

# BOARD AGENDA

## INDEPENDENT SCHOOL DISTRICT 191

Burnsville High School Senior Campus  
Diamondhead Education Center  
Regular Meeting  
November 7, 2013  
6:30 PM

### I. Call to Order

- A. Welcome
- B. Pledge of Allegiance
- C. Public Recognition - Carla Staffa and Burnsville TEDx

### II. Business Meeting

#### A. Approval of Agenda

#### B. Consent Agenda

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

##### 1. Meeting Minutes

- a. October 3, 2013, Regular Board Meeting and Workshop 3
- b. October 3, 2013, Closed Session 5

##### 2. Human Resources Report 6

##### 3. Adopt a Resolution to Approve and Accept Donations 8

##### 4. Approve the Appointment of Tom Umhoefer to Represent the School District at the Burnsville Breakfast Rotary Club 11

##### 5. Approve Change Order #2 for the Intermediate 917 SUN Program Alterations to Cedar School 12

##### 6. Approve Change Order #3 for the 2012 BHS Main Entry Addition Project 14

##### 7. Approve Change Order #3 for the 2013-14 BHS Deferred Maintenance Project 16

##### 8. Approve Diamondhead Education Center-Phase II Alterations and Mechanical Upgrades Change order #1 19

##### 9. Authorize the Signing and Submission of the Statement of Assurance 22

##### 10. Approve Preliminary Planning of an Extended Field Trip for BHS Band and Choir to Travel to Italy in March of 2014 25

##### 11. Approve Preliminary Planning of an Extended Field Trip for BHS International Travel Club to travel to London, Paris, Florence, and Rome 26

##### 12. Approve an Extended Field Trip Proposal for Sky Oaks Elementary Sixth Grade Students to go to Eagle Bluff Environmental Center December 11-13, 2013 27

### III. New Business

- A. Receive a Report on Enrollment Projections  
Presenter: Executive Business Director Lisa Rider  
Time: 30 Minutes

B. Approve the Financial Audit Report for 2012-2013

28

Presenter: Executive Business Director Lisa Rider and Clifton Larson Allen,  
LLP

Time: 15 Minutes

IV. Reports

A. Student Advisor

B. Superintendent

C. Board Members

V. Adjourn

School Board Minutes  
INDEPENDENT SCHOOL DISTRICT 191  
October 3, 2013

The meeting of the Board of Education was called to order by Chair Sweep at 6:32 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center.

Call to Order

Members present: Directors VandenBoom, Luth, Schmid, Hill, Currier, Alt, and Chair Sweep. Others in attendance were Superintendent Gothard, administrators and staff. Member absent: Student Advisor Shreedaran.

Attendance

Sweep welcomed the public and asked Luth to lead the Pledge of Allegiance.

Welcome and Pledge

Vicki Roy spoke about Ready! for Kindergarten and introduced the Read for the Record Program. Superintendent Gothard read "Otis" by Loren Long to preschool children from the Tiny Tots program as part of the 2013 Read for the Record.

Sup't Reading

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

Agenda

Moved by Hill , seconded by Luth, to approve the consent agenda as follows:

Consent Agenda/  
Minutes/

- Minutes of September 19, 2013, regular board meeting; September 19, 2013, closed session; and September 30, 2013, special meeting.
- Personnel changes for J. Knudsen, A. McCusker, M. Splittstoesser, A. Geuke, E. Abrahamson, J. Sikorowski, S. Abdullahi, S. Ridgeway, M. Cizinski, J. Larson, J. Martin, M. Morales, H. Lindstrom, T. Smith, E. Fink, and A. Vitalli.
- Donation of dictionaries from Burnsville Lions' Club to Sioux Trail School for third grade students; grant of \$1,000.00 from the National Dairy Council to Sioux Trail; and a grant of \$4,000.00 from Midwest Dairy Council and America's Dairy Farmers.
- Canceled the Board Agenda Committee meeting schedule on October 7, 2013.

Human Resources

Donations

Chair Sweep thanked our generous donors and acknowledged retirements. Motion carried (7, 0).

Moved by Luth, seconded by Currier, to approve the proposed revisions and re-adopt the unchanged language in the 2013-2015

Operations and Maintenance

Master Agreement with the Operations and Maintenance Supervisors. Motion carried (7, 0).

Supervisors

Received a report on the Curriculum from Dr. Kathy Funston, director of curriculum.

Reports

An oral report was given by Superintendent Gothard.

Oral reports were given by Directors Alt, Schmid, Luth, VandenBoom, and Chair Sweep.

Moved by VandenBoom, seconded by Alt, to adjourn to a board workshop at 7:53 p.m. The workshop will be followed by a closed session to discuss negotiation strategies. Motion carried (7, 0).

Adjourn

The workshop began at 8:02 p.m. and adjourned at 9:43 p.m.

Workshop

The following items were discussed:

- Legislative Priorities
- Committee Structure

\_\_\_\_\_  
Bob VandenBoom, Clerk

\_\_\_\_\_  
Date Approved

**Closed Session Notes  
INDEPENDENT SCHOOL DISTRICT 191  
October 3, 2013**

This meeting will be closed as permitted by Minnesota Statutes, section 13D.03 to discuss ISD 191's labor negotiation strategies.

Preliminary

The school board closed session was called to order by Chair Sweep at 9:47 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center.

Call to Order

Members present: Directors Luth, Alt, Hill, Currier, Schmid VandenBoom and Chair Sweep.

Attendance

Others in Attendance: Joe Gothard, superintendent; Lisa Rider, executive director of business services; Stacey Sovine, executive director of human resources; Cindy Amoroso, assistant superintendent; and Jami Kenney, executive assistant.

The following item was discussed:

Agenda

- Negotiation Strategies with the Burnsville Education Association.

The closed session adjourned at 10:02 p.m.

Adjourn

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Bob VandenBoom, clerk

Date Approved

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

TO: Members, Board of Education  
Joe Gothard, Superintendent

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: November 7, 2013

RE: Recommended Personnel Changes

**Certified  
Appointment**

Matthew Christensen	*Replacement-Teacher, LA, 1.0 FTE, BHS, effective 11/8/13
Veronica McCartney	-New-Teacher, Grade 4, 1.0 FTE, MWS, effective 10/30/13
Gregory Sifferle	-Replacement-Long term substitute, Reading Interventionist, 1.0 FTE, SO, effective 10/9/13-12/11/13
Melissa Young	-Replacement-Long term substitute, Math Interventionist, 1.0 FTE, MWS, effective 10/25/13 - 12/20/13

**Leave of Absence**

Bridgette Andrews	-Teacher (currently on leave), requests a .4 FTE parental leave of absence, working .6 FTE, effective 11/21/13
Anne Jarzyna-Ingles	-Teacher, MWS, requests a 1.0 FTE parental leave of absence, effective 12/19/13 - 12/20/13
Kathryn Prugh Ploehn	-Teacher, SO, requests a 1.0 FTE parental leave of absence, effective 11/20/13 - 12/11/13
Amy Wilkinson	-Teacher (currently on leave), requests a 1.0 FTE general leave of absence, effective 2014/15 school year

**Retirement**

Deborah Johnson	-Teacher, BEST, after 10 years in the District, effective 12/31/13
Rebecca Laatsch	-Teacher (currently on leave), after 21 years in the District, effective 10/11/13

**Classified  
Appointment**

Mary Christensen	-CORRECTION-Replacement-Lunchroom EA, <b><u>3 hrs/day</u></b> , Neill, effective 9/16/13
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\*added to original report  
Burnsville-Eagan-Savage #191  
Board Meeting – 11/07/2013

Jennifer Gust	-Replacement-Food Service Associate, GP, 3.75 hrs/day, effective 10/21/13
Tara Packer	-Replacement-MEA, Level IV, MWS, 6.5 hrs/day, effective 10/28/13
Janet Wesley	-Replacement-EA, 9 hrs/wk, ECSE, effective 10/10/13
Elizabeth Voit	-Replacement-EA Level 2A, 7.25 hrs/day, Byrne, effective 10/07/13
<b><u>Change in Assignment</u></b>	
Lisa Erickson	-Assignment changes to Food Service Associate, 3.75 hrs/day, BHS, effective 10/21/13
<b><u>Resignation</u></b>	
Jill Kudrna	*EA, HB, effective 11/1/13
Joyce Lemley	-Food Service Associate, BHS, effective 10/29/13
Brigid McCarthy	-Clerical Position, BALC, effective 6/30/13 in order to take another position in the District
Tham Pham	-Food Service Associate, BHS, effective 10/11/13
Justine Tomlinson	-MEA (currently on leave), effective 10/21/13



**Agenda II.B.3.  
November 7, 2013**

**To: Members, Board of Education**  
**From: Lisa K. Rider, Executive Director of Business Services**  
**Date: November 7, 2013**  
**Re: Donations**

**RECOMMENDATION: to adopt a resolution to approve and accept the donations as presented.**

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**RESOLUTION TO APPROVE AND ACCEPT DONATIONS**

**WHEREAS,**

1. School Board Policy KH establishes guidelines for the acceptance of gifts to the District; and
2. Minnesota Statute 123B.02 states the School Board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated; and
3. Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and
4. Businesses and individuals have submitted donations to the district;

**THEREFORE, BE IT RESOLVED** by the School Board of ISD 191 to approve and accept with appreciation the donations as presented below and to permit their use as designated by the donors.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Members in favor of the motion:

Members opposed:

Whereupon said Resolution was declared duly passed and adopted on November 7, 2013.

\_\_\_\_\_  
Sandy Sweep  
Chair - Board of Education

\_\_\_\_\_  
Bob VandenBoom  
Clerk – Board of Education

Donor	Dollar Amount (or description of item donated)	Recipient of donation	Purpose
Alerus Mortgage / Brian Wong	\$100.00	ISD 191	unspecified
Minnesota Twins	two Twins Tickets	Eagle Ridge Junior High	F.I.R.E. Program
Kimberly Robinson	six gift bags containing a \$5.00 Target gift card, Starbucks coffee, candy, nail polish and assorted items	Eagle Ridge Junior High	F.I.R.E. Program
Jennifer Corcoran	5.3 lb bag of assorted candy and \$10 in Target cards	Eagle Ridge Junior High	F.I.R.E. Program
Cub Foods	\$25.00 gift card	Eagle Ridge Junior High	F.I.R.E. Program
Rainbow Foods	\$10.00 gift card	Eagle Ridge Junior High	F.I.R.E. Program
Buck Hill	six tickets to Frightmares Buck Hill	Eagle Ridge Junior High	F.I.R.E. Program
Solar Nails	\$45.00 in gift card	Eagle Ridge Junior High	F.I.R.E. program
Ann Walker	clothing donation	Eagle Ridge Junior High	unspecified
Shaparoo	\$68.88	Eagle Ridge Junior High	education
Target Take Charge of Education	\$3607.34	Eagle Ridge Junior High	unspecified
Jamie Dickerson	1996 Volkswagen Passat VIN #WVWEE83A4TE046254	Burnsville High School	student instruction and learning
Mary Berger	\$50.00	Gideon Pond Elementary	the music department in memory of Vernice Borowicz
Rahn PTO	\$141.44	Rahn Elementary	"Time for Kids" magazine - literacy
Rahn PTO	\$22.43	Rahn Elementary	Ziploc bags for students "Rest and Read" towels for all Kind. classes.
Rahn PTO	\$21.38	Rahn Elementary	Name tags and bus tags
Rahn PTO	\$29.34	Rahn Elementary	Photos for Books
Rahn PTO	\$14.91	Rahn Elementary	labels and name tags
Mount Calvary Lutheran Church	\$3,000.00	Rahn Elementary	school supplies for students
Office Max	\$10,000.00 in school supplies	Rahn Elementary	school supplies
Office Max	\$1,000.00 worth of supplies	Rahn Elementary	A Day Made Better - Office Max Donation

Eagan Lions Club	Coats and Mittens of various sizes	ISD 191	Children in need of winter coats
Earl E and Carlene McDowell	\$25.00	Burnsville High School	Burnsville Hall of Fame
Target Corporation	\$3,583.74	Sioux Trail Elementary	unspecified

Total monetary contributions to accept: **\$10,664.46**



**To:** Board of Education

**Agenda Item: II.B.4**

**From:** Superintendent Joe Gothard

**Date:** November 7, 2013

**Re:** Appointment of Tom Umhoefer to represent the school district at the Burnsville Breakfast Rotary Club

**RECOMMENDATION:** that the school board approves the appointment of Tom Umhoefer to represent the school district at the Burnsville Breakfast Rotary Club.

The district will pay the dues for the superintendent to be a member of civic organizations and service organizations that are mutually agreed upon by the superintendent and the district. Burnsville has two Rotary Clubs: Breakfast Rotary and Noon Rotary. Therefore, the superintendent will join the Noon Rotary Club and requests permission to appoint Tom Umhoefer, director of community education to represent the school district at the Breakfast Rotary Club. The State Auditor with the approval of the School Board will allow school districts to reimburse employees for Rotary expenses.



**Agenda II.B.5.  
November 7, 2013**

**To: Members, Board of Education**

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

**Date: November 7, 2013**

**Re: Change Order #2 for the Intermediate 917 SUN Program Alterations to Cedar School**

RECOMMENDATION: That the Board of Education approve change order #2 for the Sun Program Alterations to Cedar School in the amount of \$(954.00).

On April 18, 2013 the School Board approved the bid for the Sun Program Alterations to Cedar School. Change Order #2 (final change order) is a deduction of \$954.00 to the original contract amount. Items on this change order are the result of changes to the construction documents and items that were missed on the construction documents.

The items on this change order have been reviewed and validated by ATS&R Architects and Engineers. This change order has been reviewed by Intermediate 917 staff as part of the process in processing this change order. Recall, that although this project is being run through ISD 191, the costs associated with the project are funded by the lessee of part of our Cedar location, Intermediate 917.





**Agenda II.B.6.  
November 7, 2013**

**To: Members, Board of Education**  
**From: Lisa K. Rider, Executive Director of Business Services**  
**Date: November 7, 2013**  
**Re: Change Order #3 for the 2012 BHS Main Entry Addition Project**

RECOMMENDATION: That the Board of Education approve change order #3 for the 2012 BHS Main Entry Addition Project

On June 21, 2012 the School Board approved the bids for the BHS Main Entry Addition Project. Change Order #3 is an addition of \$1447.00 to the original contract and is the final change order for this project. Item #1 on this change order is to change the finish on the bench wall and item #2 is a reimbursement for special testing.

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

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## Change Order

<b>PROJECT</b> <i>(Name and address):</i>	<b>CHANGE ORDER NUMBER:</b> 003	<b>OWNER:</b> <input type="checkbox"/>
Burnsville High School Main Entry Addition 600 East Highway 13 Burnsville, Minnesota	<b>DATE:</b> September 24, 2013	<b>ARCHITECT:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i>	<b>ARCHITECT'S PROJECT NUMBER:</b> 09064.6	<b>CONTRACTOR:</b> <input type="checkbox"/>
CM Construction Company, Inc. 12215 Nicollet Avenue South Burnsville, MN 55337	<b>CONTRACT DATE:</b> June 21, 2012	<b>FIELD:</b> <input type="checkbox"/>
	<b>CONTRACT FOR:</b> General Construction	<b>OTHER:</b> <input type="checkbox"/>

**THE CONTRACT IS CHANGED AS FOLLOWS:**  
*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

1. Per CM GCPR #12, dated 06/18/13, Furnish Thorocoat Finish in lieu of Stucco Finish	ADD	\$2,146.00
2. Credit For Amount Paid to Braun Intertec by Owner	DEDUCT	\$(699.00)

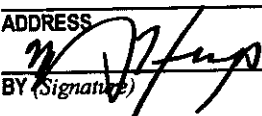
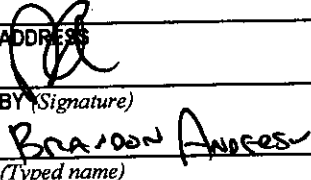
TOTAL ADD THIS CHANGE ORDER: \$1,447.00

The original Contract Sum was	\$ 415,600.00
The net change by previously authorized Change Orders	\$ 7,914.00
The Contract Sum prior to this Change Order was	\$ 423,514.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 1,447.00
The new Contract Sum including this Change Order will be	\$ 424,961.00

The Contract Time will be increased 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 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.**

<u>Armstrong, Torseth, Skold &amp; Rydeen, Inc.</u>	<u>CM Construction Company, Inc.</u>	<u>Burnsville-Eagan-Savage Public Schools</u>
<b>ARCHITECT</b> <i>(Firm name)</i>	<b>CONTRACTOR</b> <i>(Firm name)</i>	<b>OWNER</b> <i>(Firm name)</i>
8501 Golden Valley Road, Suite 300, Minneapolis, MN 55427	12215 Nicollet Avenue South, Burnsville, MN 55337	Independent School District No. 191, 100 River Ridge Court, Burnsville, MN 55337-1613
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
		
<b>BY</b> <i>(Signature)</i>	<b>BY</b> <i>(Signature)</i>	<b>BY</b> <i>(Signature)</i>
Mark G. Hayes, AIA	BRADON ANDRES	
<i>(Typed name)</i>	<i>(Typed name)</i>	<i>(Typed name)</i>
SEPT. 24, 2013	9/25/13	
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>

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**Agenda II.B.7.  
November 7, 2013**

**To: Members, Board of Education**

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

**Date: November 7, 2013**

**Re: Change Order #3 for the 2013-2014 Burnsville High School Deferred Maintenance Project**

RECOMMENDATION: That the Board of Education approve change order #3 for the 2013-2014 Burnsville High School Deferred Maintenance Project in the amount of \$114,007.00.

On December 20, 2012 the School Board approved the bid for the 2013-2014 Deferred Maintenance Project at Burnsville High School. Change Order #3 is an add of \$114,007.00 to the contract amount. Change orders on this project now total to date \$215,695.00 which is less than 2.6% of the original contract amount.

Items on this change order are the result of unforeseen conditions uncovered during demolition. Item #22 was added to the project at the request of the Burnsville Fire Inspector. Items #2, #3, #5, #10, #12, #13, #18, #19, #20, #23, and #24 on this change order were missed in the construction documents. Item #31 on this change order is the result of poor soil conditions found while excavating for the footings on the new loading dock. Items #26 and #30 are additions to the project at the owner's request. Other items were modifications to the construction documents during construction.

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



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## Change Order

<b>PROJECT</b> (Name and address):	<b>CHANGE ORDER NUMBER:</b> 003	<b>OWNER:</b> <input type="checkbox"/>
Burnsville High School	<b>DATE:</b> September 16, 2013	<b>ARCHITECT:</b> <input type="checkbox"/>
2013/2014 Deferred Maintenance		<b>CONTRACTOR:</b> <input type="checkbox"/>
600 East Highway 13		<b>FIELD:</b> <input type="checkbox"/>
Burnsville, Minnesota	<b>ARCHITECT'S PROJECT NUMBER:</b> 09064.4	<b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address):	<b>CONTRACT DATE:</b> December 20, 2012	
CM Construction Company, Inc.	<b>CONTRACT FOR:</b> General Construction	
12215 Nicollet Avenue South		
Burnsville, MN 55337		

### THE CONTRACT IS CHANGED AS FOLLOWS:

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

1. Per CM RFCOP #10, dated 08/06/13, Provide Disconnect	ADD	\$1,824.00
2. Per CM RFCOP #11, dated 08/07/13, Provide Soffit at Coiling Doors	ADD	\$3,587.00
3. Per CM RFCOP #15, dated 09/05/13, Re-Route RWL	ADD	\$7,176.00
4. Per CM GCPR #40, dated 09/06/13, Exhaust Fan EF M-2	ADD	\$1,393.00
5. Per CM GCPR #43, dated 08/03/13, Soffit at Cafeteria 2-101	ADD	\$1,561.00
6. Per CM GCPR #44, dated 08/03/13, Laminate Brick Piers	ADD	\$1,256.00
7. Per CM GCPR #45, dated 08/03/13, Tilework at Coiling Doors	ADD	\$953.00
8. Per CM GCPR #46, dated 08/03/13, Enclose Per and Tilework	ADD	\$3,105.00
9. Per CM GCPR #47, dated 08/03/13, Conceal Existing RWL	ADD	\$2,841.00
10. Per CM GCPR #49, dated 08/05/13, Make Opening and Install Access Panel	ADD	\$976.00
11. Per CM GCPR #50, dated 08/05/13, Remove Clay Tile and Grout	ADD	\$2,533.00
12. Per CM GCPR #53, dated 08/05/13, Provide Electric to Flush Valve	ADD	\$369.00
13. Per CM GCPR #54, dated 08/05/13, Add (2) VFDs	ADD	\$1,496.00
14. Per CM GCPR #55, dated 08/10/13, Changes Per Ceiling Plan AR14	ADD	\$8,946.00
15. Per CM GCPR #56, dated 08/06/13, Provide Additional Gypsum Stud Wall	ADD	\$6,131.00
16. Per CM GCPR #57, dated 08/09/13, Infill CMU Wall and Paint	ADD	\$208.00
17. Per CM GCPR #58, dated 08/09/13, Furr Out Around Existing Columns and Sprinklers	ADD	\$3,230.00
18. Per CM GCPR #59, dated 08/12/13, Provide VFDs With Disconnects	ADD	\$5,337.00
19. Per CM GCPR #61, dated 08/16/13, Add Volume Control Damper	ADD	\$1,831.00
20. Per CM GCPR #62, dated 08/16/13, Interlock Supply Fan	ADD	\$2,036.00
21. Per CM GCPR #63, dated 08/19/13, Eliminate Compasso Metal	DEDUCT	\$(2,400.00)
22. Per CM GCPR #65, dated 09/04/13, Add Sprinkler Heads	ADD	\$1,782.00
23. Per CM GCPR #66, dated 09/04/13, Add Fan to Automation System	ADD	\$578.00
24. Per CM GCPR #68, dated 09/04/13, Add Existing Duct Coils to Automation System	ADD	\$13,484.00
25. Per CM GCPR #69, dated 09/05/13, Additional Slab Material Removed	ADD	\$1,696.00
26. Per CM GCPR #70, dated 09/05/13, Repair Existing Manhole and Blacktop	ADD	\$4,772.00
27. Per CM GCPR #71, dated 09/05/13, Relocate Floor Drain Piping	ADD	\$4,456.00
28. Per CM GCPR #76, dated 09/06/13, Lighting Changes per AR14	ADD	\$811.00
29. Per CM GCPR #77, dated 09/06/13, Provide VFD For Weight Room Unit	ADD	\$2,865.00
30. Per CM RFCOP #4R, dated 09/13/13, Add Moisture Detectors	ADD	\$2,121.00
31. Per CM GCPR #51, dated 08/05/13, Loading Dock Revisions	ADD	\$23,301.00
32. Per CM GCPR #78, dated 09/18/13, Revise Curb and Gutter	ADD	\$2,290.00
33. Per CM GCPR #80, dated 09/09/13, Interior Ramp and Stair Revisions	ADD	\$1,462.00

TOTAL ADD THIS CHANGE ORDER: \$114,007.00

The original Contract Sum was	\$ 8,558,995.00
The net change by previously authorized Change Orders	\$ 101,688.00
The Contract Sum prior to this Change Order was	\$ 8,660,683.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 114,007.00
The new Contract Sum including this Change Order will be	\$ 8,774,690.00

The Contract Time will be increased 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 Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

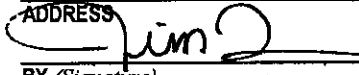
**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Armstrong, Torseth, Skold & Rydeen, Inc.  
**ARCHITECT** *(Firm name)*  
8501 Golden Valley Road, Suite 300,  
Minneapolis, MN 55427

CM Construction Company, Inc.  
**CONTRACTOR** *(Firm name)*  
12215 Nicollet Avenue South, Burnsville,  
MN 55337

Burnsville-Eagan-Savage Public Schools  
**OWNER** *(Firm name)*  
Independent School District No. 191, 100  
River Ridge Court, Burnsville, MN  
55337-1613

ADDRESS  
  
BY *(Signature)*  
Mark G. Hayes, AIA  
*(Typed name)*

ADDRESS  
  
BY *(Signature)*  
JIM OLIVER  
*(Typed name)*

ADDRESS  
BY *(Signature)*  
*(Typed name)*

SEPT. 23, 2013  
DATE

9-24-13  
DATE

DATE



**Agenda II.B.8  
November 7, 2013**

**To: Members, Board of Education**

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

**Date: November 7, 2013**

**Re: Change Order #1 for the 2013 Diamondhead Education Center and Mechanical Upgrades Phase 2 Project**

RECOMMENDATION: That the Board of Education approve change order #1 for the 2013 Diamondhead Education Center and Mechanical Upgrades Phase 2 Project.

On December 20, 2012 the School Board approved the bids for the Diamondhead Education Center and Mechanical Upgrades Phase 2 Project. Change Order #1 is an addition of \$36,696.00 to the original contract. Item #1 on this change order was needed to meet code requirements in the boiler room. The modified openings for item #5 on the change order were needed due to unforeseen structural issues uncovered during demolition. Other items on this change order were needed due to the condition of the components found during construction and owner requests for updates during the project.

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



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# Document G701<sup>™</sup> – 2001

## Change Order

<b>PROJECT (Name and address):</b> Diamondhead Education Center - Phase II Alterations and Mechanical Upgrades 308 West Burnsville Parkway Burnsville, Minnesota	<b>CHANGE ORDER NUMBER:</b> 001 <b>DATE:</b> September 24, 2013	<b>OWNER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR (Name and address):</b> Cool Air Mechanical, Inc. 1441 Rice Street St. Paul, MN 55117	<b>ARCHITECT'S PROJECT NUMBER:</b> 11006.702 <b>CONTRACT DATE:</b> December 20, 2012 <b>CONTRACT FOR:</b> General Construction	

### THE CONTRACT IS CHANGED AS FOLLOWS:

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

1. Per Cool Air Proposal Request #1, dated 04/16/13, Relocate Boiler Emergency Shut-Off Switch	ADD	\$1,747.00
2. Per Cool Air Proposal Request #2, dated 04/16/13, Replace Existing Electrical Panel	ADD	\$825.00
3. Per Cool Air Proposal Request #3, dated 05/21/13, Tees, Valves, Caps on Chilled Water and Hot Water Return Lines for Future Connections	ADD	\$2,155.00
4. Per Cool Air Cost Proposal #4.1R, dated 06/26/13, Additional Electrical Work in New Fan Room	ADD	\$4,354.00
5. Per Cool Air Proposal Request #5, dated 06/13/13, Modify Openings for Mechanical Louvers in Fan Room	ADD	\$11,302.00
6. Per Cool Air Proposal Request #6, dated 07/18/13, Add Space Temperature Sensor	ADD	\$681.00
7. Per Cool Air Proposal Request #7, dated 07/18/13, Add Pressure Safety Switches	ADD	\$3,225.00
8. Per Cool Air Proposal Request #8.R, dated 07/26/13, Upgrade Control Systems	ADD	\$1,530.00
9. Per Cool Air Proposal Request #9, dated 07/24/13, Install New Structural Stands for New ERU	ADD	\$2,987.00
10. Per Cool Air Proposal Request #11, dated 08/01/13, Replace Old Domestic Water Valves	ADD	\$600.00
11. Per Cool Air Proposal Request #12, dated 08/01/13, Replace Carpet in Computer Lab	ADD	\$1,999.00
12. Per Cool Air Proposal Request #13, dated 08/01/13, Paint Dance Studio	ADD	\$1,125.00
13. Per Cool Air Proposal Request #14, dated 08/01/13, Provide Optional Sensors to Avoid Draining the Building Piping Systems	ADD	\$871.00
14. Per Cool Air Proposal Request #17, dated 09/24/13, New Lighting in Fan Room	ADD	\$3,965.00
15. Credit to Owner for missing wireless access and chair that was damaged by the workers.	DEDUCT	\$(670.00)

**TOTAL ADD THIS CHANGE ORDER: \$36,696.00**

The original Contract Sum was	\$	<u>1,270,700.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>1,270,700.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>36,696.00</u>
The new Contract Sum including this Change Order will be	\$	<u>1,307,396.00</u>

The Contract Time will be increased 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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User Notes:

(1265194316)

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

(Typed name)

SEPT. 26, 2013  
DATE

Cool Air Mechanical, Inc.  
CONTRACTOR (Firm name)

1441 Rice Street, St. Paul, MN 55117

ADDRESS

BY (Signature)

MARK MANGSKAU

(Typed name)

10/23/2013  
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



**Agenda II.B.9.  
November 7, 2013**

**To: Members, Board of Education**  
**From: Stacey Sovine, Executive Director of Human Resources**  
**Date: November 7, 2013**  
**Re: Assurance of Compliance Report**

**RECOMMENDATION: that the School Board authorizes the superintendent, the chairperson and the clerk to sign and submit the Statement of Assurance on behalf of the district.**

Pursuant to Minnesota Statutes, section 127A.42, subd.3, each school board shall annually submit to the Commissioner of Education a statement of compliance with state and federal laws prohibiting discrimination and provide the designated supporting information to assure that statement.

**INSTRUCTIONS:** Pursuant to Minnesota Statutes, section 127A.42, subdivision 3, each school board shall annually submit to the Commissioner of Education, a statement of compliance with state and federal laws prohibiting discrimination and provide the designated supporting information to assure that statement. Complete this form as directed and return it to the above address by November 15. Retain a copy for your files.

**IDENTIFICATION INFORMATION**

School District Name		District Number	
Name of District Contact	Title	Telephone No.	FAX No.

**STATEMENT OF ASSURANCE**

The undersigned hereby affirm that the above named school district is in compliance with the following state and federal laws prohibiting discrimination:

1. The Minnesota Human Rights Act (Minn. Stat. § 363A), which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.
2. Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq.; 34 C.F.R. Part 100), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.
3. Title VII of the Civil Rights Act of 1964 (42 USC 2000e, et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972 (P.L. 92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.
4. Title IX of the Education Amendments of 1972 (20 USC § 1681; 34 C.F.R. Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
5. The Age Discrimination in Employment Act of 1967 (29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 860), which prohibits discrimination on the basis of age (over 40 years).
6. Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.
7. Minnesota Statutes, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.
8. Minnesota Rules, Chapter 3535, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.
9. Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. part 104) prohibiting discrimination on the basis of disability.

10. The American with Disabilities Act (42 USC § 12101, et seq.), also prohibiting discrimination on the basis of disability.
11. Minnesota Rules, part 3500.0550, relating to the Inclusive Educational Program Plan.
12. Equal Education Opportunities and Transportation of Students (20 USC § 1703).
13. Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) (42 USC § 2000 e(k)).
14. The Fair Housing Act (42 USC § 3601 et seq.; 24 C.F.R. part 100).
15. The Age Discrimination Act (42 USC § 6101 and 6102; 45 C.F.R. part 100).
16. Prohibition of Discrimination Based on Blindness (20 USC § 1684).
17. Office for Civil Rights Memo – September 27, 1991: Policy Update on Schools' Obligations Toward National Origin Minority Students With Limited-English Proficiency

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal and state financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Education (MDE), including installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date. The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statutes, section 127A.42, subdivision 3, and agreements made in this assurance. This assurance is binding on the district and the persons whose signatures appear below and who are authorized to sign on behalf of the district.

Furthermore, the undersigned hereby affirm that there is a copy of each of these laws in each building in the district and that the information given on pages two and three of this form is accurate and complete.

\_\_\_\_\_  
Signature - School District Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - President or Chairperson of School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Clerk of School Board

\_\_\_\_\_  
Date



**Agenda II.B.10.  
November 7, 2013**

**To: Members, Board of Education**

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

**Date: November 7, 2013**

**Re: Extended Field Trip**

**RECOMMENDATION: to approve preliminary planning of an extended field trip for BHS Band and Choir students to travel to Italy in March of 2014.**

The Burnsville High School Band and Choir are requesting preliminary approval to plan an extended field trip to Italy in March of 2014. Board Policy IICA: *Field Trips and Extended Field Trips* require preliminary approval from the School Board for all field trips that are outside of the Continental United States. All aspects of Board Policy IICA will be followed.

The primary objective of this trip is to enhance students' musical skills through performance and to enhance students' awareness of other cultures. Performances will include daytime and evening concerts and joint concerts with local performing groups and clinics.



**Agenda II.B.11.  
November 7, 2013**

**To: Members, Board of Education**  
**From: Lisa K. Rider, Executive Director of Business Services**  
**Date: November 7, 2013**  
**Re: Extended Field Trip**

**RECOMMENDATION: to approve preliminary planning of an extended field trip for BHS International Travel Club to travel to London, Paris, Florence, and Rome June 10-21, 2014.**

The Burnsville High School International Travel Club is requesting preliminary approval to plan an extended field trip to London, Paris, Florence, and Rome from June 10-21, 2014. Board Policy IICA: *Field Trips and Extended Field Trips* require preliminary approval from the School Board for all field trips that will take place outside of the Continental United States. All aspects of Board Policy IICA will be followed.

Students will experience the joy of international travel in a fun, safe environment. Students will see the sights and cultures studied in their history and language arts classes.



**Agenda II.B.12.  
November 7, 2013**

**To: Members, Board of Education**  
**From: Lisa K. Rider, Executive Director of Business Services**  
**Date: November 7, 2013**  
**Re: Extended Field Trip**

**RECOMMENDATION: to approve an extended field trip proposal submitted by Sky Oaks Elementary School for sixth grade students to go Eagle Bluff Environmental Learning Center December 11-13, 2013, and to grant an exception to Board Policy IICA that prohibits extended field trips for elementary students.**

Sky Oaks Elementary is requesting an exception to Board Policy IICA that prohibits extended field trips for elementary students so that sixth grade students may go to Eagle Bluff Environmental Learning Center in Lanesboro, MN, December 11-13, 2013. All other aspects of this field trip are in compliance with Board Policy IICA: *Field Trips and Extended Field Trips*.

Eagle Bluff Environmental Learning Center is an accredited special function school with a staff of licensed teachers and trained naturalists. In coordination with Minnesota science standards, the students are taught specific skills and standard through hand-on experiments and first hand experiences.



**Agenda III. B  
November 7, 2013**

**To: Members, Board of Education**  
**From: Lisa K. Rider, Executive Director of Business Services**  
**Date: November 7, 2013**  
**Re: Approve Financial Audit Report for 2012-2013**

**RECOMMENDATION:** That the Board of Education approve the Financial Audit Report for 2012-2013.

CliftonLarsonAllen will provide an overview of the Financial Audit Report for 2012-2013 during the board meeting November 7, 2013. Electronic copies of the Financial Audit Report for 2012-2013 have been made available to board members and the bound copies will be made available in print to Members of the Board on Thursday evening. Once approved by the Board of Education electronic copies of the report will be made available via the website for the public.

There are three main reports.

- 1) Comprehensive Annual Financial Report (CAFR)
- 2) Schedule of Expenditures of Federal Awards and Other Required Reports
- 3) Executive Audit Summary (EAS)

The EAS is prepared by CliftonLarsonAllen and provides a nice summary of the CAFR including a legislative summary. This is a good starting point in absorbing the Annual Financial Audit.

Next, I would suggest the reading of the Introductory Section, Financial Section and Required Supplementary Section within the CAFR for overviews on the Financial Audit.

Highlights include:

- “Unmodified” Audit Report
- No compliance issues noted
- No “material weaknesses” in internal controls noted
- No Single Audit findings
- No Legal Compliance Findings
- Fund Balance increase in the General Fund unassigned fund balance by \$2,021,258.00.

- Budget to Actual Variance on General Fund total revenues of 2.4% to the positive impact on Unassigned Fund Balance.
- Budget to Actual Variance on General Fund total expenditures of 1.3% to the positive impact on Unassigned Fund Balance.

Please let me know if you have any questions.

I recommend the Board of Education approve the Financial Audit Report for 2012-2013.