22 PM
15	This survey didn't work for me. It wouldn't let me change the numbers in the drop down box so it automatically ranked them in the order they appear.	Dec 6, 2012 3:11 PM
16	We need training on how to handle our behavior issues. They are in the way of student learning.	Dec 6, 2012 3:06 PM
17	Instead of 5 late start lets have 5 early release days. Late start days are useless because the children are already off their schedule.	Dec 6, 2012 12:19 PM
18	Late Start days are not very effective for behavior management for special needs students who struggle with consistency. Shortened instructional periods or ripples to daily schedules brings about anxiety and ineffective learning.	Dec 6, 2012 11:47 AM
19	Media EA's at the elementary schools use this late start time to meet. It is a valuable time for us. Nancy Meyer keeps us up to date on Media procedures to keep our Media Centers up to date. It is a time we discuss concerns, successes and other ideas we have regarding our Media Centers. I hope that we will be able to continue to have this professional development time.	Dec 6, 2012 11:14 AM
20	Year round school with professional time built in as well as holiday and family breaks.	Dec 6, 2012 10:53 AM
21	I feel Educational Assistants working with students should be involved with professional development of instructional strategies.	Dec 6, 2012 10:47 AM
22	I am not interested in any of these options. Professional development in this district has not been effective.	Dec 6, 2012 10:17 AM

#### Q4. Other suggestions or input:

23	Use the 3 days prior to Thanksgiving to use as Professional Days and not change student contact time. We have our student data,, goals,etc...the professional development could be Our own Tching and Lrning conference so that we could actually take new information learned and apply it with the given professional goals set throughout the District. Late starts have been lost days for instruction at least in the area of ESL and the rhythm of the week becomes disjointed. Not ideal .	Dec 6, 2012 9:40 AM
24	It would be better for kids if they were to get up at the same time as a regular school day, thus, like Iowa Public Schools, switch any late start day to an early release day...	Dec 6, 2012 9:15 AM
25	I do not want to do any option that includes lengthening the school day. I am and always have been in favor of eliminating all late start days. This survey is flawed in that it doesn't give me the choice of eliminating late start days.	Dec 6, 2012 8:50 AM
26	I do not want us to lose time with the students. Is there a possibility of adding days to our calendar year?	Dec 6, 2012 8:34 AM
27	The directions above are misleading.	Dec 6, 2012 8:19 AM
28	If professional days occur more frequently with sincere focus of professional development that is directly connected to the individual teacher's work with students, the likelihood of change in instruction and student achievement should improve!	Dec 6, 2012 8:16 AM
29	Late Starts are horrible, for the students, they are all off task and it seems nothing gets done. Plus check how many teachers are absent on this day.	Dec 6, 2012 8:11 AM
30	Please, when weighing this, consider the need for grade level/planning teams to meet and plan. Our collaborative teams are very focused and we have many other areas that need our time and attention.	Dec 6, 2012 7:39 AM
31	Please work to make sure that whatever PD we have is usefull and does not waste time. We have too much work to get done to be wasting time which is quite common now. Feedback needs to be gathered on each session in which we participate -- that does not happen consistently and usually never for sessions that are poorly done.	Dec 6, 2012 7:38 AM
32	Convert the 5 late start days to 5 early release day instead. Students will begin each day with their normal routine vs coming to school after two hours of "play time" at home.	Dec 6, 2012 7:32 AM
33	If there is a increase in contact days will we be compensated?	Dec 6, 2012 7:14 AM
34	This year with the Kinder students going all day, I have seen much less confusion on the part of the parents for the entire late-start process - that is wonderful! When we had 1/2 day kinder, it was just too much for the families to comprehend late starts, no matter how many times we explained who had to come which days, no matter how many simple/clear notes we sent home in both languages, etc. We always had several 1/2 day kinder students from the wrong group show up, we had all-day kinder students confused as well, many 1/2 day parents forgot to send lunches because they weren't used to sending lunch, etc.	Dec 6, 2012 7:13 AM

#### Q4. Other suggestions or input:

I am worried if we ever go back to 1/2 day kinder again, we need to think of something easier for parents to comprehend than the previous way of having 2-hour late starts. Maybe if we continued to have the schedule the same as in the past, we could alter it to include a bag lunch for every 1/2 day student so they don't have to bring one, and free project kids (or reduced rate?) for the other 1/2 of those 5 days so it isn't such a hassle for parents. I think they sent us their kids on purpose even if they knew there was no class because they had no alternative arrangements with their employers, etc., and it was a hardship for them (in many cases, not all). Just my opinion.....

35	I do not care for any of the options. The one option I can see that might work is the option of having either one hour at the beginning of the day or one at the end of the day. However, I believe the students need to come at the regular time, that way we do not create a scheduling nightmare for parents. We would have to provide something for students to do say in the gym at the end of the day they could watch a presentation of some sort that is acceptable to staff and parents. I would like to see the PLC time used at the end of the day. Teachers can be self-directed an work on curriculum alignment with standards. For example our reading curriculum was copyrighted in 2002, our team would like to find more meaningful reading selections that address the standards that we are asked to teach. In addition to that, we would like to incorporate Socratic Seminar more deeply in to language arts, social studies, and science. The ranking I chose doesn't really reflect what I feel needs to be done. I do not want to see any of the options that reduce student contact days chosen.	Dec 6, 2012 6:57 AM
36	Calendar needs to alter conference dates so that parent meetings/conferences reflect student performance. Conferences currently do not match the grading .	Dec 6, 2012 6:18 AM
37	Maintain four specialists' meeting times while still being a part of the building.	Dec 6, 2012 6:17 AM
38	I think early release is a better option than late start days	Dec 6, 2012 6:16 AM
39	The above options DID NOT end up reflective of my input - computer would NOT correct.	Dec 6, 2012 5:29 AM
40	I know this is related to late start, but here is some more input: Have off only Wed - Fri over MEA. Add a day off the Wed before Thanksgiving. Have Easter Monday off. Thank You!	Dec 6, 2012 5:16 AM
41	Have a 4 day week for students. And give teachers time to actually plan/collaborate with team rather than sit in meetings. Also have the training times be during the professional days rather than getting subs and pulling them away from their students.	Dec 6, 2012 5:00 AM
42	No late start just early release at elementary level!	Dec 5, 2012 6:17 PM
43	Why can't you just change all the late start days to early release days?????????	Dec 5, 2012 3:46 PM
44	Thank you for asking for our input and providing some creative options. I believe our current late start days are very difficult for parents and many students who need consistent structure.	Dec 5, 2012 2:02 PM
45	Why not early release that would be similiar to late starts, just at the end of the	Dec 5, 2012 1:06 PM

#### Q4. Other suggestions or input:

day instead? District 196 just started something similiar this school year with restructure of data type days. Could we look at their calendar as a model to see if we could structure ours in that fashion?

46	I do not think we can afford to drop student contact days with "common core" standards approaching. We already lose too much learning over the summer.	Dec 5, 2012 12:29 PM
47	Scedule meaningful programs provided by specialists in that specifc area (not just isd 191 teachers). Bring in people from the MATH IN FOCUS ...or other companies that are experts. Don't waste teacher time. please....	Dec 5, 2012 12:08 PM
48	2 hour early release	Dec 5, 2012 12:08 PM
49	Keep the 5 days, but have them early release instead of late start so people can continue working if they choose	Dec 5, 2012 11:25 AM
50	Keep the 5 days, but have them early release instead of late start so people can continue working if they choose	Dec 5, 2012 11:25 AM
51	At my other school for teh first two years, we had 1/2 days every Wednesday. During that time we had professional development and collaboration time. We are also a 200 day school year calendar. I know that is probably not an option here, but I found that having the collaboration time in the afternoon was better than the morning. So my suggestion is to have the school start at the normal time and do early release instead of late start,	Dec 5, 2012 10:37 AM
52	We use the two hour late starts to their full advantage. We use them to get EAs from around the district together to do training. Without this time, we would have to further close the media centers across the district.	Dec 5, 2012 9:36 AM
53	Early release on Fridays with option of staying in school for supervised activities by community ed and taking the bus. Option 2, okay though I do not understand why it goes from 174 to 170 days if you only take 2 proffesional days.	Dec 5, 2012 8:29 AM
54	We don't need any more scheduled professional development days. We need more time to collaborate about kids, look at data to regroup so we may improve on teaching methods and strategies.	Dec 5, 2012 7:38 AM
55	An early release once a month on a Friday.	Dec 5, 2012 6:53 AM
56	Going to more professional days would only be meaningful if the time is meaningful and productive.	Dec 5, 2012 6:45 AM
57	Early outs versus late starts!	Dec 5, 2012 6:24 AM
58	Have one or two days a month that are used for all trainings and meetings/professional development. This could reduce sub costs and still provide opprotunities for collaboration among district staff between buildings. Also align elementaery start times to allow easier collaboration throughout the school year.	Dec 5, 2012 6:23 AM
59	Number 3 is not working. I could not get the drop downs to accept my responses.	Dec 5, 2012 6:06 AM

**Q4. Other suggestions or input:**

60	Only like option 1 &2.	Dec 5, 2012 5:34 AM
61	GIVE SPED TEACHER THE LATE START DAYS FOR DUE PROCESS	Dec 5, 2012 5:18 AM
62	Put the professional development in the summer. School is about the students, for them to learn. Less time for them is not an option. Have the workshops in the summer, two weeks before school. We will lose students if the days are cut. If anything, schools are adding days, not taking away. I have to get 18 credits to stay certified at my job and get those in the summer and after school hours. That the MEA days for the workshops as many know that since they do not get paid to go they don't use those two days.	Dec 5, 2012 4:59 AM
63	Is there an option to make the days early release days? I think the district needs to consider this an option and bring it to its members for input.	Dec 4, 2012 8:44 PM
64	Schedule 1/2 day early release every other week throughout the school year for meetings and professional development keeping the same day consistent. It would eliminate having grade levels released which causes disruption in the building & loss of teaching time, and saves money by reducing sub costs.	Dec 4, 2012 8:38 PM
65	Late starts are very disruptive for students, as well as specialist teachers. Early release days might be better option. Otherwise, changing them to full-day professional development would be the least disruptive.	Dec 4, 2012 6:15 PM
66	Late Starts are not good for kids. Whatever option is chosen should needs to eliminate the idea of Late Starts.	Dec 4, 2012 6:10 PM
67	Using part of the professional development time to be able to work in our classrooms to implement new strategies we are learning about into our curriculum and to take time for person reflection. I think this would make PLC time more meaningful. It would also allow us to focus even more on our ProPay goals. Right now, with the number of meetings (district, building, and student concern), I don't have as much time as I'd like to do this...	Dec 4, 2012 12:22 PM
68	One of the difficulties with staff development and collaborating during late start or early release is the different times that schools start their day. Some people end up losing more student time than others. The same thing applies to the Cluster meetings and PLC on Wednesdays. Early start schools do not lose as much student contact time, and with our big caseloads, it makes a difference. I also have concerns about decreasing the number of student contact days.	Dec 4, 2012 12:02 PM
69	The best option would be if there was a way to eliminate the late starts, still have the same amount of professional development time, and NOT add extra minutes to the school day.	Dec 4, 2012 11:44 AM
70	Discontinuing the 5 late starts and adding a professional day in November and February would be the least disruptive for families and students. This plan would provide a reasonable amount of time for PD at building and district levels.	Dec 4, 2012 7:26 AM
71	Of my first 2 choices, it doesn't make sense to lessen student contact days. I wish the wording for #1 did not include "late start" for elementary.	Dec 4, 2012 5:27 AM
72	Vary up the late start days (not all Wednesdays), this affects elementary band	Dec 3, 2012 5:35 PM

**Q4. Other suggestions or input:**

profoundly. Perhaps alternate between Tuesday, Wednesday, and Thursday.  
Thank you!

73	Thank you for your efforts!	Dec 3, 2012 3:14 PM
74	None of them are very good options. Feel we are losing our focus on providing services to students. Any way professional days could happen outside of the school year?	Dec 3, 2012 11:40 AM
75	As I understand it, data suggests that US schools need more instructional time, not less, so I can't support options that take that time away from students. I like the idea of the one hour/week because we could use the time more effectively, I believe, as long it is well-planned. For example, if we really want to implement AVID, we should have a weekly AVID session to keep it top of mind, share what we are doing, and REALLY learn how to do it properly. For any option, we need to seriously examine how it will affect families/child care.	Dec 3, 2012 10:43 AM
76	A change is needed, thank you for looking into making this possible.	Dec 3, 2012 9:58 AM
77	District needs to include training on ESL (now 1 in 4 students and higher in Elementary) and cultural teaching that will narrow the achievement gap. Add SIOP or CBI training. Please sustain this training!	Dec 3, 2012 9:18 AM
78	None	Dec 3, 2012 8:43 AM
79	I am an elementary media EA. As far as I know, we are the only EA group to meet on late start days. These meetings are extremely important to us, as we are the only staff members with this position in each school. The late start meetings are our only chance to collaborate with each other on what works and what doesn't in the elementary media centers and to have uninterrupted professional development with Nancy Meyer, the elementary media specialist.	Dec 3, 2012 7:37 AM
80	Late starts are an irritation to families who have a work schedule to maintain. It also sends the message to students that they don't have much to do at school that day, so they come in all wound up and out of focus, so I would abandon all forms of a late start. Keep the professional days to a minimum. An occasional meeting with my colleagues is good to coordinate curriculum, but there is no need to overdo this time. Having a large number of professional days is just a way for an administrator to justify their own job. I need student contact days to get my job done well.	Dec 3, 2012 7:16 AM
81	None	Dec 3, 2012 7:15 AM
82	From my standpoint as the school nurse, the late starts are very disruptive to the kids and many don't get breakfast. I notice an increase in office visits on those days. It also throws off the kids that are to be taking ADHD meds in the morning and creates issues for our diabetics as well. We in the health office hate late start days because of this. I would very much like to see them eliminated for the kids sake.	Dec 3, 2012 7:14 AM
83	early release over late start for elementary	Dec 3, 2012 7:03 AM
84	Change the late starts to early releases for the 5 dates already set	Dec 3, 2012 6:56 AM

**Q4. Other suggestions or input:**

85	the one hour early/late release would be very difficult on parents!!	Dec 3, 2012 6:52 AM
86	If it is weekly, I would only want the 1 hour early release NOT the 1 hour late start weekly	Dec 3, 2012 6:50 AM
87	All of the research I have read says that teachers in other countries have fewer student contact hours each day so they can focus on a few excellent lessons, not an extra 2 professional days throughout the year.	Dec 3, 2012 5:53 AM
88	Do not extend the length of the school day. Small children can not learn at a high level for longer periods of time.	Dec 3, 2012 5:34 AM
89	All of these options, with the exception of maintaining the current situation, involve adding teaching time without compensation. This would be unacceptable. I believe that there should also be an option to eliminate the 2 hour late starts all together and provide for more uninterrupted instructional time.	Dec 3, 2012 5:29 AM
90	Let's make sure we're doing what is best for the KIDS, keeping in mind that family logistics are important and parents can't always flex their worktime.	Dec 3, 2012 5:21 AM
91	In my opinion, late starts waste an entire day. In my area due to the modified schedule, by the time we get started it is time to clean up and put tools, supplies away. Having some periods longer than others just cause chaos to the schedule.	Dec 3, 2012 5:16 AM
92	For the one hour early release or late start option-- suggested to only be early release.	Dec 3, 2012 4:12 AM
93	The very sporadic nature of professional development right now, just doesn't work. Most of the material gets lost in the busyness of the day. I think having consistent time every week would allow for the most meaningful work to be accomplished.	Dec 2, 2012 8:58 PM
94	One and two hours late starts are not enough time to productively work together and really focus on the work.	Dec 2, 2012 5:32 PM
95	Possibly consider exploring a weekly early release time.	Dec 1, 2012 5:28 PM
96	I'd much rather have staff training and/or collaboration at the beginning of a day than tacked on at the end of days which would mess with special education meetings with parents.	Dec 1, 2012 2:40 AM
97	Early release is better than late start. It does not disrupt the kids a.m. routine. I worry about kids needing breakfast, and counting on school for it.	Nov 30, 2012 5:22 PM
98	Late start days are difficult for children & their parents. Their morning routines are interrupted which does not help at home or in the classroom. It is more "family-friendly" to have early release days. Morning routines are left intact and parents are given the gift of family time by leaving school & work early. As an educator, I appreciate focusing on instruction & students first then moving to the work of meetings. Thank you for providing this opportunity to revisit professional discourse.	Nov 30, 2012 5:20 PM
99	BEING A PART-TIME GENERAL EA WHO WORKS ON STUDENT CONTACT DAYS ONLY, I AM CONCERNED ABOUT REDUCING MY WORK DAYS. I	Nov 30, 2012 12:20 PM

#### Q4. Other suggestions or input:

WOULD LIKE TO SEE LATE STARTS ELIMINATED, AND PROFESSIONAL DAYS ADDED BEFORE THE SCHOOL YEAR BEGINS OR AFTER THE SCHOOL YEAR ENDS.

- |     |   |                       |
|-----|---|-----------------------|
| 100 | I think it would be best if we were meeting with students after school or have that t do our work. These meetings are not productive. We sit and talk and do a lot of processing but nothing ever seems to change or get done. Students need structure. they need to know the rules and those rules need to be enforced. The school's purpose is to educate students. Students need to know they are here to learn. tolerating or making excuses for student misbehavior and off task behavior should not be tolerated. Students need to learn how to behave in school. I don't see these meetings helping to create a good academic school climate.  | Nov 30, 2012 11:33 AM |
| 101 | Media EA's meet with Nancy Meyer each late start. This time is so valuable to each of us to keep up on standardized media procedures across the district and to collaborate techniques that support the teacher's efforts, keep our collections current and help to engage the students in book selections while in the media center. My hope is that we will be able to continue this professional development time in whatever model is adapted. Thank you.   | Nov 30, 2012 9:22 AM  |
| 102 | Put professional days (full days) on the days before holdiays as we have higher student absences on those days.   | Nov 30, 2012 8:52 AM  |
| 103 | Switching up the days of the week when occurs professional time would be beneficial for ECSE students, as many only attend Tues/Thurs, Mon/Wed/Fri, etc... Then the same students wouldn't be missing service time each month.  | Nov 30, 2012 8:43 AM  |
| 104 | If we convert to 5 professional day BE SURE TO MAKE 2 OF THEM CENTERED AROUND THE 1ST AND 3RD QUARTERS!!!! Thus giving the JUNIOR HIGH teachers professional work time to calculate quarter grades for the student report cards --I HAVE NO IDEA why that was ever taken away from us! It is an unprofessional expectation that we calculate complete grades(clearing out the grades and starting a new grading period) and some teachers switch students mid week, with no given time.   | Nov 30, 2012 8:39 AM  |
| 105 | OK- I live in the community and it is an extreme difficulty for parents to have ANY late starts! LESS student contact time??? This goes against everything we've been working for ESPECIALLY with our growing student population. We have been talked down to for 10 years about "our changing student population" and the continuing changing needs. Believe me, we, who are with children every single day all year, were aware of change before we someone felt we needed to be told. What on earth can't we do during the 45 min once/week that we need MORE time to do? Our students and community expect us to be committed to being WITH kids as many days, as consistently as we are able (and yes, "data shows"... best plan for a successful student is consistency; having teachers/staff that kids can depend on and form relationships with!) Please, don't pay for any more studies or adminstration to tell us what we already know as teachers.... We have more communication than every before; internet, phones, LCD, etc. Let's try being "trend setters" and keep being our of the classroom to an absolutely minimum and DO NOT have less school contact days. Kids need food, support and the structure of our school days to ensure success! | Nov 30, 2012 7:55 AM  |

**Q4. Other suggestions or input:**

106	Change the schedule as stated in #1 or #2 but include a full-day of work time/planning time for staff at the breaks between each quarter to provide staff members adequate time to complete their grades and plan for the next quarter. Allow staff time, not directed by an administrator, to work on their own goals. As everyone is at a different place in their curriculum work, teachers can work on their own to complete what is next for them. Spending 4 hours at a district meeting does little for those of us who know what to do but lack the time to complete it during our day. Differentiate PD for staff.	Nov 30, 2012 7:37 AM
107	Please make it early release instead of early start. This would help accommodate the jr. high athletes that leave early anyway.	Nov 30, 2012 7:17 AM
108	I would like to see BOTH "Convert to 5 professional days" AND "Schedule a one hour early release weekly". The first would be for prof dev, district-wide meetings, and bldg meetings; the second would be for in bldg for teachers to increase collaboration between gen ed, ESL, spec ed, and interventionists.	Nov 30, 2012 6:22 AM
109	The Late Start concept is not an effective way to use our time with students. It needs to go away.	Nov 30, 2012 6:15 AM
110	this survey is invalid. we need parameters, How much pd time is required by statute, what is the district plan for time devoted etc. This survey is set up so you can go to the board and say "overwhelmingly teachers want this time for PD" redo survey with appropriate info and questions	Nov 30, 2012 5:43 AM
111	It is a disservice to students to miss the same days/times consistently. Those students who only attend AM or on certain days are missing the same subject/services and that is short changing them.	Nov 29, 2012 2:43 PM
112	How we use our PD time matters more than when. The curriculum library seems like a worthy endeavor to me.	Nov 29, 2012 1:38 PM
113	Have 5 two hour early releases instead of late starts.	Nov 29, 2012 1:13 PM
114	At the JH level if you are going to be adding a few minutes to each day why not eliminate the homebase concept and make it 7 periods a day, to allow for more course options? (ERJH)	Nov 29, 2012 12:54 PM
115	Make school day longer, get rid of late starts, add pro days, keep contact days the same.	Nov 29, 2012 12:34 PM
116	Late start days are a waste of time- students are not focused- there isn't enough time to do a full lesson, there are more behavior problems!	Nov 29, 2012 12:33 PM
117	Explore Early Release and keep 5 of those days	Nov 29, 2012 9:00 AM
118	Please consider an early release model that is similar to the one hour / week late start model and our current late start model.	Nov 29, 2012 8:22 AM
119	early release preferred over late start.	Nov 29, 2012 5:22 AM
120	Adding 5 professional days seems like a great way to begin to address needed time to develop our initiatives. We can't rely on 2 hours here and an hour there before school or after a long day of teaching. If we are going to make serious	Nov 28, 2012 1:51 PM

#### Q4. Other suggestions or input:

progress toward differentiating our instruction with the 4 DuFour questions in mind, we need considerably more time planning with colleagues. Implementing a PRTI-type of plan to address the needs of students is a serious time commitment, yet we don't seem to get any regular doses of extra time needed to keep it working. If we are expected to find any and all resources to teach to the reading standards and aren't given a textbook series that meet the needs of our students, we need more time to find and evaluate resources that work with our students. If we are expected to implement dynamic, technologically-minded practices that further engage students in their learning, we need more time to do so.

121	I don't think full days are as productive as late start days. I get tired of sitting at meetings for a full day and lose focus. Short snippets are better use of time.	Nov 28, 2012 11:56 AM
122	I thought by state law we could have no fewer than 172 student contact days (hence, the 5 late start days were born because they could be counted as full student contact days).	Nov 28, 2012 11:33 AM
123	Have you considered reducing the August workshop week to 3 days? With the elimination of 1/2 day "Opening" we could distribute that day somewhere in the school calendar without losing a student contact day.	Nov 28, 2012 10:41 AM
124	For interventionists, "occasional" late starts mean students are never seen on those days. If PD is scheduled weekly, this means students are scheduled at another time, and no tx. sessions are missed. P.S. For #4...How do 5 late starts parlay into 5 full days?? Aren't late starts only two hours long??	Nov 28, 2012 10:35 AM
125	Late starts and early release are not family friendly at all	Nov 28, 2012 10:26 AM

**TO:** Members, Board of Education

Agenda Item V.E

**FROM:** Randy Clegg, Superintendent

**DATE:** December 20, 2012

**RE:** Board Policy

**Recommendation:** That the Board of Education approve, on a second reading basis, *Board Policy 202: School Board Officers*.

As part of the ongoing work to update the Board of Education's governance policies, *Board Policy 202: School Board Officers* has been reviewed and updated by the Board Policy Committee. Board Policy 202 replaces *Board Policy BCB: School Board Officers* which was last revised in 2010. Board Policy 202 clarifies the roles and responsibilities of the Board Chair, Vice Chair, Clerk and Treasurer.

## BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT

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### Policy 202 School Board Officers

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#### I. PURPOSE

School Board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management and control of the public schools of the school district.

#### II. SCOPE

This policy applies to elected members of the Board of Education serving in their official capacity.

#### III. DEFINITIONS

None

#### IV. POLICY STATEMENT

The Board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, vice chair, a clerk and a treasurer. These officers shall hold office until the next organizational meeting or until their successors are elected and qualify. The selection of board officers shall be by majority vote of the Board. Any vacancy may be filled at any meeting of the Board.

#### V. RESPONSIBILITIES

Chair: Preside at all meetings of the Board, provide leadership in carrying out the powers and duties of the Board, act as public spokesperson for the Board except when this responsibility has been delegated to others, countersign all orders upon the treasurer for claims allowed by the school board, oversee all Board members' appointments to committees and outside organizations and bring such appointments to the Board for approval, to preserve order and ensure all business before the Board is conducted with propriety and dispatch, to perform such other duties as may be prescribed by law or by action of the Board.

Vice Chair: Perform the duties of the chair in the event the chair is absent; assist the chair in the performance of his/her responsibilities, plan and coordinate the Board's annual evaluation of the Superintendent.

Clerk: Under their supervision and signature, the clerk shall ensure the following:

- A record of all meetings is kept in the books provided, within three days after an election.
- The clerk shall notify all persons elected of their election.
- On or before August 15 of each year, the clerk shall: a) file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year; b) make and transmit to the commissioner certified reports, showing:
  - condition and value of school property,
  - revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner,
  - length of school term and enrollment and attendance by grades, and
  - other items of information as called for by the commissioner.
- Enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
- Furnish to the county auditor, on or before October 10, an attested copy of the clerk's record, showing the amount of money voted by the school district or the school board for school purposes.

- Draw and sign all orders upon the treasurer for the payment of money for bills allowed by the Board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
- Perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

Treasurer: Under their supervision and signature, authorize the deposit of school district funds in the official depository, authorize all reports which may be called for by the Board and perform all duties a treasurer usually performs, in the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. 123B.12.

**VI. EXCLUSIONS**

None

**VII. CONTACTS**

Offices that can be contacted regarding this policy.

Office/Department

Telephone Number

Superintendent

952-707-2001

**VIII. LEGAL REFERENCES**

Minn. Stat. § 130D (Open Meeting Law)

Minn. Stat. § 123B.14 (Officers)

Minn. Stat. § 123B.12 (Finance)

Minn. Stat. § 126C.17 (Referendum Revenue)

Minn. Stat. Ch. 205A (School District Elections)

**TO:** Members, Board of Education

Agenda Item V.F

**FROM:** Randy Clegg, Superintendent

**DATE:** December 20, 2012

**RE:** Board Policy

**Recommendation:** That the Board of Education approve, on a second reading basis, *Board Policy 203.1: Governing Rules – Rules of Order*.

As part of the ongoing work to update the Board of Education's governance policies, *Board Policy 203.1: Governing Rules – Rules of Order* has been reviewed and updated by the Board Policy Committee. Board Policy 203.1 replaces *Board Policy BDDE: Rules of Order* which was last revised in 2010. Board Policy 203.1 establishes the "rules of order" under which the Board will conduct its meetings.

**BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT**

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**Policy 203.1 Governing Rules – Rules of Order**

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**I. PURPOSE**

The purpose of this policy is to provide rules for the conduct of meetings of the Board.

**II. SCOPE**

This policy applies to elected members of the Board of Education serving in their official capacity.

**III. DEFINITIONS**

None

**IV. POLICY STATEMENT**

To ensure board meetings are conducted in an orderly fashion, and to allow Board members to participate in discussions and decisions of school district issues, the following rules of order shall apply:

- A. Minnesota statutes where specified:
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. Robert's Rules of Order, Revised (latest edition) where not inconsistent with A. and B., above.

In all matters, a majority of the voting members of the Board constitute a quorum. The only actions the Board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

**V. RESPONSIBILITIES**

*Chair:*

- Will decide the order in which board members are recognized to address an issue.
- Shall rule on all questions relating to motions and points of order brought before the Board.
- May declare a recess at any time for the purpose of restoring decorum to a meeting or for any other necessary purposes.
- Announce the results of each vote.

*Board Members:* Adhere to the rules of order as a framework for engaging in discussions and making decisions.

**VI. EXCLUSIONS**

None

**VII. CONTACTS**

Offices that can be contacted regarding the policy.

Office/Department

Superintendent

Telephone Number

(952) 707-2001

## **VIII. LEGAL REFERENCES**

Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)

Minn. Stat. § 122A.40 (Employment Contracts, Termination)

Minn. Stat. § 123B.14 (Officers)

Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)

Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)

Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)

Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)

Minn. Stat. § 471.88 (Exceptions)

**TO:** Members, Board of Education

Agenda Item V.G

**FROM:** Randy Clegg, Superintendent

**DATE:** December 18, 2012

**RE:** Board Policy

**Recommendation:** That the Board of Education approve, on a first reading basis, *Board Policy 208: Development, Adoption and Implementation of Policies*.

As part of the ongoing work to update the Board of Education's governance policies, *Board Policy 208: Development, Adoption and Implementation of Policies* has been reviewed and updated by the Board Policy Committee. Board Policy 208 replaces *Board Policy BF: Development, Adoption and Implementation of Policies* which was issued in 2003 and last revised in 2010. Board Policy 208 establishes the process by which board policies are developed, reviewed, amended, rescinded and adopted.

## BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT

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### Policy 208 Development, Adoption and Implementation of Policies

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#### I. PURPOSE

#### II. SCOPE

This policy establishes the process by which policies are developed, reviewed, amended, rescinded, and adopted.

#### III. DEFINITIONS

*Policy* – A written document adopted by the Board that guides the development and implementation of educational programs and district operations.

*Policy Review Committee* – A committee of three Board members appointed by the Board Chair to review policy recommendations of the Superintendent and forward to the Board for consideration of revised or new policies.

#### IV. POLICY STATEMENT

The development of strong, clear policy statements constitutes the primary leadership function of the Board of Education. Policies are the principal process by which the Board discharges its responsibility for the governance of all district educational programs. Board policies establish focus, criteria, and parameters for decision making by the district Superintendent to ensure decisions made are congruent with district level goals and priorities. It is through policies, which are sufficient in scope and quality, that the Board establishes the standards for the design and delivery of programs in the Burnsville-Eagan-Savage School District.

#### V. DEVELOPMENT OF POLICY

The Board has jurisdiction to legislate policy for the school district with the force and effect of law. The need for a board policy may be proposed by a board member, the superintendent, an employee or a stakeholder. The need for a new policy may be due to changes in the external operating environment, changes to state statutes, changes in the district's strategic direction, implementation of new district initiatives or the need for consistent decision-making across the district. All proposed policies will be reviewed by the Board Policy Committee prior to being submitted to the Board for consideration.

#### VI. ADOPTION OF POLICY

The Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regularly scheduled board meetings. New policies and policy revisions introduced at a regularly scheduled board meeting shall not be adopted until a subsequent regularly scheduled meeting of the Board. A majority vote of a quorum of the Board is required to approve a revised policy or adopt a new policy. A revised policy or a new policy becomes effective upon adoption by the Board unless another effective date is specified.

If an existing policy is modified due to changes in state or federal laws, the modified policy may be approved at one regularly scheduled meeting at the discretion of the Board.

Under unusual and rare circumstances the Board, with or without prior notice, may temporarily approve a policy to meet emergency conditions. A majority vote of a quorum of the Board is required to adopt an

emergency policy. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. An emergency policy shall expire within one year following emergency adoption by the Board unless there has been Board action to repeal the emergency policy. The Board shall have discretion to determine what constitutes an emergency situation.

## **VII. IMPLEMENTATION OF POLICY**

It shall be the responsibility of the Superintendent to implement board policies and to develop administrative guidelines and directives when necessary to provide greater specificity and consistency in the process of implementation.

In the event a situation demanding a decision exceeds the boundaries for operational decision-making defined through existing policies, the Superintendent is empowered to act as needed and report such action or decision to the Board.

Policies adopted by the Board shall be posted to the district's website using the codification system and format approved by the Board.

All policies shall be reviewed once every five years. The Superintendent shall be responsible for developing a system of the periodic review of all policies.

The following policy must be reviewed annually: 506 (JFC) Student Discipline.

## **VIII. RESPONSIBILITIES**

*Board Members* – Discharge its governance responsibility through the adoption of policies that establish the focus, criteria, and parameters for decision making by district staff to ensure decisions made are congruent with district goals and priorities.

*Board Policy Review Committee* – Review recommended policies, prior to submitting to the full Board for consideration, to ensure policies are within the scope of the Board's authority and supports the district's mission, vision, core values and strategic direction.

*District Administrators* – Are responsible for informing their subordinates of existing policies and regulations and ensuring that all policies and regulations are implemented with fidelity.

*Staff* – Are responsible for implementing all board policies and administrative regulations with fidelity.

*Superintendent* – Periodically review and evaluate all current policies, keeping the Board apprised of the need to revise existing policies or adopt new policies.

## **IX. EXCLUSIONS**

None

**VII. CONTACTS**

Offices that can be contacted regarding the policy.

Office/Department

Telephone Number

Superintendent

952-707-2001

**VIII. LEGAL REFERENCES**

Minn. Stat. § 123B.02, Subd. 1 (School District Powers)

Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

<b>History:</b> Issued: 11/03 Revised: 3/10		
<b>Approved by:</b> Board of Education	<b>Clerk's Signature:</b>	<b>Date:</b>

# **BURNSVILLE EAGAN SAVAGE**

## **Independent School District 191**

### **Human Resources**

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AGENDA ITEM: V.H  
December 20, 2012

To: Members of the Board of Education  
Superintendent Randy Clegg

From: Stacey Sovine  
Human Resources Administrator

Date: December 20, 2012

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

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2012 - 2013 TERMS AND CONDITIONS OF EMPLOYMENT FOR THE UNAFFILIATED EMPLOYEES OF INDEPENDENT SCHOOL DISTRICT #191.**

The District reached an agreement with the District-Wide Administrators unit on December 11, 2012, in regards to unit clarification for 7 employees. The Bureau of Mediation Services has certified the agreement effective December 13, 2012. There are 13 members within the DWA unit and 22 Unaffiliated Specialists and Confidential Supervisory employees. As a result of the unit clarification, new positions need to be added and subtracted for the current Terms and Conditions of Employment and an Addendum needs to be added as a part of the negotiated agreement.

**The major language items include:**

- Adding and subtracting positions from the Terms and Conditions.
- Adding a negotiated addendum to the Terms to hold harmless employees coming from the DWA unit.
- Employees leaving the DWA include: Connie Erickson, Brady Hoffman, Michele Starkey, and Julie Kronabetter.
- Employees entering the DWA unit include: David Bernard, Jackie Smith, and Jenne O'Neill-Mager

**2012-2013 GENERAL TERMS AND CONDITIONS OF EMPLOYMENT:  
UNAFFILIATED SPECIALISTS OR SUPERVISORY EMPLOYEES**

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

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

- Tier I: Director of Labor Relations
- Tier II: a) ~~Director of Instruction~~, Director of Technology, Director of Accounting  
b) ~~Special Education Supervisor~~; Special Education Coordinator; Human Resources Coordinator; Coordinator of Instruction; Information Systems & Assessment Coordinator, Coordinator of Curriculum; District Technology Coordinator; Communications Coordinator, Assistant Director of Food Services, Community Education Manager
- Tier III: Registrar; Bursar; Human Resources Benefit Specialist
- Tier IV: Cultural Liaison

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

**Performance of Duties.** Employees must faithfully perform, at a professional level of competence, the services and duties prescribed by the District, regardless of whether such duties are specifically described in this policy, in a job description, in a notice of assignment, or in another document. Prompt and regular attendance is an essential function of each employee’s job. Employees must also comply with all lawful directives issued by the Superintendent or by any other individual with supervisory authority. In addition, employees must comply with all

applicable federal and state laws and with all rules, regulations, and policies established by the District. Employees may not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the District. Toward that end, employees may not engage or participate in any action or conduct that is inconsistent with their job duties, the basic educational mission of the District, or the desired image of the District.

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

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

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

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

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

**Compensation.** The Board will determine the compensation of each employee covered by this policy. For the 2012-2013 school year and the 2013-2014 school year, the Board will use the following ranges as a guide when determining the compensation of each employee:

		2012 -2013 Range		2013 - 2014 Range	
		Minimum	Maximum	Minimum	Maximum
Tier I		\$133,000	\$139,000	\$133,000	\$139,000
Tier II	a	\$102,000	\$106,250	\$102,000	\$106,250
	b	\$65,000	\$87,000	\$65,000	\$87,000
Tier III		\$42,000	\$52,500	\$42,000	\$52,500
Tier IV		\$18.00/hour	\$25.75/hour	\$18.00/hour	\$25.75/hour

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

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

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

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

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

- a. **Single Health and Hospitalization Insurance.** The District will contribute an amount equal to 95% of the composite premium for an employee who enrolls the single plan. The composite premium will be based on an insurance plan

consisting of a high deductible insurance plan with a 105 plan and a CHP (health insurance account) whereby the in-network deductible is fully paid via the CHP (health insurance account) and 105 plan and the in-network deductible equals the in-network out of pocket maximum. The remainder of the cost of the plan will be borne by the employee via payroll deduction.

- b. **Dependent Health and Hospitalization Insurance.** The District will contribute an amount equal to 83% of the composite premium for an employee who enrolls in the dependent health insurance plan. The composite premium will be based on an insurance plan consisting of a high deductible insurance plan with a 105 plan and a CHP (health insurance account) whereby the in-network deductible is fully paid via the CHP (health insurance account) and 105 plan and the in-network deductible equals the in-network out of pocket maximum. The remainder of the cost of the plan will be paid by the employee via payroll deduction.
- c. **Both Spouses Employed.** If an employee and his/her spouse are both employed by the district full-time and are enrolled in dependent coverage, either the husband or the wife will contribute an amount equal to 5% of the single composite premium towards family coverage.
- d. **Dental Insurance.** The District will pay 100% of the premium for single or dependent coverage for a full-time employee who elects to participate in the District's group dental plan.
- e. **Group Term Life Insurance.** The District will pay 100% of the premium for a group term life insurance policy with a death benefit of fifty thousand dollars (\$50,000) for each full-time employee who qualifies for life insurance. The District may make arrangements with the carrier to permit Tier I or Tier II employees to purchase additional coverage up to \$200,000 at their own expense and at such rates and limitations as are provided by the carrier and the District. Tier III or Tier IV employees may purchase additional coverage up to \$100,000 at their own expense and at such rates and limitations as are provided by the carrier and the District.
- f. **Long-Term Disability (LTD) Insurance.** The District will make an LTD insurance plan available for full-time employees who desire to participate in the plan. Employees eligible to participate in the LTD plan are responsible for paying 100% of the premium taxes through payroll deduction.
- g. **Disclaimer.** No claim or cause of action may be brought against the District for any claim that is not covered or paid by insurance. The District is not insuring or guaranteeing that any particular claim will be paid or covered by any insurance policy, plan, or program, or that any specific amount will be paid out under any policy, plan, or program. Any description of insurance benefits in this policy is intended to be general and informational only and is subject to change in the

discretion of the School Board. The eligibility of any particular employee and the employee's dependent(s) is governed by the terms of the actual insurance policy, plan, or program. The District's only obligation is to make the premium contributions that are identified in this policy, as it currently is written or as amended at any time in the future, for full-time employees who otherwise qualify for and enroll in the particular insurance plan or program.

**Sick Leave.** Each full-time employee will earn sick leave at the rate of seventeen (17) days per school year and may accumulate a maximum of 300 days of sick leave. Part-time employees will earn sick leave on a prorated basis. An employee's use of sick leave is subject to the following conditions:

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

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

of bereavement leave per school year for reasons such as multiple deaths in the immediate family and out-of-state funerals.

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

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

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

**Sick Leave Credit.** At the end of each fiscal year, employees may exchange (3) unused sick days for 3 days of pay, at their daily rate of pay, contributed into the employee's CHP rollover account.

**Expense Reimbursement.** The District will reimburse employees for mileage and reasonable expenses of job related activities. Employees may be given time to participate in professional conferences and seminars, and will be reimbursed for reasonable expenses associated with attending such conferences and seminars, provided that the conference or seminar was approved in advance by the supervising administrator or the Superintendent. To obtain reimbursement, employees must submit the required forms in accordance with School Board policy.

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

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

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

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

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

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

## **ADDENDUM**

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

Constance Erickson (Director of Planning & Technology)  
Brady Hoffman (Director of Accounting Services)  
Julie Kronabetter (Assistant Director of Food Service)  
Michele Starkey (Community Education Senior Citizen Programs Coordinator)

Pursuant to an Order of the Bureau of Mediation Services, the positions held by the foregoing employees were excluded from the District-Wide Administrator's unit effective December 13, 2012. Accordingly, the terms and conditions of employment for such positions will be governed by the 2012-2013 General Terms and Conditions of Employment: Unaffiliated Specialists or Supervisory Employees ("Policy") and any subsequent such policy adopted by the School District. For the employees identified in this Addendum the following provisions also apply effective December 13, 2012:

1. **Position Elimination**

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

2. **Vacation Pay**

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

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

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

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

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

4. **Group Term Life Insurance**

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

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

5. **Tuition Reimbursement**

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

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

6. **Longevity Pay**

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

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

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

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

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

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AGENDA ITEM: V.I  
December 20, 2012

To: Members of the Board of Education  
Superintendent Randy Clegg

From: Stacey Sovine  
Human Resources Administrator

Date: December 20, 2012

RE: **Collective Bargaining Agreement with the Information Technology Specialists**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED LANGUAGE IN THE 2011-2013 MASTER AGREEMENT WITH THE INFORMATION TECHNOLOGY SPECIALISTS.**

The District reached a tentative agreement on a new two-year contract with the Information Technology Specialists on December 12, 2012. There are 5 members currently within the unit. Work on a new two year agreement started in the spring of 2012 and extended over four bargaining sessions. This unit certified as a union in the Fall of 2011, and all new language needed to be developed for the unit.

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

- All language items are reflective of current practices in other units throughout the district.
- Some benefits will sunset as senior specialists leave the district.
- This unit's last Term and Conditions of Employment expired in June of 2010.
- The new Master Agreement will cover July 2011 - June 2013.
- Steps both years and a one-time payment for the 2010-2011 employees not covered under any terms.

**Economic terms agreed to include:**

- 1.5% increase each year on career increment steps
- 2 year increased cost \$19,564.57
- MSBA 2 year package increase is 4.03%

**MASTER AGREEMENT**

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

and

**INFORMATION TECHNOLOGY SPECIALISTS**

**July 1, 2011 – June 30, 2013**

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ARTICLE I  
PURPOSE

Section 1. Parties: THIS AGREEMENT, entered into between the School Board of Independent School District 191, Burnsville, Minnesota, hereinafter called the Employer, and the Information Technology Specialists, hereinafter called the Union, pursuant to and in compliance with the Public Employment Relations Act of 1971, provides the terms and conditions of employment for Information Technology Specialists during the duration of this Agreement.

ARTICLE II  
RECOGNITION OF EXCLUSIVE REPRESENTATIVE

- Section 1. Recognition: The Employer recognizes the Union as the exclusive representative, under the PELRA for all classifications listed as Information Technology Specialists.
- Section 2. Appropriate Unit: All employees in the above categories are members of the appropriate unit except those excluded under P.E.L.R.A.
- Section 3. In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job position, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE III  
DEFINITIONS

- Section 1. Full-time Employees: Shall mean an employee who is assigned to work at least 1400 hours per year.
- Section 2. Union: Information Technology Specialists.
- Section 3. Union Member: A member of the Information Technology Specialists.
- Section 4. Employee: A member of the exclusively recognized bargaining unit.
- Section 5. Probationary Period: Effective July 1, 2010 all newly hired or rehired employees will have a nine (9) month (calendar) probationary period from their date of hire. After 90 working days of service, the District shall conduct a performance review. At that meeting it shall be determined if further performance reviews shall be required prior to the completion of the probationary period.
- Section 6. Employer: The Independent School District 191, Burnsville, Eagan, Savage.
- Section 7. Superintendent: Superintendent of Independent School District 191.
- Section 8. Union Officer: Officer elected or appointed by the Information Technology Specialists.

- Section 9. Duty Day: The basic duty day for most full-time employees will be eight hours in length, but employees in an exempt position are expected to work the number of hours necessary to perform their job duties and to meet the professional expectations of their job.
- Section 10. Basic Work Year: The employee work year shall correspond to the School District's fiscal year which is July 1st through the following June 30th.
- Section 11. Direction of Duties: All technology work assignments requiring the use of district property, whether regularly assigned or temporary because of outside agency rentals, are under the direction of the Information Technology Specialists.
- Section 12. Overtime: Hours worked beyond a forty-hour workweek will not constitute overtime and will not result in any overtime pay or any other form of additional compensation for employees who hold an exempt position under the FLSA. Employees who hold a non-exempt position will receive one and one-half (1.5) times their regular rate of pay for all time worked in excess of forty (40) hours per week. Non-Duty days and paid holiday hours will not be counted as hours worked when determining overtime obligations in a given week. Beyond the basic duty day, all employees may be required to attend and participate in meetings and school-sponsored events and activities. Employees eligible for overtime shall be paid in the next pay period following when submission of overtime is made within the District payroll schedule.

#### ARTICLE IV EMPLOYER AUTHORITY

- Section 1. The employer retains the sole right to operate and manage all personnel, facilities, and equipment in accordance with applicable laws and regulations of appropriate authorities.
- Section 2. Any term and condition of employment not specifically established or modified by this Agreement shall remain solely with in the discretion of the Employer to modify, establish or eliminate.

#### ARTICLE V UNION SECURITY

- Section 1. Dues Check-off: The employer shall deduct from the wages of employees who authorize such a deduction, in writing, an amount necessary to cover monthly Union dues. The Employer shall remit the collected dues to the Union monthly.
- Section 2. Fair Share Fee: In accordance with the PELRA, 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 85% of the regular membership dues.

The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Commissioner, the School District, 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 Commissioner, 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 Commissioner or the 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, or 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 3. Steward Designation: The Union may designate employees from the bargaining unit to act as a steward and an alternate steward and shall inform the Employer, in writing, of such choice and changes in the position of steward and/or alternate steward.
- Section 4. Union Business: The Employer agrees to allow two (2) membership meetings per year on District property for the purpose of formulating wage requests and presenting final proposal. One hour of release time with no salary deduction shall be granted for each meeting. The district will provide reasonable time off to elected officers or appointed representatives of the Exclusive Representative for the purpose of conducting the duties of Exclusive Representative including, but not limited to, grievance investigation and processing and conferring with District representatives and immediate supervisors with respect to the establishment, interpretation, and application of the provisions of this Agreement. The Exclusive Representative shall notify his/her immediate supervisor at least two (2) days prior to the use of such time except in emergency situations.
- Section 5. Union Notices: The Employer shall make space available on the employee bulletin board for posting of Union notice(s) and announcement(s).
- Section 6. Hold Harmless: The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against

the Employer as a result of any action taken or not taken by the Employer under the provisions of the Article.

## ARTICLE VI PERFORMANCE OF DUTIES

- Section 1. Employees must faithfully perform, at a professional level of competence, the services and duties prescribed by the District, regardless of whether such duties are specifically described in this policy, in a job description, in a notice of assignment, or in another document. Prompt and regular attendance is an essential function of each employee's job. Employees must also comply with all lawful directives issued by the Superintendent or by any other individual with supervisory authority. In addition, employees must comply with all applicable federal and state laws and with all rules, regulations, and policies established by the District. Employees may not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the District. Toward that end, employees may not engage or participate in any action or conduct that is inconsistent with their job duties, the basic educational mission of the District, or the desired image of the District.
- Section 2. The number of paid duty days shall not exceed two-hundred and thirty-one (231) days. After an employee has completed ten (10) years of district service as an Instructional Technology Specialist, the number of duty days shall not exceed two-hundred and twenty-one (221) days.
- Section 3. Daily and Hourly Rate of Pay: In the event the District needs to determine a daily rate of pay for an exempt employee, the employee's annual salary will be divided by the number of duty days assigned to the employee. In the event the District needs to determine an hourly rate of pay for a non-exempt employee, the employee's daily rate of pay will be divided by eight hours.

## ARTICLE VII HOLIDAYS

- Section 1. In the absence of an emergency or a change in the school calendar, employees are not expected to work on the following holidays: Independence Day, Labor Day, Thanksgiving and the day following, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Memorial Day and one floating holiday to be scheduled with the approval of the Instructional Technology specialist's immediate supervisor.
- Section 2. In the case of an emergency or a change in the school calendar requiring an employee to work a holiday identified in Section 1, the employee shall be awarded a floating holiday and a personal day to use within the current fiscal year.

ARTICLE VIII  
CLOSING AND EMERGENCY DISMISSALS

- Section 1. In the event the schools of the District are closed because of inclement weather, employees shall have a choice of working, taking a vacation day, taking a dock, or making up the lost time within seven (7) working days with supervisor pre-approval. There shall be no requirement to make up more than two (2) hours per day on scheduled workdays.
- Section 2. If, after arriving on the job, the employee is dismissed by the Superintendent of Schools or designee, the employee shall be compensated for the day.

ARTICLE IX  
COMPENSATION

Section 1.

**2011-2012**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Tech Spec 4	\$ 66,700	\$ 69,000	\$ 71,400
Tech Spec 3	\$ 60,600	\$ 62,400	\$ 64,200
Tech Spec 2	\$ 46,500	\$ 48,500	\$ 50,500
Tech Spec 1	\$ 33,500	\$ 35,000	\$ 36,500

**2012-2013**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Tech Spec 4	\$ 69,600	\$ 71,900	\$ 74,300
Tech Spec 3	\$ 61,400	\$ 63,200	\$ 65,100
Tech Spec 2	\$ 46,800	\$ 48,800	\$ 50,800
Tech Spec 1	\$ 33,700	\$ 35,200	\$ 36,700

- Section 3. Step Movement: Instructional Technology Specialists hired after January 1st shall not advance a step until July 1st the following calendar year. Thereafter, Instructional Technology Specialists will advance one step on July 1st, provided they have successfully completed a year of service.
- Section 4. At the time of employment, relevant outside experience may be considered for appropriate step placement.
- Section 5. Stipend: Effective July 1, 2011, a Video Production Technology Stipend in the amount of \$3,500 will be paid to the Information Technology Specialist who prepares and edits the Board of Education's monthly meeting and district's monthly cable show. Special board meetings in excess of 23 per year, shall be compensated at \$100 per meeting, provided the meeting requires significant preparation and time.
- Section 6. Longevity: Effective July 1, 2011, after ten (10) years of district service, an Instructional Technology Specialist will receive \$1,000 above their base salary. After fifteen (15) years of district service, an Instructional Technology Specialist

will receive \$1,500 above their base salary. After twenty (20) years of district service, an Instructional Technology Specialist will receive \$2,500 above their base salary.

ARTICLE X  
LEAVES

- Section 1. Sick Leave: Each full-time employee will earn sick leave at the rate of seventeen (17) days per school year and may accumulate a maximum of 150 days of sick leave. Part-time employees will earn sick leave on a prorated basis. An employee's use of sick leave is subject to the following conditions:
- a. The Superintendent may allow an employee to use up to five days of annual sick leave in advance of the monthly accrual, but the advance of sick leave will be deducted from subsequent accrual in that year. Any absences due to illness that are in excess of the employee's accumulated sick leave and annual accrual will be without pay.
  - b. An employee may use accumulated sick leave whenever he/she is absent due to illness or a serious health condition that prevents his/her attendance or the performance of his/her job duties; to care for a sick or injured child who is eighteen years of age or younger; and for any other reason expressly permitted by state or federal law. An employee may use up to five (5) days of accumulated sick leave to care for a spouse who is suffering from an illness or serious health condition. In addition, an employee may use up to one (1) day of accumulated sick leave per school year to attend the funeral of an individual who is not in the employee's immediate family. Sick leave may not be used to conduct personal business.
  - c. If the employee reports being absent due to illness or serious health condition, the District may require the employee to provide a certification from a qualified physician stating that the absence was due to an illness or a serious health condition. The District will make the final determination as to whether the employee is entitled to receive sick leave for a given absence.
  - d. Upon separating from employment with the District for any reason, an employee will have no right to receive any compensation for any unused days of accumulated sick leave.
- Section 2. Bereavement Leave: An employee may take up to five (5) days of paid bereavement leave per year for any death(s) that occurs in the employee's immediate family. For purposes of this Agreement, "immediate family" includes a spouse, children, parents, siblings, grandparents, grandchildren, and in-laws (mother-in-law, father-in-law, son-in-law, brother-in-law, and sister-in-law). The Superintendent may, in his/her sole discretion, grant up to ten (10) additional days of bereavement leave per school year for reasons such as multiple deaths in the immediate family and out-of-state funerals.

- Section 3. Personal Leave: An employee may take up to two (2) days of paid personal leave each school year. The employee must obtain permission from his/her supervising administrator to take personal leave on a given day. The Superintendent or the supervising administrator may deny any request for personal leave at a given time based upon the Superintendent's or administrator's assessment of the needs of the District. Days of personal leave do not accumulate and will be forfeited if they are not used. Upon separating from employment with the District for any reason, an employee will have no right to receive any compensation for any unused days of personal leave.
- Section 4. Jury Duty: An employee who is called for jury duty will be reimbursed for the difference between the amount paid for serving on the jury and the employee's regular salary during the period of service. To the extent possible, employees will be expected to report or otherwise perform their regular duties when temporarily excused from attending court.
- Section 5. Other Types of Leave: To the extent required by law, the District will grant other types of leave. In addition, the School Board may, in its discretion, grant additional types of leave that are not required by law.

#### ARTICLE XI GROUP INSURANCE

- Section 1. Insurance Benefits: As described below, the District will contribute toward the cost of the premium for certain types of insurance for full-time employees who otherwise qualify for and enroll in the insurance policy, plan, or program. The District will select the insurance policies, plans, and programs. To the extent permitted by law, upon separating from employment with the District a former employee may continue to participate in a group health insurance plan, but such participation will be at the former employee's sole expense.
- a. Single Health and Hospitalization Insurance: The District will contribute an amount equal to 100% of the composite premium for an employee who enrolls the single plan. The composite premium will be based on an insurance plan consisting of a high deductible insurance plan with a 105 plan and a CHP (health insurance account) whereby the in-network deductible is fully paid via the CHP (health insurance account) and 105 plan and the in-network deductible equals the in-network out of pocket maximum. The remainder of the cost of the plan will be borne by the employee via payroll deduction.
  - b. Dependent Health and Hospitalization Insurance: Effective July 1, 2011, the District will contribute an amount equal to 80% of the composite premium for an employee who enrolls in the dependent health insurance plan. The composite premium will be based on an insurance plan consisting of a high deductible insurance plan with a 105 plan and a CHP (health insurance account) whereby the in-network deductible is fully paid via the CHP (health insurance account) and 105 plan and the in-network deductible equals the in-

network out of pocket maximum. The remainder of the cost of the plan will be paid by the employee via payroll deduction.

- c. Both Spouses Employed: If an employee and his/her spouse are both employed by the district full-time and are enrolled in dependent coverage, either the husband or the wife will contribute an amount equal to 5% of the single composite premium towards family coverage.
- d. Dental Insurance: The District will pay 100% of the premium for single or dependent coverage for a full-time employee who elects to participate in the District's group dental plan.
- e. Group Term Life Insurance: All employees shall be provided life and dismemberment insurance coverage in the amount of \$50,000 at District expense, subject to the insurance company's terms and conditions. Effective July 1, 2005, Instructional Technology Specialists will each purchase an additional \$100,000 of life insurance. All District participation and contribution shall cease effective on the last working day. However, upon separation from employment, employees may continue coverage in the group plan, at the employee's expense, pursuant to COBRA extensions provided in state and federal statutes.
- f. Long-Term Disability (LTD) Insurance: Income Protection coverage will be provided each employee at District expense. Upon request, instructional technology specialists may supplement LTD payments with 20 days of accrued personal sick leave on a fractional basis (1/3) of a day to yield up to 60 days of full pay.
- g. Disclaimer: No claim or cause of action may be brought against the District for any claim that is not covered or paid by insurance. The District is not insuring or guaranteeing that any particular claim will be paid or covered by any insurance policy, plan, or program, or that any specific amount will be paid out under any policy, plan, or program. Any description of insurance benefits in this policy is intended to be general and informational only and is subject to change in the discretion of the School Board. The eligibility of any particular employee and the employee's dependent(s) is governed by the terms of the actual insurance policy, plan, or program. The District's only obligation is to make the premium contributions that are identified in this policy, as it currently is written or as amended at any time in the future, for full-time employees who otherwise qualify for and enroll in the particular insurance plan or program.

## ARTICLE XII BENEFIT PLANS

- Section 1. 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 2. Tax Sheltered Annuity and Deferred Compensation Plans: Tax sheltered annuities and deferred compensation plans, either variable or fixed, are available. Regulations and procedures are available in the Human Resources Office. Board Policy and regulations will be updated annually for compliance with State and Federal Laws. Effective July 1, 2007, the District will match up to \$750 per year to an approved Minnesota deferred compensation program. In the tenth year of service, the district will contribute \$1,000.

Section 3. Post-Retirement Healthcare Savings Plan: Effective July 1, 2006, the District will contribute \$750.00 for each I.T. Specialist to the Minnesota State Retirement System's Post-Retirement Healthcare Savings. In the tenth year of service the district will contribute \$1,150.

### ARTICLE XIII SENIORITY

Section 1. Employee seniority shall be determined by the employee's length of continuous employment in the bargaining unit.

Section 2. Seniority lists will be published by the Employer on January 1st of each year.

Section 3. Probationary periods can be extended up to an additional 90 calendar days by mutual agreement between the Employer and the Union.

Section 4. During the probationary period a newly hired or rehired employee may be discharged at the sole discretion of the Employer.

Section 5. In the event conditions necessitate a reduction of bargaining unit employees within any position title classification, the following procedure will be used:

Seniority will decide any reduction. The least senior person in any group based on the employee's seniority pursuant to Section 1 of this Article to be reduced will be the first one laid off, and the next in line would follow, and so on, until the reduction has been met, providing the remaining employees have the ability to perform the work required. Position by group shall be the determining factor and any employee eliminated shall then have the right to displace the next least senior employee in the same group or successively lower groups. A junior employee may not displace a senior employee.

Upon rehiring, the laid off employee with the most seniority shall be the first recalled. Employees laid off shall hold recall rights for a period of one year. Employees rejecting re-employment shall forfeit recall rights. In no case shall an employee displace an employee with more seniority or an employee in a higher classification.

ARTICLE XIV  
DISCIPLINE

- Section 1. The employer will discipline employees for just cause only. Upon investigation and finding of facts, the employer shall give the affected employee and the steward a written letter explaining such findings. Discipline will be in one or more of the following forms: a) Letter of Reprimand, b) Letter of Deficiency, c) suspension, d) demotion, or e) discharge.
- Section 2. Suspension, demotions, and discharges will be in written form.
- Section 3. Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be presented, read, and the employee given an opportunity to sign. Employees and the Union will receive a copy of such reprimands and/or notices.
- Section 4. Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.
- Section 5. Any material in the employee's permanent personnel file may be reproduced at the request of the employee and cost of reproduction paid by the employee.
- Section 6. Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union Representative present at such questioning.
- Section 7. Written directives or conference summaries which are not disciplinary but which were created by a supervisor and given to the employee to more clearly define performance expectations may be used in disciplinary actions when the purpose is to establish that the employee should have been aware of those expectations

ARTICLE XV  
EMPLOYEE RIGHTS - GRIEVANCE

- Section 1. Definitions.
- Subd. 1. Grievance: A grievance is defined as a dispute or disagreement as the interpretation or application of the specific terms and conditions of this Agreement.
- Subd. 2. Days: Days shall mean workdays.
- Section 2. Union Representatives: The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Union Representatives and of their successors.
- Section 3. Processing of a Grievance: It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be

accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours. However, the employee and the Union representative must have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work program of the Employer.

Section 4. Procedure:

Subd. 1. Step 1: An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the Employer on the proper form. The Supervisor will meet and discuss the allegation within five (5) days of notification and give an answer to such Step 1 grievance within ten (10) days after the meeting.

Subd. 2. Step 2: In the event the grievance is not resolved in Step 1, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within ten (10) days after receipt of the decision in Step 1. If a grievance is properly appealed to the Superintendent of Schools, the Superintendent shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent shall issue a decision in writing to the parties involved.

Subd. 3. Step 3: A grievance unresolved in Step 2 and appealed to Step 3 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended.

Section 5. Arbitrator's Authority

Subd. 1. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted.

Subd. 2. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union subject, however, to the limitations of arbitration decisions as provided in P.E.L.R.A. of 1971 as amended, and shall be based solely on this Agreement and to the facts of the grievance presented.

Subd. 3. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be

responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Section 6. Waiver: If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step.

#### ARTICLE XVI MISCELLANEOUS

Section 1. Employees who must use their car for School District purposes during the regular working day are entitled to reimbursement for such mileage according to current District policy. In order to be reimbursed, employees must use the proper form and should submit forms on a monthly basis.

Section 2. Tuition Reimbursement: The District will reimburse tuition costs to each member of this unit hired prior to July 1, 2000, for approved coursework that is of benefit to the District. Advance approval and verification of successful completion are required. Tuition will not be paid to members of this unit while on leave. For every 32 college semester credits completed an instructional technology specialist will pledge two years of service to the District. In the event an instructional technology specialist leaves prior to fulfilling this commitment; he/she must refund the District tuition expenses.

Effective July 1, 2011, for employees hired into the unit after July 1, 2006, shall be eligible for up to \$1,000 in tuition reimbursement on an annual basis for post-graduate coursework germane to their assignment and of benefit to the district. All coursework must be preapproved by the Executive Director of Organizational Development. The employee must earn at least a C or a Passing grade in a Pass/Fail system in order to be eligible for tuition reimbursement.

Section 3. Work Stoppages: In the event of a strike or work stoppage by other employees, it is mutually agreed that Information Technology Specialists covered by this Agreement shall be on duty and carry out policy, rules, and assignments as may directed by the Employer. The Employer reserves the right to make whatever directives that are in the Employer's judgment necessary for the operation or protection of District programs and facilities. The members agree that it will not directly or indirectly engage in, support, or assist in any strike against the employer.

- Section 4. Professional Development: The District will pay expenses associated with authorized attendance at conferences and seminars germane to an instructional technology specialist's assignment. Attendance and expenses require advance authorization of the instructional technology specialists' supervisor.
- Section 5. Retirement Age: Retirement age shall be that determined by applicable statutes.
- Section 6. Position Elimination: For An Instructional Technology Specialist hired prior to July 1, 2000, who leaves the District because of a discontinued position, and choose not to exercise their seniority rights under Article XIII, shall receive two (2) days pay for each year of service in the District. An Instructional Technology Specialist will not receive severance if he/she voluntarily resigns from a position or if he/she is terminated for cause.

ARTICLE XVII  
DURATION

- Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing as of the effective date of this Agreement through June 30, 2013. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to the expiration of this Agreement.  
  
In the event a new Agreement is not in effect on July 1, 2013, all terms of this contract will remain in effect as set forth in this Agreement until a successive Agreement is in effect.
- Section 2. This Agreement constitutes the full and complete Agreement between the School Board and the Union. The provisions herein relating to terms and conditions of employment supersede and take precedence over any and all prior agreements inconsistent with these provisions.
- Section 3. The provisions of this Agreement shall be severable, and if any provisions thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof under different circumstances.
- Section 4. This Agreement shall constitute the full complete commitment between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in written, signed agreement to this contract.
- Section 5. Any provision contained in any previous Master Agreement and not contained in this Agreement is no longer valid or applicable after July 1, 2013.

IN WITNESS WHEREOF, The parties have signed this Agreement:

For: IN WITNESS WHEREOF, The parties have signed this Agreement:

For: Information Technology Specialists

For: Independent School District 191

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

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AGENDA ITEM: V.J.

To: Members of the Board of Education  
Superintendent Randy Clegg

From: Stacey Sovine  
Human Resources Administrator

Date: December 20, 2012

RE: **Collective Bargaining Agreement with the Burnsville Principal Association**

**RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE  
THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED  
LANGUAGE IN THE 2011-2013 MASTER AGREEMENT WITH THE  
BURNSVILLE PRINCIPAL ASSOCIATION**

The District reached a tentative agreement on a new two-year contract with the Burnsville Principals Association on December 11, 2012. There are 24 principals within the unit. Work on a new two year agreement started on June 19, 2012 and extended over seven bargaining sessions with the final meeting conducted through mediation. During the collective bargaining process, 13 language items were on the table for discussion.

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

- Sun-setting tuition reimbursement from full to a maximum of \$2,500 annually and increasing the stipend for PhD's.
- Aligning insurance language to reflect the current plan
- Rewriting language around Continuing Benefits to clearly define eligibility and benefit
- Modifying language around Professional Expenses to remove language allocating funds through building budgets to directly paying the employee
- Steps both years.

**Economic terms agreed to include:**

- 1% increase each year on career increment steps
- 2 year increased cost \$190,600.
- MSBA 2 year package increase is 3.60%

# **MASTER AGREEMENT**

**JULY 1, ~~2009~~ 2011 - JUNE 30, ~~2011~~ 2013**

**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 2011- JUNE 30, 20112013**

**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~~ **2013**, principals will be covered under M.S. §125.12 and the salary for ~~2011-2012~~ **2013-2014** will be that stipulated on the individual contract for ~~2010-2011~~ **2012-2013** until a new Agreement is reached subsequent to July 1, ~~2011~~ **2013** and the conditions of the new Agreement will determine salaries for ~~2011-2013~~ **2013-2015**.

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

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

- A. \$2,000 in the 5<sup>th</sup> year of employment as a principal
- B. \$2,500 in the 10<sup>th</sup> year of employment as a principal
- C. \$3,000 in the 15<sup>th</sup> of employment as a principal
- D. \$3,500 in the 20<sup>th</sup> year of employment as a principal

Section 4. Tuition:

Sub 1. For individuals hired prior to January 1, 2013, 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.

Subd 2. Employees hired after January 1, 2013 are eligible for up to two thousand five hundred dollars (\$2,500) in tuition reimbursement per school year for post-graduate coursework that is germane to their assignment and benefits the District. All coursework must be preapproved by the Executive Director of Human Resources.

Subd 3. Effective July 1, 2012, employees who have earned a doctorate from an accredited college or university will receive an additional two thousand dollars (\$2,000) per year above the salary schedule, if the Board determines that the doctorate relates to the employee's position with the District.

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) 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.

a. For all principals who have a full-time assignment, who are employed by the School District, who qualify for and are enrolled in the plan, the School District will contribute the equivalent value of 95% of the single, (composite) premium. The composite premium shall be based on an insurance plan which shall consist of a high deductible insurance plan with a 105 plan and a CHP (health insurance account) whereby the in-network deductible is fully paid via the CHP (health insurance account) and 105 plan and the in-network deductible equals the in-network out of pocket maximum. The remainder shall be borne by the employee. Full-time assignment, for insurance purposes as outlined in this Section, shall mean thirty (30) hours per week.

b. For all principals who have a full-time assignment, who are employed by the School District, who qualify for and are enrolled in the plan, the School District will contribute the equivalent value of 83% of the dependent, (composite) premium. The composite premium shall be based on an insurance plan which shall consist of a high deductible insurance plan with a 105 plan and a CHP (health insurance account) whereby the in-network deductible is fully paid via the CHP (health insurance account) and 105 plan and the in-network deductible equals the in-network out of pocket maximum. The remainder shall be borne by the employee. Full-time assignment, for insurance purposes as outlined in this Section, shall mean thirty (30) hours per week.

## Section 2. Life Insurance

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.~~

~~A. The District will continue to provide health and dental benefits 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. 1.

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.

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 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.

All coverage shall be subject to carrier approval.

Section 6. Continuation of Benefits

Subd. 1. Retirement. Upon retiring from the District with at least ten (10) years of full-time service in the District, an employee who is at least fifty-five (55) years of age may continue to participate in the group health insurance plan and group dental insurance plan that the District makes available to active employees of the District during that period of time. For any employee hired after January 1, 2011, the District will not contribute toward the employee's health insurance premium after the employee retires. For employees hired before January 1, 2011, the amount and duration of the District's contribution toward the employee's health insurance premium after retirement will be as follows:

A. If the employee's years of service in the District plus the employee's years of service as a principal in the District are greater than sixty (60), then for a period of nine (9) years, or until the employee is eligible for Medicare, whichever occurs first, the District will contribute the same dollar amount toward the monthly premium for dependent or single coverage that the District contributed on behalf of the employee for the month immediately before the employee retired.

B. If the employee's years of service in the District plus the employee's years of service as a principal in the District are greater than forty (40), then for a period of eight (8) years, or until the employee is eligible for Medicare, whichever occurs first, the District will contribute the same dollar amount toward the monthly premium for dependent or single coverage that it contributed on behalf of the employee for the month immediately before the employee retired.

C. If the employee's years of service in the District plus the employee's years of service as a principal in the District are greater than thirty (30), then for a period of seven (7) years, or until the employee is eligible for Medicare, whichever occurs first, the District will contribute toward the monthly premium for dependent or single coverage in a dollar amount that is equal to fifty percent of the dollar amount it contributed on behalf of the employee for the month immediately before the employee retired.

D. If the employee's years of service in the District plus the employee's years of service as a principal in the District are thirty (30) or less, then the District will not contribute any amount toward the monthly premium for single or dependent coverage.

E. 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.

Subd. 2. 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. 3. 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 Effective July 1, 2012, the employer will provide \$2000 employee will receive \$2,500 added to their salary 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 salary on a pro-rated basis.
- b) Payment of the \$2,500 professional development salary shall be made on the July 15th paycheck.
- 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~~
- a) ~~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 BPA Master Agreement

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 \$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, 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 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. All other documents may not be placed in personnel files without the knowledge 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~~, ~~2011~~, and shall continue in effect through June 30, ~~2011~~ ~~2013~~, 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

\_\_\_\_\_  
Stacey Sovine, 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

<b>APPENDIX A Salary Schedule 2011-2012</b>			
	<b>Licensed</b>	<b>MA+60</b>	<b>PhD</b>
<b>Assistant</b>			
Step 1	\$ 101,800	\$ 105,270	\$ 109,160
Step 2	\$ 103,290	\$ 108,890	\$ 110,760
<b>Elementary</b>			
Step 1	\$ 104,630	\$ 108,200	\$ 112,180
Step 2	\$ 106,160	\$ 111,910	\$ 113,810
<b>Junior High</b>			
Step 1	\$ 110,450	\$ 114,200	\$ 118,380
Step 2	\$ 112,060	\$ 118,120	\$ 120,110
<b>Senior High</b>			
Step 1	\$ 118,250	\$ 122,270	\$ 126,720
Step 2	\$ 119,970	\$ 127,670	\$ 128,560
<b>All Principals</b>			
<b>Longevity 15th</b>	\$ 750	\$ 750	\$ 750
<b>Longevity 20th</b>	\$ 1,500	\$ 1,500	\$ 1,500

**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

<b>APPENDIX B Salary Schedule 2012-2013</b>			
	<b>Licensed</b>	<b>MA+60</b>	<b>PhD</b>
<b>Assistant</b>			
Step 1	\$ 102,820	\$ 106,330	\$ 110,260
Step 2	\$ 104,330	\$ 109,980	\$ 111,870
<b>Elementary</b>			
Step 1	\$ 105,680	\$ 109,290	\$ 113,310
Step 2	\$ 107,230	\$ 113,030	\$ 114,950
<b>Junior High</b>			
Step 1	\$ 111,560	\$ 115,350	\$ 119,570
Step 2	\$ 113,190	\$ 119,310	\$ 121,320
<b>Senior High</b>			
Step 1	\$ 119,440	\$ 123,500	\$ 127,990
Step 2	\$ 121,170	\$ 128,950	\$ 129,850
<b>All Principals</b>			
Longevity 15 <sup>th</sup>	\$ 750	\$ 750	\$ 750
Longevity 20 <sup>th</sup>	\$ 1,500	\$ 1,500	\$ 1,500

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

<u>Name</u>	<u>Date</u>	<u>Coverage</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.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and The Burnsville Principal Association (hereinafter referred to as the Union), representing the Principals of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2011 through June 30, 2013.

2. This MOU applies to the following employees as indicated:

Gary Hamilton  
Janice Porter  
Elaine Mehdizadeh  
Eugene Roczniak

3. Notwithstanding the collective bargaining agreement Article VI, Section 6, identified employees shall be eligible for the following language:

- a. Retirement. Upon retiring from the District with at least ten (10) years of full-time service in the District, an employee who is at least fifty-five (55) years of age may continue to participate in the group health insurance plan and group dental insurance plan that the District makes available to active employees of the District during that period of time.
- b. The District will continue to provide health and dental benefits 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.
- c. 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.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2013.

Burnsville Principal Association  
Burnsville, MN 55337

Independent School Dist. 191  
100 River Ridge Court  
Burnsville, MN 55337

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

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

Dated: \_\_\_\_\_2012

Dated: \_\_\_\_\_2012

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Doug Steele

3. Notwithstanding the collective bargaining agreement Article VI, Section 6, Subd 1., paragraph C., the identified employee shall be eligible for the following language:

If the employee's years of service in the District plus the employee's years of service as a principal in the District are greater than thirty (30), then for a period of nine (9) years, or until the employee is eligible for Medicare, whichever occurs first, the District will contribute the same dollar amount toward the monthly premium for dependent or single coverage that the District contributed on behalf of the employee for the month immediately before the employee retired.

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Burnsville Principal Association  
Burnsville, MN 55337

Independent School Dist. 191  
100 River Ridge Court  
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2. This MOU applies to the following employees as indicated:

Delonna Darsow

3. Notwithstanding the collective bargaining agreement Article VI, Section 6, Subd 1. the identified employee shall be eligible for the following language:

Retirement. Upon retiring from the District with at least ten (10) years of full-time service in the District, an employee who is at least fifty-five (55) years of age, or who has received Teacher Retirement Association credit for not less than 30 years allowable service regardless of age, may continue to participate in the group health insurance plan and group dental insurance plan that the District makes available to active employees of the District during that period of time. For any employee hired after January 1, 2011, the District will not contribute toward the employee's health insurance premium after the employee retires. For employees hired before January 1, 2011, the amount and duration of the District's contribution toward the employee's health insurance premium after retirement will be pursuant to the applicable paragraph A, B, C, or D in Article VI, Section 6, Subd 1:

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Burnsville Principal Association  
Burnsville, MN 55337

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Kay Fecke

3. Notwithstanding the collective bargaining agreement Article VI, Section 6, identified employees shall be eligible for the following language:

- a. Retirement. Upon retiring from the District with at least ten (10) years of full-time service in the District, an employee who is at least fifty-five (55) years of age may continue to participate in the group health insurance plan and group dental insurance plan that the District makes available to active employees of the District during that period of time.
- b. The District will continue to provide health and dental benefits 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.
- c. 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.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2013.

Burnsville Principal Association  
Burnsville, MN 55337

Independent School Dist. 191  
100 River Ridge Court  
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