

BOARD AGENDA

INDEPENDENT SCHOOL DISTRICT 191

Burnsville High School Senior Campus
Diamondhead Education Center
Regular Meeting
January 10, 2013
6:30 PM

- I. Call to Order
 - A. Welcome Public
 - B. Pledge of Allegiance
 - C. Oath of Office for Board Members
- II. Annual Organization of the Board of Education 2
 - A. Election of Chair
 - B. Election of Vice Chair
 - C. Election of Clerk
 - D. Election of Treasurer
 - E. Salaries of Board Members
 - F. Regular Meeting of the Board
 - G. Authorization of Electronic (telephone) Fund Transfers
 - H. Authorization for Use of Facsimile Signatures
 - I. Designation of Office Depositories
 - J. Appointment to Committees
- 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 16
 - 2. Human Resources 21
 - 3. No Donations to Report
 - 4. Approve Cooperative Sponsorship Agreement 23
- IV. New Business
 - A. Approve on a second reading basis, Board Policy 208; *Development, Adoption, 25 and Implementation of Policies*
- V. Reports
 - A. Student Advisor
 - B. Superintendent
 - C. Board Members
- VI. Adjourn

**BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT 191**

TO: Members, Board of Education

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

DATE: January 10, 2013

RE: **Annual Organization of Board of Education**

Recommendation: That the School Board adopts the resolutions shown below to accomplish organization of the Board of Education for 2013.

The items listed below must be addressed by the School Board at its organizational meeting on January 10, 2013.

In order of rank, the previous year's officers are responsible for calling the organizational meeting to order. This individual, or someone elected as temporary chair, should preside until a new chair is elected.

Prior to the election of officers, the Board should determine the method to be used in selecting its new officers. A recommended method is that of majority vote on the candidate or candidates nominated for each position. School board policy 202 provides further direction with respect to selection of officers and officer's responsibilities. Policy 202 – "School Board Officers" is attached to this recommendation.

The annual organization of the School Board occurs in January to conform to the term of office for School Board members. Some matters of School Board organization are more readily conducted on a fiscal year basis and will be presented in June.

The items that follow pertain to Board organization for 2013.

A. Election of Chair

Annotation: The chair presides at all School Board meetings and works with the superintendent on calling Board meetings and establishing meeting agendas. At times the chair is called upon to serve in a ceremonial capacity as the ranking elected representative of the School District. The chair countersigns all checks drawn by the treasurer.

Recommendation: Moved by Director _____, seconded by Director _____, that Director _____ be nominated and elected chair of the Board for 2013.

(It is recommended that the newly elected chair assume the chair and conduct the balance of the meeting.)

B. Election of Vice-Chair

Annotation: The Board created the vice-chair position in 1989 for the purpose of easing the ever-increasing workload of the chair. The vice-chair serves as chair when the chair is absent, assists with board operations and plans the annual evaluation of the superintendent.

Recommendation: Moved by Director _____, seconded by Director _____, that Director _____ is nominated and elected vice-chair of the Board for 2013.

C. Election of Clerk

Annotation: The clerk presides at Board meetings in the absence of the chair and vice-chair, and from a legal standpoint, is responsible for Board minutes, signing Board approved contracts and calling School Board elections. The clerk also countersigns all district checks. The routine duties of the clerk are performed by the superintendent's office and business office.

Recommendation: Moved by Director _____, seconded by Director _____, that Director _____ be nominated and elected clerk of the Board for 2013.

D. Election of Treasurer

Annotation: The treasurer is legally responsible for the deposit and withdrawal of all District funds and reporting same to the School Board. Checks drawn on School District accounts are signed by the treasurer. The routine duties of the treasurer are performed by the business office.

Recommendation: Moved by Director _____, seconded by Director _____, that Director _____ be nominated and elected treasurer of the Board for 2013.

E. Salaries of Board Members

Annotation: Salaries of School Board members are set annually. In January 2008, the salaries were set at \$500 per month for each director plus an additional stipend of \$50 for the chair in recognition of increased expenses associated with that office.

Recommendation: That salaries of Board members be set at \$500 per month and that the Chair receive an additional \$50 per month in recognition of additional duties and expenses associated with the position.

F. Regular Meetings of the Board

Annotation: Regular meetings of the School Board are traditionally held on the first and third Thursdays of each month with the exception of the month of January, March and October. The June meetings are scheduled to facilitate budget adoption and to eliminate the need for a meeting in July. All regular meetings will be held at Diamondhead Education Center Senior Campus Commons.

Recommendation: That all regular meetings of the Board of Education commence at 6:30 p.m. on the dates noted below with meetings conducted at the Diamondhead Education Center Senior Campus Commons and cable cast.

| | |
|-------------------|--------------------|
| January 10, 2013 | January 17, 2013 |
| February 7, 2013 | February 21, 2013 |
| March 7, 2013 | March 14, 2013 |
| April 4, 2013 | April 18, 2013 |
| May 2, 2013 | May 16, 2013 |
| June 6, 2013 | June 20, 2013 |
| August 1, 2013 | August 15, 2013 |
| September 5, 2013 | September 19, 2013 |
| October 3, 2013 | October 10, 2013 |
| November 7, 2013 | November 21, 2013 |
| December 5, 2013 | December 19, 2013 |
| January 9, 2014 | January 16, 2014 |
| February 6, 2014 | February 20, 2014 |
| March 6, 2014 | March 13, 2014 |
| April 3, 2014 | April 17, 2014 |
| May 1, 2014 | May 15, 2014 |
| June 5, 2014 | June 19, 2014 |

The following items pertain to calendar year 2013. They are of a routine nature and although Board action is required, discussion is usually unnecessary. I recommend approval of all resolutions as a single consent agenda. In the event a Board member wishes to discuss any item, it should be removed from the list so that it may receive individual attention.

G. Authorization for Electronic (telephone) Fund Transfers

Annotation: The telephone transfer of funds between approved depositories is important to the efficient management of School District deposits. Board authorization is requested to allow the Business Manager to enter into electronic fund transfer agreements with official depositories as provided in Chapter 334, Minnesota Statutes. (See Attached Resolution)

Recommendation: That the School Board adopt the attached resolution which authorizes the Business Manager to enter into electronic (telephone) fund transfer agreements with the District's official depositories per Chapter 334 of the laws of Minnesota.

H. Authorization for Use of Facsimile Signatures

Annotation: The use of facsimile signatures on School District checks must be authorized by Board resolution. Facsimile signatures are also used on individual personnel contracts covered by master agreements. Obviously, this is the only practical method of handling this task. (See Attached Information)

Recommendation: That the School Board adopt the attached resolution authorizing the use of facsimile signatures on payroll and claim checks as prescribed in M.S. 47.41 and furthermore that the use of facsimile signatures be authorized for individual personnel contracts covered by Board adopted Master Agreements.

I. Designation of Official Depositories

Annotation: The Business Office maintains a current list of financial institutions to be used for depositing School District funds. The recommended list of depositories for 2013 is shown in the recommendation.

Recommendation: That the institutions shown below be designated as official depositories of the District for the 2013 calendar year per M.S. 124.05.

U.S. Bank of Minneapolis
Minnesota School Districts Liquid Asset Fund Plus
MN Trust
Associated Bank, WI
East West Bank, NA

J. Appointment to Committees

Committee appointments will be made by the Chair in February. Board members are requested to review the list of appointments and to indicate their interests to the chair.

BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT

Policy 202 School Board Officers

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)

INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests U.S. Bank of Minneapolis to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with U.S. Bank of Minneapolis providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2013, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; Noticed and held, and at which time was present a quorum of said Board on January 10, 2013, and that said resolution is in full force and effect.

I have hereunto subscribed my name this
10th day of January, 2013.

Clerk _____

Chairperson _____

INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests Minnesota School Districts Liquid Asset Fund Plus to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with Minnesota School Districts Liquid Asset Fund Plus providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2013, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; Noticed and held, and at which time was present a quorum of said Board on January 10, 2013, and that said resolution is in full force and effect.

I have hereunto subscribed my name this
10th day of January, 2013.

Clerk _____

Chairperson _____

INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests MN Trust to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with MN Trust providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2013, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; Noticed and held, and at which time was present a quorum of said Board on January 10, 2013, and that said resolution is in full force and effect.

I have hereunto subscribed my name this
10th day of January, 2013.

Clerk _____

Chairperson _____

INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests Associated Bank, WI to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with Associated Bank, WI providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2013, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; Noticed and held, and at which time was present a quorum of said Board on January 10, 2013, and that said resolution is in full force and effect.

I have hereunto subscribed my name this
10th day of January, 2013.

Clerk _____

Chairperson _____

INDEPENDENT SCHOOL DISTRICT 191

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

From time to time, Independent School District 191 orally requests East West Bank, NA to transfer funds to other banks for credit to persons designated by this District in a manner which makes it inconvenient or impossible to execute the written authorizations, instructions and releases required by said Bank, so that the Bank may have standing instructions upon which to act pursuant to oral request for the transfer of funds:

Be it resolved, that Lisa K. Rider, the Executive Director of Business Services of this District is hereby authorized to enter into the Telephone/Funds (Wire) Transfer Agreement on behalf of this District with East West Bank, NA providing for telephonic requests for the transmission of funds belonging to this District upon the terms and conditions set forth in said agreement, and to delete and appoint such persons, from time to time, who may request such transfers on behalf of this District in accordance with such agreement.

The authority conferred herein shall continue in full force and effect until written notice of its revocation shall be received by said Bank at its office, or on December 31, 2013, whichever is earlier.

I, _____, Clerk of Independent School District 191, hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Education of said District at a meeting of said Board duly and regularly called; Noticed and held, and at which time was present a quorum of said Board on January 10, 2013, and that said resolution is in full force and effect.

I have hereunto subscribed my name this
10th day of January, 2013.

Clerk _____

Chairperson _____

**CERTIFIED RESOLUTION
USE OF FACSIMILE SIGNATURES
BY PUBLIC OFFICIALS**

I _____, _____ Clerk
(name of certifying official) (title or position)

of Independent School District #191
(name of governing body)

do hereby certify that the following resolution was duly adopted by said governing body at a meeting thereof duly convened and held on January 10, 2013, and is in full force and effect:

RESOLVED: That the use of facsimile signatures by the following named public officers _____

Chair Treasurer Clerk

on checks, drafts, warrants, warrant-checks, vouchers or other orders on public funds deposited in U.S. Bank of Minneapolis and Associated Bank, WI and hereby is approved, and that each said named person may authorize said depository bank to honor any such instrument bearing his/her facsimile signature in such form as he/she may designate and to charge the same to the account in said depository bank upon which drawn, as fully as though it bore his/her manually written signature, and that instruments so honored shall be wholly operative and binding in favor of said depository bank although such facsimile signature shall have been affixed without his/her authority.

IN WITNESS WHEREOF, I have hereunto set my hand this 10th day of January, 2013 .

CLERK _____
(certifying official)

INDEPENDENT SCHOOL DISTRICT 191

WIRE TRANSFER AGREEMENT

AUTHORIZED REPRESENTATIVES

January 1, 2013 through December 31, 2013

- | | | | |
|---------------------------|-------|--|-----------------|
| 1. <u>Lisa K. Rider</u> | _____ | <u>Executive Director of Business Services</u> | <u>707-2050</u> |
| 2. <u>Brady Hoffman</u> | _____ | <u>Dir/Accounting Services</u> | <u>707-2055</u> |
| 3. <u>Rosina Herrmann</u> | _____ | <u>Accounting Clerk</u> | <u>707-2056</u> |

Account Name

Independent School District 191

**INDEPENDENT SCHOOL DISTRICT 191
SPECIMEN SIGNATURES
SCHOOL BOARD OFFICERS**

- Sign in **black** ink.
- Signature must be kept within the box.
- Three original signatures are required.

| | | | |
|------------|-------|-------|---|
| SPECIMAN 1 | ┌ | ┐ | CHAIRPERSON CLERK TREASURER |
| | ----- | ----- | |
| | ----- | ----- | |
| | └ | ┘ | |
| SPECIMAN 2 | ┌ | ┐ | CHAIRPERSON CLERK TREASURER |
| | ----- | ----- | |
| | ----- | ----- | |
| | └ | ┘ | |
| SPECIMAN 3 | ┌ | ┐ | CHAIRPERSON CLERK TREASURER |
| | ----- | ----- | |
| | ----- | ----- | |
| | └ | ┘ | |

School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
December 20, 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: Chair Hill, Directors Currier, Schmid, Sweep, Teiken, and VandenBoom.

Attendance

Members absent: Director Luth

Others in attendance were members of the public, Superintendent Randall Clegg, administrators and staff.

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

Pledge of Allegiance

Business Director Lisa Rider provided an overview of the district's current budget and proposed property tax information. The district's proposed 2013 tax levy is \$34,332,828.07. This represents the district's maximum levy authority and reflects a 4.20% increase over the 2012 property tax levy. Final certification of the district's 2013 Property Tax Levy is scheduled for later in the meeting.

Truth in Taxation Hearing

There were no comments from the public. The Truth in Taxation portion of the meeting concluded at 6:54 p.m.

Moved by Director Schmid, seconded by Director Currier, to approve the agenda. Director Schmid requested Diamondhead Project bid recommendation be presented before BHS Phase II bid recommendation. Motion carried unanimously (6,0).

Agenda

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

Consent Agenda
Minutes
Human Resources

- Minutes of the December 6, 2012 Board meeting
- Personnel changes for D. Steele, J. Lee, A. Harris, K. Estes, J. Thone, J. Babiash, B. Behme, K. Scheuneman, K. Theiler, A. Borchert, S. Thompson, and P. Kruger.
- No Donations
- Approve 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

Donations
Payroll,
Expenses,
Receipts and
Investments

| | | | | | | | | | | | | | | | | | |
|--|--|-----------------|-------------------|--------------|-------------------|--------------|-------------------|------------|-----------------------------|--------------|--------------------|--------------|--------------------|---------------------|-------|-----------------|---|
| <p>represented by checks numbered 420536-421305, 1006229-1006464, and 100748-100759 and wire transfers and adjustments totaling \$6,292,855.05. Also, 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.</p> | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> - Accept the Budget Analysis for the month ending November 30, 2012. - Receive 2012-2013 American Indian Advisory Committee Resolution. - Approve change order #6 for the 2011-2012 Burnsville High School Deferred Maintenance Project. <p>Motion carried unanimously (6,0).</p> | <p>Budget</p> <p>American Indian Change order #6</p> | | | | | | | | | | | | | | | | |
| <p>Moved by Director Sweep, seconded by Director Teiken, to 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. Motion carried unanimously (6,0).</p> | <p>Award Bid for Diamondhead Project</p> | | | | | | | | | | | | | | | | |
| <p>Moved by Director Currier, seconded by Director Sweep, to 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. Motion carried (5,1 with Chair Hill, Directors Sweep, Teiken, VandenBoom, and Currier voting in favor and Director Schmid opposed).</p> | <p>Award Bid for BHS Phase II</p> | | | | | | | | | | | | | | | | |
| <p>Moved by Director VandenBoom, seconded by Director Schmid, to certify the final property tax levy for taxes payable in 2013 as follows:</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;">General RMV Voter Approval</td> <td style="text-align: right;">\$17,718,581.31</td> </tr> <tr> <td style="padding-left: 20px;">General RMV Other</td> <td style="text-align: right;">1,077,189.38</td> </tr> <tr> <td style="padding-left: 20px;">General NTC Other</td> <td style="text-align: right;">5,053,306.46</td> </tr> <tr> <td style="padding-left: 20px;">Community Service</td> <td style="text-align: right;">970,554.99</td> </tr> <tr> <td style="padding-left: 20px;">General Debt Voter Approved</td> <td style="text-align: right;">4,559,443.92</td> </tr> <tr> <td style="padding-left: 20px;">General Debt Other</td> <td style="text-align: right;">3,283,678.09</td> </tr> <tr> <td style="padding-left: 20px;">OPEB/Pension Other</td> <td style="text-align: right;"><u>1,670,073.92</u></td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="text-align: right;">\$34,332,828.07</td> </tr> </table> <p>Motion carried unanimously (6,0).</p> | General RMV Voter Approval | \$17,718,581.31 | General RMV Other | 1,077,189.38 | General NTC Other | 5,053,306.46 | Community Service | 970,554.99 | General Debt Voter Approved | 4,559,443.92 | General Debt Other | 3,283,678.09 | OPEB/Pension Other | <u>1,670,073.92</u> | Total | \$34,332,828.07 | <p>Final Certification of Property Tax Levy</p> |
| General RMV Voter Approval | \$17,718,581.31 | | | | | | | | | | | | | | | | |
| General RMV Other | 1,077,189.38 | | | | | | | | | | | | | | | | |
| General NTC Other | 5,053,306.46 | | | | | | | | | | | | | | | | |
| Community Service | 970,554.99 | | | | | | | | | | | | | | | | |
| General Debt Voter Approved | 4,559,443.92 | | | | | | | | | | | | | | | | |
| General Debt Other | 3,283,678.09 | | | | | | | | | | | | | | | | |
| OPEB/Pension Other | <u>1,670,073.92</u> | | | | | | | | | | | | | | | | |
| Total | \$34,332,828.07 | | | | | | | | | | | | | | | | |
| <p>Moved by Director VandenBoom, seconded by Director Sweep, to approve the task force recommendation to discontinue scheduling 5 two-hour late start days each year, to implement a 170 student contact day academic calendar, and to add a professional day in both November and February. Motion carried unanimously (6,0).</p> | <p>Changes to Late Starts</p> | | | | | | | | | | | | | | | | |
| <p>Moved by Director Schmid, seconded by Director VandenBoom, to</p> | <p>Board Policy 202</p> | | | | | | | | | | | | | | | | |

approve on a second reading basis, Board Policy 202; *School Board Officers*. Motion carried unanimously (6,0).

Moved by Director Teiken, seconded by Director Sweep, to approve on a second reading basis, Board Policy 203.1; *Governing Rules - Rules of Order*. Motion carried unanimously (6,0).

Moved by Director Currier, seconded by Director VandenBoom, to approve on a first reading basis, *Board Policy 208; Development, Adoption and Implementation of Policies*. Motion carried unanimously (6,0).

Moved by Director Schmid, seconded by Director Sweep, to 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. Motion carried unanimously (6,0).

Moved by Director Currier, seconded by Director Teiken, to approve the proposed language in the 2011-2013 Master Agreement with the Information Technology Specialists. Motion carried unanimously (6,0).

Moved by Director Schmid, seconded by Director Sweep, to approve the proposed revisions and re-adopt the unchanged language in the 2011-2013 Master Agreement with the Burnsville Principals' Association. Motion carried (5,0 Director Currier abstained from voting.)

Moved by Director Schmid, seconded by Director VandenBoom, to adjourn the meeting at 8:11 p.m. Motion carried unanimously (6,0).

Board Policy
203.1

Board Policy
208

Unaffiliated
Employees

Technology
Specialists

Burnsville
Principals'
Association

Adjourn

Clerk

**Special Session Minutes
INDEPENDENT SCHOOL DISTRICT 191
December 20, 2012**

The School Board Special Session was called to order by Chair Hill at 5:05 p.m. at the Burnsville High School Senior Campus in the Campus Cup Cafe.

Call to Order

Members present: Chair Hill, Directors Currier, Sweep, and VandenBoom. Director Schmid arrived at 5:12. Director Teiken arrived at 5:49.

Attendance

Members absent: Director Dan Luth

Others in attendance were, Rep. Will Morgan, Sen. Greg Clausen, Sen. Jim Carlson, Sen. Dan Hall, Rep. Pam Myhra, Superintendent Randall Clegg, administrators, staff and members of the public.

Chair Hill welcomed the legislators and others in attendance.

Welcome

The following item was discussed:

Agenda

- District 191's legislative priorities for 2013

The meeting was adjourned at 6:05.

Adjourn

Clerk

**Special Session Minutes
INDEPENDENT SCHOOL DISTRICT 191
January 3, 2013**

The School Board Special Session was called to order by Chair Hill at 6:35 p.m. at the Administrative Services Center. Call to Order

Members present: Chair Hill, Directors Currier, Schmid, Sweep, Teiken, VandenBoom, and Luth. Others in attendance were search firm representatives, members of the public, administrators, and staff. Attendance

Chair Hill welcomed the audience and lead the Pledge of Allegiance. Pledge of Allegiance

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

The following item(s) were discussed:

- Presentations and Interviews with Superintendent Search Firms; Ray and Associates, School Exec Connect, and PROACT.

Moved by Luth, seconded by Schmid, to select School Exec Connect as the search firm. Motion carried unanimously (7,0). Adjourn

Moved by Luth, seconded by Teiken, to adjourn the meeting at 9:57 p.m. Motion carried unanimously (7,0).

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: January 10, 2013

RE: Recommended Personnel Changes

**Certified
Appointment**

| | |
|--------------------|---|
| Christopher Hassel | *Replacement-Long term substitute, LA, 1.0 FTE, NJH, effective 1/3/13 - 4/4/13 |
| Jane Paulsen | *Replacement-Long term substitute, Media Specialist, 1.0 FTE, NJH, effective 1/4/13 - 4/4/13 |
| Matthew Springer | *Replacement-Long term substitute, Spanish, 1.0 FTE, BHS, effective 1/8/13 - 3/31/13 |
| Beth Tinklenberg | *Replacement-Long term substitute, Reading Specialist/Interventionist, 1.0 FTE, HB, effective 1/3/13 - 3/8/13 |

Leave of Absence

| | |
|---------------------|--|
| Kristine Branyon | *Teacher, ERJH, requests a 1.0 FTE parental leave of absence, effective 2/14/13 - 4/4/13 |
| Laurie Coddington | *Teacher, NJH, requests a 1.0 FTE parental leave of absence, effective 2/14/13 - 4/4/13 |
| Allison Jordan | *Teacher, HB, requests a 1.0 FTE parental leave of absence, effective 2/14/13 - 3/8/13 |
| Erin Kosmalski | *Teacher, SO, requests a 1.0 FTE parental leave of absence- special circumstances, effective 2013/14 school year |
| Danielle C. Sigstad | *Teacher, NJH, requests a 1.0 FTE parental leave of absence, effective 3/1/13 - 4/4/13 |

**Classified
Appointment**

| | |
|----------------------|--|
| Camille DeCarlo | *Replacement-2nd Cook, 3.25 hrs/day, ERJH, effective 1/3/13 |
| Patricia Maternowski | *Replacement-Jr. High Secretary, 8 hrs/day, 12 mo/yr, MJH, effective 1/21/13 |

*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 01/10/2013

| | |
|------------------------------------|--|
| Michelle Powers | *Replacement-2nd Cook, 3.5 hrs/day, MJH, effective 1/3/13 |
| <u>Change in Assignment</u> | |
| Linda Austin | -Assignment changes to 2nd Cook, HB, 3.5 hrs/day, effective 1/3/13 |
| Tausha Chamberland | -Assignment changes to 2nd Cook, HB, 6.5 hrs/day, effective 1/3/13 |
| Rosie Donnohue | -Assignment changes to 2nd Cook, Byrne, 2.25 hrs/day, effective 1/3/13 |
| Diane Gooding | -Assignment changes to Cook Manager, Rahn, 7.5 hrs/day, effective 1/3/13 |
| Karra Hartog | -Assignment changes to Cook Manager, GP, 7.5 hrs/day, effective 1/3/13 |
| Bonnie Korman | *Assignment changes to 2nd Cook, MJH, 3.25 hrs/day, effective 1/3/13 |
| Marie May | -Assignment changes to Assistant Cook Manager/Snack Bar, Byrne, 6.25 hrs/day, effective 1/3/13 |
| Patricia McDonald | -Assignment changes to 2nd Cook, SO, 5.5 hrs/day, effective 1/3/13 |
| Marietta McGaha | -Assignment changes to 2nd Cook, VV, 3.25 hrs/day, effective 1/3/13 |
| Lucia Quast | -Assignment changes to 2nd Cook, Byrne, 3.75 hrs/day, effective 1/3/13 |
| Caroline Sommer | -Assignment changes to 2nd Cook, ERJH, 5.5 hrs/day, effective 1/3/13 |
| Sandra Toeller | -Assignment changes to 2nd Cook, HV, 3.25 hrs/day, effective 1/3/13 |
| Mary Young | -Assignment changes to Assistant Cook Manager/Snack Bar, Rahn, 6.25 hrs/day, effective 1/3/13 |
| Mary Weingartz | -Assignment changes to Assistant Cook Manager/Snack Bar, HV, 6.75 hrs/day, effective 1/3/13 |

Release During Probationary Period

| | |
|------------|-----------------------------------|
| Mary Jatko | *2nd Cook, Rahn, effective 1/4/13 |
|------------|-----------------------------------|

Resignation

| | |
|---------------|-----------------------------------|
| Alicia Vitali | *2nd Cook, ERJH, effective 1/4/13 |
|---------------|-----------------------------------|

*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 01/10/2013

TO: Board of Education Agenda Item III.B.4
Dr. Randall Clegg, Superintendent

FROM: Jeff Marshall, Activities Director – Burnsville High School

DATE: December 21, 2012 for January 10, 2013, Board meeting agenda

RE: Application for cooperative sponsorship

Currently, there is a student who resides in our district but attends the Perpich Center for Arts Education because of his strong interest and ability in visual arts. He is also a tennis player and would like to participate on our team. The Perpich Center for Arts Education and Burnsville High School would like to submit an application for a cooperative agreement for him to be able to play tennis for Burnsville High School.

Therefore, I am recommending that the School Board of Independent School District 191 approve a cooperative sponsorship agreement with the Perpich Center for Arts Education in boys' tennis that would be effective for the 2012-13 and 2013-14 school years.

Minnesota State High School League
 2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
 763-560-2262, Fax: 763.569.0499

Application for Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Boys' TENNIS
 beginning with the 20 12 - 20 13 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List ALL schools included in the cooperative sponsorship. *Attach another form if necessary.*

| | School | Enrollment (9-12)* | City | Administrative Region** | Competitive Section** |
|-----------------|-----------------------------------|--------------------|---------------|-------------------------|-----------------------|
| High School #1: | Burnsville High School | 2530 | Burnsville | 3AA | 3AA |
| High School #2: | Pappich Center for Arts Education | 259 | Golden Valley | 4A | N/A |
| High School #3: | | | | | |
| High School #4: | | | | | |

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members. *- attached.*
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards))

Please see attached.

- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

| | 7th | 8th | 9th | 10th | 11th | 12th |
|----------------|-----|-----|-----|------|------|------|
| High School #1 | 8 | 8 | 7 | 10 | 11 | 6 |
| High School #2 | 0 | 0 | 0 | 0 | 1 | 0 |
| High School #3 | | | | | | |
| High School #4 | | | | | | |

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): _____

Burnsville High School

- Host School (school that will receive revenue share check): Burnsville High School

Board of Education (or designee)

School

Date

Signed _____
 Signed _____
 Signed _____
 Signed _____

Official Action of the MSHSL Board of Directors

Approved Not Approved

Signature: _____

Date: _____

MSHSL Executive Director

TO: Members, Board of Education

Agenda Item IV.A

FROM: Randy Clegg, Superintendent

DATE: January 10, 2013

RE: Board Policy

Recommendation: That the Board of Education approve, on a second 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

Policy 208 Development, Adoption and Implementation of Policies

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)

| | | |
|--|---------------------------|--------------|
| History: Issued: 11/03 Revised: 3/10 | | |
| Approved by: Board of Education | Clerk's Signature: | Date: |